



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		ATHARVA INSTITUTE OF MANAGEMENT STUDIES
Name of the head of the Institution		Dr Sujata Pandey
Designation		Director
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		022-40294949
Mobile no.		9769404073
Registered Email		info@atharvaims.edu.in
Alternate Email		rratnawat@atharvaims.edu.in
Address		Atharva Institute of Management Studies (AIMS) Atharva Educational Complex Malad-Marve Road Charkop Naka, Malad West Mumbai - 400 095 Maharashtra, India
City/Town		Mumbai
State/UT		Maharashtra

Pincode	400095																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Urban																		
Financial Status	Self financed																		
Name of the IQAC co-ordinator/Director	Dr Shubhi Lall Agarwal																		
Phone no/Alternate Phone no.	02240294949																		
Mobile no.	9320844664																		
Registered Email	shubhi.lall@atharvaims.edu.in																		
Alternate Email	shubhilall@gmail.com																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	http://www.atharvaims.edu.in																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.atharvaims.edu.in																		
5. Accreditation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>2.51</td> <td>2019</td> <td>09-Feb-2019</td> <td>08-Feb-2024</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	B+	2.51	2019	09-Feb-2019	08-Feb-2024
Cycle	Grade	CGPA	Year of Accreditation	Validity															
				Period From	Period To														
1	B+	2.51	2019	09-Feb-2019	08-Feb-2024														
6. Date of Establishment of IQAC	02-Sep-2017																		
7. Internal Quality Assurance System																			
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries															

Faculty Development Programme	04-Sep-2019 3	110
Collaborative Research Project with University of Pennsylvania on Reversing the Digital Divide:Digital Bankking in Rural India	31-Jul-2019 2	41
Research Paper Writing	02-Jan-2020 90	110
Online Training on MS Excel for teaching and non teaching staff and students	01-Apr-2020 40	213
Online Training on Advanced Excel and Basics of Statistics in Business Research	04-Apr-2020 40	213
Village Adoption -Visit to Dharavali to teach Indoor games to under priviledge kids	17-Aug-2019 1	30
Village Adoption - Visit to Dharavali to teach English to under priviledged kids	03-Aug-2019 1	30
A special seminar on commodity market for MMM/MFM and MHRDM students	20-Oct-2019 1	110
View File		

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

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

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional

Yes

website	
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	219588
Year	2019

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

1. Online Excel Training Programme for staff and students

2. Student Research Publications in NOLEGEIN Journal of Entrepreneurship Planning, Development and Management (NJEPDM) ISSN :25813900

3. Appointment of PhD candidate in HR Department

4. Collaborative Research Project in DIGITAL BANKING IN RURAL INDIA in association with School of Social Policy and Practice , University of Pennsylvania,USA

5.A three days Faculty Development Programme by Dale Carnigie.

[View File](#)

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

Plan of Action	Achivements/Outcomes
Internal Audit	Conducted
External Audit	Not conducted due to lockdown on 17th March 2020
Appointment of PhD candidate in HR Department	Dr Poonam Patel was appointed in HR department. She is Head, Research Cell, Member Steeting committee and Member, IQAC.
Online MS Excel Training Programme for staff and students	Conducted Successfully
3 Days Faculty Development Programme	Conducted successfully - A faculty development programme was conducted by AIMS for all it's faculty from 4th to 6th September. A three day intensive workshop, it was conducted by Walchand People First - Dale Carnigie

International. Based on the principles of Dale Carnegie, this programme focussed more on helping the professors to improve the delivery part of their lectures which would enhance the impact of their content. Beginning with the understanding of adult learning principles and the proper approach to making any presentation, it made the participants aware of the various nuances of training. This was also a workshop filled with a lot of group activities and team building which helped the faculties know themselves and each other better. The three days FDP ended with a certificate for the participants from the prestigious Dale Carnegie Institute. The event was powered by IQAC.

Student Research Paper Publications in Journals

Published in a Journal -NOLEGEIN- Journal of Entrepreneurship Planning, Development and Management (NJEPM) with ISSN 2581-3900

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Board of governing body	04-Jan-2020

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2009

Date of Submission

01-Dec-2009

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The Institute has 1. Google drives and shared EXCEL FILES for daily lectures entry. 2. IQAC planner is used to check the daily activity of IQAC 3. Research cell planner is used to see and track the progress of research cell. 4. The NAAC AQAR is share with all the staff

members to see the current status of the institute as far as quality is concerned. 5. The attendance of staff is recorded through thumb impressions and that punching of time is used to check the late comings and early leavings. Salary is also calculated using that data. 6. FDP Planner and attendance of the FDP is also shared with all the faculty members to see their status. Accordingly certificates are distributed

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

VISION "Vision without action is just a dream; action without vision is just an activity. Action and vision can together change the world." AIMS believe in this saying and strive to grow and excel as an Educational institute in the field of management education, consultancy and research. MISSION Our three - pronged strategy emphasizes: Highly - rated research; Top class education at every level; and A commitment to corporate engagement. OBJECTIVES To train young men and women to excel in professional and personal life. To upgrade the managerial skills and competencies of working executives. To conduct research in various functional disciplines. To provide solution-based consultancy services. To be value based and ethical in all aspects of life. QUALITY POLICY We at AIMS are committed to nurture, empower and enhance skills of future business leaders by providing value based quality education. TEACHING LEARNING PROCESS 1.Academic Calendar: The Institute prepare its Annual Academic Calendar and displays it on the Notice Board, Faculty Room, Cabins and Work Places. 2.Session Plans: All the faculty members plan their teaching methodology, lectures and prepare a tentative session plan for the semester. They also keep case studies, question papers, supplementary notes and slides for the students for reference. 3.Weekly Meetings: Further periodical meetings are held by the Director. Students Attendance, Timely completion of the syllabus, and learning outcomes are well discussed in the meetings. Any sensitive observation by the mentors and learning gaps, if any identified, are also discussed in the meetings at length. 4.Evaluation: Students are periodically evaluated through Mid Term Examination, Final Examination, Class Participation, Industrial Visits, Case Study Method, Presentation, Summer Internship Projects, Assignments etc. Thus, the Institute ensures that the curriculum objectives are met and students are gauged on various criteria and given subsequent trainings in the required areas. 5.Events: Students are expected to participate in Orientation programs, Seminars, Workshops, Training and Development programs and evaluated for the same 6.Academic and Administrative Audits: The Academic and Administrative Audits are conducted by the Internal Quality Assurance Cell to ensure achievement of the stated objectives of the curriculum and the overall quality of the teaching learning process, attainment of programme outcomes, infrastructure, placement and events. 7.A robust feedback mechanism: Online and Offline feedback are taken from all the stakeholders to ensure that the academic objectives are met. Deviation is immediately notified to the Director which further ensures adoption of strategy change to meet the stated objectives. 8.Training

Programme: As per the feedback given by the students, they are imparted training on various topics. These training are certificate programs which are conducted during the semester. At the end of the completion of the program the students are awarded certificates. The Faculty members, Staff and Stakeholders are kept informed and reminded about the Vision, Mission and Quality Policy through: Displays at strategic locations within the campus Official website of the Institute at www.atharvaims.edu.in Display of Annual Academic Calendar on the Notice Board.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Ms Excel training programme LINK: https://drive.google.com/drive/folders/1Rh1EpdUgaLHmwzjdtwys-kHtGnjpwKmt?uspsharing	Nil	02/04/2020	40	Employability	Excel Proficiency

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MBA	Systems	01/07/2019
MBA	Operations	01/07/2019
MBA	Finance	01/07/2019
MBA	Marketing	01/07/2019
MBA	HR	01/07/2019
MBA	Part Time MFM	01/07/2019
MBA	Part Time MMM	01/07/2019
MBA	Part Time MHRDM	01/07/2019

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

	Certificate	Diploma Course
Number of Students	213	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
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Soft Skills Training	16/07/2019	116
Online Ms-Excel Training-Basic	01/04/2020	213
Advanced Excel and Basics of Statistics in Business Research	04/04/2020	213
Business Communication-MFM,MMM,MHRDM 1	17/07/2019	43
Effective Management Communication- MMS I	17/07/2019	213
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Finance	59
MBA	Human Resource	8
MBA	Information Technology	5
MBA	Operations	8
MBA	Marketing	37
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

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

Feedback Obtained
<p>The feedback is conducted into two ways, i.e. OFFLINE FEEDBACK: The feedback is taken from student, alumni, employers and parents through direct interaction and recorded on paper forms. a) The feedback of students about teaching of faculty is taken from a sample class based on attendance of the student. The feedback is calculated in percent based on 12 parameters. This percent is an indicator on how the faculty members are teaching. The feedback is shared and discussed with the faculty members. b) Alumni and faculty feedback on STUDENT is taken in summer internship project presentations and shared with the students and faculty members. c) Parents feedback is also taken to understand the needs of parents. d) Employers feedback is collected by CMC. ONLINE FEEDBACK: IQAC has initiated a new system of feedback where the feedback is taken after 30 percent of the course completion. The google form is used to take feedback and the responses are converted into percentage, which is shared with the faculty members. Depending on the feedback, necessary action is taken in terms of change of faculty or sharing of good teaching methodologies with the faculty members of AIMS. Link of feedback on website: http://www.atharvaims.edu.in/</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	HR, MARKETING, SYSTEMS, OPERATIONS, FINANCE	120	120	116
MBA	Part Time(HR, MARKETING, FINANCE)	120	120	43

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	Nil	116	Nil	19	19

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
19	19	7	10	2	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Mentoring is conducted as a professional activity in which the experienced faculty members as mentors help the students who are the mentees in developing specific skills and knowledge that will enhance professional and personal growth. It's intended to meet objectives such as identifying strengths and weaknesses, improving performance, career development, sharing knowledge and developing the right attitude. Visit link : <https://drive.google.com/drive/folders/1ctc0NLWByVGm09MMC-HPJsM1f5jWAhg2?uspsharing>

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
393	19	Nil

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	19	Nil	2	4

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr Shubhi Lall Agarwal	IQAC / CIQA coordinator	Dr APJ Abdul Kalam Lifetime Achievement National Award for teaching, research and publications
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	MMS	I	23/12/2019	13/01/2020
View File				

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

Reforms initiated on continuous Internal Evaluation system at the Institutional level 1. Maintaining the sanctity of academic expectations and integrity of examination process, Our Institute has adopted alternative and simplified modes and methods of examinations to complete the process in specified period of time in compliance with requirements as prescribed by UGC Mumbai University from time to time. These included MCQ/ OMR based examinations, Case study method, Theory or written examinations, assignment/ presentation-based assessments etc. 2. Our Institute has time to time adopted efficient and innovative modes of examinations, if need arises but without compromising the quality. At the same time to maintain the sanctity to evaluate the performance of a student is also maintained by adding a software based examination in covid situation. 3. Our Institute has adopted appropriate strategies to facilitate the students pursuing Projects/ Dissertations, in view of the prevailing circumstances. As per the universities may consider to assign review-based/ secondary data-based projects instead of field/ survey-based assignments to these students. 4. Our Institute has ensured continuous assessment through various modes such as Viva-Voce, presentations Midterm examination through meeting apps during the lock-down situation.

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

Academic Calendar (2019-2020) was drafted prior to the commencement of the respective academic courses. Separate Academic calendars were prepared for the full time (MMS) and Part time (MFM/MMM/MHRDM) Courses. Academic calendar (MMS) was bifurcated as per the academic semesters, Semester I/III 2019/2020 (July - December) and Semester II/IV 2019/2020 (January-June). Duration from the month of May to July is allocated for the summer internship of the MMS and PGDM first year students. Academic calendar (MFM/MMM/MHRDM) was bifurcated as per the academic semesters, Semester I/III/V (July - December) and Semester II/IV/VI (January-June). Calendar Dates for Mid Term and Final Term Examination of all

courses have been stated in adherence to Dates given by the Examination Dept. and University guidelines. The Academic calendars also state the tentative dates for Industrial visits, Seminars, conferences and other co-curricular activities for each department (Marketing, Finance, Human Resources, Operations, Systems) keeping in perspective the examination dates and in academic alignment.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.atharvaims.edu.in/mms.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	MBA	Nill	750	726	96.8
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2.7 – Student Satisfaction Survey

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

<http://www.atharvaims.edu.in/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	2	NITTY UNIVERSITY	219588	219588
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Annual Conference 2019 on India a 5 Trillion Dollar Economy by 2025: Need for Flawless Execution by Corporates	All Departments	19/10/2019
Prabandhan - The current issues faced by the consumers and the brands at large	Marketing, Operations	22/11/2019

Prabandhan II - A presentation programme on Current Social Issues like Employability Gaps in India, Managing Traffic Jams,Bringing Acid Attacks to Zero, Energy Conservation through Smart Street Lighting	Marketing,Operations,Syst ems	06/03/2020
MCX Writes Up	Marketing	20/10/2019
Guest Session by Mr. Sharvil Bhandari from 99acres	Marketing	05/10/2019
Decoding the Union Budget - 2019	Finance	17/07/2019
HR Talks	Human Resource Management	19/08/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Dr. APJ Abdul kalam Lifetime Achievement national Award for teaching Research and Publications	Dr. Shubhi Lall Agarwal	International Institute for Social and Economic Reforms (R), No 2/1, Gullus Complex, 3rd Floor, Serpentine Road, Kumara Park West, Bangalore - 560 020.	17/08/2019	Teacher
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Web Development	CoEqual associates	web portal designing	web designing services	01/05/2020
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1	1	2

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

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

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

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

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

Department	Number of Publication
Marketing	1
Human Resource	1
View File	

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

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

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

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

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

Number of Faculty	International	National	State	Local
Resource persons	Nil	1	Nil	Nil
Attended/Seminars/Workshops	3	10	Nil	19
Presented papers	Nil	2	Nil	Nil
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness session on Good touch-bad touch	Atharva Foundation	4	25

Session on English	Atharva Foundation	3	25
Solar Cooker manufacturing workshop	Atharva Foundation	4	25
Village adoption	Atharva Foundation	5	25
Research Conference	Industry Experts and Research Cell	19	231
Annual Conference	Industry Experts and Finance Department	19	231
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Teaching in schools	Atharva Foundation	Teaching programme	6	25
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Research Project	41	Nitty University	2
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of
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			students/teachers participated under MoUs
Royal Vista Immigration, 49, springcreek crescent, Kanata, K2M2M2, Ontario, Canada www.royalvistaimmigration.com , [Contact Person: Ms Reshma Mathur, RCIC Oath Commissioner]	01/05/2020	The objective of this MOU is to collaborate and teach student about immigration frauds and right process of immigration.	600
CoEqual Associates Pvt. Ltd., 5, Vishal Apartment, S.V.Patel Road, Kandivali(West), Mumbai, 400067, India	19/03/2020	Deliver webinars and consultancy to the students for start-ups. The objective of this MOU is to accelerate incubation centre at AIMS.	3
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
24.02	21.84

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Campus Area	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Video Centre	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
MICM Library Management System	Partially	1.0.483	2010

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	11212	3614298	78	58053	11290	3672351
Reference Books	1462	698859	Null	Null	1462	698859
e-Books	6000	77910	Null	Null	6000	77910
Journals	48	177750	Null	Null	48	177750
Digital Database	2	382400	Null	Null	2	382400
CD & Video	58	21818	Null	Null	58	21818

[View File](#)

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Shubhi Lall Agarwal	Online MS-EXCEL Training Programme during Covid 19 Pandemic	YouTube	01/04/2020
Dr. Shubhi Lall Agarwal	Advanced Excel and Basics of Statistics in Business Research	Youtube	04/04/2020

[View File](#)

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	156	2	1	2	0	9	33	100	13
Added	0	0	0	1	0	0	0	0	0
Total	156	2	1	3	0	9	33	100	13

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
JGATE	https://jgateplus.com/search/?context=myLibrary#basicsearch
E RESEARCH (FOR FINANCE)	http://www.eresearch.co.in/login.php
NATIONAL DIGITAL LIBRARY OF INDIA	https://ndl.iitkgp.ac.in/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
193	175.54	237	215.36

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

1. Equipment and machine maintenance Some of the critical maintenance work is outsourced as per the outsourcing process defined in ISO manual. However regular monitoring and control is the responsibility of maintenance section. During the maintenance if anything is required to be purchased shall be raised through requisition slip. i. Records of equipment's are maintained in stock registers as specified in Purchase Process ii. Equipment's / appliances are serviced periodically or as and when required iii. Equipment's like measuring devices are checked / calibrated during servicing iv. Servicing is done either by inhouse personnel or by external party or through annual maintenance contract (AMC) v. Record of servicing is maintained. vi. Records of AMC are maintained in AMC Register. vii. Budget of AMC need to be submitted by December 31st of the ongoing academic year by Department / Section. viii. Equipment's that are not in working condition and are not repairable are removed from the stock. ix. Machines in Machine Shops are maintained and calibrated by the vendor supplying the machine. 2. General maintenance: i. Maintenance of A.C. plant - outsourced on AMC ii. Cleanliness daily maintenance of the interior facility (classrooms, laboratories, hallway, and staircase) - Class IV employees of the Institute under the supervision of the Admin Office and surprise check is done by Executive Compliance Officer. iii. Cleanliness of toilet blocks and wash room - in-house employees' iv. Fire extinguisher is outsourced since refilling of the cylinder is done once in a year. v. Maintenance of CCTV - in-house employee in coordination with technical person of computer center vi. ICT infrastructure - computer centre personnel. vii. Cleaning work is done by floor peon. Other maintenance related issues are attended by carpenter and electrician of the institute subject to the complaint put in complaint register. viii. Water tank cleaning is done quarterly and the AMC is maintenance is done by the in-house employee 3. Library: Serve all students and faculty of the institute. Maintain a program of service which locates information, guides reading, organizes and interprets material for students and faculty of various streams, and stimulates thinking and intellectual development in individuals of any age. 4. Sports complex The facility is open on all days and during the hours as established by the sports complex excluding hours for scheduled maintenance and repairs. The complex reserves the right to close the facility to hold promotional events and tournaments. 5. Common room: The common room will be open daily in term-time 9am - 4.45pm Keep the common room tidy at all times. Report all faults or problems to the admin department Users of the common room are considered to accept the terms of use willingly and be responsible for his or her actions. Do not be late for your scheduled classes. normal disciplinary procedures will apply for lateness The common room will be closed if the room is misused or left untidy on a regular basis.

CRITERION V – STUDENT SUPPORT AND PROGRESSION**5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	0	Nil	0
b) International	0	Nil	0
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Aptitude Test for MMS 1st 2nd year	27/03/2020	50	CMC
Webinar for 1st 2nd year hacks to land your dream jobs	28/03/2020	10	CMC
Webinar on six sigma for Operation Students	28/03/2020	20	CMC
Resume Writing Guidelines	28/03/2020	35	CMC
Certification course for Systems Students	01/04/2020	20	CMC
Webinar on Interview Decoding 2.0 with Imarticus Learning for 3 Days	26/05/2020	5	CMC
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Resume Writing Guidelines	Nil	100	Nil	35
2020	Aptitude Test for MMS 1st 2nd year	Nil	100	Nil	40

2020	Webinar on Interview Decoding 2.0 with Imarticus Learning for 3 Days	Nil	80	Nil	23
2020	webinar on Shaping Career in 2020-21 by Jitender Panihar	Nil	5	Nil	12
2020	Conducted PI question Answer Program	Nil	15	Nil	28
2020	Webinar on 45days of lockdown ,factories cautious, services stalled, markets choppy with Mr. Nilesh Shah	Nil	10	Nil	46
2020	Webinar for 1st & 2nd year students hacks to land your dream jobs	Nil	10	Nil	34
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
222	116	54	2	116	4
No file uploaded.					

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

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

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

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

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

Activity	Level	Number of Participants
Quiz competition -A Business Quiz Competition was organised at AIMS for Management Students. A great time to improve our knowledge and logical thinking.	Intra-Collegiate	40
Rural Immersion Programme for students on 19th February 2020 The students visited Ganjad taluka on the outskirts of Dahahnu, around 100 Kms away from Mumbai.	Intra-Collegiate	10
Prabhandhan - 2 was organised on 6th March 2020 Friday wherein the management students gave wonderful presentations on current social issues like Employability Gaps in India, Managing traffic jams, Bringing acid attacks to zero etc.	Intra-Collegiate	10
Exordium 2020 was an online funfest organised by Atharva Group of Institutes from 1st June to 30th June	Inter-Collegiate	119
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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2020	Participated in Guinness World Record with Largest Indian Cinematic Band with 1000 members	International	Nil	1	MMS	Thomas Charlie Nunes
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

1. IQAC Committee - Two students are members of IQAC and participate in quality initiatives. Students of IQAC are organizing live events. They are responsible for giving feedbacks and coordinate the IQAC activities. 2. Placement committee - 18 students are member of placement committee. They help in the placement process and training programmes. They are actively involved in Alumni Meetings. 3. Student Council - 14 students are members of student council and they work for several cultural tasks and CSR events allotted to them. Visit link : https://drive.google.com/drive/folders/1_se0XtOJBYGawhXvrVSNH2gAooUY9XjU?uspsharing

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

AIMS - ALUMNI ENGAGEMENT PROGRAM Objectives of Alumni...

- Alumni can help students get placed at their respective organizations.
- Mentor-ship and Scholarships - alumni can play an active role in voluntary programs like mentoring students in their areas of expertise.
- Leveraging the alumni community can be a win-win for both the institution and the alumni. Core purpose of AIMS Alumni meeting... The core purpose is to foster a spirit of loyalty and to promote the general welfare of AIMS. Alumni associations exist to support the AIMS goals, and to strengthen the ties between alumni, the past and present student's community... Offer to alumni ...
- Career opportunities and networking events are two of the biggest reasons to join.
- Expand Your Skills- Access to a Career Services organization especially when they are just starting out. This association will be brought forward to assist alumni through workshops, webinars, professional job databases and career coaching.
- Experience / knowledge sharing, participation as guest speakers, creating and delivering upskilling workshops, informal / formal get-to-gathers, mentor - mentee relationship and overall socializing are additional offers for alumni can take advantage of.
- It will also help you appreciate the core purpose of annual giving and the reason why it is so fundamental to the success of

advancement programs overall. • Strong alumni participation rates will be the key to sustainable philanthropic support and the long-term success of any educational institution. • Additionally, alumni often support new alumni, and provide a forum to form new friendships and business relationships with people of similar background. Meetings so far: Date: Sunday, 11th August, 2019 - 11 am In attendance: Dr. Sujata Pandey, Dr. Rekha Shenoy, Prof Harsh Modi. CMC Team: Mr. Rajesh Jamwal, Ms. Madhura Gudise and Ms. Soni Singh Formation of Alumni - AD-HOC committee: All alumni present [below mentioned names] consented on actively participating and building a larger Alumnus group through own batch mates. Mayur Joshi, Pankaj Mehrotra, Prachi Bhargode, Surendra Mali, Anjum Saifi, Yash Barot, Kiran Murkar, Priya Kapoor, Darshana Kadam, Abhishek D, Pinanshu Champaneri Discussions: To bring and attach more alumni to this program. Frequent / occasional communications to all alumni informing them of developments and events happening in the campus. Many other Alumni Engagement activities like networking, mentor mentee program, guest sessions, participation in CSR, promotion AIMS to diverse colleges, knowledge sharing, guest sessions, job opportunities exchanges, panelists and more were discussed. Also finalized on the next alumni meeting on Sunday, 18/08/2019 at 11 am in Orchid, 4th Floor, AIMS. Visit link for more details : <https://drive.google.com/drive/folders/1Ft0ShHS56JSfDbMc1CCs5CEoZJYyP8Cb?uspsharing>

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Institute follows decentralized way of functioning and management. The Institute is headed by the Director followed by the departmental heads, Career Management Cell(CMC),Library, Internal Quality Assurance Cell(IQAC) and Examination ensuring fair governance. Powers are delegated to the HoDs of every department, Director of the IQAC and CMC Head in organizing workshops, seminars,online and offline feedback,audits, Internal FDPs,Inspections,preparation of class work, distribution of work to the faculty, teaching content beyond syllabus, and inclusion of new and nomination of faculty members to various committees. 1. The HoDs and faculties are empowered to give recommendation letters to the outgoing students of our institution. The administrative department gives certificates like bonafide, attendance, railway concession, etc., independently as per the requirements of the students. The participate management system encourages generation of innovative ideas for smooth operations of an institute. All the faculty members discuss and share their opinion and plan to conduct various events on behalf of the institute. Committees are formed to conduct the event smoothly. Faculty members are also involved in providing inputs in framing the course and examinations to be conducted by the institute. At functional level the faculty members participate in sharing the knowledge by discussing on the latest trends in technology during faculty meeting. They are also encouraged in writing research articles. 2. Director of the institution is responsible for academic, nonacademic and administrative activities of the institution. On behalf of the institution,he interacts and corresponds with AICTE, Commission of Technical Education, Govt. of Maharashtra, UGC, Affiliating University, etc. The budget is year marked for staff members and students to participate in various programs organized by the institute. All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards. At Faculty Level: Are given representation in various committees and conduct various programs to show their abilities. Encourage to develop leadership skills by being in charge of various academics, co-curricular, and extracurricular activities. Encouraged to conduct industrial tours and to have tie up with

industry experts and organized seminars. 3. Director, IQAC is responsible for over all quality checking of the processes and initiate new processes if lacunae is found. 4. At Student Level: Encourage continuously to organize various programs Guest lectures, Seminars, annual rhythm management fest to bring their leadership equality to lime light. Encouraged to take up Live projects and summer internship projects under the guidance of faulty members. Every year students are given a chance to present their business plan ideas with the sincere effort to implement some. The college is keen on the involvement of staff for improvement of effectiveness and efficiency of the institutional process and has always been in favor of active management. The faculty Members have always had a say in the decision-making process within the institution. List of committees constituted to manage institutional activities are Academic Advisory Board, Anti Ragging, Examination Committee, Industry Interaction committee, Internal complaint committee, Library Committee, Research Cell, E-Cell, Training Placement committee, Women Cell.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	1. Library sessions were introduced for the students monitored by the faculty members. Faculty members guided students in operating e resources. 2. In order to keep peace, discipline and silence in library, one door was closed permanently. 3. List of research papers published by students and faculty members were put on notice board for motivation and knowledge purpose. 4. The librarian initiated a shared drive to share the links of e -services/ video lectures provided by faculty members on their topics. The same was circulated amongst the faculty members to access the links. 5. The list of books available was uploaded on the website of AIMS for reference purpose. 6. Business news is mailed to the staff and students of AIMS on a daily basis.
Admission of Students	Group Discussion and Personal Interviews are conducted with eminent subject experts in the panel to assess the candidates.
Human Resource Management	1. Online MS-EXCEL Training Programme during Covid 19 Pandemic for staff. Objective of the Practice: To teach MS Excel to all the stakeholders and make them aware of the tool and its features. Need Addressed and the Context: MS Excel is needed by all the stakeholders of AIMS The Practice: This is a 40 days course in excel offered to all the staff, students and faculty

members of AIMS. Well graded questions are solved online through videos and sample mcq tests are conducted to check their grasp on the topic.No fees are charged from them and no remuneration is paid to trainer. The student strength has increased from 50 to 200. Almost all of them are enjoying the online learning mode. There is a significant change in the attitudes of the students who have become more aware of the tool and its advantages. The unique feature of this practice is the self-learning through a play way method. Evidence of Success:214 students appeared in the online test which was taken twice in 40 days. Resources:Screenkastomatic, video recording software was used and YouTube account of the resource person was used, Inhouse faculty of AIMS, Google forms and Internet connection.

Teaching and Learning

A faculty development programme was conducted by AIMS for all its faculty from 4th to 6th September. A three day intensive workshop, it was conducted by Walchand People First - Dale Carnegie International. Based on the principles of Dale Carnegie, this programme focused more on helping the professors to improve the delivery part of their lectures which would enhance the impact of their content. Beginning with the understanding of adult learning principles and the proper approach to making any presentation, it made the participants aware of the various nuances of training. This was also a workshop filled with a lot of group activities and team building which helped the faculties know themselves and each other better. The three days FDP ended with a certificate for the participants from the prestigious Dale Carnegie Institute. The event was powered by IQAC.

Research and Development

1. The 9 research papers of students and 6 research papers of faculty members were published in the academic year.
2. In order to foster research environment, an international research conference is organized every year.
3. The tools Excel and SPSS are taught to students which are prime tools used in research and analysis.
4. E-resource material is shared with the faculty members through shared drives.

Industry Interaction / Collaboration

1. Industry Innovation Cell is established to provide closer links with industries. The purpose of the cell is to find out the gap between need of the industry and end product of the institute. The cell is the bridge between the industry and CMC Department and operates round the year to facilitate contacts between companies and the number of students placed through the campus interviews is continuously rising. 2. The Placement Cell organizes career guidance programs in collaboration with Alumnus for all the students starting from first year. The specific objectives of the Placement Cell is to create awareness among students regarding available career options and help them in identifying their career objectives. Guide the students in developing skills and job search strategies required to achieve their career objectives. Role of counselor, coach, guide and facilitator for a successful career. Continuous follow-up update in all aspects of soft skills, GD / PI, corporate communications, diverse job profiles industry's expectations. Extensive practical exposure for their holistic development by means of:
-Summer Internship [2 months mandatory]
Industrial Visits Guest Lectures Live Projects.

Curriculum Development

1. Recent trends and technologies are incorporated in the syllabus. 2. The students are tested on projects, tests, final exams with questions based on cases, MCQ, Descriptive question. 3. The students are actively involved in role plays and focus group discussions. 4. They are also assigned a task to write research papers and publish in a journal. 5. Though the syllabus of University is not updated on a regular basis, but AIMS ensure to deliver the latest knowledge and excellent exposure through webinars, guest lectures, events and industrial visits. 6. The lectures are revised on a weekly basis and new and critical information is incorporated in the lesson plans and the references are shared with the students through shared drives. 7. Students are motivated to read blogs and newspapers and write articles and discuss in class.

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

E-governance area	Details
<p style="text-align: center;">Examination</p>	<p>The College has the separate Examination department with equipped ITC tools necessary for examination purpose. As per the requirement of Examination department all the necessary equipment is provided by the college such as Separate Desktop and Internet Facility for online procedure of Paper Downloading and further activities for exam purpose. The examination department has the separate Machine for printing the question papers. As per university regulation the Examination First year need to conduct at college level for which College has Khushi software for running the examination procedure. Also, for internal evaluation and other data entry, the same software is used. A new software is purchased to conduct online exams in pandemic.</p>
<p style="text-align: center;">Student Admission and Support</p>	<p>1. Internal Excel files are used to keep records of the students. 2. Online feedback are taken from students on various aspect. The link of feedback form is available on AIMS website. 3. The students can apply partially in online mode and fill the basic details for preliminary screening. Later, they can download the admission form and submit the documents. IF selected they can submit the form and make full payment. The e-Governance initiates from AIMS website.</p>
<p style="text-align: center;">Finance and Accounts</p>	<p>1. The accounts department uses TALLY for managing the accounts and financial data. 2. Online thumb impression are used to record the attendance, which is later used to compute the attendance, late marks, salaries and various other purposes. 3. The Door of accounts department is equipped with a card reader which can be opened by the internal staff only. No thorough fare is allowed in accounts department. 4. There are cameras to monitor the internal accounts department which is seen by the HEAD of accounts.</p>
<p style="text-align: center;">Planning and Development</p>	<p>1. IQAC uses the IQAC Planner and Tracker to communicate and list tasks with dates of initiation and date of completion. This is shared with the director and the members of the department. The director can see the</p>

status of the department and guide on the events. 2. Research cell uses shared files and well designed google form to collect data related to research paper publications, seminars attended , refresher courses conducted etc. 3. The NAAC AQAR structure is shared in excel file with all the faculty members to show the current status of quality of the processes and areas of improvement. 4. The academic calendar is shared with the staff members and uploaded on AIMS website for ready reference. 5. The AIMS Conference Alert is available on AIMS website with active form to accept the manuscript. 6. The annual calendar of FDP with well chalked out dates, Upcoming Events and IT Talks is available on website to refer.

Administration

1. The Daily Progress Report is filled by all the faculty members. 2. The lectures conducted/not conducted status is also tracked from shared excel file. 3. Online attendance of staff and students is recorded on a daily basis. 4. There is an access gate entry to library with card provided to the peon and librarian. No other member of AIMS can open that door. 5. Cameras are installed at various locations like floors, class rooms, library, corridors, main gate, campus, swimming pool and main reception to take the CCTV footage if needed.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Excel	Excel			10	5

	Training Programme	training Programme	01/04/2020	09/05/2020		
2020	Research Methodology using Excel	E content and business communication through google forms and shared drives	01/04/2020	10/05/2020	19	5
2019	Internal Quality Audit Training	Internal Quality Audit Training	16/09/2019	16/09/2019	19	10
2019	Faculty Development Programme	Nil	04/09/2019	06/09/2019	19	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Research Methodology and Data Analysis using SPSS	1	28/09/2020	28/09/2020	1
Dale Carnegie Faculty Development Programme	19	04/09/2019	06/09/2019	3
Revival of Economy post covid 19	1	05/05/2020	05/05/2020	1
Swayam - Course on Digital marketing (15 weeks online) offered by Tejindra Pal Singh, University Business School, Punjab University	1	07/01/2020	07/01/2020	1
North Storm Academy. FDP on Online	1	13/05/2020	13/05/2020	1

education				
ASMA Faculty Development webinar	1	17/05/2020	17/05/2020	1
Top paying skills of 2020	1	11/04/2020	11/04/2020	1
2nd National Conference Series on University 4.0 - The Future of Higher Education Student Employability and its impact of NAAC Ranking. organised by India Education Forum	1	10/11/2019	10/11/2019	1
Expanding the possibilities of Programming language with Bosque organised by Microsoft	1	14/05/2020	14/05/2020	1
Foundations of Casual Inference and its Impact on Machine Learning by Microsoft	1	12/04/2020	12/04/2020	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
19	19	10	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
medical insurance, canteen facility at susidized rate, gymnasium	medical insurance, canteen facility, gymnasium	medical insurance

6.4 – Financial Management and Resource Mobilization

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

The institutions parent body is liable to conduct internal and statutory audit under Income tax act -1961 and obtain audit report in form 10 b under trust also files under section 139(1) of income tax at 1961.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management	177000	FDP
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6.4.3 – Total corpus fund generated

10830000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	WAS PLANNED IN MAY 2020 BUT COULD NOT BE CONDUCTED DUE TO COVID 19 PANDEMIC	Yes	Internal Quality Assurance Cell
Administrative	No	WAS PLANNED IN MAY 2020 BUT COULD NOT BE CONDUCTED DUE TO COVID 19 PANDEMIC	Yes	Internal Quality Assurance Cell

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

1. Parent Teacher meeting is organized every semester to interact with the parents and give them the feedback on performance of their wards. 2. Parents feedback is taken at the end of the year to understand their requirements and problems. The corrective actions are taken to weed out the issues raised by the parents. 3. The parents are approached to sign MOU if they own an industry so that they can provide, industrial visits, on the job trainings, summer internship projects and refer the Institute to other partners for consumption of students. 4. The parents are invited for webinars, panelists and guest lectures if they are found suitable for the same. 5. The parents are actively involved in the interaction over phone with the administration department and informed about the absenteeism of their ward.

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

1. Online Excel Training Programme 2. Online Training Programme on Advanced Excel and Basics of Statistics for Career Management Cell 3. Training Programme on Internal Quality Audit by Internal Quality Assurance Cell 4. Training on Content Development and Office Communication

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

1. AIMS - ALUMNI ENGAGEMENT PROGRAM <http://www.atharvaims.edu.in/alumni-meet.php> Objectives of Alumni... • Alumni can help students get placed at their respective organizations. • Mentor-ship and Scholarships - alumni can play an active role in voluntary programs like mentoring students in their areas of expertise. • Leveraging the alumni community can be a win-win for both the institution and the alumni. Core purpose of AIMS Alumni meeting... The core

purpose is to foster a spirit of loyalty and to promote the general welfare of AIMS. Alumni associations exist to support the AIMS goals, and to strengthen the ties between alumni, the past and present student's community... Offer to alumni ...

- Career opportunities and networking events are two of the biggest reasons to join.
- Expand Your Skills- Access to a Career Services organization especially when they are just starting out. This association will be brought forward to assist alumni through workshops, webinars, professional job databases and career coaching.
- Experience / knowledge sharing, participation as guest speakers, creating and delivering upskilling workshops, informal / formal get-to-gathers, mentor - mentee relationship and overall socializing are additional offers for alumni can take advantage of.
- It will also help you appreciate the core purpose of annual giving and the reason why it is so fundamental to the success of advancement programs overall.
- Strong alumni participation rates will be the key to sustainable philanthropic support and the long-term success of any educational institution.
- Additionally, alumni often support new alumni, and provide a forum to form new friendships and business relationships with people of similar background.

2. IT TALKS - IT Talks is a PAN INDIA IT awareness program powered by IQAC and students of AIMS. After successful completion of three episodes, a calendar is released On AIMS website for ready reference. Objective of the talk show :

- To reach IT experts and understand the recent trends and technologies.
- To build confidence and improve communication skills of students through play way methods.
- To indirectly train students for interviews through questions and answer handling and interaction with top notch intellectual capital.
- To motivate the students to watch more informative videos on recent technologies and understand Science, Computer Science, Engineering and Information technology.
- To remove stage fear of students and develop the questioning nature amongst themselves.

http://www.atharvaims.edu.in/it_talk.php

3. STUDENTS CHARTER www.atharvaims.edu.in

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Online Excel Training Programme for students and staff	01/04/2020	01/04/2020	10/05/2020	214
2019	Training on Internal Quality Audit	09/09/2019	16/09/2019	16/09/2019	25
2020	Online Training Programme on Advanced Excel, Basics of	01/04/2020	01/04/2020	10/05/2020	19

	Statistics its use in Research for Faculty Members				
2019	Faculty Development Programme for Faculty Members	04/09/2019	04/09/2019	06/09/2019	19
2020	Student Publications in NOLEGEIN-Journal of Entrepreneurship Planning, Development and Management (NJEPDM)	01/01/2020	01/01/2020	31/05/2020	250
2019	Collaborative Research Project in DIGITAL BANKING IN RURAL INDIA in association with School of Social Policy and Practice, University of Pennsylvania, USA	11/06/2019	29/07/2019	30/07/2019	41
2020	Appointment of PhD in Human Resource Department in Academic Year 2019-2020	16/01/2020	16/01/2020	16/01/2020	1
2020	MOU signed between IQAC, AIMS and Royal Vista Immigration, Canada	01/04/2020	01/05/2020	01/05/2020	600

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Womans Day Celebration	07/03/2020	08/12/2020	87	5
Yoga Day	21/06/2020	21/06/2020	56	23
International Men's Day	19/11/2019	19/11/2019	56	167

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

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

The following practices are followed in the campus on a regular basis

A) Rainwater Harvesting System at Gate Number 4: Rooftop Water Harvesting: The runoff from the terrace of the college building is channelized into five different recharge wells located at three Five different locations, each measuring 1m x 1m x 2m. All the rooftop rainwater outlets, discharge into storm water drains and finally to the recharge structures. A network of pipes linked through chambers take the rainwater to the recharge tanks. A tank of 20000 capacities is used for the recycling of conserved water. The treatment of water is done twice a day, in the morning hours and then later in afternoon.

B) Compost Plant in Phase 2: The food waste of canteen is recycled in a Compost plant installed within the campus and converted into energy. The waste of canteen, hotel management and waste from garden like dry leaves plants etc. are crushed. This process is of 10 days. The compost is reused in the garden and the garden is lush green with beautiful landscaping and sitting areas.

C) Sewage Treatment Plant in phase 1- Recycling of drainage water is done on a regular basis through sewage treatment plant and the same water is used in gardening and watering plants. Thus the campus tries to save water and is totally eco-friendly.

D) Do not use plastic/Plastic banned, such kind of hoardings and warning are present in the entire campus at prime locations.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil
Provision for lift	Yes	Nil
Physical facilities	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
AIMS Manual	01/01/2019	<p>OBJECTIVES To train young men and women to excel in professional and personal life. To upgrade the managerial skills and competencies of working executives. To conduct research in various functional disciplines. To provide solution-based consultancy services. To be value-based and ethical in all aspects of life. QUALITY POLICY We at AIMS are committed to nurture, empower and enhance skills of future business leaders by providing value based quality education</p> <p>Chapters TITLE PAGE NO. VISION and MISSION 1 OBJECTIVES 2 PREFACE 5 1 Admission 6 2 Teaching 9 3 Examination 13 4 Placement 36 5 Library 41 6 HR Guidelines 45 7 Research Guidelines 65 8 Internal Quality Assurance Cell 67 Forms and Formats 70 VISIT LINK : https://drive.google.com/drive/folders/1Sdq-sZ2oiGYlBRGzrtWHSP7Wi8DRZAB-?uspsharing</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Clean Up Drive in Borivali on 9th 10th Nov 2019	09/11/2019	10/11/2019	23
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Green Practices 1. Bicycles-Nearly 100 of peons and some students ride bicycles to college. 2. Public Transport -Nearly 80 of staff (teaching and non-teaching) use public transport like Buses, Trains, Metro etc. 3. Pedestrian friendly roads - There are well maintained garden side pedestrian roads. Outside the college as well there is a private Pedestrian friendly road. 4. Plastic free campus - Atharva is a plastic free campus to support the nationwide initiative of conserving and preserving environment. 5. Green landscaping with trees and plants - Atharva takes sincere care and attention to keep the campus green. There are various kinds of trees planted on the campus which helps to keep the

campus natural.College is divided into 3 phases. In Phase 1, there are 276 plants which include saplings and trees. In Phase 2, there are 197 plants which include saplings and trees. In Phase 3, there are 1099 plants which include saplings and trees. 6. Team to look after - There is a team of people who take care of these plants by supplying composite fertilizers every 3 months, chemical pesticides (Neem leaves and salt water) every month, cleaning every day and cutting every 15 days. 7. Rainwater Harvesting System: Rooftop Water Harvesting: The runoff from the terrace of the college building is channelized into five different recharge wells located at three Five different locations, each measuring 1m x 1m x 2m. All the rooftop rainwater outlets, discharge into storm water drains and finally to the recharge structures. A network of pipes linked through chambers take the rainwater to the recharge tanks. A tank of 20000 capacities is used for the recycling of conserved water. The treatment of water is done twice a day, in the morning hours and then later in afternoon. ----- link of drive : https://drive.google.com/drive/folders/1P2HN3zTz7rxg3zFf65B0WuW3IB-cFi_q?uspsharing

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

NATIONAL INDUSTRIAL VISITS A)Objectives of the Practice - Through National and International Industrial visits students are exposed to real business environment. This helps them know the systems, procedures, processes, corporate strategies, leadership styles, corporate culture etc. B) Features: Visits help to understand the global or extra-territorial functioning process highlighting the leadership styles, corporate culture, manufacturing process and international technologically driven logistics. C) Challenges- To get timely appointments from various companies. D) The Practice - Industrial visit is considered as a part of college curriculum and objectives of industrial visit is to provide students an insight regarding internal working of companies. Post this they are able to relate to theoretical knowledge. E) Evidence of success - Students learnt the various in-sync working of departments. ONLINE EXCEL TRAINING PROGRAMME A)Objective of the Practice -To teach MS Excel to all the stakeholders and make them aware of the tool and its features. B)Need Addressed and the Context -MS Excel is needed by all the stakeholders of AIMS C)The Practice-This is a 40 days course in excel offered to allthe staff, students and faculty members of AIMS. Well graded questions are solved online through videos and sample mcq tests are conducted to check their grasp on the topic.No fees are charged from them and no remuneration is paid to trainer. The student strength has increased from 50 to 200. Almost all of them are enjoying the online learning mode. There is a significant change in the attitudes of the students who have become more aware of the tool and its advantages. The unique feature of this practice is the self-learning through a play way method. D)Evidence of Success -214 students appeared in the online test which was taken twice in 40 days. E)Resources - Screencastomatic, video recording software was used and YouTube account of the resource person was used, Inhouse faculty of AIMS, Google forms and Internet connection. FACULTY DEVELOPMENT PROGRAMME A)Objective of the Practice -To train the faculty members on various methodologies of teaching. B)Need Addressed and the Context -Teaching is becoming challenging day by day as students find lot of interesting material on internet, hence there is a need to refresh the faculty members with newer and newer engaging technologies and methodologies in teaching and training students. C)The Practice-This is a 3 to 7 days programme organized every year. D)Evidence of Success -100 faculty members participated and all were awarded certificates. E)Resources - Seminar hall, payments to the resource person and administration staff was actively involved in organizing the FDP. DETAILS OF FDP in 2019-2020-A faculty development programme was conducted by AIMS for all its faculty from 4th to 6th September. A three day intensive workshop, it was

conducted by Walchand People First - Dale Carnegie International. Based on the principles of Dale Carnegie, this programme focused more on helping the professors to improve the delivery part of their lectures which would enhance the impact of their content. Beginning with the understanding of adult learning principles and the proper approach to making any presentation, it made the participants aware of the various nuances of training. This was also a workshop filled with a lot of group activities and team building which helped the faculties know themselves and each other better. The three days FDP ended with a certificate for the participants from the prestigious Dale Carnegie Institute. The event was powered by IQAC. STUDENTS CHARTER This is a service provided by the Administration department. The students are informed about the timings and the services offered by the administration department like timing of submission of application and issuance of crucial documents. ---THE CALENDAR OF BEST PRACTICES IS AVAILABLE ON WEBSITE WITH DOWNLOADABLE FILES TO VIEW.---

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

<http://www.atharvaims.edu.in/best-practices.php>

7.3 – Institutional Distinctiveness

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

The MISSION of the institute is to nurture the future managers and entrepreneurs of the nation with innovative and creative managerial concepts and ideas. TEACHING LEARNING 1. To achieve this, the institute organizes competitions and seminars for budding entrepreneurs. 2. Apart from this the curriculum provides theoretical knowledge through the subject Entrepreneurship Management. 3. To broaden the logical and analytical thinking and creativity of students, institute has put efforts to provide Aptitude and Excel training as an ongoing process. The training has given impetus to the students to think ahead of the future and has made them more productive and innovative. 4. An effective communication skill becomes a major and an important aspect in the program of global business. The art of communication which has become an important aspect is taught by senior faculty from the industry as well as academics with global vision. It covers both oral and written communication along with personality development. These programs prepare students both mentally and physically for any kind of executive job in the domestic and international market. 5. Our Mock-stock sessions have become an integral part of finance specialization in our institute. It is a virtual share trading place which provides practical trading experience along with knowledge on how real life trading has to be done. It helps them to test their true investment knowledge as a result of which new trading spirits were kindled. 6. The institute organizes Industrial visits so that the students can learn effectively in a practical environment. The institute provides industry integrated syllabus which helps the student to be corporate ready and also inculcates the energy of being self-driven by encouraging entrepreneur leadership styles. The institute gives full freedom through live project opportunities to pursue projects simultaneously in the industry. 7. Students are given and encouraged to do summer and winter projects as well as start-up projects to develop entrepreneurial spirit and for professional excellence.

Provide the weblink of the institution

www.atharvaims.edu.in

8.Future Plans of Actions for Next Academic Year

1. Online Industry Academia Interaction Programmes: the purpose of this programme is to build confidence in students and connect them to the current

scenario of Indisuty. 2. Online Live Events organized by students of MMS:The objective of the event would cater to the following needs a. To reach IT experts and understand the recent trends and technologies. b. To build confidence and improve communication skills of students through play way methods. c. To indirectly train students for interviews through questions and answer handling and interaction with top notch intellectual capital. d. To motivate the students to watch more informative videos on recent technologies and understand Science, Computer Science, Engineering and Information technology. e. To remove stage fear of students and develop the questioning nature amongst themselves 3. Parent Teacher Association/ Meeting to take feedback: This will give an insight about the parents and how they are finding the online mode of teaching in pandemic. 4. Management Development Programme by faculty members for Industry Experts 5. Faculty Development Programme on Research Writing and Tools like SPSS for the faculty members- This will enhance the research writing skills of the faculty members and give them insight on research paper writing, journals, research proposal, publication in books etc. 6. Purchase of New software for Examination department to conduct online exams 7. Online International Research Conference- This event will focus on innovative areas in management, technology, economics and how it applies to the real world challenges.It will provides a leading ONLINE international forum that brings together researchers and practitioners from diverse fields with the purpose of exploring the fundamental roles, interactions as well as practical impact of innovation. The conference programme will include online paper presentations along with prominent keynote speakers and a panel discussion. After online presentation in ICISBEETM 2021, the authors are encouraged to submit their improved papers to a UGC CARE listed Journal. 8. Live webinars and workshops for the students and staff members