



Bombay Suburban Art & Craft Education Society's

SHEILA RAHEJA SCHOOL OF BUSINESS MANAGEMENT AND RESEARCH

Raheja Education Complex, Kher Nagar, Opp. Chhatrapati Shivaji Ground, Bandra (E), Mumbai – 400 051

(Approved by AICTE, DTE, Govt. of Maharashtra, Affiliated to University of Mumbai & NAAC Accredited Institute)

NAAC Cycle 2 Self Study Report

Criteria 7: Institutional Values and Best Practices

Key Indicator – 7.2. Best Practices

Metric No. 7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Metric 7.2.1: Best Practices

Best Practice 1:

1. **Title of the Practice:**

“Quality Management System (QMS) approach towards Green Initiative: Scanning and Indexing of Activity Documents”

Duration (year of inception-year of discontinuation) what is year of inception?

Year of Inception: 2022, Yes, this practice is still continuing.

2. **Objectives of the Practice:** What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice?

1) **Better Organization:**

- **Ease of Access:** Digital documents can be stored in folders and subfolders, making it easy to categorize and retrieve information swiftly.
- **Search Functionality:** allowing users to quickly find specific information within a document or across a repository.

2) **Improved Collaboration:**

- **Real-time Editing:** Multiple users can work on the same digital document simultaneously, fostering collaboration and speeding up processes.
- **Version Control:** Digital platforms often include version tracking, ensuring that collaborators are working on the latest iteration of a document.

3) **Easier Tracking of Documents for compliance:** Digital systems can track who accessed or modified a document, aiding in compliance with regulatory requirements.

4) **Time and Cost Savings:** Efficient Retrieval and Reduced Printing and Storage Costs

5) **Reduced Risk of Data Loss** with a Backup and recovery process in place.

From the desk of Dr. Harish Kumar Purohit, Director, SRBS

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For Sheila Raheja School of Business
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- 6) **Eliminate Bottlenecks created by manual paper-based processes.**
- 7) **Hassle-Free Secure Sharing and Collaboration with a Cloud capability,** mitigating the risk of unauthorized access.

3. The Context: What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice?

Scanning and indexing documents is important because modern-day operations generate a tremendous amount of paperwork, which require long-term storage. Maintaining a large repository of physical documents even for IQAC department can lead to challenges such as missing or damaged files and privacy issues.

There was an urgent need to create an easy management of system managed by IQAC Coordinator to add/ update/ delete various data provided by Faculty and other members. Digital document management systems can enforce strict access controls, addressing privacy concerns associated with sensitive information. This ensures that only authorized personnel can access certain documents so as to increase the efficiency of managing the outcome.

Through this system we save huge amounts of time in the long run and document indexing is a great way to help the Institute get original files secured. Creating a system that efficiently manages data not only addresses current needs but also prepares the institution for future requirements. It establishes a foundation for scalability and adaptability as data volumes grow.

4. The Practice: Describe the practice and its uniqueness in the context of India higher education. What were the constraints/ limitations, if any, faced?

The Scan and Index system, as described, brings several notable benefits and features to streamline document management and enhance information flow within the institution. Here's a list of the key points:

1. **Digitization and Direct Upload:** The system not only digitizes paper-based documents but also facilitates direct uploading onto the relevant location. This accelerates the transition from physical to digital formats.





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2. **Ease of Navigation and Information Flow:** Scanning and indexing contribute to the ease of navigation within the system, enabling a smooth flow of information. This is crucial for efficient document retrieval and management.
3. **Conversion to Digital Format:** The scanning and indexing process involves converting paper documents into a digital format, allowing for easier storage, retrieval, and sharing.
4. **Quarter-wise Indexing:** For faculty/ students' achievements and events/activities organized by the institute, a quarter-wise indexing system is implemented. This enhances organization and facilitates easy tracking of information over time.
5. **Result Data Management:** Improved result editing, adding, and updating of records contribute to proper resource management of result data. This is particularly beneficial for maintaining accurate and up-to-date information.
6. **Shared Drive for Data Sharing:** A shared drive accessible to all in-house faculties promotes seamless data sharing. This collaborative approach enhances communication and ensures that relevant stakeholders have access to the necessary information.
7. **Systematic Format for Event Documentation:** The IQAC has developed a systematic format for documenting events, ensuring uniformity and streamlining the process. This format helps maintain consistency in the documentation of various activities.
8. **Quarter-wise Data Freezing by IQAC:** This systematic approach ensures that information is locked down at specific intervals, providing a snapshot of the institution's activities and achievements during each quarter.
9. **User-Friendly Interface:** With a user-friendly interface, making it easy for all stakeholders, including faculty and staff, to navigate through documents. This promotes widespread adoption and efficient usage.
10. **Secure Access for Faculty:** Faculty members can securely add/update files and documents from both workplace and home, fostering flexibility and convenience. Security measures ensure that only authorized individuals can access and modify specific information.
11. **IQAC Coordinator's Control:** IQAC coordinator plays a crucial role in overseeing the system. They can view, suggest changes, and provide revisions as needed, ensuring that the system aligns with institutional goals and standards.

In summary, the Scan and Index system offers a comprehensive solution for document management, promoting collaboration, uniformity, and efficient information flow across the institution.

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5. Evidence of Success: Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate?

The integration of paper to computer-based filing systems by SRBS-IQAC represents a significant advancement in organizational efficiency. The transition from paper to computer-based filing systems significantly reduces manual work associated with handling physical documents. This, in turn, minimizes the risk of errors and enhances overall efficiency.

The digitization of documents accelerates various processes, making information more readily available, ensures that tasks can be completed in a more timely-manner, contributing to increased productivity.

The real-time visibility into ongoing activities allows for better monitoring and decision-making. The system allows for both macro and micro-level perspectives simultaneously. This means that while the team can have an overview of broader activities, they can also delve into specific details as needed. This flexibility is crucial for effective management.

Linking documents in shared formats with faculties fosters real-time collaboration. Changes made by team members are automatically saved in Google Docs, providing a collaborative and synchronized environment for document management.

The system's flexibility enables team members to make changes at their convenience. This eliminates the need for everyone to be present simultaneously, promoting a more flexible and adaptable work environment. Computer-based filing systems enhance document accessibility, fostering a more dynamic and flexible work environment.

To sum up, the integration of paper to computer-based filing systems by SRBS IQAC not only brings about operational efficiencies but also positively impacts collaboration, flexibility, and the overall productivity of faculty members and the institution as a whole.





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6. Problems Encountered and Resources Required:

Please identifies the problems encountered and resources required to implement the practice.

SRBS IQAC has undertaken the transition to a digital document management system. However, as with any significant change, there are challenges that need to be addressed. Here are some insights into the problems encountered and the necessary resources-support provided for a successful implementation:

Problems Encountered:

1. Training of Faculty:

- Challenge: The transition requires faculty members to adapt to new digital processes and systems.
- Solution: IQAC Coordinator explained and conducted comprehensive sessions to familiarize faculty with the new system. Institute provided ongoing support and resources for any issues that may arise.

2. Developing User-Friendly Format(s):

- Challenge: Creating formats that are easy for faculty to understand and use effectively.
- Solution: Involved faculty in the design process, gathered feedback through discussions, and iterated on formats to ensure they are user-friendly and aligned with their needs.

3. Scanning Large Amounts of Files:

- Challenge: The sheer volume of documents that need to be scanned can be overwhelming.
- Solution: Developed a phased approach to prioritize critical documents for scanning.

4. Storage Space and Backup Facility:

- Challenge: Digital documents require substantial storage space, and the importance of backup cannot be overstated.
- Solution: Used Google's cloud-based storage solutions with adequate capacity and scalability. Invested in storage solutions with robust NAS Drive backup capabilities.

5. Internet/Intranet Connection:

- Challenge: Reliance on a stable and high-speed internet or intranet connection.
- Solution: Ensured a reliable internet/intranet infrastructure. Considered redundancy measures or alternative connection options to minimize disruptions.





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Resources provided:

1. **Training Resources:** IQAC Coordinator assisted faculty members in learning the new system and also available to provide user support in case further needed.
2. **Scanning Equipment:** With high-quality scanning photocopier machine, efficiently converted physical documents into compatible digital format.
3. **Storage Solutions:** Used Google's cloud-based storage solutions with adequate capacity and scalability.
4. **Backup Systems:** All the PCs in the institute are provided NAS Drive for Data Backup to prevent data loss.
5. **Internet/Intranet Infrastructure:** All the PCs in LAN of the institute are connected with a separate 500 Mbps Broadband internet facility. In addition, Internet-Backup Line facility is available on automatic switching mode in case primary internet-line goes down, thereby providing smooth and seamless internet connectivity. Thus, considered redundancy measures or alternative connection options to minimize disruptions.
6. **Security Measures:** undertaken with NAS Drive to protect sensitive information on the PCs. Security measures ensures that only authorized individuals can access and modify specific information.

By addressing these challenges and allocating the necessary resources, SRBS-IQAC successfully navigated the transition to a digital document management system, fostering a more efficient and collaborative environment within the institution.



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Best Practice 2:

1. Title of the Practice:

“Nurturing Student Engagement towards Entrepreneurial Journey, Innovation & Research.”

Duration (year of inception-year of discontinuation) what is year of inception?

Inception of Entrepreneurship Development Cell: A.Y 2020-2021 & Initiation of Institution's

Innovation Council: A.Y 2021-2022, Yes, this practice is still continuing.

2. Objectives of the Practice: What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice?

- To conduct various innovation and entrepreneurship-related activities, organize periodic workshops/ seminars / interactions with entrepreneurs, professionals and motivating students to come with new ideas for start-ups.
- To enable students to share various business ideas, suggestions for future potential start-ups and create awareness about entrepreneurship to the aspiring entrepreneurs.
- To create awareness amongst the students regarding the Innovation ecosystem and provide deeper insights to analyze the Market Opportunities and develop products which will have commercialization value.
- To foster greater problem-solving skills, better understanding of research methods and have a deeper understanding of the various domains/discipline by participating in competitions at university and inter-collegiate level.
- To provide a deeper insight into the VUCA world through various corporate sessions & organize Masterclass by the industry experts.





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3. The Context: What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice?

The conventional notion that management graduates should only be job seekers, rather students need to be encouraged to think beyond employment and empowers them to create job opportunities for others.

Students had good ideas but they lacked the ability to execute the same. Several workshops on entrepreneurship and innovation at SRBS helps students become independent and channel their creativity into creating something of their own in this competitive world. It has also enhanced their analytical, logical and research skills to enable them to solve any problem in the future.

Furthermore, student researchers contribute to the world of knowledge. Research and education strongly complement each other. Students at SRBS benefit from the conferences, workshops, seminars, Masterclass, certificate courses etc. Research introduces students to the joy of discovery and makes the process of learning active rather than a passive one. Research experience has been credited with improving students' motivation for learning. Students can pursue their individual interests. Intellectual curiosity is sparked, and research provides SRBS students with an opportunity to take greater ownership of their own learning process.

4. The Practice: Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced?

SRBS adopts a holistic approach to education. This approach goes beyond traditional management education and seeks to instill an entrepreneurial mindset in students. Here are some key aspects of the institute's philosophy:

Nurturing Managerial Talent: This includes imparting knowledge and skills related to strategic thinking, decision-making, leadership, and other essential managerial competencies.

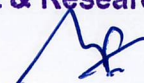
Fostering Entrepreneurial Spirit: In addition to managerial skills, the institute places a strong emphasis on fostering an entrepreneurial spirit among students. It believes that encouraging creativity, innovation, and risk-taking is crucial for the development of future entrepreneurs.

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Job Creation: SRBS encourages students to think beyond employment and empowers them to create job opportunities for others. This reflects a commitment to not just producing employees but also job creators who contribute to economic growth.

Vision and Mission Alignment: The institute's vision and mission statements serve as guiding principles. The focus on entrepreneurship development and developing research acumen aligns with its broader goals, reflecting a commitment to producing graduates who are not only well-versed in management principles but also equipped to drive economic development through entrepreneurial endeavors with a research mind-set.

- Institution's Innovation Council was established in the A.Y 2021-2022 and since then lot of activities were carried out in the institution involving faculty and students for their benefit. The main motto of establishing IIC at SRBS is to bring out the entrepreneurial acumen and mind-set in students and faculty through our programmed ecosystem so that aspiring students would plunge into entrepreneurial ventures.
- Conducting various innovation and entrepreneurship-related activities like periodic workshops/seminars/interactions with entrepreneurs, professionals and create a mentor pool for student innovators.

Our IIC journey has so far been successful and useful for all our stakeholders, students and faculty in particular, as a well-established system has been provided in the campus to scale up their potential in pursuit of their entrepreneurial ventures.

5. Evidence of Success: Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

SRBS IIC and EDC has played an instrumental role to drive innovation and start up ecosystem at campus while connecting with ecosystem enablers at regional level. For this, the role of faculty being a member of IIC is very important to play as a mentor or guide young minds in their pursuit of Innovation. IIC has conducted more than 22 events in last 3 Years and EDC has conducted 17 events in the last 4 years and has been instrumental in organizing sessions from Start-up founders, Legal and Ethical consultants and industry experts.

Our faculty members, Dr. Rahul Sanghavi & Dr. Yogesh Ingle guided students and participated in Avishkar Research Convention of University of Mumbai.

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Accolades by students: (only few mentioned due to words restriction)

- Through the efforts of SRBS, Ms. Payal Shettigar and her guide Prof. Krishnakant Lasune were appreciated for their participation and securing the FIRST Rank in the research proposal titled "A study on Geofencing Advertising: From meta-analysis to theory building and future presented in the "Aavishkar Project" in Commerce, Management and Law category (PG level) held at the Final Round of 16th Inter-Collegiate / Institute / Department Aavishkar Research Convention: 2021-22 organized on Virtual Platform by University of Mumbai on May 2, 2022.
- The Institute of Business Management and Research, IPS Academy, Indore organized PRAKALP-2022, Third International Internship/ Research Project Presentation Competition on June 10th, 2022. For young professionals, the contest offers an excellent prospect to share their work and also their learning from the Internship Projects. Ms. Unnati Karandekar and Ms. Ketaki Okhade students of MMS first year submitted research paper on "Consumer behavior towards AR-enabled products on Snapchat" under the guidance of Prof. Krishnakant S. Lasune and won the 1st Prize of Rs. 6000/-
- Current academic year 2023-24 students Mr. Praful Pawar and Mr. Vaibhav Mansinge have been selected for "Crafting Tomorrow From Today's Trash: Solution For Plastic Waste Management" at the Final Rounds of Aavishkar – Inter-Collegiate Research Convention and have been asked to represent University of Mumbai at the State Level competition.
- Current Batch students Mr. Gautam Pandey, Mr. Gaurav Bhandari, Mr. Dhaval Thakur and Mr. Ashish Shetty reached in the Finals of "Changing Financial Landscape through ESG Disclosure – Hackathon" organised by IIM Mumbai. Making it to the top 10 finalists out of over 200 institutes nationwide is truly commendable.

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6. Problems Encountered and Resources: Required Please identifies the problems encountered and resources required to implement the practice.

Addressing problems mentioned below by providing relevant resources/ support for each area of concern have significantly contributed to the success of student's entrepreneurial journey and their achievement in research domain.

a) **Self-Doubt and Skepticism:** Students were skeptical initially and were in self-doubt and uncertainty to embark on their entrepreneurial journey.

Resource: Institute organized motivational workshops or invited successful entrepreneurs to share their stories and experiences, focusing on building confidence and overcoming self-doubt.

b) **Identifying Experts and Speakers:**

Resource: Through contacts invited incubators and startup entrepreneurs so that students can connect with experienced entrepreneurs willing to share their insights. Also, motivated students to utilize online platforms like LinkedIn or professional networks to identify potential speakers.

c) **Stimulating Interest in Start-ups:**

Resource: Motivated in experiential learning activities such as hackathons, business simulations, and startup challenges. Also, shared case studies of successful startups and innovative ventures to inspire and engage students.

d) **Handling Criticism:**

Resource: Conducted guest sessions on resilience and invited constructive response thereby encouraged open discussions within the group to share experiences and strategies for dealing with criticism.

e) **Students must learn to do Marketing on a Limited Budget:**

Resource: Provided access to online platforms and courses specializing in digital marketing on a budget.

f) **Regular access to Database and Journals:**

Resource: Institute is subscribed to e-resources so as to provide students with access to a wide range of databases and journals, which is necessary for students to conduct research with consistency and vigour.

Additionally, we are considering for creating a mentorship program where students can connect with experienced mentors in the entrepreneurial field. This can provide personalized guidance and support for overcoming challenges.

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