



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		SHEILA RAHEJA SCHOOL OF BUSINESS MANAGEMENT AND RESEARCH
Name of the head of the Institution		Dr. Vijay Wagh
Designation		Director
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		022-61966611
Mobile no.		7498437373
Registered Email		srbs@srbs.edu.in
Alternate Email		director@srbs.edu.in
Address		Raheja Education Complex, Kher Nagar, Opp. Chhatrapati Shivaji Ground, Bandra (East), Mumbai- 400051. INDIA
City/Town		Mumbai
State/UT		Maharashtra

Pincode	400051																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Urban																		
Financial Status	Self financed																		
Name of the IQAC co-ordinator/Director	Dr Mukesh Goyal																		
Phone no/Alternate Phone no.	02261966666																		
Mobile no.	9920899198																		
Registered Email	iqac@srbs.edu.in																		
Alternate Email	goyal@srbs.edu.in																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	https://srbs.edu.in/NAAC/SSR-from-NAAC-after-DVV.pdf																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.srbs.edu.in/NAAC/Part-A-10-Academic-Calendar-18-19.pdf																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B++</td> <td>2.79</td> <td>2019</td> <td>04-Mar-2019</td> <td>03-Mar-2024</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B++	2.79	2019	04-Mar-2019	03-Mar-2024
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B++	2.79	2019	04-Mar-2019	03-Mar-2024														
6. Date of Establishment of IQAC	10-Feb-2018																		
7. Internal Quality Assurance System																			
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by	Date & Duration		Number of participants/ beneficiaries																

IQAC		
Academic Administrative Audit (AAA) conducted and its follow up action	01-Aug-2019 25	3
Feedback from all stakeholders collected, analysed and used for improvements	22-Mar-2019 1	11
Regular meeting of Internal Quality Assurance Cell (IQAC)	10-Sep-2018 1	9
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Curricular Aspects 2. Teaching learning Process 3. Student Support Progression

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Curricular Aspects (In the areas of Academic Planning, Academic Delivery & Monitoring and Student Feedback)	On suggestions of IQAC, Academic Committee planned Annual Academic calendar in advance and adopted a fixed semester time-table. The same was executed in the academic year 2018-19. IQAC continued with practice of exposition lectures before allocation of subjects to teacher. Creation of semester reports was started in this academic year. IQAC reformed the online student feedback system and collected feedback every semester.
Teaching-learning Process (in the area of Evaluation Process & Reforms)	IQAC Recommended preparation of SOP in evaluation process. and question paper moderation by an expert committee, to the exam department. Both these suggestions have been implemented.
Student Support & Progression (In the area of Placement Cell and Alumni Support)	On the suggestions of IQAC, the placement cell has created and started maintaining database of the companies and students. In the academic year 2018-19, the Alumni body of SRBS got itself formally registered as SRBS Alumni Association.
View File	

14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
College Development Committee	17-Dec-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
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Date of Visit	07-Feb-2019
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2018
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Date of Submission	29-Dec-2018
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)

We are using Aspire developed by Tally.ERP9. Based Software Solution. It is an integrated Educational Institute Management Software. It is a userfriendly system that manages and solves the most complex tasks in educational finance, accounts administration. It fulfills the entire administrative and academic requirements. Aspire offers a wide range of features. Description and a list of modules currently operational

Accounts Module: This is a basic feature of Tally.ERP9 which maintains proper books of accounts with masters, ledgers, various voucher types. It also gives all types of financial reports as well as various analytical MIS reports.

Budget Module: Budget module provides accountwise / groupwise control over financial activities with restrictions on overbudgeted expenses. With various analytical reports and functions preparation, implementation, revision etc. of budgets becomes easy.

Admission and fees Management Module: Software allows school management to manage the admission process with ease. The software also keeps a count of students who register and the ones who get finalized.

Students Database Management: Student administration management system is the most integral and essential module. Details of students, faculty and staff with other details of certificates, documents, sections, and enrolment numbers are maintained on the software. To list few operations:

- Creation of admitted student record covering various details
- Allotment of roll number, registration number, section and subjects
- Updating student dues and fines
- Issuance of certificates
- Class Promotion
- Caste/Subcaste, category, quota management
- Scholarship and fee concession activity

User Management Security: Tally.ERP9 alongwith Tally Server.9 user management software provides high level of user management, concurrency data security with proper access and locking of data, backup restore facility etc. to ensure data accuracy security and to avoid misuse, corruption and loss of data.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Syllabus: SRBS is an affiliated Institute and follows the Syllabus prescribed by the University of Mumbai. Regular updating of Syllabus happens every three to five years. SRBS follows the prescribed syllabus and delivers the subjects in an effective manner to maintain quality of learning. Academic Calendar: Curriculum delivery requires advanced planning for the entire Academic Year. Before the beginning of the Academic Year, Academic Calendar is prepared in consultation with the existing Committees of the Institute. Various timelines and events are mentioned in it, which helps the Institute to prepare for the activities well in advance. Allotment of Subjects: Every Faculty Member prepares and submits the competency matrix to the Director. Depending upon the preferences mentioned in the matrix, a meeting is conducted and the Subject Allotment takes place. Faculty Members then present one module of the allotted subject through the Exposition Lecture in front of the other Faculty Members. This is followed by remarks and suggestions. The faculty member incorporates these changes before delivery of the subject in the class. Lecture Plan and Lecture Log: Each Faculty Member submits a Lecture Plan before the beginning of the Semester. The Lecture Plan consists of a complete description of the course. It consists of information like Assignments to be given to students, Case Studies to be discussed during the session, etc. It helps students understand the contents of each lecture beforehand and gives them an opportunity to prepare for the same. A Lecture Log is the recorded data of topics covered by a Faculty Member during the Course. Each topic is recorded after its completion in the Lecture Log Book. Time Table: Time Table is prepared for each semester at the beginning and is circulated to students and Faculty Members. In case of any unavoidable reasons, there is any change in the Lecture Timing or in the Subject, it is communicated to students in advance. Course File: Every Faculty Member maintains a Course File which consists of case studies, numerical etc. used during the course of the Lecture. Guest Lecture: Experts with vast Industry knowledge holding good positions in the Industry are invited on a regular basis for guiding the students. Through this, students are given an opportunity to get an awareness of the current trends and practices in the Industry. Curricular Feedback: The institute takes feedback from its stakeholders. Feedbacks are taken from Alumni, Students etc. Feedbacks taken from the students help in knowing their expectations and improvising the pedagogical structure or teaching delivery style, if required. Feedbacks on the curricular aspect are collected from Students, Alumni etc and analyzed for improvements. Parents Feedback is also incorporated in the development of the Institute and Students. Induction Program: For every new incoming batch there is 2 to 3 days Induction Program held by the Institute. In this program the Institute briefs the students on the various facilities available, courses that will be taught, examination policies, etc. This helps the students to get well acquainted with Institute.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Program on Basics of	Not Applicable	13/04/2019	8	Focus on both employability entrepreneurship	Stock/Shares Analysis

Stock Market
and
Technical
Analysis

preneurship

Skill
Improvement

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
PhD or DPhil	Marketing	29/11/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MMS	Finance Marketing Human Resource Operations	02/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	21	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Spanish Language	23/08/2018	114
Presentation Skills	21/02/2019	114
English Language	12/01/2019	114
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MMS	Finance, Marketing, Human Resource, and Operations	114
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

SRBS collects feedback from different stakeholders like students, parents, teachers and alumni. Faculty feedback from students is taken semester wise on various teaching learning aspects. Feedback is analysed and communicated to respective faculty members for improvement areas. Feedback for relevance of curriculum is taken from alumni and teachers. Based on the suggestions of Alumni, students, teachers and parents, corrective actions are taken for improvement in the respective areas. As per the suggestions, following actions were taken. 1. To improve the teaching process, faculty who were already using the Smart Board for teaching with basic commands were trained on using the advanced features as well. It resulted in usage of Smart Board by all faculty members. This was done with a view of improving the effective communication between faculty and students. 2. Value added courses were introduced to enhance the knowledge of students. 3. Personal grooming sessions, mock GDs and mock interviews were organized for students to improve their employability.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MMS	Finance Marketing Human Resource Operations	120	130	120
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	Nil	222	Nil	12	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
12	12	9	8	1	1
View File of ICT Tools and resources					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring in SRBS is treated as a developmental opportunity for the students. Students are allotted to faculty members as Mentees. This communication of allotment happens after 5 – 10 days of the first official working day. If a student feels that he/she should change the Mentor for any personal reason whatsoever, the student can do so by giving a written application to the Academic Co-ordinator after which the Mentor for that particular student is finalized. After this, the Mentor holds a meeting with the Mentees and communicates the importance of

Mentoring System. The Mentor also communicates his/her free time available in which the Mentee can meet the Mentor. After the initial introduction of the process, the Mentoring Sessions turn into one on one session where Mentee and Mentor discuss Academic related activities. The Mentee takes advice on various issues like selection of specialization, internship program, advice on improving interpersonal skills, etc. The Mentor supports learning and development of the Mentee. In a situation where the Mentor is not able to guide the Mentee on a specific topic, the Mentor sends the students to the concerned Mentor for guidance. The meeting of the Mentor and Mentee is recorded and kept confidential with the Mentor. It is not disclosed to anyone else.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
222	12	1:19

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	12	1	1	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MMS	344310210	Semester IV /2018-19	07/05/2019	09/07/2019
MMS	344310210	Semester III/2018-19	28/11/2018	02/03/2019
MMS	344310210	Semester II/ 2018-19	27/04/2019	13/05/2019
MMS	344310210	Semester I/2018-19	15/12/2018	31/01/2019
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Our B-School works on the philosophy of fair and transparent system of Continuous Internal Evaluation (CIE). The process has been followed since incorporation and seeks to capture and assess the development of every Management student on a continuous basis throughout the year. There is an Examination Section at SRBS, which is responsible for the smooth conduct of examinations. The responsibilities and other examination administration functions are divided among the members of the Centralized Assessment Process (CAP). SRBS adopts a continuous cycle spread over the entire span of academic

session to build a total teaching learning process. This involves regularity of assessment, unit tests, evaluation, identifying learning gaps, use of corrective measures by Faculty members and students for their motivation and self-evaluation. SRBS has clear and transparent objectives regarding reforms and evaluation in the internal evaluation system. The process of continuous improvement and learning are two fold: 1. To motivate or stimulate student for continues learning 2. To strengthen practical knowledge and complementing it with subject knowledge In consultation with the Director, IQAC Chairman, Academics Coordinator and four Senior most faculty of functional specializations- Finance, Marketing, Human Resource and Operations, our B-School has continued with the following measures for the effective implementation of the evaluation reforms: (a) SRBS has incorporated various evaluative techniques into the Internal Evaluation process such as Group Presentations, role Plays, Assignments, Projects, Class Tests, Quiz, Case Study, Class Participation and Class Attendance which are given weightage of 40. These activities are used by all subject teachers in each semester. Care is taken for continuous and transparent internal evaluation by informing students of the nature of Internal Evaluation in the beginning of the academic year. Faculty members calculate their attendance on a regular basis and count it as an integral part of evaluation system so that the student maintains regular attendance. These assessments help faculty understand the level of understanding of students and also differentiate slow learners from quick learners. After assessment, feedback is provided to students and the faculty discuss the area of improvement with them. Students get an opportunity to make a course correction. Faculty members also check improvement in students on a regular basis through different internal evaluation techniques mentioned above. (b) SRBS is governed by the rules and regulations of Mumbai University in letter and spirit for the Semester End Final Examination. In accordance with University directives, the Examination section obtains the Question Papers for each subject from the Teaching Faculty in prescribed format in a sealed envelope. These question papers are selected and opened by the Director. The answer sheets are evaluated by the teachers as per University rule in the CAP Centre of the Institute. The system of moderation is also followed.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The B-School follows its Academic Calendar for the conduct of Examinations. The Academic calendar mentions the mid-semester and end-semester examination dates before the commencement of each semester. Accordingly, the time table is prepared and students are informed about the Mid-Semester exam one week prior to the examination. The time-table for End-Semester Examination is put up on the notice board three weeks before the commencement of the examination after discussion with the Student Committee. Adherence to Academic Calendar is ensured and complied with. For end-semester examinations Question Papers are required to be submitted to the Examination Department along with model answer papers 15 days prior to the commencement of the examination. The process of evaluating Answer sheets is carried out in the CAP Room by the subject teachers and moderation of the same by external examiners is completed within 30 working days of the examination. The results are declared within stipulated time as prescribed by the University of Mumbai. For mid-semester examinations The Question Paper has to be submitted to the Examination Department 7 days prior to commencement of the examination. The process of evaluating Answer sheets by the subject teachers is completed within 10 working days of the last examination. The results are declared within stipulated time as prescribed by the University of Mumbai.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the

institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.srbs.edu.in/NAAC/2.6.1-POs-PSOs-&-Cos.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
344310210	MMS	Finance, Marketing, Human Resource and Operations	108	107	99.07

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.srbs.edu.in/NAAC/2.7.1-Student-Satisfaction-Survey.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Act Issues	MMS	11/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

No Data Entered/Not Applicable !!!

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	2	Nil	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Celebration of Constitution Day	NSS	2	95
Anti-Plastic	NSS	2	56

Campaign			
Birth Anniversary Celebrations of Dr. A. P. J. Abdul Kalam	NSS	2	45
Birth Anniversary of Maulana Abul Kalam Azad	NSS	4	45
Pulse Polio Immunization Program	NSS	2	88
Tree Plantation Program	NSS	2	53
Vigilance Awareness Week	NSS	2	85
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Pulse Polio Immunization Program	Participation certificate and Honorarium	BMC	88
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Health	BMC	Pulse Polio Immunization Program	2	88
Hygiene	AICTE	Swachh Bharat	2	106
Environment	DTE	Tree Plantation Program	2	53
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/	Duration From	Duration To	Participant
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		industry /research lab with contact details			
Internship	Summer Internship Project	50	02/05/2019	29/06/2019	114
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Global CyberServices LLP	02/01/2019	Skill Development Placement	115
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
15.62	15.62

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Class rooms	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SLIM21	Fully	3.6.0.31681	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3929	1372262	445	257261	4374	1629523
Reference Books	2576	914841	302	171508	2878	1086349
e-Books	Nill	Nill	17462	180605	17462	180605

Journals	607	3697493	89	732732	696	4430225
e-Journals	Nill	Nill	Nill	Nill	Nill	Nill
Digital Database	2	2153068	Nill	355597	2	2508665
CD & Video	57	19797	Nill	Nill	57	19797
Library Automation	1	222573	Nill	38940	1	261513
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(s pecify)	Nill	Nill	Nill	Nill	Nill	Nill
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	156	55	0	0	0	7	88	30	0
Added	0	0	0	0	0	0	0	0	0
Total	156	55	0	0	0	7	88	30	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

7 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
17.7	17.7	77.53	77.53

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

• SRBS ensures that all the assets are being maintained and utilized at optimum level over the years. Accordingly, adequate budget provisions are made for maintenance of the infrastructure. • SRBS has a maintenance team for maintenance of the Building, Elevators, Air Conditioners, CCTV Cameras, Electrical equipment, UPS, Batteries, EPABX, Water Purifiers, and Pest Control. The team conducts periodic checks to ensure the efficiency / working condition of the infrastructure. • Maintenance team takes periodical preventive maintenance measures and in case of breakdown of the utility they get it repaired. • The optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of Elevators, Air Conditioners, CCTV cameras, Water Purifiers and Pest Control. • Maintenance of civil work such as furniture repairs, masonry and plaster work, painting, carpentry, plumbing etc. is carried out regularly. • Computer and Labs - The IT Head is in-charge of the computer and laboratory maintenance. He does periodic reporting on requirements of repairs, upgrades and maintenance after which he resolves the problems, if any, by contacting the maintenance team or the machine vendors for repairs and up-gradation of the systems. The requirements are collectively processed in every semester by the IT head during the break so as to keep things ready. • Library - SRBS has spacious state-of-the art air-conditioned library of 120 Sq. meters located on the 3rd Floor of the Campus. The maintenance of the library is taken care of by the support team. Suitable racks and cupboards are provided for keeping the books. • Sports - SRBS has a sports room for the students. It comprises of Table Tennis and Carrom equipment. The equipment is maintained by the faculty sports in-charge, if required, are taken up with the sports vendor. The tables and Carrom Board are regularly used and maintained by the sports in-charge with the help of a staff member who is specifically allocated this responsibility. • The campus building has a continuous electricity supply and power backup through Diesel Generator and are insured every year by the trust • The SRBS campus is secured by a compound wall from all the sides and Gates are manned by Security Personnel. To ensure campus safety, campus is secured with 24 x 7 security personnel and most of the area is covered under CCTV surveillance for safety monitoring. • Provision for Smoke Detectors and Centralized sprinklers of Water are made to take care of fire hazards. In addition, fire extinguishers are placed at all important locations and are regularly refilled and maintained. • A separate water supply from Municipal Corporation is provided which supplies water in adequate amount. Water Coolers along with Aqua Guard filters are installed to provide safe drinking water on each floor. • SRBS has outsourced housekeeping to a professional who has deputed adequate staff to meticulously maintain hygiene and cleanliness in the campus. Wash rooms and restrooms are well maintained. Dustbins are placed on each floor.

<https://www.srbs.edu.in/NAAC/4.4.2-Procedure-and-Policy-of-Maintenance.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			

a) National	0	Nil	0
b) International	0	Nil	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft skill development	21/02/2019	114	In House Faculty
Remedial Coaching	25/08/2018	17	In House Faculty
Language Lab	12/01/2019	114	Ms Pallavi Paliwal
Mentoring	01/08/2018	114	In House Faculty
Yoga, Meditation	14/07/2018	198	Art of Living
Personal Counselling	01/07/2018	11	Ms Charulata Abhyankar
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career Counselling	Nil	108	Nil	53
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	99acres.com, SSC GlobeOp, Oracle India, Equitas Small Finance	108	53

Bank, Axis
Bank, HDFC
Mutual Fund,
Nomura,
ICICI Bank,
GlobalGyan
Academy,
Chokhani
Co.,
Convonix,
Xylem,
Hindustan
Times, Insta
Digital,
HDFC Bank,
Crisil,
Monal
Capital (P)
Ltd.

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Guru Purnima Nill	Institute	86
Teacher's Day Nill	Institute	79
Fresher's Day Nill	Institute	156
Diwali Celebration Nill	Institute	77
Makar Sankranti Nill	Institute	78
Marathi Bhasha Gaurav Din Nill	Institute	92
Khel Mahotsav Nill	Institute	86
Farewell Day Nill	Institute	189
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

In SRBS, the Student Council works for the benefit of the students throughout the year and pursues several activities within and outside the Institute campus. This council is constituted according to the University norms each year, via properly set procedures. The Student Council consists of Class Representative, President, Secretary, Reserved Category Representative Lady Representative, NSS, Sports, Cultural one faculty member. The students are a part of planning, implementation and execution of all cultural activities co-curriculum and Extra -curriculum activities, some of which are as follows: Co-curricular Activities: • First Year Induction Program Pehchaan • Study Tour to Himachal Pradesh • Industrial Visit to Security Exchange Board of India • Industry Visit to National Stock Exchange • IIT BOMBAY E-Summit attended by Entrepreneurship Development Committee Extra-curricular Activities: • International Yoga Day • Guru Purnima Celebration • Pulse Polio Program • Teachers Day Celebration • Anti-Plastic Campaign • Freshers Day of Batch 2018-20 • 150th Birth Anniversary of Mahatma Gandhi • Birth Anniversary Celebrations of Dr. A. P. J. Abdul Kalam • National Unity Day • Vigilance Awareness Week • Pre Diwali Celebration • Birth Anniversary of Maulana Abul Kalam Azad - National Education Day • National Constitution Day • Makar Sankranti Celebration • Marathi Bhasha Gaurav Din • International Womens Day • Swach Bharat Abhiyan • Khel Mahotsav • Farewell of Batch 2017-19 • Tree Plantation Program

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

SRBS has its own registered Alumni Association. SRBS Alumni Association was incorporated on September 10, 2018 and it is the company limited by guarantee. The procedure for formation of SRBS Alumni Association was initiated as section 8 company with Mr. Akshay Patil, Mr. Dharak Chhaya and Mr. Rushabh Mehta being the promoter directors. The "Article of Association" as well as "Memorandum of Association" were drawn in conformity with the Companies Act 2013.

5.4.2 – No. of enrolled Alumni:

329

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Yes, Alumni Reunion on 17/11/2018

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The decision making at SRBS is decentralized and the style of management is participative which reflects in the functional hierarchy of the institute. The policy making, decision making and the functioning of the institute is administered by the Board of Governors (constituted as per AICTE guidelines), College Development Committee (formed as per University of Mumbai guidelines) and IQAC (formed as per guidelines of NAAC). Day to day activities are carried out through various statutory and non-statutory committees for academic and administrative functions. The remaining statutory committees comprise of representatives of all stakeholders of the Institute for coordinating important administrative activities. Besides management representatives the stakeholders include admin staff, faculty, student representatives, alumni, parents and academic industry expert. The statutory committees at SRBS are formed as per the norms of the competent authorities. The list of statutory committees is appended below: • Student’s Grievance Redressal Committee • SC/ST Committee • Internal Complaints Committee • Anti-Ragging Committee The list of Non-statutory committees is appended below: • Academic Committee • Exam Committee • Cultural Committee • Placement Committee • Study Tour Committee

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	SRBS is affiliated to the University of Mumbai. The Curriculum is developed by the Board of the Studies of the University of Mumbai. The SRBS adheres to the prescribed syllabus which is generally updated by the Board of the Studies every three years. Apart from this, Faculty Members conduct additional lectures to teach the contemporary industry practices presently followed in order to improve knowledge of the students. This practice helps to keep our student’s updated with corporate world.
Teaching and Learning	SRBS strives to improve quality in the Teaching and Learning Process on a regular basis. One of the quality improvement techniques used is the inclusion of “Participative Learning”. Where teachers involve students. While teaching they employ diverse pedagogical methods like role plays, case study discussion, group discussion to name a few. As a result, it is observed that students not only improve their thinking process but it also makes the subject more interesting. This improvement is regularly measured by the Faculty Members through continues evaluation.
Examination and Evaluation	Examination and Evaluation is a very

important method to ensure what and how students have learnt from the teaching. To make the examination effective at SRBS we have initiated moderation of the question paper. Continuous evaluation consists of 40 marks for internal and 60 marks for external. 40 marks internal are distributed into four parts: Midterm Test consists of 10 marks, 10 marks for Attendance and Class Room Participation. For remaining 20 marks faculties may use any two methods from the given option such as Group Presentations, Role Plays, Case Studies, Assignments, Projects and quizzes having weightage of 10 marks each. This strategy helps in the pursuit of quality on a continuous basis. It benefits students directly and promotes a quality culture and healthy competition among students.

Research and Development

The SRBS has identified research and development as a critical and important area for quality improvement. SRBS decided to focus on three sub-areas of research and development viz research by faculty, research by students and obtaining permission for a Research Centre to run PhD courses. Accordingly, the institute applied to the University of Mumbai for making Sheila Raheja School of Business a Research Centre. The SRBS has obtained permission and approval from the University of Mumbai for starting the same.

Library, ICT and Physical Infrastructure / Instrumentation

SRBS has spacious state-of-the art air conditioned library of 120 Sq. meters located on 3rd Floor of the Campus. Library is functional from 8 am to 6 pm on all working days. Library has open access to books. Library is using SLIM 21 Library Management software. Currently library is holding 7252 books related to MMS course. SRBS has subscribed for 75 National and 10 International Journals. Library has membership to National Digital Library (NDL). E book collection includes 17462 books from EBSCO Information INC. SRBS library has purchased Anti Plagiarism Software for checking of Research Project of the students.

Human Resource Management

Recruitment- All Teaching Staff is selected and appointed through duly constituted Selection Committee of Mumbai University. Training- Faculty are encouraged to attend FDPs, MDPs,

	<p>workshop conferences organized by other institutes / professional bodies.</p> <p>Appraisal- Annual performance appraisal is carried out. Retention- Faculty are provided with academic and administrative assistance. There is continuous effort to maintain work life balance. Grievance - A committee is in place for Redressal of all stakeholder's grievances.</p>
Industry Interaction / Collaboration	<p>Apart from giving academic input to the student's SRBS strives to help students with contemporary industry practices by continuing interaction with industries' through following activities.</p> <ul style="list-style-type: none"> • Inviting corporate personnel from industry to visit SRBS to share their knowledge. • Memorandum of Understanding between the Institute and industries to bring the two sides strategically closer. • MMS- Summer Internships in industries under joint guidance of the faculty and experts from industry. • Visiting faculty/professors from industries.
Admission of Students	<p>Admissions for Full time Masters in Management Studies (MMS) course are taken as per the eligibility criteria and norms laid down by Directorate of Technical Education, Government of Maharashtra. The said admission process is online conducted by State CET Cell of Directorate of Technical Education. Our staff in administration does one to one Counselling of the Students and educates the students about the procedure, rules and regulation to be followed for availing admission. Thus, they motivate students to take admission.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>Our B. School website is fully functional and regularly updated with all the information required for admission, scheduling time table and examination dates. We provide attendance records and other welfare activities with the help of electronic media. The College has a Biometric system where teaching and non-teaching staff have to punch in and out while entering and leaving the Campus. We have plagiarism software in place and we are planning to improve efficiency by introducing advanced version of</p>

	plagiarism software.
Administration	<p>Sheila Raheja School of Business Management Research (SRBS) functions under the aegis of Bombay Suburban Art and Craft Education Society. Work is delegated by the Director of Sheila Raheja School of Business Management and Research to the Head of the Departments. All the norms, policies and amendments made by the Competent Authorities is implemented by Sheila Raheja School of Business Management and Research. SRBS is adhering to all the online processes that are defined by the Government in the areas of Administration, Admission, Examination, Academics, Library, Student Support etc. from time to time. SRBS makes the payment of salary to the Faculty and Staff through IMPS/NEFT mode. Fees from students is collected through NEFT/RTGS mandates. All the Statuary payments related to AICTE, affiliating bodies and other stake holders is done by online mode through their respective portals as defined by the concerned authorities.</p>
Finance and Accounts	<p>SRBS has full time Accountant who keeps all the records related to income expenses in Electronic Format. • Receiving fees by way of NEFT/RTGS/IMPS etc. • Online salary payment of staff. • Online payment to provident fund profession tax. • Refunds students deposit (Library deposit Lab caution money) through NEFT. • Online filing return of TDS.</p>
Student Admission and Support	<p>Admission for Full time Masters in Management Studies (MMS), Course are taken as per eligibility criteria and norms laid down by Directorate of Technical Education (DTE), Government of Maharashtra. The said admission process is online conducted by State CET Cell of Directorate of Technical Education which is followed by our Institute. Subsequent to the online admission process admission taken by the Colleges are checked and verified by the Admission Regulating Authority through online process defined by them. The said process is followed by our Institute. Students are guided and supported by Institute to fill online Post Graduation Forms, Enrollment and Eligibility forms to be submitted to the University of Mumbai for</p>

confirmation of their admission. Our Institute gives assistance to all Students belonging to Reserved category, Economically backward category and Minority category for availing Scholarships offered by State and Central Government under the schemes defined by them. In the Academic Year 2018-19 our Institute has ensured that all 85 Students belonging to Reserved category, Economically backward category and Minority category have applied for availing the benefit of Scholarship scheme offered by the Government.

Examination

Examination committee has incorporated use of Computerization in most of the functional areas of the examinations like internal marks uploading and result generation.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr Vijay Wagh Prof Vivek Sharma	Nil	Bombay Management Association	5900

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	EBSCO Database	Nil	15/01/2019	15/01/2019	7	Nil
2019	J- Gate Database	Nil	29/01/2019	29/01/2019	8	Nil

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
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Short-term course conducted by UGC - Human Resource Development Centre on "Pedagogic Innovations: Challenges and transformations in inclusive Higher Education	1	06/05/2019	11/05/2019	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	1	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> Financial support for fdp/publications Counsellor is available to resolve stress related issues Medical check-up facility First-aid amenity Facility of Sanitary-pads vending machine Group Insurance 	<ul style="list-style-type: none"> Counsellor is available to resolve stress related issues Medical check-up facility First-aid amenity Facility of Sanitary-pads vending machine Group Insurance 	<ul style="list-style-type: none"> Counsellor is available to resolve stress related issues Medical check-up facility First-aid amenity Facility of Sanitary-pads vending machine Insurance Travel concession Facilitating various government scholarship facility.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

SRBS regularly conducts external audit and all account books are maintained by the accountant as per the guidelines of the accounting standards. The Cash books, Ledgers, Invoices, Petty cash accounts and Bank pass-books are interchangeably assessed by the auditor. The accounts of the Institute are audited by Chartered Accountant appointed by the society regularly as per the Accounting Standards at the end of each fiscal year and are certified. The annual reports of the external audit since 2011 are available with the institute. The Institute conducts external audit on every year from M/S D.Y. Ranade Co. (External Auditor).

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dr Sunil Karve	Yes	Director
Administrative	Yes	Dr Sunil Karve	Yes	Director

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Feedback Collected from Parents 2. Participate as Members in Institute Committee 3. Invite Suggestions for improvement on student performance through Meetings

6.5.3 – Development programmes for support staff (at least three)

1. Grooming Session for Administrative Staff 2. Training Session Etiquettes and Manners for Supporting Staff 3. Tally Software Training

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Reforms in Examination 2. Grooming Session for Faculty 3. Workshop for Teacher to provide students emotional support

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Regular meeting of Internal Quality Assurance Cell (IQAC)	10/09/2018	10/09/2018	10/09/2018	9
2018	Feedback from all stakeholders collected, analysed and used for improvements	22/03/2019	22/03/2019	24/04/2019	11
2018	Academic Administrative Audit (AAA)	01/08/2019	01/08/2019	26/08/2019	3

conducted
and its
follow up
action

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Security Threats Women Face	10/09/2018	10/09/2018	39	56
Women in Workplace: Issues and Challenges	22/12/2018	22/12/2018	56	73
International Women Day	08/03/2019	08/03/2019	40	56

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva	Number of initiatives taken to engage with and contribute to	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	ntages	local community					
2018	Nill	1	05/08/2018	6	Pulse Polio Immunization Program	Health Hygiene	88
2018	Nill	1	15/10/2018	1	Tree Plantation Program	Environmental Awareness	53
2019	Nill	1	10/01/2019	1	Blood Donation	Social Welfare	103
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	05/07/2018	<p>After successfully communicating the code of conduct to various stakeholders a follow up on the effectiveness of its implementation was carried out. Based on the random sampling method, stakeholders were selected and furnished with a questionnaire, designed to understand the following, a. The perception of the stakeholders towards the code of conduct. b. The extent to which they understood the code of conduct. c. The extent to which they were willing to adhere to it. d. Any suggestions from their side to improve its effectiveness. • The survey revealed that most of the stakeholders accepted the code of conduct as a necessary means to maintaining uniformity, discipline and as a societal discipline window. • It also revealed that stakeholders understood the code of conduct. • All the stakeholders were willing to adhere to it. • A few stakeholders gave some suggestions.</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Birth Anniversary of Maulana Abul Kalam Azad	13/11/2018	13/11/2018	45
Constitution day	26/11/2018	26/11/2018	95
International Women's Day	08/03/2019	08/03/2019	78
Swach Bharat Abhiyaan	20/03/2019	20/03/2019	106
Pulse Polio Immunization Program	05/08/2018	10/08/2018	88
Anti-Plastic Campaign	08/09/2018	08/09/2018	56
Birth Anniversary of Dr. A. P. J. Abdul Kalam	15/10/2018	15/10/2018	45
Tree Plantation Program	15/10/2018	15/10/2018	53
Vigilance Awareness Week	29/10/2018	03/11/2018	85
Birth Anniversary of Sardar Vallabhai Patel	31/10/2018	31/10/2018	86
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plastic free campus 2. Paperless Office 3. Waste Management 4. E Waste Management 5. Public Transport

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: Title of the Practice- Practice of Exposition Lectures
Objective of the practice: In order to deliver the course in a comprehensible and interesting manner with full involvement of the students by employing contents of latest industry practices and examples through use of pedagogy like case studies, role-play, video, discussion etc., the practice of exposition lecture has been introduced. **The Context:** A faculty gives an exposition lecture in front of other faculty where they demonstrate subject delivery and the relevancy of the topic to current market needs. In addition, they get constructive suggestions from fellow faculty members to deliver sessions in the best possible manner. This is a classic example of peer evaluation and internationalization of quality endeavors. **The Practice:** At the end of the Academic Year every faculty is asked to prepare a competency matrix which includes the list of subjects of their expertise and those they have taught. Based on the competency matrix, 45 days before beginning the semester, subjects are allotted to the faculty who then have to deliver a lecture on any topic from that subject in the presence of other faculty members of the Institute. The delivery of the lecture is judged on the following parameters:- Contents • Citing industry case studies • Application Orientation • Pedagogy encouraging learners participation • Communication and body language • Giving take home messages for further study The faculty gives constructive feedback and asked to

prepare the course delivery keeping in mind the above parameters as well as expectations and interest of the students. This practice also helps them to keep themselves updated with the latest practices and trends in the industry. This practice gives faculty members sufficient time and input to prepare their delivery. Evidence of Success: • Faculty members have developed a habit of going well prepared for the lecture. • The Knowledge quotient as well as employability of the students has improved as evidenced from the placement scenario. • The Institute has got positive feedback from the parents and other stakeholders. Problems Encountered and Resources Required: • Faculty needs time to prepare the competency matrix. • The faculty did not initially agree for giving Exposition Lecture for reasons of being subjected to evaluation and scrutiny. Some counselling had to be done. • The fellow faculty colleagues were not willing to give suggestions to faculty. • It was perceived as a time consuming exercise. Best Practice 2 Title of the Practice: Workshop on Summer Internship Project (SIP). Objective of the Practice: To educate students on the purpose and importance of SIP, qualities of good research, provide them with appropriate research tools, questionnaire construction techniques, report writing skills and also equip them with required soft skills and etiquette before they embark on a journey to their Summer Internship Project (SIP). The Context: As per the curriculum prescribed by University of Mumbai, students who complete MMS semester-I should do a Summer Internship Project (SIP) between their II and III semesters. SIP is meant to supplement their classroom learning with industry norms and practices. The Viva Voice examination is administered post internship to evaluate students. The Viva-Voce evaluation conducted four years ago revealed that majority of the students had insufficient understanding of what was expected in the SIP. They had little knowledge of what constituted a good research, research tools and they lacked required office and project work etiquette. It was, therefore, decided to work on these deficiencies, which indirectly affected placement opportunities because of unimpressive internship project reports. It is clear from the industry feedback and analysis of students' placements vis-a-vis summer internship projects by them, those students who impress the industry with quality summer internships projects either receive pre-placement offers or get regular placement opportunities. Since SIP is important from an employment point of view, the practice of conducting an intensive workshop for students before they embark on their internship journey, with in-house faculty with industry experience as resource persons came into existence in the year 2016. The Practice: All five sessions in the Summer Internship Workshop are delivered by in-house faculty members with industry experience. The five sessions comprise of a) Purpose Importance of SIP, b) Qualities of good research, research tools and how to construct a questionnaire c) Writing a good research report, d) Presenting project work and e) Soft Skills and Etiquette during SIP. The faculty in-charge issues a circular to all students detailing the guidelines for internship, Workshop details such as Project topic finalization, submission dates for Synopsis, date for submission of first draft of the Report to academic mentor, date for final submission of the Report etc. Evidence of Success: Sessions on Summer Internship are helping students to master research skills that are the key for success at a job and in taking well-informed decisions about their career. Problems Encountered and Resources Required: No serious problems in organizing and conducting the Workshop or implementing and monitoring the detailed Summer Internship Process in a systematic manner are faced by the Institute. However, the challenges faced in the conduct of a Workshop are Absence of awareness and realization among the students about the vital importance of good Internship projects which may fetch them a pre-placement offer and or a regular good placement opportunity.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

While the institute does provide a transformative educational experience, it also strives to inspire and encourage students to contribute to the society and nation building. The Institute introduced a major program this year- Institutional Social Responsibility (ISR) to make the students socially and environmentally accountable and create a positive impact on the society. Various initiatives were taken under this program, few being mentioned below: NSS Camp: The theme of this year's NSS camp was "Empowering Tribal Villages" with an objective to build an interface with the community, generate a rapport with them, develop a deep understanding of the village and take steps for their upliftment. The camp held at Suryamal village witnessed enthusiastic participation from several volunteers. Many activities were identified and executed for the upliftment of the village. Campaigns on tree plantation, no plastic, no tobacco day, fit India and Bharat Swachatta Abhiyaan were conducted. Blood donation camps, district level yoga camp, workshop on HIV-AIDS, drug abuse prevention and women sensitization were organized to create awareness about the relevant social causes. To commemorate significant days of our Indian calendar, Education Day, Constitution day, Unity Day, death anniversary of Mahatma Gandhi were also celebrated during the tenure of the camp. The institute has made sustained efforts to promote compassion and empathy among the students and ensure that they develop a deep sense of responsibility towards our society and planet.

Provide the weblink of the institution

<https://www.srbs.edu.in/NAAC/Institute-Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

For the upcoming academic year, the Institute has set forth the following goals:
1. Strengthening Establish Management Development Program (MDP) and conduct its activities
2. Strengthen Entrepreneur Development cell (EDC) to foster entrepreneurial skills among the students
3. Adopt tribal habitat conservation plan
4. Improve College cultural fest participation
5. Call external moderators for moderating end term examination answer sheets