



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1.Name of the Institution

Aditya Institute Of Management  
Studies and Research

- Name of the Head of the institution **Dr. Sunita Srivastava**
- Designation **Director**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **02261106117 02261106111  
02261106112**
- Mobile no **9833006284**
- Registered e-mail **director@aimsr.edu.in**
- Alternate e-mail **kseema@aimsr.edu.in**
- Address **Aditya Institute Of Management  
Studies and Research. R.M.  
Bhattad Road, Ram Nager, Near Sai  
Baba Nager, Borivali(West) Mumbai**
- City/Town **Mumbai**
- State/UT **Maharashtra**
- Pin Code **400092**

##### 2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**

- Location **Urban**
- Financial Status **Self-financing**
- Name of the Affiliating University **University Of Mumbai**
- Name of the IQAC Coordinator **Dr. Vijay Wagh**
- Phone No. **02261106117**
- Alternate phone No. **02261106112**
- Mobile **9324070020**
- IQAC e-mail address **iqac@aimsr.edu.in**
- Alternate Email address **vinima.g@aimsr.edu.in**

**3. Website address (Web link of the AQAR (Previous Academic Year))** [Not Applicable](#)

**4. Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: [https://www.aimsr.edu.in/mandatory\\_disclosure/9/academic-calendar-2020-21](https://www.aimsr.edu.in/mandatory_disclosure/9/academic-calendar-2020-21)

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>2.52</b>	<b>2021</b>	<b>06/12/2021</b>	<b>05/01/2027</b>

**6. Date of Establishment of IQAC** **15/06/2019**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year** 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

1. Digital databases were used more extensively by both faculty members and students.

2. E- Books are made available to students and faculty and they were trained to use them.

3. Faculty members have increased the use of videos, breakout rooms on MS Teams for case analysis and cross word puzzles for improving student engagement online.

4. Teachers have intensified the use of experiential learning as teaching pedagogy.

5. Faculty members have started using TCS LX platform for continuous internal evaluation and sharing of study material/notes.

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

Plan of Action	Achievements/Outcomes
1.Collection of feedback from all stakeholders including Faculty, Employers, Alumni and Students is to be taken.	1 Actions were taken on the basis of analysis of feedback.
2.Training by Internal Auditor for ISO 21001:2018.	2 Management Development Program was initiated in the finance department. Training was given to Faculty and staff for ISO 210001:2018.
3. To develop more innovative teaching methodology.	3 Online classes were made more engaging by using different methods
4. Research based assignments to be given to students.	4 Students were given research based assignments and motivated to use Ebsco host, J- Gate, TCS LX.
5.Short assignments based on current affairs to be given to students in each subject.	5 Students were given projects related to current affairs related to industry.

**13.Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Council	24/04/2021

**14.Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	Aditya Institute Of Management Studies and Research
• Name of the Head of the institution	Dr. Sunita Srivastava
• Designation	Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02261106117 02261106111 02261106112
• Mobile no	9833006284
• Registered e-mail	director@aimsr.edu.in
• Alternate e-mail	kseema@aimsr.edu.in
• Address	Aditya Institute Of Management Studies and Research. R.M. Bhattad Road, Ram Nager, Near Sai Baba Nager, Borivali(West) Mumbai
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• Pin Code	400092
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• Location	Urban
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<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="#">Not Applicable</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.aimsr.edu.in/mandatory_disclosure/9/academic-calendar-2020-21">https://www.aimsr.edu.in/mandatory_disclosure/9/academic-calendar-2020-21</a>				
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Cycle 1	B+	2.52	2021	06/12/2021	05/01/2022
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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• Upload latest notification of formation of IQAC	<a href="#">View File</a>				
<b>9.No. of IQAC meetings held during the year</b>	4				

<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
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<p>1. Digital databases were used more extensively by both faculty members and students.</p>		
<p>2. E- Books are made available to students and faculty and they were trained to use them.</p>		
<p>3. Faculty members have increased the use of videos, breakout rooms on MS Teams for case analysis and cross word puzzles for improving student engagement online.</p>		
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<p>5. Faculty members have started using TCS LX platform for continuous internal evaluation and sharing of study material/notes.</p>		
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5.Short assignments based on current affairs to be given to students in each subject.	5 Students were given projects related to current affairs related to industry.
<b>13.Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Council	24/04/2021
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
Yes	08/02/2022
<b>15.Multidisciplinary / interdisciplinary</b>	
<b>16.Academic bank of credits (ABC):</b>	



**17.Skill development:****18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):****20.Distance education/online education:****Extended Profile****1.Programme**

1.1	<b>135</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1	<b>71</b>
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	<b>17</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	224
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	24
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	24
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	12
Total number of Classrooms and Seminar halls	
4.2	17976442
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	304
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

**The Institute conducts a Two-year Full-time Master of Management**

Studies (MMS) Program affiliated to the University of Mumbai and approved by the AICTE, New Delhi, and a Two-year Full-time Post Graduate Diploma in Management (PGDM) Program and PGDM-Marketing, both approved by AICTE, New Delhi & DTE, Maharashtra State. Academic calendar is prepared at the beginning of the academic year considering tentative dates for co-curricular and extra-curricular events and the academic calendar of the University of Mumbai and AICTE. Courses are allocated to Faculty depending on their area of specialization, compatibility, level of comfort and expertise. Faculty-wise Session Plans are maintained by Program Heads; each session plan includes topic covered, date on which the session is conducted, & number of sessions conducted for each topic. Program Heads are allocated for MMS & PGDM/PGDM-Marketing programs. They ensure that all sessions are conducted as per timetable & session plan. During Covid-19 Pandemic, the teaching style underwent a major change - transition to online teaching using the Microsoft Office Teams platform for conduct of lectures. Faculty members adopt innovative teaching pedagogy & classroom sessions are supplemented by case studies, relevant assignments, presentations, group discussions, management exercises, quizzes, role plays, etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

The institute has an Academic Plan defined in the beginning of the academic year in the Annual Academic Calendar for various activities to be conducted in the Institute. Academic Calendar is prepared by Program Heads for the period July to April after considering tentative dates for co-curricular, extra-curricular events and examination schedule for the students. It is approved by the Institute Director in consultation with Program Head. Faculty members adhere to the academic calendar for planning events or completion of course as mentioned by them in their respective session plans - prepared and maintained based upon the Academic Calendar dates. Program Heads ensure that sessions are conducted & approve the session plan dates for lectures conducted

as per the timetable. A check on internal evaluation to be carried-out by the respective faculty is also done by the Program Heads as per stated timelines.

In terms of continuous assessment and end-semester examination, for MMS the same are carried-out as per university norms and for PGDM & PGDM-Marketing, they are carried-out as per the Academic Calendar prepared before the commencement of the new session.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

**D. Any 1 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

156

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

The curriculum focuses on all relevant crosscutting issues. Additionally organize programs to sensitize students towards these issues. The issues addressed in the AY 2020-2021 are as follows:

**Gender-Equality:** Institute's Women Development Cell 'Manasvini' organized the International Women's Day with the theme: "Women in

**Leadership: Achieving an Equal Future in a Covid-19 World".** This program intended to expose all women faculty, students, and support staff to the experiences of women leaders & achievers from different fields.

**Environment and Sustainability:** AIMSAR believes in sensitizing students to become responsible professionals. In the AY 2020-2021 Institute organized International Research Conference on theme "New Normal: Empowering Innovative Business Processes" and E-Summit on theme "Future Entrepreneurship - Growing Beyond Expectations" to sensitize students towards environment & sustainability.

**Human Values:** During the Aawahan Program of 2021, students were provided with orientation to the Institute's core values through 'Manthan' as a part of the induction program. Hours spent on each value using corporate examples of successful managers/entrepreneurs/business leaders.

**Professional Ethics:** Institute's code of conduct was implemented through online briefing sessions for both Faculty & students. An ethical climate was encouraged through online discussions with students related to topics such as accountability, CSR, etc. that are followed by corporates.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

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

20

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

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

296

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

71

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

17

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

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

Despitethenumerousproblemsofonlinepedagogyandstudentinteraction,AI MSRwasable toincorporatethe following process for identifying advancedandslowlearners.



- Previous academic record of students is collected during the admission process.
- A refresher course on the foundation subjects was conducted in Aawahan 2021.
- Faculty in charge of various committees encourage advanced learners to anchor and organize the events and slow learners are motivated to participate in all specialization conclaves, summits, conferences, virtual cultural fest 'Asha Aditya' held during the year, thereby help them connect with the industry experts.
- Students' learning levels are assessed and comprehended based on their performance across courses in the first-semester test.
- Students gained skills of planning and organizing digital campaign by participating in live projects with Times of India and Snack Amor, thereby making them job ready.
- GD's and PI's were conducted online prior to their final round of placements.

AIMSR also hosts special sessions for slow learners. Slow learners are helped by tutorial lessons, which provide them with course notes/handouts, supplementary assignments, mentorship sessions, re-tests, and other resources to help them gain confidence. Adequate training to face online interviews were given to the students in small groups.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
295	24

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

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

Apart from online pedagogy through MS Teams, AIMSIR practices student-centric methods to broaden the scope of education imparted to the students. Few of these methods are mentioned below:

Learning

Methods

Title of the Activity

Objective

Methodology

Experiential

Learning

Business Quiz

To enhance knowledge as well as test concepts

In-house Competition

Summer Project

To provide hands-on and on-ground exposure to organizations in domains of interest

Student works full-time with an organization on assignment/s given by them and takes up a practical problem and investigates the same

Live Projects

To provide hands-on exposure to a live company problem

Conducted a Digital campaign for Snack Amor and Times of India

Analysis of Financial Statements

To develop an analytical mindset and diagnose a company's financial health

Analysing annual reports of companies using software (CMIE, Ticker Plant)

Participative

Learning

Corporate Readiness program

To upgrade students readiness of their skills

Students participate in various tasks - from news analysis to industry analysis. GD and PI's are conducted prior to their final round of placements

Finance, Marketing,

HR Conclave

To enable learning of different concepts related to their specialization

Professionals from various fields invited as speakers to provide insights & students manage these events

Problem-solving

Methodologies

Case Study Analysis

To enhance analytical ability

Case analysis of real-life business situations

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The institute has well-equipped infrastructure which comprises 9-storied Wi-Fi campus spread over 1,20,000 sq. ft. to ensure 100% connectivity.

Each student is allocated a Microsoft Outlook e-mail id. which is used by the institute for communication. The assessment of teaching-learning process is also done by faculty members using TCS LX and Edutech for scheduling and conduct of tests and semester-end exams with evaluation using online portals. Smart boards are installed for conduct of effective hybrid teaching during the pandemic phase.

AIMSR has adopted an ERP tool, TCSiON for online attendance program for students.

AIMSR use following digital analytical program for students.

1. Videos, Audios and Microsoft Office tools for teaching, to make the teaching-learning process more interesting and effective.

2. EBSCO, J Gate, Pearson, NDL an electronic gateway to access global e-journal literature for academic and research purposes and for supporting authentic information for literature review.

3. CMIE - Industry Outlook, industry outlook platform for use during project preparation

4. Tickerplant, the financial software gives each student a platform to make his own portfolio online and track different products of capital markets.

5. Ticker Market App & CMIE to keep themselves abreast with latest news.

6. Urkund Plagiarism Software for plagiarism check.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

#### 2.4.3.1 - Total experience of full-time teachers

61

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The mechanism of internal assessment process at the Institute is transparent. In this regard, the Institute adhere to the guidelines as prescribed by the University of Mumbai (UOM) and All India Council for Technical Education (AICTE). For the academic year 2020-21 UOM has prescribed the exams through online mode in MCQ format.

1) Mechanism for Internal Assessment: The Master of Management Studies (MMS) Program is affiliated to the University of Mumbai. The Post Graduate Diploma in Management (PGDM) Program follows the norms of AICTE for Internal Evaluation, in consultation with the Director and as approved by the Governing Council members.

For MMS, the University has prescribed a 60:40 (Marks) Evaluation pattern for External and Internal Assessment. The PGDM program follows a 50:50 (Marks) Evaluation pattern for Assessment.

2) **Transparency in Internal Assessment:** The internal assessment system is explained to the students during the orientation of students at the beginning of the academic session.

Thereafter, the schedule and deadlines for various submissions are notified to the students in advance. The student assessment results are displayed on the notice board. All student queries and area of concerns are addressed immediately and resolved.

3) **Robustness in Internal Assessment:** Robustness in IA process is followed by a continuous assessment system and practiced by each faculty member to ensure complete transparency.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

For resolution of the internal and external examination related grievances in a fair, transparent and time bound manner based on norms prescribed by University of Mumbai and AICTE.

Following actions are taken in case of external examination related grievances:

- **Before Examination:** The University norms are communicated to students during the orientation and prior to exams. Standard queries of students related to hall tickets, logins, computer facilities for examination are resolved.
- **During the examination,** if a student is caught using any unfair means student along with supervisor submits the unfair practice report to the examination department Unfair Means Inquiry Committee verifies the case and submits a report.
- **After Results:** Assessment results are displayed on the notice board and related queries raised by students are resolved immediately by their concerned faculty. If not satisfied the student can opt for re-checking or reevaluation, as the case may be.

The system of external moderation by an external faculty and revaluation by another faculty makes the system fair and transparent.

**Internal Examinations:** The faculty members resolve their raised grievances and in case of dissatisfaction they can write to Examination department who at the instance of Director take it up with the concerned faculty.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

The Institute follows a distinct program outcome based on the Vision, Mission and Values in reference to the University of Mumbai syllabus for MMS and Model Curriculum of AICTE for Postgraduate Diploma in Management.

POs for MMS and PGDM program are displayed on the Institute's website. Students are made aware of program outcomes during the induction session. Faculty prepares semester plans and accordingly map CO-PO of their respective courses and the same is displayed on Notice boards. Course Outcomes (COs) describe what students are expected to know and will be able to learn and demonstrate after completion of each course.

MMS curriculum is designed by University of Mumbai and COs are designed on basis of learning outcomes given against each unit in the syllabus for each course of the programme. COs for all the courses are given in syllabus which can be access from the library. The course faculty creates awareness on respective COs and POs with students in the first lecture.

PGDM curriculum is developed based on the Model Curriculum given by the AICTE. COs are designed for each course after taking



valuable inputs from Industry / professional who are experts and members of Academic Advisory Committee (AAC).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The Institution follows MMS program as per guidelines of University of Mumbai and Post Graduate Diploma in Management as per the Model Curriculum of AICTE.

The course outcomes are made on the recommendations provided by Academic Advisory Committee and approved by Academic Council of the Institution.

Both, MMS and PGDM program, each course is assessed on course outcomes and program outcomes attainment level. Attainment of Course Outcomes: Mapping of Course outcome and Student evaluation is done on scale of 1 to 3 (3 - Strong, 2-Medium, 1-Weak) and average for each CO is then calculated. Students coming under weak attainment level are supported through extra tutorial sessions.

Attainment Level 1: students getting less than 50% marks

Attainment Level 2: students getting between 50% to 65 % marks

Attainment Level 3: students getting 65% and above marks. The scale of 1 to 3 is established, (3 - Strong, 2-Medium, 1-Weak).

A mapping matrix is prepared in this regard for every course in the program. At the end of the semester, a meeting is conducted where all the attainment levels are discussed and reviewed by HOD's, course coordinators and Director to identify the areas to develop, thus ensuring robust teaching and learning.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

223

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.aimsr.edu.in/images/contents/Annual-Report.PDF">https://www.aimsr.edu.in/images/contents/Annual-Report.PDF</a>

### 2.7 - Student Satisfaction Survey

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

<https://aimsr.edu.in/naac/AOAR-2020-2021/2/2.7.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0

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

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

#### 3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

0

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

## 3.2 - Innovation Ecosystem

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

These initiatives have been described below:

## Ecosystem for Innovation

- Innovation Summit during which both distinguished as well as budding entrepreneurs have shared their experiences and thoughts with respect to their entrepreneurial journey.
- Organized International Research Conference with the theme "New Normal : Empowering innovative business process"
- Organized E-Summit with the theme "Future Entrepreneurship - Growing Beyond Expectation"
- Workshops and Seminar of Research Methodology, IPR and Entrepreneurship.

## Startup mentoring

A Business Idea developed by Mr Aditya Sharma, MMS Student was implemented. His startup is named "Doctor's Earth - The Polyclinic". The core business idea is to sell fully furnished clinic spaces to specialist doctors who can practice & provide affordable healthcare services to the local populace in Kharghar.

Website: <https://doctors-earth-the-polyclinic-kharghar.business.site/>

## Initiatives for Creation & Transfer of Knowledge

- AIMSAR has a well-furnished library with membership of National Digital Library (NDL). The Institute has also subscribed to online research and industry information databases such as:
  - J-Gate
  - EBSCO-HOST
  - Centre for Monitoring Indian Economy - Industry Outlook for Sector-wise analyses
  - Centre for Monitoring Indian Economy - Prowess for detailed Company analyses
  - Pearson's E-books

To promote rigor in research work the academic curriculum too includes subjects as Statistics, Operations Research, Business Research Methodology, Business Analytics

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

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

6

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

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

6

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

1.

Amidst the practical environment filled with a hard daily grind that the youth live in, it is uncommon to see acts of kindness and humility, the willingness to help and make someone else's day memorable and the urge to make a change. Such involvements have opened their eyes to these other truths of life and besides making them feel thankful about what they have (as opposed to what they don't), they have also evoked a sense of humanity and invoked in them gestures of compassion.

- The pandemic period has been utilized by Social Responsibility Cell to provide support to the COVID affected students and their families.
- Students took various research projects on the social relevance topics and participated in following activities :-
  - Tree plantation Drive
  - Beach cleaning activity

- Career Counselling and Technology
- Self Defense and its Importance for all in today's world
- A session on Grooming and Menstrual hygiene
- Social Drive : Feed the hungry

#### Day's Celebration

- Sensitivity towards physical and mental health - International Yoga Day Celebration
- Sensitivity towards women empowerment - International Women's Day celebration

#### Impact

- Boosting the morale of the less fortunate by way of warmth and making a difference Students developing the feeling of having made a difference in the life of someone who is less fortunate

Appreciation for one's environment and inculcating good, responsible habits

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

### 3.4.3 - Number of extension and outreach programs conducted by the institution through

**NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

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

6

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

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

81

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

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

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

16



File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

3

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution firmly believes that good teaching-learning process requires ideal environment and support facilities. The institute provides necessary infrastructure and support facilities to make teaching and learning effective.

The Institution focuses on:

- Providing quality education to students with all necessary facilities,
- Providing teaching-learning aids for faculty to deliver best quality education,

- Imparting education with latest technology and infrastructure in the field of management,
- Providing appropriate environment for research, development, and consultancy services to faculty & students

Learning Spaces: The institute has well equipped library and reading room with a collection of more than thirteen thousand books and 60 periodicals.

ICT enabled Classrooms (total of 12) of different capacities meet requirements of students. Large classrooms are available for 60-70 students. For elective courses, a classroom size that seating capacity 30 students. Each classroom is air conditioned and equipped with appropriate, comfortable furniture, good ventilation, and adequate light.

The Institute has an Auditorium with 500+ capacity for organizing seminars, conclaves, summit, Alumni get together etc.

The institute has 150-seater 2,000 sq. ft Seminar Hall to conduct Guest sessions.

Institute has 2 IT Labs equipped with latest technology desktop computers and internet.

Institute has an English Language Laboratory to enhance students' Language skills. Institute has special boardroom for conducting group discussions, meetings, interviews

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

Institute encourages wholistic development of students, and thus encourages participation of students in extra-curricular activities like cultural and sports activities.

For organizing the Cultural Activities in the institute, AIMSRS uses the following facilities -

- A 12000 sq ft convention center is used for organizing several cultural activities for inter and intra college competitions and events, like Youth Got Talent - Dancing, Singing, Drama competition, Alumni Meet, Navratri Garba Night, etc.
- Seminar Hall is used for organizing events like Hindi Divas, Matrubhasha Divas, etc.
- Ground Floor Lobby Area near Reception is used for organizing Vasant Panchami (Sarasvati Pooja) every year.
- The Exhibition cum Convention Hall is used for organizing Freshers Party, Farewell Party, etc.

For organizing the sports activities Institute has the following facilities -

- The institute has a Playground for organizing Outdoor Games like Cricket, Football, Tug of War, etc.
- Indoor sports competitions like Chess, Carrom, etc. are organized in the Boys and Girls Common Rooms.
- Yoga day is organized in Seminar Hall and Playground Area depending on the weather conditions.

Although the Institute has adequate facilities for sports and cultural activities, it also additionally provides access to sports facilities at M/S Eskay Resorts, a massive 7.5 acres resort for using different outdoor/indoor sports facilities. The staff, students and faculty members have access and use the sports/recreational facilities of the Resort, free of cost. Following is the list of facilities provided and used -

- a. The Racquet Court- Lawn Tennis - Students can practice and enjoy Lawn Tennis gaming sessions on well-maintained courts facilitated with flood lights.
- c. The Racquet Court- Badminton - An enclosed badminton court designed as per international standards is used for practicing and enjoying the sport.
- b. The Racquet Court- Squash -Internationally designed well equipped Squash court, is used to burn extra calories and for fitness of students and staff.

d. Construction Lounge- The Gymnasium - This is a 10000 sq.ft Gym with well-equipped workout machines.

e. Swimming pool - With a pool deck that spreads across 1.5 acres of land with 14 lakh liters of water; the pool has 2 sections of differing depth surrounded by comfortable hammocks. There is a separate adult pool for adults which where students can practice swimming or take a refreshing dip.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

12

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

53.84

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The Institute has an automated library using TCS Library module (under Digital Campus) on TCS iON, ERP system. TCS Library module is a user-friendly library package, which facilitates Management of Books, Acquisition, Serial Control and Automated Circulation (issue-return) of Books. AIMSIR Library has a collection of 13,046 Books (13,046 Printed ones and 39 e-books), 60 Publications, (49 Journals, 11 Magazines) and 72 Audio-Visual Material to its members. Library also has an air-conditioned Reading Room of 150 seating capacity with Wi-Fi facility and also has a separate Digital Learning space with 10 Desktops installed, for students to work on projects using Databases and e-resources. All the books in the library are bar coded to support automation

Software is upgraded from time-to-time with the help of the regular Annual Maintenance Contract. One terminal is reserved for students to search information for availability and issue of Books. ERP system of the Library can provide complete information about book issuance with circulation status, fine status, contact details, reading & circulation history, etc., for all library users. Several types of reports can be generated using this ERP system by various committees and for inspections from time-to-time. Book database is created along with user's database. Issue return process is fully automated, and Student/Faculty I-card Barcode is used for circulation of books.

- Name of ILMS Software: TCS iON, ERP system
- Nature of Automation (Fully or Partially): Full automation
- Version: TCS iON Digital Campus Version 17.04

**Year of Automation: 2012-2017 (E-Granthalay) & 2017- till date TCS LXFile**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

5.66

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

108

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

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

AIMSR has a robust IT facility that are adequate and updated on regular basis on timely basis. Following are some of the IT facilities updates implemented in the recent past the institute -

- AIMSRS has connected students, staff and faculty members using Microsoft Teams which has enabled conduct of online classes, meetings, webinars, etc. The license for Teams was upgraded to
- To maintain social distancing and avoid touch, Biometric attendance system has been replaced with a Face Detection System in September 2020.
- Institute has a Seminar Hall well equipped with Cameras and a Strong ICT network which was upgraded with Broadcasting facility for Guest sessions Live on Facebook and YouTube at the same time
- Purchased and installed Smart Board for conducting lectures in online and hybrid modes.
- Institute has upgraded to 100 Mbps Primary Leased Line & 50 Mbps Backup Leased Line for internet connectivity and Wi-Fi facility
- Institute has deployed the TCS iON Enterprise Resource Planning (ERP) which is cloud-based tool for smooth functioning of academics and administration work from AY 2016-17, which is upgraded periodically.

The Institute has upgraded to Digital Learning facility where users can access e-resources like EBSCO, J-Gate, and upgraded to industry database sources to CMIE and Ticker Plant, in addition to the same

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

301

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

21.79

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>



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

**Housekeeping & Maintenance:** Housekeeping & Maintenance Committee is responsible for providing a hygienic and clean environment in the campus through supervision of maintenance services by the Facilities Management Staff. The Committee aims at supervising and providing a platform for grievance redressal w.r.t. cleaning, maintenance, repair, and operation of facilities and utilities at AIMSRS.

Following items are covered under the scope of this Committee:

Administration of Outsourced Contracts (Pest Control, Elevator Inspections, Asset Inspections, Fire Suppression System, etc.)

- Assistance with Asset Management Building Services,
- Watering plants Safety Coordination, First Aid
- Heating, Ventilation, and Air Conditioning Work
- Housing/Housekeeping facilities services
- Painting
- Plumbing
- Preventative Maintenance Recycling
- Repair, Maintenance, and Operation of Campus Building
- Trash Removal

**Library Maintenance:** Institute has a Library Policy to facilitate provision of Hard/Soft copy of academic and other reference materials to users to enhance their knowledge. Books, Journals & Magazines, Research Reports, Project Reports, CD-ROMS, Newspapers, Other Informative Documents (E-resources) are covered under the scope of this committee.

**Purchase Procedure:**

The purchase procedure for Library, as per AICTE guidelines, can

be understood as under :

**Material request received through Requisition:** Requisitions are initiated by faculty and staff members using Requisition Form. Once the Director approves the Purchase Order, the Librarian places an order with the vendor via an email.

1. **Material request received through Approval:** Several vendors and publishers send books with approval memo. Librarian & Assistant Librarian verify the books as per approval memo and segregate them as per subject for faculty approval. After segregating the books by subject, the Librarian/Asst. Librarian inform respective faculty for selection or review or rejection of books.

2. **Classification and Accession of Books:** After receiving the invoice, stamping, labeling and pasting of book-pocket is done by the Library staff. Classification of purchased books is done according to Dewey Decimal Classification (DDC) and the Library staff makes the entry in the Accession Register, where every book is assigned a unique bar code number.

3. **Shelving of Books:** Arrangement of books is done subject-wise. Arrangement of Journals and Magazines is done on the display rack.

**Issue, Collection and Preservation of Books:** Students are allowed only two books for 7 days and a maximum of 5 books for each semester (4 months). Staff members (clerk and above) are allowed 2 books for 15 days. Faculty are allowed 22 books for a semester. Reference books, Question Papers, Newspapers and CD's are issued to students on their College ID Card for use in the Library only. Issue and return are done on TCS iON ERP platform

**Weeding Out:** If more than 5% pages of books are spoiled or are missing or books become obsolete, then the books are weeded out. Weeding out is done as and when required as per change in the situation or as per the need of the hour and entry regarding the same is made in the Weeding Out Register.

**Digital Library:** Question Papers are scanned at the end of each semester after receipt from the Examination Department. A Soft copy of the Final Project reports submitted by students is made available via Digital Library after receipt from the Course

**Coordinator.**

**Monitoring and Control:** Stock verification is done once in a year. Newspapers, Periodicals, Journals, etc. are disposed after retention period. Users are required to sign in the Visitors Register while entering the reading space maintained at the reading room entrance.

**Classroom:**

**Classroom, Corridor, Extra Rooms, etc cleaned daily.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

20

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

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

**institution / non- government agencies during the year****1**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<b>Nil</b>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**282**

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

**282**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

141

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

13

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

0

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

**5.3 - Student Participation and Activities**

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

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

2

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

To ensure effective grooming and development of leadership and effective managerial abilities in bright students, Institute has constituted different Student Councils representing each class to cater to important activities and initiatives of the institution. Class Representatives and Members of various Student Committees are elected/selected by students, Program Heads, Director and Administrative Officer a month or two after the resumption of academic sessions basis. Details of Student Councils and representation of students across various committees. CRs play a vital part in coordinating day-to-day academic-related activities and play the mediating role between faculty and students. AIMSRS has instituted a number of different committees representing specialist activities and events.

Comprising respective faculty-in-charge's, student representatives and CRs, these committees take leadership in executing activities such as college events, guest sessions, conferences, training, conclaves, industrial visits and study tours (including international study tours. Student council members are actively involved in organizing co-curricular activities like expert sessions, workshops, seminars, conferences, Industrial Visits, Entrepreneurship Development programs, etc. The Institute has also formed following Statutory Committees comprising student as well as faculty representatives: Discipline Committee Women Grievance Committee, Reservation Grievance Committee ,Anti-Ragging Committee ,Grievance Redressal Committee & Canteen Committee

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

AIMSR have set up an Alumni Cell Committee whose objective is to develop and strengthen connect between AIMSR and its Alumni. The institute has built an alumni base of more than 1100 and today, AIMSR Alumni are working across a wide range of sectors.

Textile & Apparel, Pharmaceuticals, etc. AIMSR alumni have worked with reputed organizations such as Pepsico, ITC, HUL, Morgan Stanley, Nomura International, PNB Paribas, SS & C, Globe, Clever Tap, Vodafone ETC Institute has a dedicated 'AIMSR Alumni portal: [www.alumni.aimsr.edu.in](http://www.alumni.aimsr.edu.in) that serves as a platform for updating alumni data for networking and promoting interaction between faculty, alumni & current students Alumni are often invited for "Coffee Meets" to share their professional experiences. Such meets are held twice or thrice a year. Annual Alumni Meet: The



Institute, supported by Alumni, organizes an 'Alumni Meet' every year. Alumni representation on Internal Quality Assurance Cell (IQAC) has three AIMSAR Alumni as members. The Alumni Supports in Placement Activities directly or indirectly.

Feedback from Alumni: The Institute has a system of capturing feedback from alumni. Feedback and mentoring programme is utilized towards bringing improvements in the quality of education and overall personality development of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

AIMSR focuses on building intellectual capital and industry interfaces as part of its strategic objective. The entire focus is on growing the institute's presence in academic and business forums, as well as strengthening corporate connects. IQAC is focusing on making the teaching and learning process more industry-oriented so that aspirants are prepared for the fast-paced world outside. Industry Institution Cell is established with the goal of providing high-quality education with an emphasis on industry. The institute's main goal is to develop tomorrow's leader in the knowledge economy. The goal of having AAC in campus is to make the curriculum more practical and in-depth. In order to make the learning process more industry specific, AIMSAR has invited additional members from the academic and business worlds to the AAC. As the pandemic times revealed the difficulties of moving on one hand and changes in job direction on the other, a research culture was promoted. MOUs have been made with many universities

to explore various areas of education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The Institute's leadership believes in participative management, hence there is a well-defined organisational hierarchy that outlines each individual's specific tasks, responsibilities, and authority.

The education system has seen substantial changes in delivery and execution during pandemic times. Management has instilled a culture of flexibility in each employee, with the purpose of executing and achieving goals on a timely manner.

Teachers and students have received training to adapt to the new virtual teaching and learning process. During pandemics, administration departments used to convene via MS-teams, and at the conclusion of each day, each individual would share their daily work report, detailing their day's work in detail with their Reporting Managers. Faculty are assigned certain Key Result Areas in which they are told exactly what tasks they must complete on a monthly basis. All members of the committee are free to work in their own best interests to meet their KRAs in a timely and effective manner.

Outcomes: -

1. Decentralization has aided in the development of organisational abilities as well as improved interpersonal communication.
2. It has aided in the development of self-actualization, decision-making skills, teamwork, and crisis management abilities.
3. Recognition of the importance of virtual organisation and functioning objectively within a timeline.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Placement procedure was followed with acute clarity to place majority of students in the pandemic times. Summers and final placement were quiet challenging during covid. The institute managed to place 95.58% of students for summers and 79.59% of students placed for finals. Faculties have given the grooming and soft skills training to the students. Institute has promoted many faculties for participation in research. MOUs were signed to explore the transactional economy of modern times and providing students with quality and practical application. The institute was working hard for the NAAC accreditation and made a plan of action for registering to NIRF. AIMSIR stood 7th in top private B schools in Mumbai.

The times has demanded for virtual organization. the focus on the infusion and continuous progression of technology within the Institute was worked on. MS teams and Learning Management System to enable advanced and slow learners with the new changes in education system. IT department has implemented a new online ServiceDesk to help all employees to raise their service requests with the help of IQAC. Within all extremes, Institute tries to effectively deploy its strategic plan.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

For efficient operation and decision-making, the Institute has a well-defined organisational structure. Top management at the Trust level makes centralised decisions, which are communicated to the Director and implemented by him/her. The Director is advised by the Governing Council and the Internal Quality Assurance Committee (IQAC). The Deputy Director serves as a liaison between the Director and faculty members, ensuring that decisions made by the Governing Council and the IQAC are carried out effectively. In terms of contributing an industry perspective to the academic framework, the Academic Advisory Committee for each specialist domain acts as a consultant to the Director. The Program Head MMS and PGDM with support of Program Coordinator ensures smooth functioning of academic framework in purview of Deputy Director.

In cooperation with the Trustees and the Director, the Registrar is responsible for the Institution's efficient and successful administrative functioning. The Controller of Examinations is in charge of ensuring that all examinations go smoothly. The Administrative Officer oversees the Administration, Accounts, HR, IT, Library, and Placement Departments

The Marketing and Branding Head is supported by Marketing Executives, Counselors, and Advisors. The Institute follows the statutes and norms of Mumbai University, AICTE, and the Maharashtra government in terms of numerous service rules and execution of work

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The institute is committed to creating a conducive work environment for its employees and has implemented several employee welfare initiatives to that goal.

#### Working Environment

- Environment is fully air-conditioned, extremely clean, and hygienic.
- During pandemics, the Covid task force will guarantee that safety standards are met.
- Every entry and office door has sanitation amenities.
- Every employee was given a seating arrangement with a seat unoccupied in between, as per social distancing conventions.
- Washrooms that are clean, sanitary, and well-sanitized, with some having drying facilities, shoe polishing facilities for men, and a sanitary pad disposal machine for women
- Clean drinking water
- Safe working environment with CCTV facilities

#### Compensation

Despite the pandemic, all permanent employees were paid on time.

The Institute contributes to the Provident Fund for all staff.

Staff members are given the opportunity to supply vendor services, allowing them to supplement their income.

## Wellness & Health

- Every year, every employee receives a Mediclaim Insurance Policy.
- Nagriksuraksha's Individual Accident Policy covers all employees.

## Leave Policy

Various leave available to teaching and non-teaching staff are Casual Leave, Earned Leave, Sick Leave, Maternity Leave, Paternity Leave, Compensatory Leave, Study leave. Special Leave is also provided for attending conferences, seminars, workshops, etc. For smooth operation during the epidemic, a work-from-home option was implemented.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

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

1

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

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

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

8

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

At the end of the academic year, all teaching and non-teaching staff receive a Self-Appraisal form. The thorough Self-appraisal form is filled out by both teaching and non-teaching employees and includes several essential criteria with qualitative details.

These forms are submitted to the relevant Reporting Managers, as stipulated by ISO. The Reporting Managers evaluate the relevant personnel based on a variety of indicators as well as qualitative observations. The reporting authority reviews and delivers his or her comments in the case of teaching personnel. The Director conducts the final review after the reporting authority has verified the information. The facts supplied in the self-assessment form by the relevant person are evaluated and verified by reporting authorities in the event of non-teaching employees. As a result, each parameter is calculated separately.

Department of Human Resources creates a final Assessment sheet based on a study of the measures that have been laid forth on the receipt of Assessed Self-Appraisal form.

The review of remuneration is then conducted on a 4-point scale (Excellent-Good-Average-Poor) by the Compensation Committee in consultation with the Board of Trustees, the Director/Deputy Director. The information is relayed to the individual in question, and the remuneration is adjusted as a result, a letter of performance evaluation



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

### Internal Audit

The Director compiles it, which is then approved by the CFO (Chief Financial Officer) and Trustee. The Governing Council then approves it. For each activity, all expenditures are compared to the approved budget. Major purchases are made from vendors who have been vetted. When no approved suppliers are available, quotations are requested, and orders are placed following vendor comparison and analysis. An approval note or expenditure form is required to be verified alongside the budget by the purchase officer and is to be approved by the Director and the Trustee. Payments are made only after approval from the CFO and Trustee

### External Audit

Every year, by the end of June, the accounts department, in cooperation with management, prepares the financial statements. The Trust chooses an external auditor and ensures that a member of the Institute of Chartered Accountants of India (ICAI).

During the months of July to September, an external audit is carried out. The Charity Commissioner, Income Tax and Fee Regulating Authority get the audited financial statements. The institute also creates other returns to be filed with the appropriate government offices, such as Profession Tax, Provident Fund, TDS, and GST.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

The accounts department prepares an annual budget estimate in consultation with the Director, which is then presented to the Governing Council for approval. After approval by the Governing Council, the Director is authorized to do fund allocation.

Basis this, all financial utilization of funds takes place. For major expenses, approval from the Trustee is taken after recommendation by the purchase officer.

The fees for the MMS Program are decided by Fees Regulating Authority (FRA) set up by the Government of Maharashtra. Fees for PGDM programs are decided by the Management in consultation with the Governing Council.

The accounts department is in-charge of maintaining the annual financial budget. Proposed income and expenditure budget is prepared before the commencement of the Academic session. Modified

proposed summary budget is then presented to the Trustee for approval. A final proposed budget is presented to the Governing Council for approval. If any objections, it is rectified and recorded and accordingly final budget with approval from the Governing Body is sanctioned.

Funds are disbursed according to the purchase process defined in ISO. Requisitions are raised with an approval note or expenditure form by the person requiring the funds, which is then verified by the Purchase Officer as per the budget, approved by the Director, authorized by the Trustee and finally funds disbursed by the accounts department.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

**Covid task force:** - World has undergone the change during pandemic times. The institute has grasped the importance of taking preventative measures in the infrastructure. As a result, a covid task force was formed. The covid task force has conducted training on the dos and don't in the Institute premises. To raise awareness about Covid-19, the group took on the task of exhibiting posters throughout the college campus and implementing sanitization measures at various locations throughout the institute.

**Virtual Fest:** - Students were dealing with the impact of the pandemic on their lives. AIMSRS has provided a platform in the shape of Asha Aditya for people to express themselves and to sensitise, notice, appreciate, adjust, and learn from their surroundings, which are out of their control and must be lived with. The virtual festival's main goal was to entertain and inspire those who were dealing with the pandemic's uncertainty and fear!

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**Virtual Organization:** - The teaching and learning process has gone through complete change. The virtual organization was promoted and engrained as it was the need of an hours. The IQAC has suggested use of MS teams and Learning Management System to enable advanced and slow learners with the new changes in education system.

**Online Service Desk Process:** - IT department has implemented a new online ServiceDesk to help all employees to raise their service requests with the help of IQAC. It's a very simple one screen process, and it will help to:

1. Streamline the servicing process
2. Prioritize the service requests
3. Track the service requests
4. Have more accountability for service seeker and service provider, both.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**D. Any 1 of the above**

**agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities**

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

AIMSR has ensured a 50:50 Male-Female ratio among all staff. Following gender equity initiatives have been continued:

**Women's Empowerment Events**

Celebrated International Women's Day on March 08, 2021. Women achievers highlighted key issues facing women & progress made by them.

**Women playing a Leading role in Institution's functioning**

- Women occupying leading positions - Director, Course-Head, HOD of Functional specializations, Committee-Heads as per KRAs.
- Girl students playing a crucial role in conduct of events, academic activities & shouldering of administrative responsibilities. For every section, girl-boy CRs appointed.
- Salaries, emoluments basis grade without any gender bias.

**Safety and Security**

- Professional security agency deployed.
- CCTV Cameras & Fire Systems installed throughout the campus.

- Committees to empower & safeguard rights of women in the Institution: Disciplinary-Committee, Anti-Ragging-Committee, Women-Development-Cell, Grievance-Redressal-Committee, Unfair-Means-Inquiry-Committee.
- Electric Sanitary-Pad-Disposal Machines in girls' washrooms to maintain hygiene.
- Special Sick Room & First-Aid Kits available in case of exigent matters.

### Mentoring

Mentoring system, with each faculty dedicatedly mentoring 9-10 students, continues. Students are at liberty to discuss personal & professional problems.

### Common Room

- Separate Girls Common Room for practice during events.
- Special changing room for Girls.
- Separate washrooms for Boys and Girls.

Female administration, teaching staff inspect common room

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.aimsr.edu.in/images/contents/Perspective-Plan.PDF">https://www.aimsr.edu.in/images/contents/Perspective-Plan.PDF</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.aimsr.edu.in/images/contents/Event-&amp;-Facility-Photos.PDF">https://www.aimsr.edu.in/images/contents/Event-&amp;-Facility-Photos.PDF</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**AIMSR continues to practice responsible waste management practices.**

**Solid Waste Management: A House-keeping Agency, responsible for Waste Collection and Disposal of Solid Waste, collects waste every-day from dustbins in garbage-disposal bags placed with each employee. Dry-&Wet Waste bins have been placed in the canteen to ensure segregation at source. Municipal corporation truck collects waste according to laid-down guidelines. Sanitary Napkin Incinerator machine is installed in girls' washrooms and guidelines followed with-respect-to its use.**

**Institute has also signed an MOU with an Environment Consultant for composting of WET-Waste.**

**Liquid Wastewater is monitored and restricted through a controlling system. Proper drainage system is arranged on all floors within the campus. It is a conventional 2-Pipe system with separate pipes for soil and wastewater, which are discharged through the underground sewage system.**

**E-waste Management: Institute has an E-Waste Policy in place (attached). Institute has also signed an MOU with an Environment Consultant for disposal of E-Waste.**

**Biomedical & Hazardous Chemicals and Radioactive Waste are not generated in the Institute as the Institute does not carry-out any scientific laboratory work.**

**Waste Recycling system: Not required as Institution does not generate sufficient wet waste as specified by the BMC.**

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

**7.1.6.1 - The institutional environment and** **B. Any 3 of the above**



**energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit**  
**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities**

**(Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

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

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

Institute has a multicultural, multilingual student & faculty base hailing from different parts of the country & from different socioeconomic backgrounds. Following initiatives were undertaken:

- Celebrated International Women's Day on 8th March 2021 - celebrated women achievements from different walks of life and professions.
- Celebrated International Yoga Day on 21st June 2020.
- A students group visited a school of the under-privileged in the interiors of Mumbai & educated them about safety, importance of prayers, technology, education, communication skills, personal grooming, hygiene, female hygiene, self-defense, yoga, meditation & careers.
- A students group undertook a Juhu beach-cleaning drive.
- A students group undertook a drive to feed the hungry, homeless & the destitute.
- A students group paid a visit to an NGO, which aims to enhance the quality of life of the differently abled by way of mentoring them in creating & marketing decorative products made by them.
- As part of the Business Ethics course, students researched about Social Entrepreneurship Projects & prepared a detailed presentation on the same.

A webinar titled 'Healthy Hearts' was organized - it involved talks by the Co-President, Happy Hearts, University of California along with other office-bearers on the importance of keeping the heart healthy, particularly during the Covid pandemic.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

As a progressive institution, AIMSIR continues to recognize the importance of being responsible citizens in terms of remaining true to the national constitution and all values, rights, duties

and responsibilities. AIMSAR conducted the following programs during the year:

- A group of AIMSAR students were involved in a beach-cleaning drive on Sunday 17th January 2021. The same was presented to the rest of the class for general awareness.
- Celebrated International Women's Day on 8th March 2021: A Webinar on the theme "Women in Leadership: Achieving an Equal Future in a Covid-19 World" was organized. Successful professional women from across domains were invited to share their learning's. Speakers were Ms. Deena Mehta, (Group MD, Asit C Mehta Investment Intermediaries Ltd.), Ms. Sapna (Vice-President, Council of Architecture), Ms. Bharati Trivedi (Founder, Kawach Movement & a Certified Global Career Counsellor), Ms. Divya Momaya (Founder Mentor, DS Momaya & Co. & Founder, MentorMyBoard) & Dr. Lata Ghanshamnani (Owner of Senses Eye & ENT Hospital & Founder, S Nisarg Foundation).

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.aimsar.edu.in/events-gallery-category">https://www.aimsar.edu.in/events-gallery-category</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

A young institution, AIMSRS has got into the routine of celebrating certain significant days to signify both an expansive as-well-as immersive philosophy. Institute celebrated the following days:

- International Yoga Day was celebrated on 21st June 2020 by students, faculty and staff by way of performing yoga online.
- Teachers' Day was celebrated on 5th September 2020 to honour the teachers for their contribution to students' lives. The day is marked by eminent personalities sharing inspiring thoughts with the institution's staff and students and recognition of two best teachers of the institution.
- Celebrated International Women's Day on 8th March 2021: - celebrated women achievements from different walks of life and professions. A Webinar was organized during which successful professional women from across domains were invited to share their learning's.
- Celebrated Holi on 29th March 2021 - all AIMSRS staff gathered on the institute terrace and celebrated with colour and snacks.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice I

**Title of the Practice: Experiential Development**

**Objectives (20 Words)**

During 2020-21, two Live Projects were also executed to provide practical exposure to students and to enhance their critical thinking & problem-solving skills.

**The Context (30 Words)**

Sensitizing students to real-time challenges experienced by the industry during the pandemic through a hands-on feel of the work done during then in sectors as diverse as FMCG & Media.

**The Practice (50 Words)**

Two live projects undertaken for industry in 2020:

1. Assessment of Market Potential for snack brand, 'Snack Amor', by volunteering students, who researched, created research papers & presented finding's during AIMSRS's 9th IRC.
2. Calling of non-TOI readers by volunteering students & selling them 'TimesOne' package & capturing their selling experience in a questionnaire.

Students learnt Selling & Persuasion skills as well as Discipline & Data-orientation.

Evidence of Success (40 Words)

- Students received Certificates of Merit from both TOI & Kriska Genesis Ingredients Pvt. Ltd.
- Students' research on Snack Amor resulted in the development & presentation of research papers.
- Adoption & execution of students' ideas & digital campaigns for Snack Amor by the company.
- TOI used students' data to re-structure TimesOne.

Problems encountered and Resources Required (30 Words)

Given that both projects were undertaken during the peak of the pandemic, both development & execution was done in fully virtual mode, with absolutely no face-to-face interaction with respondents & consumers.

Best Practice II

Title of the Practice: Alumni Mentorship Program as part of the Mentoring system

Objectives (20 Words)

To enable orientation of students to the corporate world & practical management concepts through handholding by their respective Alumni mentors.

The Context (30 Words)

Limitations of learning through online sessions meant that they needed to be supplemented with some practical exposure provided by industry professionals, basis the theme "You cannot create experience. You must undergo it".

**The Practice (50 Words)**

1. Alumni Mentors identified basis their willingness, ability & passion to guide students.
2. 10-12 volunteering students assigned to each Alumni Mentor.
3. Spread across four structured sessions, students got into their AM's shoes & learnt from their experience and honed management concepts.
4. Students given practice of GD/Pis - as preparation for their actual job selection process.

**Evidence of Success (40 Words)**

Students that went through the program were more updated on latest on-ground developments, had their queries resolved & demonstrated greater confidence, holistic thinking & knowledge of corporate essentials, which contributed to them getting placed in their sector of preference earlier than the others.

**Problems encountered and Resources Required (30 Words)**

Given that this was during the peak of the pandemic and the limitation of virtual interaction only, students were unable to maximize the interaction & learning opportunity, which is best enabled through face-to-face interaction.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.aimsr.edu.in/best-practices">https://www.aimsr.edu.in/best-practices</a>
Any other relevant information	<a href="https://www.aimsr.edu.in/images/contents/Best-Practice-1.PDF">https://www.aimsr.edu.in/images/contents/Best-Practice-1.PDF</a>

**7.3 - Institutional Distinctiveness**

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

AIMSR under-took the following social sensitization programs during 2020-21:

#### SENSITIZATION TOWARDS THE LESS-PRIVILEGED

- A students' group educated under-privileged students on neglected key aspects of life - safety, prayers, technology, education, communication, personal grooming, general-hygiene, female-hygiene, self-defense, yoga, meditation & careers.
- A students' group undertook a drive to feed the hungry, homeless & the destitute.
- A students' group visited an NGO & understood how they enhanced the quality of life of the differently abled via mentorship in creating & marketing decorative products made by them.

#### SENSITIZATION TOWARDS CITIZENS' RESPONSIBILITIES

- Celebrated International Women's Day: successful professional women from across domains shared their learning's via a Webinar.
- Celebrated International Yoga Day: Students, faculty, staff performed yoga online.
- Celebrated Teachers' Day to honour teachers for their contribution to students' lives - eminent personalities shared inspiring thoughts with the institution's staff and students.
- Celebrated Holi: entire AIMSRS staff celebrated with colour and snacks.

#### SENSITIZATION TO ACTIONS BEYOND THE CALL OF DUTY (As LEADERS)

- Juhu Beach-cleaning drive by a students' group & presentation to the class for awareness.
- Students researched on Social Entrepreneurship Projects & prepared detailed presentations.
- A webinar 'Healthy Hearts' - involved talks by key office-bearers of Happy Hearts, University of California on the importance of keeping the heart healthy, particularly during the Covid pandemic.



## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The Institute conducts a Two-year Full-time Master of Management Studies (MMS) Program affiliated to the University of Mumbai and approved by the AICTE, New Delhi, and a Two-year Full-time Post Graduate Diploma in Management (PGDM) Program and PGDM-Marketing, both approved by AICTE, New Delhi & DTE, Maharashtra State. Academic calendar is prepared at the beginning of the academic year considering tentative dates for co-curricular and extra-curricular events and the academic calendar of the University of Mumbai and AICTE. Courses are allocated to Faculty depending on their area of specialization, compatibility, level of comfort and expertise. Faculty-wise Session Plans are maintained by Program Heads; each session plan includes topic covered, date on which the session is conducted, & number of sessions conducted for each topic. Program Heads are allocated for MMS & PGDM/PGDM-Marketing programs. They ensure that all sessions are conducted as per timetable & session plan. During Covid-19 Pandemic, the teaching style underwent a major change - transition to online teaching using the Microsoft Office Teams platform for conduct of lectures. Faculty members adopt innovative teaching pedagogy & classroom sessions are supplemented by case studies, relevant assignments, presentations, group discussions, management exercises, quizzes, role plays, etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

The institute has an Academic Plan defined in the beginning of the academic year in the Annual Academic Calendar for various

activities to be conducted in the Institute. Academic Calendar is prepared by Program Heads for the period July to April after considering tentative dates for co-curricular, extra-curricular events and examination schedule for the students. It is approved by the Institute Director in consultation with Program Head. Faculty members adhere to the academic calendar for planning events or completion of course as mentioned by them in their respective session plans - prepared and maintained based upon the Academic Calendar dates. Program Heads ensure that sessions are conducted & approve the session plan dates for lectures conducted as per the timetable. A check on internal evaluation to be carried-out by the respective faculty is also done by the Program Heads as per stated timelines.

In terms of continuous assessment and end-semester examination, for MMS the same are carried-out as per university norms and for PGDM & PGDM-Marketing, they are carried-out as per the Academic Calendar prepared before the commencement of the new session.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

**D. Any 1 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

156

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The curriculum focuses on all relevant crosscutting issues. Additionally organize programs to sensitize students towards these issues. The issues addressed in the AY 2020-2021 are as follows:

**Gender-Equality:** Institute's Women Development Cell 'Manasvini' organized the International Women's Day with the theme: "Women in Leadership: Achieving an Equal Future in a Covid-19 World". This program intended to expose all women faculty, students, and support staff to the experiences of women leaders & achievers from different fields.

**Environment and Sustainability:** AIMSAR believes in sensitizing students to become responsible professionals. In the AY 2020-2021 Institute organized International Research Conference on theme "New Normal: Empowering Innovative Business Processes" and E-Summit on theme "Future Entrepreneurship - Growing Beyond Expectations" to sensitize students towards environment & sustainability.

**Human Values:** During the Aawahan Program of 2021, students were provided with orientation to the Institute's core values through 'Manthan' as a part of the induction program. Hours spent on each value using corporate examples of successful managers/entrepreneurs/business leaders.

**Professional Ethics:** Institute's code of conduct was implemented through online briefing sessions for both Faculty & students. An ethical climate was encouraged through online discussions with students related to topics such as accountability, CSR, etc. that are followed by corporates.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

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

20

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

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

296

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the **A. All of the above**

<b>syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	
---	--

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
---	---

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

71

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

17

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Despite the numerous problems of online pedagogy and student interaction, AIMS R was able to incorporate the following process for identifying advanced and slow learners.

- Previous academic record of students is collected during the admission process.
- A refresher course on the foundation subjects was conducted in Aawan 2021.
- Faculty in charge of various committees encourage advanced learners to anchor and organize the events and slow learners are motivated to participate in all specialization conclaves, summits, conferences, virtual cultural fest 'Asha Aditya' held during the year, thereby help them connect with the industry experts.
- Students' learning levels are assessed and comprehended based on their performance across courses in the first-semester test.
- Students gained skills of planning and organizing digital campaign by participating in live projects with Times of India and Snack Amor, thereby making them job ready.
- GD's and PI's were conducted online prior to their final round of placements.

AIMS R also hosts special sessions for slow learners. Slow learners are helped by tutorial lessons, which provide them with course notes/handouts, supplementary assignments, mentorship sessions, re-tests, and other resources to help them gain confidence. Adequate training to face online interviews were given to the students in small groups.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
295	24

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

Apart from online pedagogy through MS Teams, AIMSRS practices student-centric methods to broaden the scope of education imparted to the students. Few of these methods are mentioned below:

**Learning**

**Methods**

**Title of the Activity**

**Objective**

**Methodology**

**Experiential**

**Learning**

**Business Quiz**

To enhance knowledge as well as test concepts

**In-house Competition**



### Summer Project

To provide hands-on and on-ground exposure to organizations in domains of interest

Student works full-time with an organization on assignment/s given by them and takes up a practical problem and investigates the same

### Live Projects

To provide hands-on exposure to a live company problem

Conducted a Digital campaign for Snack Amor and Times of India

### Analysis of Financial Statements

To develop an analytical mindset and diagnose a company's financial health

Analysing annual reports of companies using software (CMIE, Ticker Plant)

### Participative

### Learning

Corporate Readiness program

To upgrade students readiness of their skills

Students participate in various tasks - from news analysis to industry analysis. GD and PI's are conducted prior to their final round of placements

Finance, Marketing,

### HR Conclave

To enable learning of different concepts related to their specialization

Professionals from various fields invited as speakers to provide insights & students manage these events

### Problem-solving

**Methodologies****Case Study Analysis**

To enhance analytical ability

Case analysis of real-life business situations

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The institute has well-equipped infrastructure which comprises 9-storied Wi-Fi campus spread over 1,20,000 sq. ft. to ensure 100% connectivity.

Each student is allocated a Microsoft Outlook e-mail id. which is used by the institute for communication. The assessment of teaching-learning process is also done by faculty members using TCS LX and Edutech for scheduling and conduct of tests and semester-end exams with evaluation using online portals. Smart boards are installed for conduct of effective hybrid teaching during the pandemic phase.

AIMSR has adopted an ERP tool, TCSiON for online attendance program for students.

AIMSR use following digital analytical program for students.

1.Videos, Audios and Microsoft Office tools for teaching, to make the teaching-learning process more interesting and effective.

2.EBSCO, J Gate, Pearson, NDL an electronic gateway to access

global e-journal literature for academic and research purposes and for supporting authentic information for literature review.

3. CMIE - Industry Outlook, industry outlook platform for use during project preparation

4. Tickerplant, the financial software gives each student a platform to make his own portfolio online and track different products of capital markets.

5. Ticker Market App & CMIE to keep themselves abreast with latest news.

6. Urkund Plagiarism Software for plagiarism check.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

##### **2.4.3.1 - Total experience of full-time teachers**

61

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### **2.5 - Evaluation Process and Reforms**

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

The mechanism of internal assessment process at the Institute is transparent. In this regard, the Institute adhere to the guidelines as prescribed by the University of Mumbai (UOM) and All India Council for Technical Education (AICTE). For the academic year 2020-21 UOM has prescribed the exams through online mode in MCQ format.

1) Mechanism for Internal Assessment: The Master of Management Studies (MMS) Program is affiliated to the University of Mumbai. The Post Graduate Diploma in Management (PGDM) Program follows the norms of AICTE for Internal Evaluation, in consultation with the Director and as approved by the Governing Council members.

For MMS, the University has prescribed a 60:40 (Marks) Evaluation pattern for External and Internal Assessment. The PGDM program follows a 50:50 (Marks) Evaluation pattern for Assessment.

2) Transparency in Internal Assessment: The internal assessment system is explained to the students during the orientation of students at the beginning of the academic session.

Thereafter, the schedule and deadlines for various submissions are notified to the students in advance. The student assessment results are displayed on the notice board. All student queries and area of concerns are addressed immediately and resolved.

3) Robustness in Internal Assessment: Robustness in IA process is followed by a continuous assessment system and practiced by each faculty member to ensure complete transparency.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

For resolution of the internal and external examination related grievances in a fair, transparent and time bound manner based on norms prescribed by University of Mumbai and AICTE.

Following actions are taken in case of external examination related grievances:

- **Before Examination:** The University norms are communicated to students during the orientation and prior to exams. Standard queries of students related to hall tickets, logins, computer facilities for examination are resolved.
- **During the examination,** if a student is caught using any unfair means student along with supervisor submits the unfair practice report to the examination department Unfair Means Inquiry Committee verifies the case and submits a report.
- **After Results:** Assessment results are displayed on the notice board and related queries raised by students are resolved immediately by their concerned faculty. If not satisfied the student can opt for re-checking or revaluation, as the case may be.

The system of external moderation by an external faculty and revaluation by another faculty makes the system fair and transparent.

**Internal Examinations:** The faculty members resolve their raised grievances and in case of dissatisfaction they can write to Examination department who at the instance of Director take it up with the concerned faculty.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

The Institute follows a distinct program outcome based on the Vision, Mission and Values in reference to the University of Mumbai syllabus for MMS and Model Curriculum of AICTE for Postgraduate Diploma in Management.

POs for MMS and PGDM program are displayed on the Institute's website. Students are made aware of program outcomes during the induction session. Faculty prepares semester plans and accordingly map CO-PO of their respective courses and the same is displayed on Notice boards. Course Outcomes (COs) describe what students are expected to know and will be able to learn and demonstrate after completion of each course.

MMS curriculum is designed by University of Mumbai and COs are designed on basis of learning outcomes given against each unit in the syllabus for each course of the programme. COs for all the courses are given in syllabus which can be access from the library. The course faculty creates awareness on respective COs and POs with students in the first lecture.

PGDM curriculum is developed based on the Model Curriculum given by the AICTE. COs are designed for each course after taking valuable inputs from Industry / professional who are experts and members of Academic Advisory Committee (AAC).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The Institution follows MMS program as per guidelines of University of Mumbai and Post Graduate Diploma in Management as per the Model Curriculum of AICTE.

The course outcomes are made on the recommendations provided by Academic Advisory Committee and approved by Academic Council of the Institution.

Both, MMS and PGDM program, each course is assessed on course

outcomes and program outcomes attainment level. Attainment of Course Outcomes: Mapping of Course outcome and Student evaluation is done on scale of 1 to 3 (3 - Strong, 2-Medium, 1-Weak) and average for each CO is then calculated. Students coming under weak attainment level are supported through extra tutorial sessions.

Attainment Level 1: students getting less than 50% marks  
 Attainment Level 2: students getting between 50% to 65 % marks  
 Attainment Level 3: students getting 65% and above marks. The scale of 1 to 3 is established, (3 - Strong, 2-Medium, 1-Weak).

A mapping matrix is prepared in this regard for every course in the program. At the end of the semester, a meeting is conducted where all the attainment levels are discussed and reviewed by HOD's, course coordinators and Director to identify the areas to develop, thus ensuring robust teaching and learning.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

223

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.aimsr.edu.in/images/contents/Annual-Report.PDF">https://www.aimsr.edu.in/images/contents/Annual-Report.PDF</a>



**2.7 - Student Satisfaction Survey**

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

<https://aimsr.edu.in/naac/AQAR-2020-2021/2/2.7.pdf>

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research**

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

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

0

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

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

**3.1.2.1 - Number of teachers recognized as research guides**

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

0

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

### 3.2 - Innovation Ecosystem

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

These initiatives have been described below:

#### Ecosystem for Innovation

- Innovation Summit during which both distinguished as well as budding entrepreneurs have shared their experiences and thoughts with respect to their entrepreneurial journey.
- Organized International Research Conference with the theme "New Normal : Empowering innovative business process"
- Organized E-Summit with the theme "Future Entrepreneurship - Growing Beyond Expectation"
- Workshops and Seminar of Research Methodology, IPR and Entrepreneurship.

#### Startup mentoring

A Business Idea developed by Mr Aditya Sharma, MMS Student was implemented. His startup is named "Doctor's Earth - The Polyclinic". The core business idea is to sell fully furnished clinic spaces to specialist doctors who can practice & provide affordable healthcare services to the local populace in Kharghar.

Website: <https://doctors-earth-the-polyclinic-kharghar.business.site/>

**Initiatives for Creation & Transfer of Knowledge**

- AIMSAR has a well-furnished library with membership of National Digital Library (NDL). The Institute has also subscribed to online research and industry information databases such as:
  - J-Gate
  - EBSCO-HOST
  - Centre for Monitoring Indian Economy - Industry Outlook for Sector-wise analyses
  - Centre for Monitoring Indian Economy - Prowess for detailed Company analyses
  - Pearson's E-books

To promote rigor in research work the academic curriculum too includes subjects as Statistics, Operations Research, Business Research Methodology, Business Analytics

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

6

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.3 - Research Publications and Awards****3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

0	
File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded
<b>3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year</b>	
<b>3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
6	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year</b>	
1	
File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>
<b>3.4 - Extension Activities</b>	
3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	

1.

Amidst the practical environment filled with a hard daily grind that the youth live in, it is uncommon to see acts of kindness and humility, the willingness to help and make someone else's day memorable and the urge to make a change. Such involvements have opened their eyes to these other truths of life and besides making them feel thankful about what they have (as opposed to what they don't), they have also evoked a sense of humanity and invoked in them gestures of compassion.

- The pandemic period has been utilized by Social Responsibility Cell to provide support to the COVID affected students and their families.
- Students took various research projects on the social relevance topics and participated in following activities :-
  - Tree plantation Drive
  - Beach cleaning activity
  - Career Counselling and Technology
  - Self Defense and its Importance for all in today's world
  - A session on Grooming and Menstrual hygiene
  - Social Drive : Feed the hungry

#### Day's Celebration

- Sensitivity towards physical and mental health - International Yoga Day Celebration
- Sensitivity towards women empowerment - International Women's Day celebration

#### Impact

- Boosting the morale of the less fortunate by way of warmth and making a difference Students developing the feeling of having made a difference in the life of someone who is less fortunate

Appreciation for one's environment and inculcating good, responsible habits

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

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

6

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in

**collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

81

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

16

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

3

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution firmly believes that good teaching-learning process requires ideal environment and support facilities. The institute provides necessary infrastructure and support facilities to make teaching and learning effective.

The Institution focuses on:

- Providing quality education to students with all necessary facilities,
- Providing teaching-learning aids for faculty to deliver best quality education,
- Imparting education with latest technology and infrastructure in the field of management,
- Providing appropriate environment for research, development, and consultancy services to faculty & students

**Learning Spaces:** The institute has well equipped library and reading room with a collection of more than thirteen thousand books and 60 periodicals.

ICT enabled Classrooms (total of 12) of different capacities meet requirements of students. Large classrooms are available for 60-70 students. For elective courses, a classroom size that seating capacity 30 students. Each classroom is air conditioned and equipped with appropriate, comfortable furniture, good ventilation, and adequate light.



The Institute has an Auditorium with 500+ capacity for organizing seminars, conclaves, summit, Alumni get together etc.

The institute has 150-seater 2,000 sq. ft Seminar Hall to conduct Guest sessions.

Institute has 2 IT Labs equipped with latest technology desktop computers and internet.

Institute has an English Language Laboratory to enhance students' Language skills. Institute has special boardroom for conducting group discussions, meetings, interviews

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

Institute encourages wholistic development of students, and thus encourages participation of students in extra-curricular activities like cultural and sports activities.

For organizing the Cultural Activities in the institute, AIMSRS uses the following facilities -

- A 12000 sq ft convention center is used for organizing several cultural activities for inter and intra college competitions and events, like Youth Got Talent - Dancing, Singing, Drama competition, Alumni Meet, Navratri Garba Night, etc.
- Seminar Hall is used for organizing events like Hindi Divas, Matrubhasha Divas, etc.
- Ground Floor Lobby Area near Reception is used for organizing Vasant Panchami (Sarasvati Pooja) every year.
- The Exhibition cum Convention Hall is used for organizing Freshers Party, Farewell Party, etc.

For organizing the sports activities Institute has the following facilities -

- The institute has a Playground for organizing Outdoor Games like Cricket, Football, Tug of War, etc.
- Indoor sports competitions like Chess, Carrom, etc. are organized in the Boys and Girls Common Rooms.
- Yoga day is organized in Seminar Hall and Playground Area depending on the weather conditions.

Although the Institute has adequate facilities for sports and cultural activities, it also additionally provides access to sports facilities at M/S Eskay Resorts, a massive 7.5 acres resort for using different outdoor/indoor sports facilities. The staff, students and faculty members have access and use the sports/recreational facilities of the Resort, free of cost. Following is the list of facilities provided and used -

- a. The Racquet Court- Lawn Tennis - Students can practice and enjoy Lawn Tennis gaming sessions on well-maintained courts facilitated with flood lights.
- c. The Racquet Court- Badminton - An enclosed badminton court designed as per international standards is used for practicing and enjoying the sport.
- b. The Racquet Court- Squash -Internationally designed well equipped Squash court, is used to burn extra calories and for fitness of students and staff.
- d. Construction Lounge- The Gymnasium - This is a 10000 sq.ft Gym with well-equipped workout machines.
- e. Swimming pool - With a pool deck that spreads across 1.5 acres of land with 14 lakh liters of water; the pool has 2 sections of differing depth surrounded by comfortable hammocks. There is a separate adult pool for adults which where students can practice swimming or take a refreshing dip.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

12

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

53.84

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The Institute has an automated library using TCS Library module (under Digital Campus) on TCS iON, ERP system. TCS Library

module is a user-friendly library package, which facilitates Management of Books, Acquisition, Serial Control and Automated Circulation (issue-return) of Books. AIMS Library has a collection of 13,046 Books (13,046 Printed ones and 39 e-books), 60 Publications, (49 Journals, 11 Magazines) and 72 Audio-Visual Material to its members. Library also has an air-conditioned Reading Room of 150 seating capacity with Wi-Fi facility and also has a separate Digital Learning space with 10 Desktops installed, for students to work on projects using Databases and e-resources. All the books in the library are bar coded to support automation

Software is upgraded from time-to-time with the help of the regular Annual Maintenance Contract. One terminal is reserved for students to search information for availability and issue of Books. ERP system of the Library can provide complete information about book issuance with circulation status, fine status, contact details, reading & circulation history, etc., for all library users. Several types of reports can be generated using this ERP system by various committees and for inspections from time-to-time. Book database is created along with user's database. Issue return process is fully automated, and Student/Faculty I-card Barcode is used for circulation of books.

- Name of ILMS Software: TCS iON, ERP system
- Nature of Automation (Fully or Partially): Full automation
- Version: TCS iON Digital Campus Version 17.04

Year of Automation: 2012-2017 (E-Granthalay) & 2017- till date  
TCS LXFile

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-**

**A. Any 4 or more of the above**

**books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

5.66

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year**

108

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

AIMSR has a robust IT facility that are adequate and updated on regular basis on timely basis. Following are some of the IT

facilities updates implemented in the recent past the institute

- 
- AIMSAR has connected students, staff and faculty members using Microsoft Teams which has enabled conduct of online classes, meetings, webinars, etc. The license for Teams was upgraded to
- To maintain social distancing and avoid touch, Biometric attendance system has been replaced with a Face Detection System in September 2020.
- Institute has a Seminar Hall well equipped with Cameras and a Strong ICT network which was upgraded with Broadcasting facility for Guest sessions Live on Facebook and YouTube at the same time
- Purchased and installed Smart Board for conducting lectures in online and hybrid modes.
- Institute has upgraded to 100 Mbps Primary Leased Line & 50 Mbps Backup Leased Line for internet connectivity and Wi-Fi facility
- Institute has deployed the TCS iON Enterprise Resource Planning (ERP) which is cloud-based tool for smooth functioning of academics and administration work from AY 2016-17, which is upgraded periodically.

The Institute has upgraded to Digital Learning facility where users can access e-resources like EBSCO, J-Gate, and upgraded to industry database sources to CMIE and Ticker Plant, in addition to the same

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

301

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**      A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

21.79

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

**Housekeeping & Maintenance: Housekeeping & Maintenance Committee is responsible for providing a hygienic and clean environment in the campus through supervision of maintenance services by the Facilities Management Staff. The Committee aims at supervising and providing a platform for grievance redressal w.r.t. cleaning, maintenance, repair, and operation of**

facilities and utilities at AIMSAR.

Following items are covered under the scope of this Committee:

Administration of Outsourced Contracts (Pest Control, Elevator Inspections, Asset Inspections, Fire Suppression System, etc.)

- Assistance with Asset Management Building Services,
- Watering plants Safety Coordination, First Aid
- Heating, Ventilation, and Air Conditioning Work
- Housing/Housekeeping facilities services
- Painting
- Plumbing
- Preventative Maintenance Recycling
- Repair, Maintenance, and Operation of Campus Building
- Trash Removal

Library Maintenance: Institute has a Library Policy to facilitate provision of Hard/Soft copy of academic and other reference materials to users to enhance their knowledge. Books, Journals & Magazines, Research Reports, Project Reports, CD-ROMS, Newspapers, Other Informative Documents (E-resources) are covered under the scope of this committee.

Purchase Procedure:

The purchase procedure for Library, as per AICTE guidelines, can be understood as under :

Material request received through Requisition: Requisitions are initiated by faculty and staff members using Requisition Form. Once the Director approves the Purchase Order, the Librarian places an order with the vendor via an email.



1. Material request received through Approval: Several vendors and publishers send books with approval memo. Librarian & Assistant Librarian verify the books as per approval memo and segregate them as per subject for faculty approval. After segregating the books by subject, the Librarian/Asst. Librarian inform respective faculty for selection or review or rejection of books.

2. Classification and Accession of Books: After receiving the invoice, stamping, labeling and pasting of book-pocket is done by the Library staff. Classification of purchased books is done according to Dewey Decimal Classification (DDC) and the Library staff makes the entry in the Accession Register, where every book is assigned a unique bar code number.

3. Shelving of Books: Arrangement of books is done subject-wise. Arrangement of Journals and Magazines is done on the display rack.

Issue, Collection and Preservation of Books: Students are allowed only two books for 7 days and a maximum of 5 books for each semester (4 months). Staff members (clerk and above) are allowed 2 books for 15 days. Faculty are allowed 22 books for a semester. Reference books, Question Papers, Newspapers and CD's are issued to students on their College ID Card for use in the Library only. Issue and return are done on TCS iON ERP platform

Weeding Out: If more than 5% pages of books are spoiled or are missing or books become obsolete, then the books are weeded out. Weeding out is done as and when required as per change in the situation or as per the need of the hour and entry regarding the same is made in the Weeding Out Register.

Digital Library: Question Papers are scanned at the end of each semester after receipt from the Examination Department. A Soft copy of the Final Project reports submitted by students is made available via Digital Library after receipt from the Course Coordinator.

Monitoring and Control: Stock verification is done once in a year. Newspapers, Periodicals, Journals, etc. are disposed after retention period. Users are required to sign in the Visitors Register while entering the reading space maintained at the reading room entrance.

**Classroom:**

**Classroom, Corridor, Extra Rooms, etc cleaned daily.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

20

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

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

1

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<b>Nil</b>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**282**

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

**282**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

141

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

13

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

0

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

### 5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

To ensure effective grooming and development of leadership and effective managerial abilities in bright students, Institute has constituted different Student Councils representing each class to cater to important activities and initiatives of the institution. Class Representatives and Members of various Student Committees are elected/selected by students, Program Heads, Director and Administrative Officer a month or two after the resumption of academic sessions basis. Details of Student Councils and representation of students across various committees. CRs play a vital part in coordinating day-to-day academic-related activities and play the mediating role between faculty and students. AIMSRS has instituted a number of different committees representing specialist activities and events.

Comprising respective faculty-in-charge's, student representatives and CRs, these committees take leadership in executing activities such as college events, guest sessions, conferences, training, conclaves, industrial visits and study tours (including international study tours. Student council members are actively involved in organizing co-curricular activities like expert sessions, workshops, seminars, conferences, Industrial Visits, Entrepreneurship Development programs, etc. The Institute has also formed following Statutory Committees comprising student as well as faculty representatives: Discipline Committee Women Grievance Committee, Reservation Grievance Committee ,Anti-Ragging Committee ,Grievance Redressal Committee & Canteen Committee

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

AIMSR have set up an Alumni Cell Committee whose objective is to develop and strengthen connect between AIMSR and its Alumni. The institute has built an alumni base of more than 1100 and today, AIMSR Alumni are working across a wide range of sectors.

Textile & Apparel, Pharmaceuticals, etc. AIMSR alumni have worked with reputed organizations such as Pepsico, ITC, HUL, Morgan Stanley, Nomura International, PNB Paribas, SS & C, Globe, Clever Tap, Vodafone ETC Institute has a dedicated 'AIMSR Alumni portal: [www.alumni.aimsr.edu.in](http://www.alumni.aimsr.edu.in) that serves as a platform for updating alumni data for networking and promoting interaction between faculty, alumni & current students Alumni are often invited for "Coffee Meets" to share their professional experiences. Such meets are held twice or thrice a

year. Annual Alumni Meet: The Institute, supported by Alumni, organizes an 'Alumni Meet' every year. Alumni representation on Internal Quality Assurance Cell (IQAC) has three AIMSAR Alumni as members. The Alumni Supports in Placement Activities directly or indirectly.

Feedback from Alumni: The Institute has a system of capturing feedback from alumni. Feedback and mentoring programme is utilized towards bringing improvements in the quality of education and overall personality development of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

AIMSAR focuses on building intellectual capital and industry interfaces as part of its strategic objective. The entire focus is on growing the institute's presence in academic and business forums, as well as strengthening corporate connects. IQAC is focusing on making the teaching and learning process more industry-oriented so that aspirants are prepared for the fast-paced world outside. Industry Institution Cell is established with the goal of providing high-quality education with an emphasis on industry. The institute's main goal is to develop tomorrow's leader in the knowledge economy. The goal of having AAC in campus is to make the curriculum more practical and in-depth. In order to make the learning process more industry specific, AIMSAR has invited additional members from the academic and business worlds to the AAC. As the pandemic times revealed the difficulties of moving on one hand and



changes in job direction on the other, a research culture was promoted. MOUs have been made with many universities to explore various areas of education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The Institute's leadership believes in participative management, hence there is a well-defined organisational hierarchy that outlines each individual's specific tasks, responsibilities, and authority.

The education system has seen substantial changes in delivery and execution during pandemic times. Management has instilled a culture of flexibility in each employee, with the purpose of executing and achieving goals on a timely manner.

Teachers and students have received training to adapt to the new virtual teaching and learning process. During pandemics, administration departments used to convene via MS-teams, and at the conclusion of each day, each individual would share their daily work report, detailing their day's work in detail with their Reporting Managers. Faculty are assigned certain Key Result Areas in which they are told exactly what tasks they must complete on a monthly basis. All members of the committee are free to work in their own best interests to meet their KRAs in a timely and effective manner.

Outcomes: -

1. Decentralization has aided in the development of organisational abilities as well as improved interpersonal communication.

2. It has aided in the development of self-actualization, decision-making skills, teamwork, and crisis management abilities.

### 3. Recognition of the importance of virtual organisation and functioning objectively within a timeline.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Placement procedure was followed with acute clarity to place majority of students in the pandemic times. Summers and final placement were quiet challenging during covid. The institute managed to place 95.58% of students for summers and 79.59% of students placed for finals. Faculties have given the grooming and soft skills training to the students. Institute has promoted many faculties for participation in research. MOUs were signed to explore the transactional economy of modern times and providing students with quality and practical application. The institute was working hard for the NAAC accreditation and made a plan of action for registering to NIRF. AIMSIR stood 7th in top private B schools in Mumbai.

The times has demanded for virtual organization. the focus on the infusion and continuous progression of technology within the Institute was worked on. MS teams and Learning Management System to enable advanced and slow learners with the new changes in education system. IT department has implemented a new online ServiceDesk to help all employees to raise their service requests with the help of IQAC. Within all extremes, Institute tries to effectively deploy its strategic plan.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

For efficient operation and decision-making, the Institute has a well-defined organisational structure. Top management at the Trust level makes centralised decisions, which are communicated to the Director and implemented by him/her. The Director is advised by the Governing Council and the Internal Quality Assurance Committee (IQAC). The Deputy Director serves as a liaison between the Director and faculty members, ensuring that decisions made by the Governing Council and the IQAC are carried out effectively. In terms of contributing an industry perspective to the academic framework, the Academic Advisory Committee for each specialist domain acts as a consultant to the Director. The Program Head MMS and PGDM with support of Program Coordinator ensures smooth functioning of academic framework in purview of Deputy Director.

In cooperation with the Trustees and the Director, the Registrar is responsible for the Institution's efficient and successful administrative functioning. The Controller of Examinations is in charge of ensuring that all examinations go smoothly. The Administrative Officer oversees the Administration, Accounts, HR, IT, Library, and Placement Departments

The Marketing and Branding Head is supported by Marketing Executives, Counselors, and Advisors. The Institute follows the statutes and norms of Mumbai University, AICTE, and the Maharashtra government in terms of numerous service rules and execution of work

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance**

A. All of the above

## and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The institute is committed to creating a conducive work environment for its employees and has implemented several employee welfare initiatives to that goal.

#### Working Environment

- Environment is fully air-conditioned, extremely clean, and hygienic.
- During pandemics, the Covid task force will guarantee that safety standards are met.
- Every entry and office door has sanitation amenities.
- Every employee was given a seating arrangement with a seat unoccupied in between, as per social distancing conventions.
- Washrooms that are clean, sanitary, and well-sanitized, with some having drying facilities, shoe polishing facilities for men, and a sanitary pad disposal machine for women
- Clean drinking water
- Safe working environment with CCTV facilities

#### Compensation

Despite the pandemic, all permanent employees were paid on time.

The Institute contributes to the Provident Fund for all staff.

Staff members are given the opportunity to supply vendor services, allowing them to supplement their income.

#### Wellness & Health

- Every year, every employee receives a Mediclaim Insurance Policy.
- Nagriksuraksha's Individual Accident Policy covers all employees.

#### Leave Policy

Various leave available to teaching and non-teaching staff are Casual Leave, Earned Leave, Sick Leave, Maternity Leave, Paternity Leave, Compensatory Leave, Study leave. Special Leave is also provided for attending conferences, seminars, workshops, etc. For smooth operation during the epidemic, a work-from-home option was implemented.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

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

1

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

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

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

8

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

At the end of the academic year, all teaching and non-teaching staff receive a Self-Appraisal form. The thorough Self-appraisal form is filled out by both teaching and non-teaching employees and includes several essential criteria with qualitative details.

These forms are submitted to the relevant Reporting Managers, as stipulated by ISO. The Reporting Managers evaluate the relevant personnel based on a variety of indicators as well as qualitative observations. The reporting authority reviews and delivers his or her comments in the case of teaching personnel. The Director conducts the final review after the reporting authority has verified the information. The facts supplied in the self-assessment form by the relevant person are evaluated and verified by reporting authorities in the event of non-teaching employees. As a result, each parameter is calculated separately.

Department of Human Resources creates a final Assessment sheet based on a study of the measures that have been laid forth on the receipt of Assessed Self-Appraisal form.

The review of remuneration is then conducted on a 4-point scale (Excellent-Good-Average-Poor) by the Compensation Committee in consultation with the Board of Trustees, the Director/Deputy Director The information is relayed to the individual in

question, and the remuneration is adjusted as a result, a letter of performance evaluation

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

##### Internal Audit

The Director compiles it, which is then approved by the CFO (Chief Financial Officer) and Trustee. The Governing Council then approves it. For each activity, all expenditures are compared to the approved budget. Major purchases are made from vendors who have been vetted. When no approved suppliers are available, quotations are requested, and orders are placed following vendor comparison and analysis. An approval note or expenditure form is required to be verified alongside the budget by the purchase officer and is to be approved by the Director and the Trustee. Payments are made only after approval from the CFO and Trustee

##### External Audit

Every year, by the end of June, the accounts department, in cooperation with management, prepares the financial statements. The Trust chooses an external auditor and ensures that a member of the Institute of Chartered Accountants of India (ICAI).

During the months of July to September, an external audit is carried out. The Charity Commissioner, Income Tax and Fee Regulating Authority get the audited financial statements. The institute also creates other returns to be filed with the



appropriate government offices, such as Profession Tax, Provident Fund, TDS, and GST.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

The accounts department prepares an annual budget estimate in consultation with the Director, which is then presented to the Governing Council for approval. After approval by the Governing Council, the Director is authorized to do fund allocation.

Basis this, all financial utilization of funds takes place. For major expenses, approval from the Trustee is taken after recommendation by the purchase officer.

The fees for the MMS Program are decided by Fees Regulating Authority (FRA) set up by the Government of Maharashtra. Fees for PGDM programs are decided by the Management in consultation with the Governing Council.

The accounts department is in-charge of maintaining the annual financial budget. Proposed income and expenditure budget is prepared before the commencement of the Academic session. Modified proposed summary budget is then presented to the Trustee for approval. A final proposed budget is presented to the Governing Council for approval. If any objections, it is rectified and recorded and accordingly final budget with approval from the Governing Body is sanctioned.

Funds are disbursed according to the purchase process defined in ISO. Requisitions are raised with an approval note or expenditure form by the person requiring the funds, which is then verified by the Purchase Officer as per the budget, approved by the Director, authorized by the Trustee and finally funds disbursed by the accounts department.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

**Covid task force:** - World has undergone the change during pandemic times. The institute has grasped the importance of taking preventative measures in the infrastructure. As a result, a covid task force was formed. The covid task force has conducted training on the dos and don't in the Institute premises. To raise awareness about Covid-19, the group took on the task of exhibiting posters throughout the college campus and implementing sanitization measures at various locations throughout the institute.

**Virtual Fest:** - Students were dealing with the impact of the pandemic on their lives. AIMSAR has provided a platform in the shape of Asha Aditya for people to express themselves and to sensitise, notice, appreciate, adjust, and learn from their surroundings, which are out of their control and must be lived

with. The virtual festival's main goal was to entertain and inspire those who were dealing with the pandemic's uncertainty and fear!

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**Virtual Organization:** - The teaching and learning process has gone through complete change. The virtual organization was promoted and engrained as it was the need of an hours. The IQAC has suggested use of MS teams and Learning Management System to enable advanced and slow learners with the new changes in education system.

**Online Service Desk Process:** - IT department has implemented a new online ServiceDesk to help all employees to raise their service requests with the help of IQAC. It's a very simple one screen process, and it will help to:

1. Streamline the servicing process
2. Prioritize the service requests
3. Track the service requests
4. Have more accountability for service seeker and service provider, both.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the**

**D. Any 1 of the above**

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

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

**AIMSR has ensured a 50:50 Male-Female ratio among all staff. Following gender equity initiatives have been continued:**

#### **Women's Empowerment Events**

**Celebrated International Women's Day on March 08, 2021. Women achievers highlighted key issues facing women & progress made by them.**

#### **Women playing a Leading role in Institution's functioning**

- Women occupying leading positions - Director, Course-Head, HOD of Functional specializations, Committee-Heads as per KRAs.**
- Girl students playing a crucial role in conduct of**

events, academic activities & shouldering of administrative responsibilities. For every section, girl-boy CRs appointed.

- Salaries, emoluments basis grade without any gender bias.

#### Safety and Security

- Professional security agency deployed.
- CCTV Cameras & Fire Systems installed throughout the campus.
- Committees to empower & safeguard rights of women in the Institution: Disciplinary-Committee, Anti-Ragging-Committee, Women-Development-Cell, Grievance-Redressal-Committee, Unfair-Means-Inquiry-Committee.
- Electric Sanitary-Pad-Disposal Machines in girls' washrooms to maintain hygiene.
- Special Sick Room & First-Aid Kits available in case of exigent matters.

#### Mentoring

Mentoring system, with each faculty dedicatedly mentoring 9-10 students, continues. Students are at liberty to discuss personal & professional problems.

#### Common Room

- Separate Girls Common Room for practice during events.
- Special changing room for Girls.
- Separate washrooms for Boys and Girls.

Female administration, teaching staff inspect common room

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.aimsr.edu.in/images/contents/Perspective-Plan.PDF">https://www.aimsr.edu.in/images/contents/Perspective-Plan.PDF</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.aimsr.edu.in/images/contents/Event-&amp;-Facility-Photos.PDF">https://www.aimsr.edu.in/images/contents/Event-&amp;-Facility-Photos.PDF</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures** Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**AIMSR continues to practice responsible waste management practices.**

**Solid Waste Management:** A House-keeping Agency, responsible for Waste Collection and Disposal of Solid Waste, collects waste every-day from dustbins in garbage-disposal bags placed with each employee. Dry-&-Wet Waste bins have been placed in the canteen to ensure segregation at source. Municipal corporation truck collects waste according to laid-down guidelines. Sanitary Napkin Incinerator machine is installed in girls' washrooms and guidelines followed with-respect-to its use.

Institute has also signed an MOU with an Environment Consultant for composting of WET-Waste.

Liquid Wastewater is monitored and restricted through a controlling system. Proper drainage system is arranged on all floors within the campus. It is a conventional 2-Pipe system with separate pipes for soil and wastewater, which are discharged through the underground sewage system.

**E-waste Management:** Institute has an E-Waste Policy in place (attached). Institute has also signed an MOU with an Environment Consultant for disposal of E-Waste.

Biomedical & Hazardous Chemicals and Radioactive Waste are not generated in the Institute as the Institute does not carry-out any scientific laboratory work.

**Waste Recycling system:** Not required as Institution does not generate sufficient wet waste as specified by the BMC.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for**

**B. Any 3 of the above**



persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

Institute has a multicultural, multilingual student & faculty base hailing from different parts of the country & from different socioeconomic backgrounds. Following initiatives were undertaken:

- Celebrated International Women's Day on 8th March 2021 - celebrated women achievements from different walks of life and professions.
- Celebrated International Yoga Day on 21st June 2020.
- A students group visited a school of the under-privileged in the interiors of Mumbai & educated them about safety, importance of prayers, technology, education, communication skills, personal grooming, hygiene, female hygiene, self-defense, yoga, meditation & careers.
- A students group undertook a Juhu beach-cleaning drive.
- A students group undertook a drive to feed the hungry, homeless & the destitute.
- A students group paid a visit to an NGO, which aims to enhance the quality of life of the differently abled by way of mentoring them in creating & marketing decorative products made by them.

- As part of the Business Ethics course, students researched about Social Entrepreneurship Projects & prepared a detailed presentation on the same.

A webinar titled 'Healthy Hearts' was organized - it involved talks by the Co-President, Happy Hearts, University of California along with other office-bearers on the importance of keeping the heart healthy, particularly during the Covid pandemic.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

As a progressive institution, AIMSIR continues to recognize the importance of being responsible citizens in terms of remaining true to the national constitution and all values, rights, duties and responsibilities. AIMSIR conducted the following programs during the year:

- A group of AIMSIR students were involved in a beach-cleaning drive on Sunday 17th January 2021. The same was presented to the rest of the class for general awareness.
- Celebrated International Women's Day on 8th March 2021: A Webinar on the theme "Women in Leadership: Achieving an Equal Future in a Covid-19 World" was organized. Successful professional women from across domains were invited to share their learning's. Speakers were Ms. Deena Mehta, (Group MD, Asit C Mehta Investment Intermediaries Ltd.), Ms. Sapna (Vice-President, Council of Architecture), Ms. Bharati Trivedi (Founder, Kawach Movement & a Certified Global Career Counsellor), Ms. Divya Momaya (Founder Mentor, DS Momaya & Co. & Founder, MentorMyBoard) & Dr. Lata Ghanshamnani (Owner of Senses Eye & ENT Hospital & Founder, S Nisarg Foundation).

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.aimsr.edu.in/events-gallery-category">https://www.aimsr.edu.in/events-gallery-category</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

A young institution, AIMSAR has got into the routine of celebrating certain significant days to signify both an expansive as-well-as immersive philosophy. Institute celebrated the following days:

- International Yoga Day was celebrated on 21st June 2020 by students, faculty and staff by way of performing yoga

online.

- Teachers' Day was celebrated on 5th September 2020 to honour the teachers for their contribution to students' lives. The day is marked by eminent personalities sharing inspiring thoughts with the institution's staff and students and recognition of two best teachers of the institution.
- Celebrated International Women's Day on 8th March 2021: - celebrated women achievements from different walks of life and professions. A Webinar was organized during which successful professional women from across domains were invited to share their learning's.
- Celebrated Holi on 29th March 2021 - all AIMSRS staff gathered on the institute terrace and celebrated with colour and snacks.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice I

**Title of the Practice: Experiential Development**

**Objectives (20 Words)**

During 2020-21, two Live Projects were also executed to provide practical exposure to students and to enhance their critical thinking & problem-solving skills.

**The Context (30 Words)**

Sensitizing students to real-time challenges experienced by the industry during the pandemic through a hands-on feel of the work done during then in sectors as diverse as FMCG & Media.

The Practice (50 Words)

Two live projects undertaken for industry in 2020:

1. Assessment of Market Potential for snack brand, 'Snack Amor', by volunteering students, who researched, created research papers & presented finding's during AIMSRS's 9th IRC.
2. Calling of non-TOI readers by volunteering students & selling them 'TimesOne' package & capturing their selling experience in a questionnaire.

Students learnt Selling & Persuasion skills as well as Discipline & Data-orientation.

Evidence of Success (40 Words)

- Students received Certificates of Merit from both TOI & Kriska Genesis Ingredients Pvt. Ltd.
- Students' research on Snack Amor resulted in the development & presentation of research papers.
- Adoption & execution of students' ideas & digital campaigns for Snack Amor by the company.
- TOI used students' data to re-structure TimesOne.

Problems encountered and Resources Required (30 Words)

Given that both projects were undertaken during the peak of the pandemic, both development & execution was done in fully virtual mode, with absolutely no face-to-face interaction with respondents & consumers.

Best Practice II

Title of the Practice: Alumni Mentorship Program as part of the Mentoring system

Objectives (20 Words)

To enable orientation of students to the corporate world & practical management concepts through handholding by their respective Alumni mentors.

The Context (30 Words)

Limitations of learning through online sessions meant that they needed to be supplemented with some practical exposure provided by industry professionals, basis the theme "You cannot create experience. You must undergo it".

The Practice (50 Words)

1. Alumni Mentors identified basis their willingness, ability & passion to guide students.
2. 10-12 volunteering students assigned to each Alumni Mentor.
3. Spread across four structured sessions, students got into their AM's shoes & learnt from their experience and honed management concepts.
4. Students given practice of GD/Pis - as preparation for their actual job selection process.

Evidence of Success (40 Words)

Students that went through the program were more updated on latest on-ground developments, had their queries resolved & demonstrated greater confidence, holistic thinking & knowledge of corporate essentials, which contributed to them getting placed in their sector of preference earlier than the others.

Problems encountered and Resources Required (30 Words)

Given that this was during the peak of the pandemic and the limitation of virtual interaction only, students were unable to maximize the interaction & learning opportunity, which is best

enabled through face-to-face interaction.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.aimsr.edu.in/best-practices">https://www.aimsr.edu.in/best-practices</a>
Any other relevant information	<a href="https://www.aimsr.edu.in/images/contents/Best-Practice-1.PDF">https://www.aimsr.edu.in/images/contents/Best-Practice-1.PDF</a>

### 7.3 - Institutional Distinctiveness

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

AIMSR under-took the following social sensitization programs during 2020-21:

#### SENSITIZATION TOWARDS THE LESS-PRIVILEGED

- A students' group educated under-privileged students on neglected key aspects of life - safety, prayers, technology, education, communication, personal grooming, general-hygiene, female-hygiene, self-defense, yoga, meditation & careers.
- A students' group undertook a drive to feed the hungry, homeless & the destitute.
- A students' group visited an NGO & understood how they enhanced the quality of life of the differently abled via mentorship in creating & marketing decorative products made by them.

#### SENSITIZATION TOWARDS CITIZENS' RESPONSIBILITIES

- Celebrated International Women's Day: successful professional women from across domains shared their learning's via a Webinar.
- Celebrated International Yoga Day: Students, faculty, staff performed yoga online.
- Celebrated Teachers' Day to honour teachers for their contribution to students' lives - eminent personalities shared inspiring thoughts with the institution's staff and students.
- Celebrated Holi: entire AIMSRS staff celebrated with

colour and snacks.

#### SENSITIZATION TO ACTIONS BEYOND THE CALL OF DUTY (As LEADERS)

- Juhu Beach-cleaning drive by a students' group & presentation to the class for awareness.
- Students researched on Social Entrepreneurship Projects & prepared detailed presentations.
- A webinar 'Healthy Hearts' - involved talks by key office-bearers of Happy Hearts, University of California on the importance of keeping the heart healthy, particularly during the Covid pandemic.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 7.3.2 - Plan of action for the next academic year

In keeping with our vision statement of imparting management education driven by social sensitivity, we plan to conduct similar activities that will instil sensitization among the students towards the society at large and to serve societal obligations.

The focus, therefore, will be on conducting activities that comprise the following:

- Sensitization towards the less-privileged
- Sensitization towards responsibilities as citizens of the country

and

- Sensitization towards actions beyond the call of duty (as that is what true leaders do - they think of the larger good)

We believe that these will enable us to stay on course our vision of creating well-rounded management professionals who have a 'triple bottom-line' approach - i.e. who think not only about



Profit, but also about People & the Planet at large.