Yearly Status Report - 2019-2020

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 (E), 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 Rajesh Chouksey**
Phone no/Alternate Phone no.	**02261966666**
Mobile no.	**7020138282**
Registered Email	**iqac@srbs.edu.in**
Alternate Email	**rajeshchouksey@srbs.edu.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.srbs.edu.in/NAAC/AQAR%20 2018-19.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/Academic-Calendar-2019-20.pdf

5. Accrediation Details

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		
Feedback from all stakeholders collected, analysed and used for improvements	22-May-2020 1	125
Academic Administrative Audit (AAA) conducted and its follow up action	21-Dec-2020 1	2
Regular meeting of Internal Quality Assurance Cell (IQAC)	16-Sep-2019 1	41
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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 :	**3**
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	Achivements/Outcomes
Curricular Aspects	On suggestions of IQAC the best practice of exposition lectures was replaced by Faculty eCourse Book for Students, restructuring of course outline was done and Academic Administrative Audit was conducted by external agency.
Teaching learning Process	IQAC Recommended to conduct internal evaluation of BMS and BA MMC with the existing practice of conducting examination on centralized basis and was implemented successfully.
Student Support Progression	IQAC introduced the importance of imparting knowledge of Human Values to the students of all programs. Accordingly, sessions were delivered during the induction programs. In the academic year 2019 20, the Alumni Association of SRBS started functioning efficiently and on the recommendations of IQAC, planned to organize Mega Reunion of alumni.
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
CDC	28-Jun-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes

Date of Visit	07-Feb-2019

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2020

Date of Submission	24-Jan-2020

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton 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, and various voucher types. It also gives all types of financial reports as well as various analytical MIS reports. Budget Module: Budget module provides account wise / GroupWise control over financial activities with restrictions on over budgeted 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 Exam Management Module: This module defines and creates The Examination System. It creates student details for examination registration, manages preparatory examination work, the examination schedule generation, recording marks entry, result calculation, printing of mark sheets in the prescribed format etc. User Management Security: Tally.ERP9 alongwith Tally Server.9 user management software provides high level of user management, concurrency 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

The Institute is affiliated to University of Mumbai and upgradation of the syllabi is done at the University level; the college has a mechanism for effective, documented curriculum delivery. The College Vision, Mission, Objectives are communicated through the College Website and Admission Brochure to all its Stakeholders. Before the start of every academic session, the Director along with the Academic Coordinator finalizes the Academic Calendar in line with the University schedule. Subjects are allocated to the Faculty Members based on their subject expertise and interests well in advance. Every faculty member provides the students with a course outline before the start of the semester. Course outlines are adhered to, so that students are able to gauge with a degree of clarity, what portion of the curriculum will be delivered within the stipulated time frame. Course outlines are also preserved each year as documentation. The Timetable for every semester is prepared by the Academic Head in consultation with the Director and Faculty Members. The Timetable is also communicated to all students by pinning it on the Notice Boards, through Class Representatives and by posting it on social media. Course files which contains Individual timetable, Teaching plan, Assignments, Class test question papers, University question papers, diverse pedagogy used to include case study, role play, group discussion etc are maintained by faculty members. In addition to traditional teaching methods, video lectures, NPTEL lectures, OP, PowerPoint presentations, projects, case studies, surveys etc. are being conducted. Guest lectures are regularly arranged to bridge the gap in the prescribed curriculum. At the end of every semester course exit feedback is taken from the students and analyzed for proper measures. The Faculty-in-Charge maps the course outcome with the program outcomes to ensure the attainment of the curriculum. The institution conducts an academic audit of attendance registers, internal exams, question papers and the evaluation process. Students are encouraged to do Summer Internship Projects(SIP) in companies thereby giving them an exposure to the recent trends. Students are also encouraged to participate in industrial visits. Special emphasis is given on developing the overall personality of the students by conducting various personality development programs. Students are encouraged to participate in NSS and other social activities to enable them to be socially responsible citizens. Seminars, value added courses and industrial visits are arranged to enrich the curriculum. Internal assessment is done transparently. Interpersonal skills are sharpened through Value Education. The result analysis of the internal assessment is done, and proper measures are incorporated to improve the performance by arranging remedial classes for the weaker students. Remedial classes are conducted for slow learners. In addition to projects, class tests and internal assessments, students are encouraged to meet faculty beyond classroom hours for doubt-clearing and curricular discussions.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of	Duration	Focus on employ	Skill

		Introduction		ability/entrepreneurship	Development
Digital Business	-	13/07/2019	10	Employability Entrepreneurship	Learning Digital Platform
Wealth Management	-	17/07/2019	10	Employability Entrepreneurship	Wealth Planning
Certification Program on Basics of Stock Market and Technical Analysis	-	10/08/2019	8	Employability Entrepreneurship	Stock/Shares Analysis
Certification Program on Basics of Stock Market and Technical Analysis	-	15/02/2020	8	Employability Entrepreneurship	Stock/Shares Analysis

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BMS	Marketing Finance Human Resource Management	21/06/2019
BA (Journalism)	Advertising, Journalism	21/06/2019
	[View File](#)	

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
BMS	Marketing Finance Human Resource Management	23/07/2019
BA (Journalism)	Advertising, Journalism	23/07/2019

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

	Certificate	Diploma Course
Number of Students	156	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	01/10/2019	108
Microsoft Office	26/09/2019	108
English Language	06/02/2020	108
Focused Skill Training	08/01/2020	108

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	108

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.	
Students	Yes
Teachers	Yes
Employers	Yes
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 on curriculum from different stakeholders - Students, Parents, Teachers, Alumni and Employer. Faculty feedback is also collected from students on various teaching learning aspects. This feedback is analyzed and communicated to respective Faculty members for improvement areas. Corrective actions are taken for improvement based on the feedback provided by all the stakeholders mentioned above. In line with the suggestions of stakeholders on curriculum, following actions are proposed to be taken: 1. More GD/PI sessions, presentations, debates, quiz, guest lectures, personal grooming sessions and case studies should be incorporated in syllabus to provide more knowledge to the students. 2. Subjects like Digital Marketing, PowerPoint and Advanced Excel should be included in the curriculum. 3. SRBS Alumni should be invited more frequently as guest speakers to share the industry relevant information.

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 and Operations	120	115	110
BA (Journalism)	Advertising, Journalism	60	45	34
BMS	Finance Marketing Human Resource	60	112	60

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
2019	94	224	2	12	5

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	Numberof smart classrooms	E-resources and techniques used
14	14	9	8	1	1
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

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

The Institute gives high importance to the Mentor Mentee system. SRBS assigns a maximum of 15 to 20 students to a faculty member who is their mentor for the entire program duration. This system enables bridging the gap between the Teacher and Student. It also creates a better environment in the college, where students can approach teachers for both educational and personal guidance. Mentors regularly interact with the students. They motivate students to attend holistic activities like placement, internship etc. The students are given guidance for career, besides academic issues. The Mentors are also provided access to the profile of the students along with their contact details. These details help the Mentor to keep in touch with their mentee. The meetings of mentorship are conducted twice every month, in which each student meets their mentors for academic issues. The students who have less attendance and who have missed their internal tests are paid special attention from the mentor's side. The role of the mentor is to nurture the students and guide them in problem issues. Students with personal/family problems are referred by the Mentor to a professional counsellor for support. The mentor supports them in all the possible ways to enrich their academic performance. Where the student requires additional help, which is beyond the ability of the Mentor, she/he guides the students to the right person. Mentors help greatly in identifying diversity in terms of learning challenges as well.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
318	14	1:23

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
14	14	5	5	5

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
Nill	–	Nill	–

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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
BMS	22300005	Semester I	23/10/2019	24/01/2020
BMS	22300005	Semester II	22/05/2020	20/06/2020
BA (Journalism)	12300010	Semester I	19/10/2019	24/01/2020
BA (Journalism)	12300010	Semester II	22/05/2020	20/06/2020
MMS	344310210	Semester I	24/12/2019	27/02/2020
MMS	344310210	Semester II	29/04/2020	20/06/2020
MMS	344310210	Semester III	28/11/2019	14/01/2020
MMS	344310210	Semester IV	03/10/2020	09/11/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

SRBS recognizes the need to evolve in a dynamic and quick response seeking environment. The Institution adheres to guidelines issued by University of Mumbai and strives to attain seamless and error free conduct of Examinations. The threefold agenda for continuous improvement and learning at SRBS are : 1. To motivate or stimulate students for continuous learning 2. To adopt quality teaching with innovative education tools 3. To strengthen practical knowledge and complementing it with subject knowledge Continuity and change are equally important in Continuous Internal Evaluation: (a) In this regard, the Institute has incorporated various evaluative techniques in its Internal Evaluation process such as Presentations, Assignments, Class Tests, and Group Discussion which are given weightage of 40 percent. These activities are used by all subject teachers in each semester. Meticulous planning is a prerequisite for continuous and transparent internal evaluation. It kickstarts with informing students on the nature of Internal Evaluation at the beginning of the Academic Year. Faculty members calculate their attendance on a regular basis and count it as an integral part of the evaluation system so that the student maintains regular attendance. These assessments help faculty interpret the level of understanding of students and also differentiate slow learners from quick learners. After assessment, feedback is provided to students to discuss the areas 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) Bachelor of Management Studies(BMS) course was introduced in our Institute in AY 2019-20. The process of evaluating students for this undergraduate course is based on well articulated rules and regulations regarding examinations by University of Mumbai. Internal evaluation process includes a Mid-semester Examination of 20 marks and class participation of 5 marks. The total weightage is 25 marks. In addition, SRBS conducts an End- term Examination for 75 marks in the pattern designed by the University. (c) Bachelor of Arts in Multimedia Mass Communication (BAMMC) has its own well crafted pattern of evaluation. The 25 marks awarded for Internals include Project, Assignment, Group Discussions

and Class Participation. This three year undergraduate course requires students to write an End term Examination, which is for 75 Marks.. The entire process was drafted and executed for the first time in the Institution. It is apt to state that following changes suggested by Director, IQAC Coordinator and senior faculty members were incorporated in 2019-20 (a) Answer sheets for End Semester examination have been changed from 12 pages to 24 pages. It has eliminated the use of supplementary sheets and brought administrative convenience and ease in conduct of examinations. (b) Answer sheets for Mid-Semester examinations have been modified to suit the changing requirements. It is a four-page sheet which has been well accepted by all. (c) External moderators are invited for answer sheet moderation to bring transparency in the CIE process. Minimum of 20 per cent answer-sheets are moderated as per University guidelines.

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

SRBS follows its Academic Calendar for the conduct of Examinations. Well-articulated and structured processes have been in vogue. The Calendar provides a roadmap for all Examinations – Internal as well as External. Dates of mid-semester and end-semester examinations are announced at the commencement of each semester. Time table for MMS, BMS and BAMMC is prepared and circulated amongst students one week prior to mid-semester examination. The time-table for end-semester examination for MMS, BMS and BAMMC is put up on the notice board 15 days before the commencement of the examination, after discussion and concurrence of student representatives. The Question Paper for End-semester examinations is submitted to the Examination Department along with a model answer paper 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 faculty and moderation of the same by external examiners is completed within the prescribed frame. Results are declared as in the manner, prescribed by the University of Mumbai. Our B-School is vigilant and responsive to changes suggested by the University from time to time. Academic Year 2019-20 posted its biggest challenge of administering internal as well as external examinations in an online mode. COVID-19, thereby creating a rare opportunity for all teaching faculty to rise to the occasion, in the midst of this challenge of remote proctored examination. Every faculty of SRBS contributed her/his best for smooth conduct of online examinations. The College shaped to the new normal and got the results declared as per special guidelines and requirements suggested by the University.

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-2019-20.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 Operations	114	114	100
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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%202019-20.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 !!!				
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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
Business Etiquettes Professional Presence	Management	16/08/2019
Cracking Job Interviews Successfully	Management	19/08/2019
Retail Marketing	Management	18/10/2019
Managing Transition from Campus to Corporate	Management	21/11/2019
Intellectual Property Rights	Management	07/02/2020
POSH Act 2013	Management	07/03/2020

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
Wings2Vision	Harsh Kapadia Shruti Sonar Sayali Maitrani Mahesh Patel	PTVA's COEI	15/02/2020	Business Idea Innovation
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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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 !!!			
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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
Management	2
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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 !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	3	Nill	10
Presented papers	2	Nill	Nill	Nill
Resource persons	Nill	Nill	Nill	Nill
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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	137
Pulse Polio Immunization Program	NSS	2	98
Tree Plantation Program	NSS	2	81
Voting Awareness rally	NSS	2	56
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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	98
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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 activites	Number of students participated in such activites
Environmental Awareness	DTE	Tree Plantation Program	2	81
Health Hygiene	BMC	Pulse Polio Immunization Program	2	98
Health Hygiene	AICTE	Swachhata Abhiyan	2	85
Social Welfare	BMC	Voting Awareness Rally	2	56
Sports	NSS	Maha Walkathon	12	194
Social Welfare	NSS	Blood Donation	12	53
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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 !!!			
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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	Name of the	Duration From	Duration To	Participant

| Internship | Summer Internship | Aditya Birla Capital , 8097901276, AirCrews Aviation Pvt Ltd , 9977513452, Aviyana venture , 7314044650, Axis Bank , 9969540702, Chandak Group , 8806902151, Chirag k jain co. , 9152010139, Coroporate Galaxy , 8888001922, Course Mojo Academy , 8888 | 01/05/2020 | 30/06/2020 | 108 |

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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
BIT BROTHERS TECH. PVT. LTD	07/11/2019	SKILL DEVELOPMENT, OUTCOME BASED TRAININGS, PLACEMENT, RD SERVICES AND RELATED SERVICES	Nill
CENTER FOR HEALTH AND DEVELOPMENT (CHD)	07/11/2019	SKILL DEVELOPMENT, OUTREACH AND SOCIAL RESPONSIBILITY, PLACEMENT, AND RELATED SERVICES	Nill
PREMIER LOGISTICS WAREHOUSING LLP	26/08/2019	SKILL DEVELOPMENT, OUTCOME BASED TRAININGS, PLACEMENT, RD	Nill

		SERVICES AND RELATED SERVICES	

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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
9	7.61

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Class rooms	Existing
Campus Area	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

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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 patially)	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	4374	1629523	553	213145	4927	1842668
Reference Books	2878	1086349	381	216492	3259	1302841
e-Books	17462	180605	1661	187832	19123	368437
Journals	696	4430225	41	244998	737	4675223
Digital Database	1	2508665	Nill	66198	1	2574863
CD & Video	57	19797	Nill	Nill	57	19797

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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	94	30	0
Added	0	0	0	0	0	0	0	20	0
Total	156	55	0	0	0	7	94	50	0

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

11 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 incurredon maintenance of physical facilites
17.87	10.44	57.99	57.99

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 the optimum level over the years. Accordingly, adequate budget provisions are made for the 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. · The 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 plasterwork, 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 every

semester by the IT head during the break to keep things ready for the upcoming semester. · Library - SRBS has a 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. The librarian informs the Director, who in turn directs the Maintenance team to add shelves or cupboards as and when required. · Sports – SRBS has a sports room for the students. It comprises Table Tennis and Carrom equipment. The equipment is maintained by the faculty sports in-charge. 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. Any minor repairs if required are taken up with the sports vendor. · The campus building has a continuous electricity supply and power backup through Diesel Generator. · The SRBS Campus is secured by a compound wall from all sides and its gates are manned by Security Personnel. To ensure campus safety, the 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 is 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 an 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

https://www.srbs.edu.in/NAAC/4.4.2-Procedure-and-Policy-of-Maintenance-2019-20.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	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
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 implemetation	Number of students enrolled	Agencies involved
Yoga Session	17/02/2020	122	Art of Living
Focused Skill Training	08/01/2020	108	Prof. C. P. Prakash
Maha Walkathon	02/12/2019	194	In House Faculty
Fit India Program	29/08/2019	56	In House Faculty
Remedial Coaching	25/09/2019	110	In House Faculty
Mentoring	15/07/2019	222	In House Faculty
Personal Counselling	19/08/2019	10	Mrs. Paulomi Pandit Upadhyay

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 passedin the comp. exam	Number of studentsp placed
2020	Placement Training	114	114	Nill	38

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
Nill	Nill	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Kotak Mahindra	24	2	1. HDFC Asset.Mgt. 2.Park Hotel 3.Hotel Sofitel 4.Axis Bank 5.Kotak Mahindra 6.Chokhani 7.Exlerx Services 8.Decimal Point 9.Pinclick 10.Vivo 11.Mankind 12.Oppo 13.Capgemini 14.Oracle 15.Liddo 16.HUL 17.Edelweiss 18.IDFC First Bank 19.XL Dynamics 20	108	36

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

Activity	Level	Number of Participants
Selfie with Guru	Institute Level	98
Fit India Program	Institute Level	56
Fresher's Day	Institute Level	290
Navratri Celebration	Institute Level	250
Diwali Celebration	Institute Level	162
Maha Walkathon	Institute Level	194
BMS, BAMMC cultural program "Comienza"	Institute Level	90
Intercollegiate Cultural and Sports event "Svagam 2020"	Intercollegiate Level	350
Marathi Bhasha Gaurav Din	Institute Level	132
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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/ Internaional	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)

The Student Council of the Institute 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 comprises of President, Secretary and Representatives from Class, Reserved Category , Female Student, NSS, Sports, Cultural and a 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: · BMS and BAMMC Inauguration Program · Guest Lecture on Time Management · First Year BMS and BAMMC Induction Program · Guest Lecture on Inspirational Talk · Pre Placement Talk Kotak Mahindra Bank · Leadership Training Program · Guest Lecture on Business Etiquette · Guest Lecture on Cracking Interview · Guest Lecture on Yuva Mahiti Doot · Guest Lecture on Disaster Management · Alumni Students Interaction · Study Tour to Rajasthan · Guest Lecture on Business Process Re-Engineering · Participated in Entrepreneurship Business Plan Competition "Wings2Vision'20" · Guest Lecture on Entrepreneurship and Changing World · SRBS students attended E-SUMMIT'20 at IIT Bombay · HR Conclave organized by HRFI · Guest Lecture on Intellectual Property Act and Issues · Awareness Session on International Project based learning for Summer Internship · Guest Lecture on POSH Act · Finance Club Activity Investment and Training Yoddha · Participated in Finance Conclave powered by James Cook University Singapore "THE PULL AND THE POWER OF NEW AGE INDIA: INVESTMENT MAGNET OF WORLD" BY THAKUR INSTITUTE OF MANAGEMENT STUDIES RESEARCH. Extra-Curricular Activities: · No Tobacco Day · Selfie With Guru Activity · Kargil Vijay Diwas Celebration · Independence Day Celebration · Bharat Swachatta Abhiyan · Fit India Program · Tree Plantation Program · Pulse Polio Immunization Program · Freshers Day · 150th Gandhi jayanti Celebration

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 a company limited by guarantee. The procedure for the formation of the SRBS Alumni Association was initiated as per section 8 of Companys Act 2013 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:

478

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

12/10/2019 - Alumni Student Interaction 07/03/2020 - Meeting of Board of Directors of SRBS Alumni Association

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 fashion of administration is participative which reflects within the utilitarian progression of the Institute. The policy making, decision making and 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 comprises 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 experts. The statutory committees at SRBS are formed as per the norms of the competent authorities. The list of statutory committees is appended below: • Board of Governors • College Development Committee • Internal Quality Assurance Cell • Student's Grievance Redressal Committee • SC/ST Committee • Internal Complaints Committee • Anti-Ragging Committee At SRBS decision making and delegation of authority is further decentralized and all non-statutory committee functions are assigned to professor in-charge for each function and the individual in-charge professor is solely responsible for all the activities to be carried out in the given function. The list of the function is appended below: • Academics • Examination • Student Council • NSS • Discipline • Placement • Library • Cultural • Short Term Certification Courses • Management Development Program • Industry Institute Interface • Study Tour Industrial Visit • Parent Teacher Association • Alumni Association

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
Admission of Students	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. With the introduction of BMS and BA MMC courses from academic year 2019-20, our Institute has followed all the eligibility norms and procedures for admission of BMS and BAMMC courses as defined by the University of Mumbai. Our staff in administration does one to one Counselling of the Students and educates the students about the procedure, rules and regulations to be followed for availing admission. Thus, they motivate students to take admission.
Industry Interaction / Collaboration	The Institute invited speakers from the corporate at regular intervals, to interact with the students. The guest speakers shared experiences ranging from interview techniques, business etiquettes, time management to Intellectual Property Rights. The Institute organized special research projects for students to enhance their management skills. The Institute organized campus talks by companies like Kotak Mahindra, HDFC , AXIS bank and Future Generalli. 108 students were

	placed for summer internships at various companies. The Institute facilitated and hosted the HR Conclave organized by HRFI on its campus. The Institute signed three MOUs with 3 companies for the student development.
Curriculum Development	The syllabus followed by SRBS is decided by the Board of Studies of University of Mumbai. This syllabus is updated every three years and is communicated through the University website. In order to improve the skills of the students and make them industry ready, SRBS conducts additional lectures which are a part of the subject itself and also gives add on subjects which are conducted separately.
Teaching and Learning	In SRBS Teaching and Learning is given high importance and continuous improvement happens regularly. While conducting lectures, Faculty Members use the syllabus prescribed by University of Mumbai but to give the students hands-on experience they include Role Plays, Case Studies, Industrial Visits and Guest Lectures. Students are involved in the Teaching and Learning process and hence it becomes a two way communication. The improvement is regularly measured using Attainment Levels and Internal Evaluation.
Examination and Evaluation	Our Institution strives to upgrade the Examination process and solicits inputs from its stakeholders. Improvement in examinations included 24-page answer sheet, moderation of all Question Papers by senior most faculty members in each functional specialization and smooth conduct of examinations of newly added courses - BMS BAMMC. In the light of COVID-19 pandemic, an array of online examinations were held in online mode. Remote proctored examinations came with their own challenges, but the cooperation extended by Faculty Colleagues made the task simpler. The endeavor was to create a harmonious ecosystem where the students, who are at the heart of the Institution's growth, have a pleasant examination experience.
Research and Development	The Institute has taken Research Publication seriously and has

	envisioned to improve research and publication outcomes by the faculty members. A Research and Publication Policy for the Institute is adopted. A Research Publication workshop was conducted for the faculty members to motivate them to write research articles and to provide insights into research article publication. The faculty members now are encouraged for participation in national and international research conferences and publish papers.
Library, ICT and Physical Infrastructure / Instrumentation	SRBS has a spacious state-of-the art air-conditioned library of 120 Sq. meters located on the 3rd Floor of the Campus. Library is functional from 8 am to 6 pm on all working days. Library has open access to books. It is automated using SLIM 21 Library Management software. Currently the library is holding 8186 books related to MMS, BMS, and BA (MMC) courses. SRBS has subscribed for 35 National and 6 International Journals. Library has membership to National Digital Library (NDL). E book collection includes 19123(current year E books collection) books from EBSCO Information INC. SRBS library has purchased Anti Plagiarism Software for checking the 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, workshop conferences organized by other institutes / professional bodies. 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.

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

E-governace area	Details
Planning and Development	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.
Administration	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.
Finance and Accounts	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.
Student Admission and Support	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 confirmation of their admission. With the introduction of BMS and BA MMC courses from academic year 2019-20 our Institute has followed online admission process for BMS and BA MMC courses as defined by the University of Mumbai. 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 2019-20 our Institute has ensured that all 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	In an attempt to be future ready, the Examination Department sends information about the Examination schedule, model code of conduct and other important information through email. The effort is to become a paperless department believing in maximum governance with minimum interference. Covid-19 presented a unique situation to administer examinations online. Remote proctored examination required careful planning and implementation. It also required the conduct of the University Paper in an online mode, The valuable inputs of IQAC helped the Examination Department in micro management and applying classical optimization techniques in e-governance of this Department.

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
2019	Prof. Ritu Chakraborty	International conference on Managing Technology, Innovation, Sustainability	Nill	1500

2019	Dr. Rajesh Chouksey	Workshop on New AQAR Methodology	Nill	1000
2019	Prof. Ritu Chakraborty	Workshop on New AQAR Methodology	Nill	1000
2020	Dr. Mukesh Goyal	Business Plan Competition Wings2 Vision	Nill	3540
2019	Dr Vijay Wagh	Nill	Bombay Management Association 2019-20	6490
2019	Dr. Rajesh Chouksey	International conference on Managing Technology, Innovation, Sustainability	Nill	1500
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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	Research Publication Workshop	Nill	25/12/2019	25/12/2019	10	Nill
2019	NBA Workshop	Nill	28/08/2019	28/08/2019	11	2
2019	NBA Workshop	Nill	25/11/2019	25/11/2019	11	2
2019	Accessing eBooks from EBSCOhost platform	Nill	22/05/2020	22/05/2020	10	1
2019	Effective Usage of New Age in formative technology in Education and training- J Gate	Nill	19/05/2020	19/05/2020	13	1

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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
One Week FDP on LaTex, R-Programming Python	1	25/05/2020	30/05/2020	6
Faculty Development Workshop On E Learning	1	20/05/2020	20/05/2020	1
Three Day National Level Faculty Development Program On Online College Management Online Content Creation Tools	1	30/04/2020	02/05/2020	3
National Level Faculty Development Program on Social Entrepreneurship	1	28/05/2020	28/05/2020	1
One Week Online Faculty Development Program on Analytical Tools	1	27/05/2020	02/06/2020	6
One Day National Level FDP Workshop on Cyber Security Data Science	1	10/04/2020	10/04/2020	1

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	5	Nill	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students

? Financial support for Faculty Development Program(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	? Counsellor is available to resolve stress related issues ? Medical check-up facility ? First-aid amenity ? Facility of Sanitary pads vending machine ? Group Insurance	? 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 Accountants 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 an external audit 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
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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. Ashok Wadia and Dr. Ananda Amritmahal	Yes	Director
Administrative	Yes	Dr. Ashok Wadia and Dr. Ananda Amritmahal	Yes	Director

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

1. Feedback is Collected from Parents 2. Parents Participated as Members in various Committee of the Institute 3. Invite Suggestions from Parents 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 on Documentation 3. Training Session on MS Office	

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

1. Reforms in Examination 2. Awareness Workshops on Accreditation for staff members 3. Academic Process improvement through Course Outlines

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
2019	Regular meeting of Internal Quality Assurance Cell (IQAC)	16/09/2019	16/09/2019	16/09/2019	41
2019	Academic Administrative Audit (AAA) conducted and its follow up action	21/12/2020	21/12/2020	21/12/2020	2
2019	Feedback from all stakeholders collected, analysed and used for improvements	22/05/2020	22/05/2020	22/05/2020	125

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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
Women Empowerment	16/01/2020	16/01/2020	40	56
International Women's Day	07/03/2020	07/03/2020	52	54

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	Nill
Provision for lift	Yes	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	1	31/08/2019	1	Tree Plantation Program	Environmental Awareness	81
2019	Nill	1	15/09/2019	6	Pulse Polio Immunization Program	Health Hygiene	98
2019	1	Nill	27/09/2019	3	Swachhata Abhiyan	Health Hygiene	85
2019	Nill	1	18/10/2019	1	Voting Awareness rally	Social Welfare	56
2019	Nill	1	30/11/2019	1	Maha Walkathon	Sports	194
2019	1	Nill	06/03/2020	1	Blood Donation	Social Welfare	23

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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	20/11/2020	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. It concluded that. • 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 stake holders understood the code of conduct. • All the stake holders were willing to adhere to it.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Tobacco Oath Ceremony	11/07/2019	11/07/2019	82
Yuva Mahitidoot	21/08/2019	21/08/2019	156
Disaster/ Waste Management	21/08/2019	21/08/2019	156
Fit India	29/08/2019	29/08/2019	56
Tree Plantation	31/08/2019	31/08/2019	81
Swachhata Abhiyan	27/09/2019	01/10/2019	85
Pulse Polio Activity	15/09/2019	20/09/2019	98
Voting Awareness rally	18/10/2019	18/10/2019	56

Unity day	31/10/2019	31/10/2019	89
Education day	11/11/2019	11/11/2019	49

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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: Faculty e-Course Book for Students Objective of the practice: The Faculty e-Course Book efficiently serves the objective of connecting the subject notes, student performance, the academic schedule and other records digitally maintained by faculty members. This enables the digital compilation of information and archival of the same as future reference for the institution while calculating the various matrices and submitting those to concerned authorities as and when required. It enables the institution to practice green engineering and to follow a paperless model. The Faculty e-Course Book consists of in-house tailor-made digital notes that help in delivering the study material in a comprehensible and interesting manner. It encompasses the full involvement of students by employing contents of subject notes, latest industry practices with examples, case studies, academic schedule, etc. The Context: The Faculty e-Course Book is important because it enhances the student learning process. For example, a worksheet may provide a student with important opportunities to practice a new skill gained in class. This aids in the learning process by allowing the students to explore knowledge independently. It also enables a student to proceed towards concrete learning. It increases knowledge of the learners, arouses interest and enriches the imagination and thinking power of students as a result, students learn faster, remember longer and gain more accurate information. The Faculty e-Course Book is made of modules relating to outcome-based education, subject notes, student performance and the academic schedule. These Modules enable faculty to keep track of the Program Outcomes (PO) and Course Outcomes (CO) while mapping them with the Program Educational Objectives (PEO). Faculty members record their basic details and other information along with Planning of the Academic schedule for the semester. Records pertaining to continuous evaluation of course delivery, corrective measures taken to improve attainment of CO's based on students feedback and student's performance are also maintained in the Faculty e-Course Book. These records help faculty members to arrive at the CO attainment level. The Practice: At the end of the Academic year every faculty is asked to prepare a Faculty e-Course Book for the new academic year. This includes the Subject notes, Evaluation sheet and the Academic Schedule for the subjects allocated to them. The Faculty e-Course Book is judged on the following parameters: - Contents: ? Topics covered ? Language of notes ? Citing industry case studies and examples ? Factors for student's evaluation ? Academic Schedule ? Application Orientation Each faculty is given constructive feedback and asked to prepare the Faculty e-course book keeping in mind the above parameters as well as expectations and interests of the students. As a follow-up sub practice, during every faculty meeting two faculty members are asked to present the latest developments in their domain. This practice also helps them incorporate student feedback for keeping themselves updated with the latest practices and trends in the industry. Evidence of Success: ? Faculty members have developed a habit of going well prepared for each lecture. ? The Knowledge quotient as well as employability of the students has improved as is evident from the exam results and placement records. ? The parents and other stakeholders have given positive feedback to the Institute. Problems

Encountered and Resources Required: ? Faculty need time to prepare the Faculty e-course book. ? Initially, some faculty members did not agree for giving the Faculty e-course book for reasons of being subjected to evaluation and scrutiny. They had to be counselled. ? The fellow faculty colleagues were not willing to give suggestions to each other. ? 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 etiquettes before they embark on journey to their Summer Internship Project (SIP). The Context: As per the curriculum prescribed by University of Mumbai, students who complete first year MMS should do a Summer Internship Project (SIP) between their II and III semesters. SIP is meant to supplement their class room learning with industry norms and practices. Viva Voice examination is administered post internship to evaluate students. The Viva Voce evaluation conducted three years ago revealed that the 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 etiquettes. 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 and 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 e) Soft Skills and Etiquettes during SIP A specially created Reference Book covering all the above topics is also distributed to students. The faculty in-charge issues a circular to all students detailing the guidelines for internship, Workshop details such as Project topic finalization, submission date 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
https://www.srbs.edu.in/NAAC/7.2.1-Best-Practice-1and2-2019-20.pdf

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

Besides the teaching process, SRBS has adopted Shelampada village, district Palghar, Maharashtra to contribute to the society and nation-building. Apart from NSS activities, the institute introduced a major program last year-Institution Social Responsibility (ISR) to create a positive impact on the society. The theme of this year's camp was Education to all - spreading the importance of Education in rural areas in order to uplift the villagers, especially the youth of the village. Various initiatives were taken for the upliftment of school students of the adopted village. Few being mentioned below: • Interface with the Community • Build rapport with the headmaster and teachers of District Digital School of Shelmapada village • Develop a deep understanding of the village The 2 day camp held at Shelampada village witnessed enthusiastic participation from the youth of the village. Numerous activities were identified and executed for the upliftment of the students of the school. Activities like • Set up of Library, • Distribution of Books, • Skill Programs like preparation of Greeting Cards, Origami, Paper Bags and Posters For the overall development, various competitions were organized, like Debate competition, Poem recitation, Essay writing, Slogan writing, Rangoli making, Poster preparation and G.K competition. The winners were suitably awarded. The Institute has made sustained efforts to promote the importance of education among the youth of the village and ensure that they develop a deep sense of responsibility towards our society and the world at large.

Provide the weblink of the institution
https://www.srbs.edu.in/NAAC/Institute-Distinctiveness-2019-20.pdf

8.Future Plans of Actions for Next Academic Year

1 To make SRBS presence felt on social media for reaching large audiences and for enhancing corporate and educational networking. 2. To apply for NIRF (National Institution Ranking Framework) 3. To redesign the website of SRBS 4. To provide the facility of Rain Water Harvesting 5. To activate the Entrepreneurship Development Centre