



Yearly Status Report - 2018-2019

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		sujata.pandey@atharvaims.edu.in
Address		AET campus, Malad-Marve Road, Charkop Naka, Malad (West), Mumbai 400095, India
City/Town		Mumbai

State/UT	Maharashtra
Pincode	400095
2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Dr. Shubhi Lall Agarwal
Phone no/Alternate Phone no.	02240294949
Mobile no.	9320844664
Registered Email	info@atharvaims.edu.in
Alternate Email	shubhi.lall@atharvaims.edu.in
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	<u>http://www.atharvaims.edu.in/</u>
4. Whether Academic Calendar prepared during the year	
	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<u>http://www.atharvaims.edu.in/mms.php</u>
5. Accrediation Details	

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	2.51	2019	08-Dec-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
Feedback	15-May-2019 1	200
Research Project	15-Jun-2019 10	94

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

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

No Files Uploaded !!!

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No						
Upload the minutes of meeting and action taken report	No Files Uploaded !!!						
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)							
Funbration HR event							
Documentary Films							
Weekly Self Analysis Report							
Research writing							
Innovation lab sessions							
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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							
<table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>Training on Internal Quality Audit for the teaching and nonteaching staff members</td> <td>Conducted successfully</td> </tr> <tr> <td>Internal Quality Audit</td> <td>Conducted successfully</td> </tr> </tbody> </table>		Plan of Action	Achivements/Outcomes	Training on Internal Quality Audit for the teaching and nonteaching staff members	Conducted successfully	Internal Quality Audit	Conducted successfully
Plan of Action	Achivements/Outcomes						
Training on Internal Quality Audit for the teaching and nonteaching staff members	Conducted successfully						
Internal Quality Audit	Conducted successfully						

Training sessions for MMS, PGDM and interested Part time students on MS- Excel, General Aptitude and Communication and Soft Skills	Conducted successfully
Random Inspections	Conducted successfully
Idea generation workshop in Innovation lab	Conducted successfully
Online and offline Feedback 1) Teaching Methodology 2) Library 3) Canteen 4) CSR event 5) Overall Students Satisfaction 6) Programme Outcomes of MMS/MMM/ PGDM/ MHRDM/ MFM 7) Employer 8) Alumni 9) Parents The feedback forms will be sent to all the students of the institute.	Conducted successfully

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Council	03-Jun-2019

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

Yes

Date of Visit

05-Feb-2019

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

13-Jan-2019

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)

1. Feedback system is done using MIS developed using MS excel tool
2. collection of mentor mentee report, research papers

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 prepares 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 employability/entrepreneurship	Skill Development
excel training	Nil	08/08/2018	30	yes	yes
communication skills	Nil	08/08/2018	30	yes	yes

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, finance, marketing, operations, HR	01/01/2018

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

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

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
Soft Skills Training	16/07/2018	116
General Aptitude	16/07/2018	116
Ms-Excel Training	16/07/2018	116
Business Communication-MFM,MMM,MHRDM 1	16/07/2018	54
Effective Management Communication- MMS I	16/07/2018	116

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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	Operations, Finance, Systems, Marketing, HR	120

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	Yes
Alumni	Yes
Parents	Nil

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

Feedback Obtained

The feed back is taken from student, alumni, employers and parents. The feed back of students for faculty is taken from a sample and the faculty members are given the feed back in percent based on 12 parameters. Alumni and faculty feedback is taken in summer internship project presentations and shared with the students and faculty members.

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, FINANCE, OPERATION, SYSTEM	120	129	116
MBA	HR, MARKETING, FINANCE	120	62	54

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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
2018	Nil	222	Nil	16	Nil

2.3 - Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
16	16	10	10	2	5

[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.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
222	16	1:14

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	10	6	6	5

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Sujata Pandey	Director	International Business Council

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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	IV	07/05/2019	09/07/2019
MBA	MMS	II	27/04/2019	21/05/2019

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

Internal Assessment consists of 40 Marks. The 40 marks has been divided into 4 categories - Midterm (10), Assignment (10), Attendance (10), and Presentation (10). Of this, midterm and attendance are compulsory and the other two components have been left at the discretion of the faculty member. Faculty can substitute assignment and presentation with role plays, quizzes, case study evaluation etc. The following reforms have been incorporated to improve the process of evaluation: 1. Awareness of evaluation and assessment system in orientation program. The students are made aware of the internal evaluation processes during the induction program conducted at the beginning of the course. 2. Conducting tutorial classes to clarify doubts and re-explaining the critical topics. Students weak in a particular domain are given extra help through mentor mentee programs and he can also visit any faculty member to clarify subject related doubts. 3. Regular unit tests, Surprise test Quiz are conducted prior to final examinations. 4. Regular conduct of group discussions, seminars and guest lectures to improve the overall domain knowledge of the students. 5. Changes have also been made in the paper pattern of the question paper of mid term examination. 6. Continuous assessment in projects: As part of the internal assessment of projects which are done in III IV semesters, college follows the following framework. Project Review Committee (PRC) is formed for every department consisting of Head of the Department, Project in charge and faculty members to identify the projects. For summer Internship project in 3rd Semester, external evaluators are called to assess the students' progress and learning.

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

An academic calendar is published by the Institute which includes plans for Curricular and Co-curricular Activities, Examination, Annual Conference, Departmental Events, National and International visits based on the available working/teaching days as per university norms. Approval for the same is taken by the Head of the Departments, Controller Examination and Director. The academic calendar is given to all faculty members before commencement of the

semester. Based on the academic calendar, a tentative teaching session plan is prepared. Academic calendar of the Institute includes schedule of curricular transaction, assessment, technical events, class tests, submission, list of holidays and extra-curricular activities. Students are informed about time table and academic calendar well in advance. Session Plan: The session plan/teaching methodology according to the syllabus is prepared by each faculty member before start of the semester. The lesson plan comprises of topic, learning aid and methodology, faculty approach and course outcomes. The lesson plan generally highlights the content and total lectures for completion of the curriculum. Monitoring of implementation of lesson plan is done by IQAC and HODs are informed in the lesson plans are not up to date. corrective actions are suggested accordingly. Time Table: Time table of regular lectures for the semester is prepared as well as displayed on the notice board, cabins and in the staff rooms. There is Internal Quality Assurance Committee monitoring day to day conduction of the lectures based on the time table. They conduct online surveys and feedback to find out the quality of teaching. Annual Conference: The annual conference is organised every year as per the the academic calender and its preparation is done in advance. Speakers are finalised months before are reminders are send weeks before the conference. Students are informed well in advance and its brochure and related mails are marked to the guests and speakers. Industrial Visits: The industrial visits are also scheduled as per the academic calender and its ensured that there is no clash between the Examination, Events, Seminars, Workshops and Industrial Visits. Attendance is marked for the industrial visits and students are asked to write the testimonials after the visit and present a report to the management. Examination: The examination timetable is also scheduled as per the academic calender its ensured that the lectures of other programmes like PGDM are not disturbed because of exams. Accordingly faculty members are assigned invigilation duties as per their availability after their lectures.

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/mmm.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	776	730	96.09

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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/upload/Copy%20of%20Students%20Feedback%20Google%20Forms.pdf>

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
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
PRABANDHAN	marketing	22/02/2019
Special session was organized on Demystifying Business Analytics	Systems-Operations	22/09/2018
Marketing: Evaluation of SIP presentations of MMS students	marketing	21/07/2018

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

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

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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
No Data Entered/Not Applicable !!!					

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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	All Streams	5	2
International	all streams	6	4

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

Department	Number of Publication
all streams	7

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

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

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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
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No Data Entered/Not Applicable !!!

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	1	Nil	Nil
Presented papers	2	Nil	Nil	Nil
Resource persons	Nil	2	Nil	Nil

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3.4 - Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
VILLAGE ADOPTION	Atharva Foundation	7	10
seed pen workshop	Atharva Foundation	5	1
paper bag making	Atharva Foundation	2	2
solar cooker manufacturing	Atharva Foundation	4	5
ENGLISH SPEAKING SESSIONS	ATHARVA FOUNDATION	4	10
maths tutorials	Atharva Foundation	4	4

jewellery designing workshop	Atharva Foundation	4	2
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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 activites	Number of students participated in such activites
Workshop	Atharva Foundation	Paper Bags	15	5
Workshop	Atharva Foundation	Seed Pen	15	7
Workshop	Atharva Foundation	Needle Work	12	9
Workshop	Atharva Foundation	Solar Cooker	5	20
CSR	Atharva Foundation	One For All All For One	40	166
CSR	Atharva Foundation	Women sanitization	20	80

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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	94	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
INTERNSHIP	LIVE PROJECT	BRITANIA LIMITED	03/11/2018	18/11/2018	7
INTERNSHIP	LIVE PROJECT	BAJAJ FIN SERVE LTD	16/11/2018	30/11/2018	22
INTERNSHIP	LIVE PROJECT	BAJAJ FIN SERVE LTD	15/11/2018	01/12/2018	20
INTERNSHIP	LIVE PROJECT	DABUR INDIA LIMITED	28/09/2018	02/10/2018	26
INTERNSHIP	LIVE PROJECT	RAW PRESSERY	07/09/2018	09/09/2018	16
INTERNSHIP	LIVE PROJECT	Trip Advisor	10/08/2018	11/08/2018	30
INTERNSHIP	LIVE PROJECT	Dabur India Ltd	10/08/2018	15/08/2018	30
INTERNSHIP	LIVE PROJECT	KD PRACTICES	11/11/2018	12/11/2018	7
INTERNSHIP	LIVE PROJECT	GODREJ INFOTECH LIMITED	12/11/2018	11/12/2018	5
INTERNSHIP	LIVE PROJECT	PATANJALI AYURVEDIC LTD.	01/12/2018	02/12/2018	17

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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MULTI COMODITY EXCHANGE OF INDIA LIMITED	06/06/2019	INTERACTIVE SESSIONS, SEMINAR, CONFERENCES	180
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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
50	44.3

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing

No file uploaded.

4.2 - Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
MICM LIBRARY MANAGEMENT SOFTWARE	Partially	1.0.483	2004

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11007	3481886	205	132412	11212	3614298
Reference Books	1462	698859	88	29371	1550	728230
e-Books	Nil	Nil	6000	77910	6000	77910
Journals	74	15100	74	177750	148	192850
CD & Video	58	21818	Nil	Nil	58	21818

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

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

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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	153	2	1	2	0	9	31	60	9
Added	3	0	0	0	0	0	2	40	4
Total	156	2	1	2	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/index/
EBSCO E BOOKS	https://jgateplus.com/search/index/

NATIONAL DIGITAL LIBRARY OF INDIA	https://jgateplus.com/search/index/
E RESEARCH (FOR FINANCE)	https://jgateplus.com/search/index/

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
76.83	108.9	105.71	118.44

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.

http://www.atharvaims.edu.in/pdf/SSR_AIMS.pdf

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!		

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
csr event - one for all all for one	31/01/2019	416	Atharva foundation
soft skill development	16/07/2018	116	faculty member
yoga	21/06/2019	116	general
personal counselling and mentoring	16/07/2018	116	faculty members
Bridge course	13/08/2018	4	faculty members
language lab	03/12/2018	116	faculty member

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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
No Data Entered/Not Applicable !!!					

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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
4	4	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
15	400	20	127	553	38

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

Year	Number of students enrolling into higher education	Programme graduated from	Department 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 !!!	
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5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Tribute to Soldiers -Terror attack - 26/11	National	100
Rhythm	Inter college competition	416
CSR event - one for all all for one	National	500
Funbration	Collegiate	500

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5.3 - Student Participation and Activities

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

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

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

1. IQAC Committee - Two students are members of IQAC and participate in quality initiatives. 2. Placement committee - 18 students are member of placement committee. They help in the placement process and training programmes. 3. Student Council - 14 students are members of student council and they work for annual event Rhythm.

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 - Meetings/activities organized by Alumni Association :

Alumni Meet: Atharva Institute of Management Studies organized an Alumni Meet " Milap 2019 - Funbration", an alumni meet with fun, games and alumni interactions on 2019 The Occasion was graced by more than 75 alumni, faculties and all the current students of AIMS. The Evening started off with alumni interaction with the current batch. They played various management games organized by the current students. Alumni 's shared their stories, thoughts and take on future aspirations. Alumni recalled their B-school days emotionally and expressed their gratitude towards the management, faculty members and the institute for shaping their life. The event concluded with a speech of Director, Dr. Sujata Pandey, followed by cake cutting, dinner and DJ night Alumni guest speakers: The alumni visit the institute as speakers, meet students and guide them for placement process.

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, Placement Head and IQAC Coordinator 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. 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. Director of the institution is responsible for academic, non-academic 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 earmarked 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. 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 faculty 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 participative 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, Events committee.




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

Yes

6.2 - Strategy Development and Deployment

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

Strategy Type	Details
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Research and Development	The students research papers were submitted to journal for screening.
Industry Interaction / Collaboration	<p>Industry Institute Interaction 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 CMC Department operates round the year to facilitate contacts between companies and the number of students placed through the campus interviews is continuously rising. The Placement Cell organizes career guidance programs for all the students starting from first year. The specific objectives of the Placement Cell are 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 counsellor, coach, guide and facilitator for a successful career. </p> <p>Continuous follow-up update in all aspects of soft skills, GD / PI, corporate communications, diverse job profiles industry's expectations. </p> <p>Extensive practical exposure for their holistic development by means of: - Summer Internship [2 months mandatory] Industrial Visits Guest Lectures Live Projects</p>

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

E-governance area	Details
Examination	<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.</p>

Student Admission and Support	The institute takes feedback through excel tool and generate reports. The course outcomes are also mapped using ms excel tool
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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 !!!				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Audit Training	Nil	20/07/2018	21/07/2018	18	10
2019	CO/PO Tool Training	Nil	22/05/2019	23/05/2019	21	1

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
IELTS	1	01/06/2019	02/06/2019	2
SWAYAM	2	01/12/2018	01/03/2019	120

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	16	2	11

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
medical insurance, canteen facility at subsidized 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
No Data Entered/Not Applicable !!!		

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6.4.3 - Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 - Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nill	Nill	Yes	IQAC
Administrative	Nill	Nill	Yes	IQAC

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

1. Parent teacher meeting is organised 2. Parents feedback is taken at the end of the year

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

1. Training programmes on Ms. Word for non teaching staff members 2. Training Programmes on Ms. Excel 3. Training Programming on Google Forms

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

1. Research project on Digital Banking 2. Management Development Programme 3. Faculty Development Programme

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Nil
c) ISO certification	Nil
d) NBA or any other quality audit	Yes

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Funbration HR event	03/11/2018	03/11/2018	03/11/2018	200
2018	Documentary Films	02/10/2018	02/10/2018	30/06/2019	116
2018	Weekly Self Analysis Report	01/08/2018	01/08/2018	30/06/2019	50
2019	Research writing	01/01/2019	01/01/2019	31/03/2019	116
2019	Innovation lab sessions	03/01/2019	15/01/2019	16/01/2019	116
2018	CO mapping tool	24/10/2018	24/10/2018	30/06/2019	116

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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
Woman's Day	07/03/2019	08/03/2019	200	5
Independence Day Celebration	14/08/2018	15/08/2018	200	150
Republic Day Celebration	23/01/2019	31/12/2019	200	150
Kargil Divas Tribute	23/07/2018	26/07/2018	200	150

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
ZERO

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Provision for lift	Yes	Nil
Rest Rooms	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
2018	4	4	11/08/2018	2	Girl Education	Dharavali	10
2019	4	4	09/03/2019	2	Girl Education	Dharavali	20

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

Title	Date of publication	Follow up(max 100 words)
AIMS MANUAL	01/01/2018	<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 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</p>

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
CSR Event - One for all all for one	31/01/2019	31/12/2019	500
Dharavali Village adoption	04/08/2018	08/06/2019	50

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

<p>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 lookafter - 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,</p>

cleaning every day and cutting every 15 days.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

1. TEACHING AT DHARWALI IT PARK A) Objectives of the Practice: Atharva believes in supporting the underprivileged and in lieu of this, every Saturday, faculties of the college visit the nearby Dharwali IT park to teach students and equip them with co-curricular skills. B) Features: Faculties along with student volunteers visit the venue and take extra-curricular sessions like, seed pens, paper bags, ENGLISH, GAMES, MATHS etc. C) Challenges: Language Barrier Very small children D) The Practice: Dharwali village has been adopted by Atharva education trust and it takes sincere efforts in building up the same through the specialized resources of the college. E) Evidence of success: A stall will be put up during the upcoming festivals, where these students will be able to showcase their skills. F) Problems encountered and resources required: To get discipline attendance in the classrooms as they are sensitive. 2. 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.

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

7.3 - Institutional Distinctiveness

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

The mission of the institute is to nurture the future managers and entrepreneurs of the nation with innovative and creative managerial concepts and ideas. To achieve this, the institute has entrepreneurship cell which organizes competitions and seminars for budding entrepreneurs. Apart from this the curriculum provides theoretical knowledge through the

subject Entrepreneurship Management. 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. 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 alongwith personality development. These programs prepare students both mentally and physically for any kind of executive job in the domestic and international market. 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. The institute organizes Domestic 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. 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

[HTTP://WWW.ATHARVAIMS.EDU.IN](http://www.atharvaims.edu.in)

8.Future Plans of Actions for Next Academic Year

1. Research fund for Teaching Staff Members 2. Industry Academia Interaction Programmes 3. Teaching Pedagogy - Practical Approach 4. Parent Teacher Association/Meeting 5. Management Development Programme by faculty members for Industry Experts 6. Faculty Development Programme by Dale Carnegie 7. New software for Library