



YEARLY STATUS REPORT - 2020-2021

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 its own campus?		Yes
• Phone no./Alternate phone no.		02261966611
• Mobile no		7498437373
• Registered e-mail		srbs@srbs.edu.in

• Alternate e-mail	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
• Pin Code	400051
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing
• Name of the Affiliating University	University of Mumbai
• Name of the IQAC Coordinator	Dr. Rajesh Chouksey
• Phone No.	02261966666
• Alternate phone No.	02261966640

• Mobile

7020138282

• IQAC e-mail address

iqac@srbs.edu.in

• Alternate Email address

rajeshchouksey@srbs.edu.in

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://srbs.edu.in/wp-content/uploads/2021/09/AQAR-2019-20.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

• if yes, whether it is uploaded in the Institutional website Web link:

<https://srbs.edu.in/wp-content/uploads/2022/01/Academic-Calendar-2.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.79	2019	04/03/2019	03/03/2024

6. Date of Establishment of IQAC

10/02/2018

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

• Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year	3
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	

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

1. **Assessment:** During Pandemic IQAC initiated use of online proctored examination software developed by Quadruple System to bring in vigilance to the assessment process. 2. **Academics:** IQAC streamline the lecture delivery through use of Google apps like Google Classroom, Google Forms, Google Meet 3. **Summer Internship Projects:** IQAC assured Summer Internship for all students on online mode during Covid. 4. **Quality:** During Covid and subsequent lockdown, the IQAC strengthened the Institute accessibility on all possible social media platforms and also initiated the institute website for better accessibility and information reach to all the stakeholders. 5. **Vaccination Drive:** Education Society organised Covishield vaccination drive all students, staff and family of staff of the institute through proper coordination of IQAC 6. **For better E-Governance** all admission processes are shifted from physical/manual to online/digital mode.

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

Plan of Action	Achievements/Outcomes
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Quality Enhancement	Participated in NIRF 2020
Stakeholder	Strengthening institute digital presence through all possible platforms of social media
Website Management	Initiated revamping institute website for better accessibility to all stakeholders and digitalized payment processes
Lecture Delivery	Streamline lecture online delivery through digital platform
NSS Activities	Assured possible NSS activities through online mode
Parent Teacher Association	Parent Teacher Association by all programs was initiated

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Internal Quality Assurance Cell	15/01/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	22/01/2022

Extended Profile

1. Programme

1.1	3
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	373
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File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	123
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File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	108
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File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	16
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File Description	Documents

Data Template	View File
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3.2	
Number of sanctioned posts during the year	16

File Description	Documents
Data Template	View File

4.Institution	
4.1	
Total number of Classrooms and Seminar halls	13
4.2	
Total expenditure excluding salary during the year (INR in lakhs)	144.77106
4.3	
Total number of computers on campus for academic purposes	155

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The curricular delivery in Sheila Raheja School of Business Management and Research (SRBS) takes place in a planned manner. The process starts with preparation of the Academic Calendar. After which the allotment of subjects to be taught by the Faculty Members for the entire year takes place. After this each Faculty Member prepares a course outline which consists of the syllabus of the respective subject, books

relevant to the subject, course materials, evaluation pattern as well as Course Outcome which highlights what students will understand after studying the subject.

The semester starts with preparation of the time table which is prepared by the Academic Coordinator and communicated to Faculty Members and students through emails which is also displayed on the notice board.

For new incoming students who have taken admission in the college undergo an Induction program where students are made aware of the functioning of the Institute, staff members etc. There are also some special sessions like the session on Universal Human Values which is conducted as a part of the Induction Program.

The teaching semester takes place for a period of 3 and a half months followed by the evaluation process.

By the end of each semester each Faculty Member prepares its Course File consisting of all the relevant materials used while delivering the Subject over the semester. Physical records of all the above events and activities under curriculum are in place.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Calendar is prepared by the Institute at the beginning of each semester. Since the Institute is affiliated to University of Mumbai, the time schedule is strictly followed as per the guidelines issued by the University.

Adhering to the guidelines, the Institute prepares its yearly Academic Calendar. The rough draft is prepared by the Academic Coordinator which is presented in the

Faculty Meeting. With the suggestions of the Faculty Members and the Director, changes are implemented in the Academic Calendar and are finalized.

The Academic Calendar includes the start and end of each semester, Internal and External assessment to be conducted and other activities to be undertaken during the academic year.

The Academic Calendar after finalization is uploaded on the Institute website where all the stakeholders can view it. Due to the ongoing pandemic teaching and evaluation were conducted online. Being first time experience for the student continuous MOCK TESTS were conducted to make the students familiar and comfortable for appearing their exams.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

417

File Description	Documents

Any additional information

No File Uploaded

Details of the students enrolled in Subjects related to certificate/Add-on programs

[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

SRBS offers National Service Scheme (NSS) community programme as one of the subjects to its students with an objective of building Professional Ethics, Gender, Human Values, Environment Sustainability and social consciousness among students. It provides them an opportunity as volunteers to venture out of their comfort zones and be a harbinger of societal change. Our promoters have encouraged the NSS Committee to sow the seeds of change amongst the most influential group of society. The NSS unit is responsible for a gamut of events and activities undertaken by volunteers, who have, in turn, channelized their creativity and spirit of volunteerism to give new meaning to life.

The Committee strives to sensitize students on various issues through

- Discussion
- Debate
- Talks
- Seminars
- Webinars
- Awareness Campaigns
- Street Theatre
- Faculty Student Interaction

SRBS encourages students to expand horizons and participate in fun-filled days, which include cultural performances, competition, food and shopping. The NSS Committee of our College, through transfer of knowledge and community mobilization work towards sustainable rural development. This initiative was conducted at Suryamal village, District Palghar, Maharashtra.

It involves following activities:

- Awareness of Social Issues
- Educational Activities
- Health & Hygiene
- Community Service

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

108

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://srbs.edu.in/wp-content/uploads/2022/03/Feedback-Report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://srbs.edu.in/wp-content/uploads/2022/03/Feedback-Report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

175

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

41

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The Institute conducts an examination consisting of basic aptitude and management questions at the time of Induction Programme. Feedback is provided to students and the faculty discusses the area of improvement with them. Based on the Aptitude Test scores, students below the minimum cut off are given extra tutorial lectures. This exercise has generated positive outcomes and has been well appreciated.

Students who perform well during the assessment are identified as advanced learners. These students are given personalized grooming by our faculty members with rich industry experience, in order to prepare these students for premium job openings.

Also the advanced learners are requested to interact regularly with slow learners so that the latter are motivated to perform. Extra sessions include debate competitions, case studies and simulation exercises.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
373	16

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

SRBS uses various techniques for enhancing learning among students such that they are application oriented and also can be modified to achieve the goal of the course.

Experiential Learning

Project Based Learning: -

Students work on various projects during their academic tenure. These projects are primarily on contemporary issues related to Industry and Society. A proper and

systematic research report is prepared and submitted by each student as per University of Mumbai norms.

Being a part of curriculum, Viva - Voce and proper evaluation by experts from Industry and Academia is conducted.

Presentation: -

At SRBS class presentations are an integral part of the teaching process. Students regularly make presentations to improve their communication and presentation skills.

Role Play: -

Role Plays are a part of Course delivery which is also an element of fun and motivation for students.

Participative Learning

Reading the Text: -

To inculcate reading habit among students and improve language fluency, faculty members make students read text aloud in class. These texts are majorly case studies, subject related contents, etc.

Debate: -

Debates help students think critically and raise questions on various situations.

Group Discussion: -

Group Discussion is a technique used to ensure that students contribute to the discussion well and improve their analytical abilities and communication skills.

Problem Solving

Case Studies: -

Case Studies help students in applying theoretical concepts to the real world.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The new variants of the Covid-19 virus were prevalent in spite of widespread vaccination, hence SRBS adopted online and hybrid education model by integrating technology with conventional education. The Teachers use ICT enabled tools for effective teaching-learning process improving educational outcomes and the quality of education imparted to the students and their skill development.

The online and hybrid learning at SRBS moved from panic to planning as technology aids moved above and beyond live classes; to play a more comprehensive role. SRBS developed special workstations equipped with required hardware, softwares, internet connectivity, headphones, used by teachers to impart online education from the campus through the platforms like Zoom, Google meet and Jio Meet which are freely and easily accessible to students located at remote places during lockdown.

SRBS leveraged tools, particularly Learning Management Systems such as digital learning lab, to supplement instructor-led live classes by hosting learning resources for self-paced, asynchronous learning. The technology was embedded as part of learning delivery and outcome measurements.

All traditional physical academic activities such as Internal and External i.e. University examinations were successfully conducted using a professional examination software equipped with proctoring facilities. For All students projects, the guidance sessions by the teacher mentors and viva-voce of these projects were conducted online successfully. All webinars, seminars, guest lectures were also

delivered through online mode. All placement activities such as Pre placement talk, written tests, interviews, Group Discussions were conducted using online resources.

SRBS followed a mobile-first approach and leverage micro-learning for better understanding and skilling students to keep pace with changing technologies and evolving industry demand and empowering students to take charge of their careers.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

16

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File

Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

4

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

71

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Our B-School believes in a transparent and fair system of assessment. Continuous Internal Evaluation (CIE) is aimed to make the student ready for future roles.

- End-term examination is held as per University guidelines. The evaluation is for 60 marks. During Pandemic, our B-School conducted examinations through online mode. Care was taken to conduct mock drill before the actual examination, thereby making it failsafe. Internal Evaluation for MMS is of 40 marks which includes Presentations, Assignments, Class Tests and Group Discussions. The process of CIE has evolved over the past 10 years. At the start of Academic Year, all students are sensitized on the process of Internal Evaluation. Since attendance and participation during lectures is critical in assessment and award of marks, care is taken to keep all stakeholders informed about the same.
- Bachelor of Management Studies (BMS) course examinations were conducted smoothly in Academic Year 2020-21. 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.
- Bachelor of Arts in Multimedia and Mass Communication (BAMMC) has its own well-crafted pattern of evaluation. 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 of 75 Marks.. The entire process was conducted well.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The system of examinations at SRBS has evolved over the past decade. Examination related grievances are an important point which builds credibility. As per the directives of the Examination Committee students are informed at least 15 days in advance about upcoming examinations. Mock tests were conducted, especially during

Pandemic to curtail avoidable problems. Student grievances regarding examination results are taken up according to the protocol set over the past 10 years. There is a system of sharing the marks of Mid-Semester and care is taken to plug the gaps in student expectations and award of marks. The results are communicated to students, as per University process.

Our B-School was vigilant and receptive to grievances related to conduct of Online Examination. Technological challenges particularly of those appearing from remote areas were addressed. The College reported all details to the Lead College and kept all stakeholders of the Institution informed about developments taking place. Efforts of our B-School were appreciated by the higher authorities of the Lead College too.

It is definitely satisfying as students appreciated the seamless and hassle-free conduct on Online Examinations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Program Outcomes and Course Outcomes are designed as per Bloom's taxonomy. These are mentioned in the Course Outline of every subject. The Course Outline of every subject is circulated to students before the starting of the Semester. They are also highlighted on the Institute Website. This helps students get a better understanding of the course. Both the internal and external evaluations are conducted as per the stated Course Outcomes.

File Description	Documents
Upload any additional information	No File Uploaded

Paste link for Additional information	https://srbs.edu.in/wp-content/uploads/2021/09/POs-Cos-2019-20.pdf
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

As per the University of Mumbai, each course is evaluated out of 100 marks. The evaluation is internal as well as external. To measure the attainment of Program Outcome and Course Outcome a correlation matrix is prepared to map the Program Outcome and Course Outcome in the range of 0 to 3. Then, Course Outcome is mapped with the assessment method used. The final evaluation scores are used to calculate the attainment levels.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://srbs.edu.in/wp-content/uploads/2021/09/POs-Cos-2019-20.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

108

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://srbs.edu.in/wp-content/uploads/2022/03/SRBS-ANNUAL-REPORT-20-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://srbs.edu.in/wp-content/uploads/2022/03/SSS-Report.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

7000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

SRBS provides a conducive environment for promotion of Innovation, Incubation, proliferation of knowledge and research culture. All required facilities are provided and guidance is extended to the faculties and the students. Necessary support is provided for publication of Research Papers and participation in funded projects. The webinars, workshops and guest lectures on business management and entrepreneurship was organized for the students by the Entrepreneurship Development Cell wherein opportunities were provided to students to interact with the outstanding entrepreneurs and Alumina excelling in their field.

The sole objective of the Incubation Center at SRBS is to facilitate students to convert their Ideas into startups. The students are encouraged to gain hands on experience and better industrial exposure through summer internships. The students are provided with an opportunity to acquire skills for commercialization of their product. The local entrepreneurs are invited to address the students and inspire them. The Digital language lab is set up in the institute to improve the business communication skills of the students. The library is equipped with all the learning

resources like books, journals, trade magazines and digital resources used during the pandemic.

The teachers are encouraged to attend various workshops to get them acquainted with the latest trends in management education thereby updating the students on the same. The post-graduate (MMS) faculty members guided the undergraduate students (BMS, BAMMC) for their projects and career path. The knowledge is also shared and transferred from MMS faculty members to BMS faculty members.

Faculty Development Program (FDP) was conducted by Prof. Sandeep Kudtarkar on "Research Methodology", to be adopted by Faculty Members for research papers to be published in International ABDC and Scopus Journals. It was attended by all the Faculty Members of MMS, BMS and BAMMC.

Faculty Development Program (FDP) was conducted by Prof. Pradeep Singh on "Research Methodology", to be adopted by Faculty Members for Minor Research projects of University of Mumbai. It was attended by all the Faculty Members of MMS, BMS and BAMMC.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded

List of workshops/seminars during last 5 years (Data Template)

[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description

Documents

URL to the research page on HEI website

<https://srbs.edu.in/research-development/>

List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)

[View File](#)

Any additional information

No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description

Documents

Any additional information

No File Uploaded

List of research papers by title, author, department, name and year of publication (Data Template)

[View File](#)

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/international conference proceedings year wise during year

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Sheila Raheja School of Business Management and Research (SRBS) conducted various online activities with the intention to sensitize students on social issues, and contribute to community development by following all norms laid down by the State government and central government to protect themselves from COVID 19. During Pandemic, many online awareness activities were conducted ensuring a healthy body and mind. The NSS Unit of college took initiatives in organizing online social activities like

- Gandagi Mukta Bharat' Campaign (Swachh Bharat Abhiyan),
- Vigilance Awareness Week
- Fit India Run to connect with the larger social issues in the community.
- As a part of environment consciousness students were encouraged to clean the nearby area of their respective residences. Since, due to the pandemic it was not possible to organize the said event in group.
- Watered trees and saplings and
- Spreading awareness on usage of Mask through digital mode

Students participated in large numbers in events like

- Celebration of Birth Anniversaries of National leaders
- Yoga Day
- Independence Day
- International Youth Day

- Constitutional Day
- Republic Day and
- Azadi Ka Amrut Mahotsav to fulfill their national duties and thus facilitate holistic development.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

13

File Description	Documents

Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1306

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

85

File Description	Documents
e-copies of related Document	View File

Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

7

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Wi-Fi internet access has been made available in each classroom, computer lab, Library & Seminar Hall

Classrooms: All classrooms are of 87 square meter each which are well lit, ventilated and air-conditioned. They are equipped with audiovisual teaching aids i.e. White Board, LCD Projector, Desktop, Collar Mike etc. One of the classroom is a Smart classroom with additional facilities.

Tutorial rooms: Tutorial rooms are available for conducting tutorial and remedial classes.

Computer Lab: Computer Lab admeasuring 210 sq. mtrs. has 60 Desktops, Licensed Softwares, Printing facility, LCD Projectors, Webcams facility.

Regular workshops on Advanced Excel, SPSS, MDP, Financial Planning, Digital Marketing, HR Analytics to name a few are conducted.

SRBS campus is Wi-Fi enabled.

Language Lab: The Laboratory is equipped with Audio Visual equipment and licensed software. Faculty members have been assigned to conduct regular language lab sessions enabling our students to enhance their communication skills.

Library: 120 sq.m. Library is equipped with both physical and digital library. It aims to support the teaching, learning and research activities of the Institute by providing innovative world-class information services. Reprography facility is provided to the students in the library.

Seminar Room: It is Fully Air-conditioned and equipped with audiovisual teaching aids.

Separate Common Room and toilets for boys & girls are provided in the campus.

A separate counseling room is provided to the students to enable them to interact with the Counsellor in case of required support by them.

Cafeteria, First Aid Room, Gymnasium, Auditorium are available.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://srbs.edu.in/infrastructure/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institute encourages students to participate in various sports, games and cultural activities at different levels. It helps students in building their personality which brightens their leadership qualities, and develops team spirit among them.

Auditorium of 516 sq.m. with a centralized Air- conditioning facility is utilized for conducting various cultural activities like Fresher's Party, Sendoff Party, the Annual Social gathering etc. Auditorium is also utilized for conducting Yoga Session at specified schedules.

Inter collegiate cultural fest "SVAGAM" is hosted by SRBS annually. Due to pandemic restrictions, it could not be organized in the current academic year.

Seminar hall of 175 sq.m. with centralized Air- conditioning facility is provided to conduct academic and other cultural activities.

There is a huge BMC playground adjacent to our Campus. All outdoor games like cricket, volleyball, football, badminton etc. are conducted in the said playground with prior approval from BMC.

Institute has an independent sports area having Indoor games facilities like chess, carrom and table tennis. There is a gymnasium for students with the latest modern equipment. Students are encouraged to work on their physical fitness.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://srbs.edu.in/infrastructure/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

13

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://srbs.edu.in/infrastructure/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0.42976

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

SRBS library is automated using SLIM 21 (Ver 3.7).

SLIM 21 is a Library Management Software from Algorhythms Consultants Pvt. Ltd.,

It includes Acquisition, Cataloguing, Circulation, Serial Control and Web OPAC modules.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the

A. Any 4 or more of the above

following e-resources e-journals e-ShodhSindhu
Shodhganga Membership e-books Databases Remote
access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

6.06904

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents

Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Sheila Raheja School of Business Management & Research (SRBS) has provided a full-fledged Computer Laboratory of 210sq.m. having 60 Desktops for students with latest equipment and Wi-Fi connectivity of 50 mbps as per the norms laid down by the competent authority.

Students and Faculty members avail computer and internet facilities within the campus. Students are permitted to access the internet facility through computer labs. The institute provides separate internet account access to each student and staff along with user-id and password so that they can access their data. IT Incharge takes the back ups and keeps updating the facilities on a regular basis.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

155

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. \geq 50MBPS

File Description	Documents
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Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

94.59064

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- 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, Biometric Machine, 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, upgradation 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 incoming semester.
- Library - SRBS has a spacious state-of-the-art air-conditioned library of 120sq.m. 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. Annual fire Audit is conducted by the recognized agency.
- A separate water supply from the 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 on the campus. Washrooms and restrooms are well maintained. Dustbins are placed on each floor.
- The Green Cover of the campus is well maintained.
- The building and equipment of SRBS are insured every year by the trust.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://srbs.edu.in/wp-content/uploads/2021/09/Procedure-and-Policy-of-Maintenance-2020-21.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during

the year

92

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non-government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

4

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://srbs.edu.in/courses/masters-in-

[management-studies/](#)

Any additional information

No File Uploaded

Details of capability building and skills enhancement initiatives (Data Template)

[View File](#)

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

74

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

74

File Description

Documents

Any additional information

No File
Uploaded

Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)

[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description

Documents

Minutes of the meetings of student redressal committee, prevention of sexual harassment

[View File](#)

committee and Anti Ragging committee	
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

74

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

1

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Sheila Raheja School of Business Management and Research has a very active and dynamic Students' Council. It has been constituted as per the guidelines of the University of Mumbai. It incorporates all provisions, objectives, functions, organization, election process, criteria, funding and budget etc. required for the Students Council.

Students' Council (Role and Responsibilities of members)

There is a well structured Student Council which is managed by our very own students who represent various bodies and contribute to academic, placement, curricular and extracurricular activities. They are also encouraged to make suggestions, if any, towards quality education. Regular meetings are conducted by the council. The composition of the student council consists of student's from all semesters.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

3

File Description	Documents
Report of the event	View

[File](#)

Upload any additional information

No File
Uploaded

Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)

[View](#)
[File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

SRBS has a registered Alumni Association for building strong relationships between alumni and students. Since incorporation, the association has contributed significantly in the placement process.

The procedure for formation of SRBS Alumni Association was initiated as per section 8 of Companies 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" was drawn in conformity with Companies Act 2013.

Regular meetings bearing in mind quality placements are initiated by the Alumni Association. Views and suggestions by the association are placed before the management which are well accepted. This has resulted in generating quality openings for the ongoing batches. SRBS extends infrastructural support for the same.

The institution nurtures the alumni association by being an interface between alumni and students. SRBS Alumni are currently working at various dignified positions across the nation. Alumni also provides support through various interactive sessions and guidance to students.

The activities of SRBS Alumni Association include the following:

1. Alumni-Students Interaction sessions - These sessions were organized for existing students. They provide inputs and share their experience regarding career guidance,

trends in the corporate world and working culture of corporates.

2. Alumni Meet- Alumni Association invites alumni for Annual Meet. In this meet the alumni gets an opportunity to reconnect with their old batch mates. This meet provides them a platform for networking and sharing their experience in the corporate world.

3. Promoting Mentorship - SRBS Alumni acts as a mentor to existing students. It helps the existing students to identify and achieve their career goals, boost confidence, and empower them for their personal development.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Board of Governors of the College meets twice a year to discuss the growth and overall development of the institute. The broad aim of the Governing Body is to discuss and decide the strategic plans, academic goals, adherence to vision and ensure its overall well-being. Governing body considers the recommendations of the Internal Quality Assurance Cell (IQAC) forwarded through the College Development Committee.

The Board's main focus areas are:

- Reviewing the institutional functioning and activities in accordance with the vision of the college
- Developing and maintaining state of the art infrastructure for imparting highest quality teaching.
- Encouraging students to participate in intra and inter Institutional curricular and extracurricular activities for all round development.
- Strong linkage between industry and institute by permitting to host and attend Conferences, Seminars, MDPs and related events.
- The board regularly reviews avenues to encourage research and consultancy at SRBS.
- Providing direction to the organization. The board has a corporate strategic function in adhering to the vision, mission and goals of the organization.
- Ensuring that its resources are optimally utilized with transparency.
- Approving annual estimates of income and expenditure
- Recruitment, supervision, retainment, appraisal and promotion of teaching and non teaching members.
- Setting up a financial framework and work-related policies for all institute employees.

VISION

Sheila Raheja School of Business Management and Research is committed to being an internationally acclaimed management institute which focuses on quality education and innovative research.

MISSION

- To be an internationally acclaimed management institute for all stakeholders
- To impart quality management education for all students and unleash their high potential
- To ensure cutting edge technology and state of the art infrastructure that will enable teachers to nurture innovative pedagogy and learning methods for students
- To build a strong research culture

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The decision making at SRBS is decentralized and the administration style 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).

The remaining statutory committees comprise 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.

Day to day activities are carried out through various non-statutory committees for academic and administrative functions.

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 designated faculty for each function and She/He is responsible for the same.

The list of the function is appended below:

- Academics
- Discipline
- Examination
- Library
- Student Council

- Placement
- Alumni Association
- Parent Teacher Association
- Industry Institute Interface
- Management Development Program
- Short Term Certification Courses
- NSS
- Cultural

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic and perspective plan 2020-2025

Since the inception of SRBS, the institute has shown commitments towards overall development of Institute, staff and students. To achieve this the processes, strategies are formulated and implemented effectively. Perspective/Strategic plan focuses on current trends in global management education. It makes an assessment of stakeholder's expectations, students, faculty members, employers, and needs of the people of the region.

Strategic plan is prepared after proper assessments and considering the short term, medium term and long-term development time zone. The institute has a student centric approach and stakeholders are the final beneficiary of these developments.

SRBS's strategic plan includes the following:

- University approved curriculum is strictly adhered to and faculty members and students are encouraged to take up online short-term courses to enhance skills and technical abilities.
- The activities are planned in the beginning of every academic year through the Academic Calendar and suggestions are sought from faculty members.
- Encouraging high quality research, Industry engagement, Entrepreneurship, Alumni engagement and Social outreach that are targeted at helping people of the region.
- Development Plan is a quality initiative which concentrates on development of infrastructure, faculty strengths and achievements, students' performance and their achievement. After preparation and evaluation of the plan, it is presented to the Board for approval.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://srbs.edu.in/wp-content/uploads/2022/03/STRATEGIC-PLAN.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The B-School has a robust organizational structure. The Apex body, Board of Governors (BOG) comprises Top Management, Industry Captains, and Representatives of

SRBS. It provides direction and thrust to excel, keeping the macro and micro environment in focus.

SRBS College Development Committee (CDC) focuses on two way communication. Along with Institution Building the CDC welcomes suggestions and recommendations from all stakeholders.

SRBS Director is a key link between CDC and HOD's. The HOD's in coordination with its department members (Faculty) conduct various academic and co- curricular activities as suggested by CDC.

Under the Director, the IQAC Coordinator monitors and ensures quality norms as laid down by NAAC and other regulators. Recently the suggestions of IQAC were incorporated in the online teaching and examination activity.

The Faculty with vast experience and domain knowledge imparts diligently quality education with new learning methods to our students. Students council, committees and clubs are active at SRBS. The Placement Cell helps in generating quality internships and placements.

The Administrative Officer and the team, acts as a nodal agency, ensures compliance and timely submission of documents to various statutory bodies.

Our B-School has a well-equipped library headed by the Librarian who reports to the Director.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://srbs.edu.in/about-srbs/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts

A. All of the above

Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

SRBS Management is much keen in taking welfare measures for both teaching and non-teaching staff in the following areas:

Teaching

- Sponsoring National/International conferences for paper presentations and workshops
- Financial support for participating in Faculty Development Program
- Getting approvals from University for all faculty appointments
- Counsellor to assist in resolving stress related issues
- In house medical check-up
- Group Insurance
- Subsidized Meals

- Sabbatical for Pursuing Ph.D.

- Members covered under EPF

Non Teaching

- Counsellor is available to resolve stress related issues
- In house medical check-up facility
- Group Insurance
- Subsidized Meals
- Members covered under EPF

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

5

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

SRBS has developed and implemented an objective based well-documented performance appraisal system which is conducted with a self-administered appraisal form and later assessed by the appraiser .

Teaching Staff:

The appraisal form is designed on the basis of certain key parameters known as "Key Result Areas" which are discussed jointly by the teaching staff members and the immediate supervisor. It is ensured that appraisal is done on multiple activities like, academic performance, teaching, learning and evaluation related activities, co- curricular, professional, and development related activities, research, publication and academic contributions during the academic year. By considering all the above parameters along with academic results, management gives appraisal to the staff.

The Key Result Areas considered for appraisal are mentioned below.

1. Integrity, Regularity and Punctuality
2. Students Feedback
3. Research, Consultancy and Publications
4. Additional Activities Undertaken
5. Organization of Seminar/Workshop/Conference
6. Achievements/Rewards/Recognition
7. Career Progression Initiatives

Non-Teaching Staff:

Performance appraisal system of the non-teaching staff is adopted as per guidelines of Government of Maharashtra. Hence it is ensured that information on multiple activities is appropriately captured. While dealing with non-teaching staff members, the administrative officer ensures to implement continuous feedback mechanisms to safeguard the integrity of the members being appraised.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal and External Audits are conducted in SRBS on a regular basis through a formal mechanism. The accounts are regularly audited to ensure financial compliance. The institute maintains all financial records as per the accounting standards.

Internal Audit: The internal audit is a continuous process. The Society has designated manpower for internal audit on a regular basis.

External Audit: The accounts of the Institute are audited by Chartered Accountants appointed by the society as per the Accounting Standards at the end of each fiscal year and are certified. The Institute conducts an external audit every year from M/S D.Y. Ranade & Co.

Attempts have been made to work on the valuable suggestions made in the past audits.

File Description	Documents
Paste link for additional information	Nil

Upload any additional information

No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

SRBS Institute is a self-financed institution, where the funds are generated through the tuition fees paid by the students (as approved by Fees Regulating Authority).

These funds are utilized for the development work. The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for academic progress and infrastructure development.

- Institutional budget is prepared by the Accounts department every year taking into consideration recurring and non-recurring expenditures.
- Accordingly, all the administrative and academic heads are requested to submit their respective budgets. Along with this all coordinators of different cells viz Research & Development Cell, Examination Cell, Training & Placement Cell, National Service Schemes Cell, Entrepreneurship Development Cell, Management

Development Program Cell etc. are instructed to submit their budget to the Account office.

- All the major financial decisions are taken by the Director and Accounts department with final approval from the Society.
- As and when urgent requirements arise they are sanctioned after being revived and approved by Society.

All the major financial transactions are analysed and verified under following sections:

- Research & Development
- Training & Placement
- Academics
- Curricular & Co-curricular
- Software & Internet charges
- Library Books / Journals
- Repair & maintenance
- Printing & stationery
- Equipment & Consumables
- Furniture & Fixtures

File Description	Documents
Paste link for additional information	Nil

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC Cell at SRBS is very active and works towards enlightening and maintaining quality education, adoption of innovative teaching aids, betterment and optimum usage of available infrastructure, and offering suggestions for process improvements.

Quarterly meetings of IQAC are held to plan, direct, implement and evaluate the academic, administrative, and research publication activities in the Institute.

The sub-committees work towards implementing the IQAC guidelines and IQAC regularly reviews their progress. Significant improvements in quality have been made by institutionalizing the following IQAC initiatives:

Strategic planning of key areas and assigning responsibilities -

1. Student Assessments
2. Student Training
3. Student Soft Skills development
4. Placement support
5. Faculty development programs
6. Research
7. Interaction with industry

Brainstorming sessions are carried out periodically to identify areas such as :

1. Improvement in quality of academic practices along with Universal Human Values
2. Self-development and career advancement of teaching and non teaching staff
3. Measures to further develop Research Culture amongst faculty and students
4. Strengthen Industry Institute linkage through Guest Lectures, MDPs, EDPs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Academic Performance Review:

The IQAC conducts periodical meetings with the Director, College Development Committee, the program faculty of all specialization, Student Council, Examination Committee, Placement Committee throughout the academic year.

Institute has separate Course Coordinators for undergraduate and postgraduate programs. The course coordinators conduct an academic review of all their respective programs by collecting data on academic activities, such as course completion of study programs, periodic assessments, assignments, presentation, projects, placements and training, student progression, ICT usage, curricular, CSR under NSS and other activities.

Course coordinators meet regularly to assess academic and administrative issues. Important questions are discussed with IQAC and Faculty heads. This setup is self-evolving into a successful review methodology for improvement in teaching and learning process. Through this self-driven review mechanism, the IQAC observed the continuous development of the teaching-learning process.

ICT Infrastructure & Online Platform:

The pandemic has resulted in robust use of ICT tools and it has become an integral part in the teaching -learning process. The IQAC selected this practice of e-resource as one of the best practices. IQAC always encouraged faculty members to be empowered and utilize these tools in academics.

IQAC through course coordinator prepares the plan to include the use and enrichment of ICT infrastructure in all programs. On a regular basis IQAC has trained teachers and non-teaching staff to use online ICT by arranging different sessions on Google Apps, Video conference, use of e-mail, handling ICT instruments etc. The Institute has also promoted use of social media to establish communication with the students and peers.

The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, increasing the bandwidth of the internet and use of online teaching portal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://srbs.edu.in/wp-

Upload e-copies of the accreditations and certifications

[View File](#)

Upload any additional information

No File Uploaded

Upload details of Quality assurance initiatives of the institution (Data Template)

No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

SRBS shows gender sensitivity through various initiatives and actions for creating a safe, secure and healthy atmosphere in the campus. Specific initiatives with respect to key areas are as follows:

SRBS shows gender sensitivity through various initiatives and actions for creating a safe, secure and healthy atmosphere in the campus. Specific initiatives with respect to key areas are as follows:

1. **Safety and Security** : Safety of girls and female staff is a top priority at SRBS. The Institute provides a comprehensive range of security amenities especially for women within the premises, through a dedicated team of security personnel. The following actions have been taken to ensure their safety.

1 CCTV Camera

CCTV surveillance is maintained at the institute to monitor entry of unwanted elements. Students wear identity cards at all times to ensure their identity. Separate Girls toilets are provided with sanitary napkin vending and disposal machines for the safety and hygiene.

2. Counseling

The institution has a dedicated Counseling Centre and good mentoring system for the students from all genders to take care of their academic, emotional, social and cognitive development. Personal Counseling is provided to the students at different levels by our Student counselor.

3. Common Rooms

Separate Girls and Boys common rooms are available for students to facilitate recreation, meetings and discussions.

4. Women's Day Celebration

SRBS celebrates women's day each year on March 8 to commemorate the cultural and socioeconomic achievements of women. The day also marks a call to action for accelerating gender parity. Women of excellence are invited as guest speakers to motivate our students.

5. Session on Women Entrepreneurship

Sessions are organized on women entrepreneurship to motivate women to pursue entrepreneurship. EDC cell plays the major role.

File Description	Documents
Annual gender sensitization action plan	https://srbs.edu.in/wp-content/uploads/2022/03/Annual-Gender-Sensitisation-Action-Plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	a. Safety and security b. Counseling c. Common Rooms d. Sanitary Napkin Vending Machine

7.1.2 - The Institution has facilities for alternate

D. Any 1 of the above

sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institute is committed to sustainability of the environment. Responsible waste management practices are in place. The Institute promotes environment friendly green practices by promoting use of electronic communication and digitization of records.

Solid waste management: Waste management department of BMC collects solid waste on a daily basis from the institute. Institute has kept different bins at prominent places to collect DRY and WET waste. According to the BMC, such establishments that generate over 100 kg of solid waste each day, are considered as bulk waste generators. Since we are below 100 kg BMC helps us in solid waste management.

E-waste management: The e-waste generated from hardware which cannot be reused or recycled is being disposed off through an outside agency.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the

B. Any 3 of the above

Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit
2. Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions/awards
- 5.

B. Any 3 of the above

Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200

words).

- For the promotion of an inclusive environment, various committees of the institute organize different activities with the intention of knowledge transfer and community mobilization work for sustainable development. It involves different activities related to;
 - Awareness of Social Issues
 - Educational Activities
 - Health & hygiene
 - Community Service

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

To promote fundamental rights and the duties of citizens among students, activities like Constitutional day, Republic day Celebration and Azadi Ka Amrut Mahotsav, were organised that facilitated holistic development of students. Students also participated in activities like Gandagi Mukta Bharat' Campaign (Swachh Bharat Abhiyan), Vigilance Awareness Week and Fit India Run to fulfill their duties towards society, and connect with the larger social issues of society. Such activities play an important role in promoting constitutional values among stakeholders of SRBS.

File Description	Documents

Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>A. All of the above</p>
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File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</p> <p>Students' council of SRBS with the help of different Committees of the institute organizes national and international commemorative days, events and festivals with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great national leaders.</p> <p>In the academic year 2020-2021, SRBS conducted all the activities by following all norms laid down by the State government and Central government to protect stakeholders of the institute from COVID 19.</p>

During Pandemic period, the NSS Unit of college took initiatives in conducting activities like celebration of Birth Anniversaries of National Leaders and observation of Death Anniversaries of National Leaders, Yoga Day, Independence Day, International Youth Day, Constitutional Day, Republic Day and Azadi Ka Amrut Mahotsav to fulfill national duties, and thus facilitates in the holistic development.

Students also participated in activities like Gandagi Mukta Bharat' Campaign (Swachh Bharat Abhiyan), Vigilance Awareness Week and Fit India Run to connect with the larger social issues in society. Such activities play an important role in planting the seed of Nationalism and Patriotism among stakeholders of SRBS.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1

Title of the Practice: Faculty e-Course Book for Students

Objective of the practice:

Faculty members share subject notes, student performance reports, the academic schedule and other records maintained by them digitally through the Faculty e-Course Book. It efficiently serves the objective of connecting the students digitally. 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 the concerned authorities as and when required.

Institute promotes practice of green engineering; it has enabled the institute to follow a paperless model. As per the subjects and students requirement in-house tailor-made digital notes are shared through Google Classroom. The Faculty e-Course Book helps 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, generates 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 let faculty 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 student's feedback and student's performance are also maintained in the Faculty e-Course Book. These records help faculty members arrive at the CO attainment level.

The Practice:

At the end of the Academic year every faculty member 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 betterment of exam results and placement records.
- The parents and other stakeholders have given positive feedback to the Institute.
- Problems Encountered and Resources Required:
- Faculty members need time to prepare the Faculty e-course book.
- Initially, some faculty members did not agree for giving the Faculty e-course book for various reasons of being subjected to evaluation and scrutiny. They had to be counseled.
- 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:

Summer Internship Project (SIP) workshop educates students on the purpose and importance of SIP, qualities of good research, provides 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 SIP journey.

The Context: As per the curriculum prescribed by University of Mumbai, students who complete 1st year of MMS 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. Viva Voce examination is administered post internship to evaluate students.

The Viva Voce evaluation conducted four 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 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.

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 and industry experts as resource persons came into being 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 consist of a) Purpose & Importance of Summer Internship Project (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 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 key for success at a job and to take well-informed decisions about their career.

More importantly, it is clear from the feedback received from Industry and analysis of students' placements vis-a-vis summer internship projects by them, those students who do good summer internships projects either receive pre-placement offers or get regular placement opportunities. and some start with their entrepreneurial venture.

File Description	Documents
Best practices in the Institutional website	https://srbs.edu.in/wp-content/uploads/2022/01/Best-Practice.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The achievements in Research in academic year 2020-21

1. Our faculties have published three papers in UGC "A" grade journals like Journal of Chartered account and Journal of Cost accounts in this academic year. Two papers are published in international conferences by our faculty.
2. Three students presented research projects/work in an international conference conducted by IES institute of management, Mumbai.
3. AICTE has initiated SLA (student learning assessment) project in May 2021 for Management-MBA to evaluate the Higher-level thinking application, knowledge, analysis, critical thinking, comprehensions and cognitive skills of students. AICTE has requested the institute to identify the proficient faculty from the institutes to can prepare the item set for Management-MBA and Higher

order thinking skills. AICTE has selected our faculty Prof.Sandeep Kudtarkar to work on this national level initiative.

Initiative taken to incorporate research culture in the Institute

1. Proposal for co-hosting FDP on research methodology by Research Organisation INSPIRA, Rajasthan was accepted by the institute and began the preparation for conducting the Research FDP.
2. Our faculties have received proposals to prepare project proposals for enhancing the productivity and efficiency for Mall and hospitality firm. Our faculties have started working on the same.
3. The Institute has provided free access to e-journal through ProQuest and EBSCO and SAGE online to faculties and students to facilitate the research work.
4. The institute is associated with National Digital Library of India (NDLI) of IIT Kharagpur through which our faculties and students get access to research databases such as Shodhganga.
5. Four faculty members of SRBS are pursuing Ph.D. from reputed universities like NMIMS, NITIE and JJTU.
6. Our faculty has attended various FDPs pertaining to research methodology to conduct academic research and publish in peer reviewed international journals.
7. FDP is conducted by our faculty on how to publish research papers in international journals.
8. Various periodic online meetings were organized to facilitate the interaction of our Director with the faculty members for quality enhancement in teaching and research and encouraged the faculties to attend various FDPs conducted by AICTE and other institutes and discuss the learnings with peer faculties in these meetings.
9. Faculty members are pursuing Minor Research Project under the aegis of University of Mumbai for a research grant.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Diligently working on a roadmap created for improving & enhancing incoming Student Quality.
2. Acknowledging the Academic Toppers by reviving Cash Awards and Certificates of Excellence.
3. Promote entrepreneurship and innovation through skill development, alumni participation and tie ups with institutions of repute.
4. Registration of PhD research scholars with SRBS Research Center. Also work towards adding approved PhD guides with the center.
5. Enhancing the quality of Placements along with a strong database management.
6. Commencement of SRBS half yearly Research Management Journal with ISSN number.
7. To enhance student-centric learning and encourage use of ICT especially during the ongoing pandemic.
8. Promote research amongst faculty & Students, which may include undertaking minor research projects.
9. Motivate Faculty and students to write research papers, case studies in peer reviewed journals.
10. Encourage students to participate in community engagement initiatives & thereby developing responsible corporate citizens. It includes training non-teaching and support staff on use of technology and soft skills for their future use.
11. Provide additional support and encouragement to students appearing in competitive examinations.

12. To host National and International conferences with active participation of all stakeholders.
13. Strengthen Industry Institute Partnership by collaborating with Bombay Management Association, Association of Indian Management Schools and other entities. Use Alumni network to conduct Masterclass, Workshop and Guest Lectures.
14. NBA Steering Committee working towards preparation and application for Accreditation.