Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**INSTITUTE OF MANAGEMENT & COMPUTER STUDIES (DEGREE COLLEGE)**
Name of the head of the Institution	**Dr. Irshhad Kaazi**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02225832452**
Mobile no.	**9324740471**
Registered Email	**imcost@rediffmail.com**
Alternate Email	**varshaaparab@asmimcostedu.org**
Address	**C-4 Wagle Industrial Estate, Near Mulund Check Naka , Opp. to Aplab**
City/Town	**Thane West**
State/UT	**Maharashtra**
Pincode	**400604**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Ms. Anshita Chelawat**
Phone no/Alternate Phone no.	**919167783777**
Mobile no.	**9820816932**
Registered Email	**varshaaparab@asmimcostedu.org**
Alternate Email	**Irshhadkaazi@asmimcostedu.org**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.imcost.edu.in/upload/naac/aqar/2017-18_AQAR.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.imcost.edu.in/upload/naac/aqar/2018-19_Academic_calendar.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**2.62**	**2017**	**27-Nov-2017**	**27-Nov-2022**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**15-Jun-2016**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC Meeting I	**28-Jun-2018**	**150**

	1	
IQAC Meeting II	06-Sep-2018 1	150
IQAC Meeting III	03-Nov-2018 1	150
IQAC Meeting IV	08-Feb-2019 1	150
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	0	Nil	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Departmental Activities Frequent IQAC Meetings with Teaching Non Teaching Staff Students Development Program Value Addition Courses for Employability

View File

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

Plan of Action	Achivements/Outcomes

Computer Aided Skills for Faculty	Workshop on 'Advance Excel' for all the faculty members
Bridge the gap of theoretical knowledge & industry	Guest lectures are arranged & MOUs Signed
Encouraging Faculty for conducting Career Counselling sessions for Students	Faculty memebers delivered Lectures to other college students
Encouraging Faculty for Career Development (Ph.D)	Faculty members registered for Ph.D
Feedback from stakeholders (Students / Teachers / Employer / Alumn/ Parents)	Identify the gap between Industry Expectations & Academics
Reguiar Assessment of Students progress	Internal External Examination and keep informed parents about students progress
[View File](#)	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	27-Oct-2017
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	27-Dec-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Administration: Tally ERP system is utilised for maintenance of accounts, salary, day to day expenses and financial reports. Students: Use of google classrooms and whats app groups to enhance student participation and effective communication respectively. Teachers: Use of google sheet to update regular attendance records and defaulters list of the students. Library: Use of Software like egranthalaya, language lab, OPAC, etc. Admission Process: Filling of online admission forms, Use of LMS Extrraedge for handling admission inquiries.

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

To ensure the effective delivery of curriculum and at the same time maintaining the records IMCOST is currently following various mechanism as mentioned below: • Before beginning the academic year, management makes sure to maintain the teacher to student ratio so that each and every student can be focused during the learning process. • As the session begins, departmental meetings are held in which the topics in the syllabus are distributed to the teachers after discussion with them regarding their area of specialization. • College administration provides a well-maintained weekly timetable to be followed for the Semester. • All faculty prepare their lesson plan as per the subject allocation and it is been approved by the course coordinator and the daily record of actual teaching has been maintained. • Induction program has been organized for fresh batch so as to get acquainted in the new college, environment faculty and students. • Regular lecture is held according to the subject allocated. • Teaching pedagogy includes Lectures, PPT, Case study, Role play, Management Games, quizzes, group discussion, etc • Notes are provided to students through google classroom • A well-equipped library at college ensures that students have sufficient numbers of references books and notes on various topics. Per student can issue maximum 2 books which can be reissued further as per librarians guidance • We have a library with facilities like Open access systems, DELNET, e-journals etc. • Internet enabled computers & wifi campus has been provided to the students so that they can use technology. • Various events are organized on timely basis like annual function, Food fest, Collage competition Conferences, Seminars etc • Well documented report is been maintained for every event along with photos. • Social Networking platform is also used to highlight college activities. • Regular assessment of student's progress has been conducted through internal exams and classrooms tests. • PTA meetings are been organised to inform parents about defaulters and marks. • Remedial and revision classes are organised for students from timely basis.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	Nil	Nill

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
SOFT SKILL DEVELOPMENT PROGRAM	18/09/2018	116
Cloud Literacy Inventor	11/03/2019	690
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BMS	Management	22
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The institution has well-defined digital feedback mechanism wherein students give their online feedback of faculties who taught them after completion of each semester. Feedback was taken on: a. Teacher b. Syllabus c. College infrastructure and facilities. Feedback from students: It was obtained by forwarding Google Form in the respective Students Official group. The feedback obtained by students was analysed on the basis on class and subject. The analysis focused on the areas like communication skill, knowledge to the subject, student's interaction, doubt clearance, PPT contents, voice clarity and vocabulary. Ranks were allotted to each area (Rank 1, Rank 2, Rank 3). Average was calculated on the basis of points allotted to each rank. The same was graphically represented and communicated to the Principal who in turn guided faculty members for improvement in online teaching methodology. Student feedback is considered and discussed at strategic meetings for overall development and progression. For curriculum enrichment, add on courses and value-added courses has been introduced in last many years. Teacher's feedback included opinion regarding usefulness of syllabus with regards to current market requirements, scope of research, thought provoking and community linkages. The feedback collected is conveyed same to the University during syllabus revision meetings. Employer's feedback: It focused on student's employability, infrastructure available for campus placement and company's expectations from graduates. Taking feedback consideration, the institute had organised soft skill training programmes and Placement and Career guidance cell

designing training. Alumni feedback focused on the areas of scope of employability, research, thought provoking and community linkages. Parent's feedback is collected on syllabus and infrastructure of the college gauging on areas like current job requirements and overall development of students. It is used by department to understand student needs and improving results.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Financial Market	60	51	49
BCom	Banking and Insurance	60	65	62
BCom	Accounting and Finance	60	88	67
BMS	Management	204	216	198
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	920	Nill	8	Nill	Nill

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
8	8	48	19	1	9
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

The student mentoring system is introduced in the college. Understanding the issues of students regarding their personal and academic life, we have initiated the student mentoring programme where we allot a faculty (as mentor) to about 60 – 70 students to take care of them depending upon the course. Every mentor collects student's details like Name, Class, Roll Number, Contact Number and E-mail Id. Total of 6 faculty members has been assigned as mentors to 300 students. Each mentor is given responsibilities of career guidance and counselling, providing support related learning issues, to conduct remedial lectures for improving grades and providing them support whenever required. The mentor also continuously reviews student's activities and performances. The mentor also meets the parents to discuss their progress and/ or any other matter when required. The mentors are also responsible for conducting induction programme for new students and introduce them to various committees and careers in the field of their choice. Industrial visits and field trips are being

organised for students to gain practical knowledge of industry to enhance their experiences.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
920	8	1:115

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
10	7	3	1	1

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	Nil	Nill	Nil
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BMS	2M00155	semester VI	30/11/2018	18/02/2019
BMS	2M00156	semester VI	20/04/2019	19/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

To ensure the continuous improvement in student performance and grades we conduct internal exams for students of all courses. The intention behind taking is to prepare students for Final examination. Other than internal examination, studentss performance is also monitored through power point presentation, active participation in college activities and regular attendance. Different competitions are organised for make learning more effective. Additional classes are arranged for slow learners where ever they face difficulties. Real time case studies, debates, and group presentation are also included for Internal Evaluation.

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

The College had prepared academic calendar for the academic year 2018 - 2019. The College adhered to the same for calculation of number of teaching days, completion of the syllabus, conduct of examination and other academic activities along with co and extra-curricular activities. It haled to plan and executes various college level as well as department level program. It was also very convenient to organize internal tests, presentations, filed visits, guest lectures, semester end examinations etc. by following the academic calendar. Declaration of the results of the college level examination was also done in

time as per the given schedule. This helped us even in the process of admissions for the higher-level classes for those students who cleared their lower-level examinations. The students who could not clear the examinations in the previous year were provided with remedial coaching by the concerned teachers to help them to improve and pass in the examination. The academic calendar was also. Useful in organization of seminars, workshops and conferences etc. along with time allotment of the teachers to do the research work to publish various research papers and books. The academic calendar provided an overview to organize and execute social outreach program for the benefit of the poor and neglected people of the society.

2.6 – Student Performance and Learning Outcomes

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

https://www.imcost.edu.in/naac/aqar/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2M00155	BMS	Management	123	86	70
2M00156	BMS	Management	123	63	51
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2.7 – Student Satisfaction Survey

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

https://www.imcost.edu.in/upload/naac/aqar/2018-19_Student_Satisfaction_Survey.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	nil	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	21/08/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIl	Nil	Nil	21/12/2019	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	21/12/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	Nill

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	Nil	Nill	0

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

Department	Number of Publication
UG	13

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nill	0	00	Nill

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nill	Nill	Nill	0

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

Number of Faculty	International	National	State	Local
Presented papers	11	Nill	Nill	Nill

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Annapurna Yojana Internship Orientation Programme Survey of Women status	University of Mumbai	3	141
Industrial Visit	Go Cheese factory	4	94
OutReach porogram	Monterio Resort	2	90
Drama Competition	Anushka Motion pictures Entertainment	1	12

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	0	0	Nill

No file uploaded.

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Status of Women survey	University of Mumbai	DLLE, Extension Activities	3	1
Internship Orientation program	University of Mumbai	DLLE, Extension Activities	3	18
Annapurana Yojana	University of Mumbai	DLLE, Extension Activities	3	42

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Industrial Visit	94	Institute	01
DLLE, University of Mumbai	61	Institute	1

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research

facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship	Birla Sun Life Insurance	05/11/2018	14/12/2018	14
Internship	Internship	iBtions Infologies	16/07/2018	16/01/2019	5
Internship	Internship	Job Search Recruitment Service	04/06/2018	22/09/2018	1
Internship	Internship	Thane Bharat Sahakari Bank Ltd	08/05/2018	07/07/2018	1
Internship	Internship	SBI Life Insurance	22/05/2018	21/07/2018	1
[View File](#)					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Edubridge Voltas	11/08/2018	Soft Skill Development	116
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
300000	374562

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
[View File](#)	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
e-granthalaya	Fully	4	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12303	1238116	Nill	Nill	12303	1238116
Reference Books	4592	301420	Nill	Nill	4592	301420
Journals	12	45640	Nill	Nill	12	45640
Digital Database	2	13570	Nill	Nill	2	13570
Library Automation	1	10000	Nill	Nill	1	10000

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	Nil	Nil	28/12/2018

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	60	1	1	0	0	6	8	65	0
Added	0	0	0	0	0	0	0	0	0
Total	60	1	1	0	0	6	8	65	0

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

65 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nill

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
543000	690000	740000	986474.52

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

The institute follows a systematic procedure of handling the infrastructure facilities. There is well defined hierarchy of supervisor for Security and housekeeping staff to safeguard all the physical assets of the institution and Human resources and also to maintain cleanliness and hygiene of entire campus which includes gardening e-waste and also we produce manure from green wastes. All classrooms are allocated as per the strength and specialization of the students. Time table is displayed at Class room's entrance. All classrooms are fully Air-conditioned and also having LCD projector with Wi-Fi facility in whole campus. Maintenance of all the equipments are carried under AMC contract. Considering the requirement of differently-abled students for their comfort, we have built ramp for smooth movement of wheel-chair and also provided lift facility. The Computer Lab is well equipped with latest configured desktops, with LAN connectivity and for uninterrupted power supply, UPS power back-up system in case of electrical failure. A dedicated network engineer is appointed for smooth running and maintenance of the entire system. Indoor and outdoor sports facilities are available in the campus that includes chess, carom, table tennis, and Box cricket, badminton, kabbadi, etc. Every floor has facilities of well maintained rest rooms for the convenience of students. For females, sanitary dispenser with proper disposing facility is available in the campus. A well stocked Library is available for staff and students. Two books are issued to students at a time for a week. Issuance and submission of books are done through library Identity card of each student. Accession register is maintained along with Bar code on individual books for tracking the movement of books.

https://www.imcost.edu.in/upload/naac/aqar/2018-19_4.4.2_Procedure_and_Policies.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Post-Matric Scholarship, Govt. Of India	5	23555
b)International	Nill	Nill	Nill
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

Yoga and meditation Session	22/06/2018	372	Institute
Soft skill Session	20/06/2018	356	Institute
Cloud Literacy Inventor	11/03/2019	690	AWS Educate Support
SOFT SKILL DEVELOPMENT PROGRAM	18/09/2018	116	VOLTAS EDUBRIDGE
[View File](#)			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Career Counselling session for TYBMS for MBA entrance	Nill	15	Nill	Nill
[View File](#)					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Aditya Birla Life Insurance	53	12	DMart	51	10
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	BMS	UG	Idol Mumbai university	M Com
2019	1	BMS	UG	ITM, Navi Mumbai	PGDM

2019	1	BMS	UG	Dr. V.N.BEDEKAR INSTITUTE OF MANAGEMENT STUDIES	MMS
2019	1	BMS	UG	Welingkar, Matunga	Business Analytics
2019	3	BMS	UG	Welingkar, Matunga	PGDM
2019	4	BMS	UG	IMCOST	MMS

[View File](#)

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

Items	Number of students selected/ qualifying
Nill	Nill

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

Activity	Level	Number of Participants
Genesis Annual Event	Institute level	680
Photography Competition	Institute level	19
International yoga Day celebration	Institute level	325
Debate competition	Institute level	24

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	nil	Nill	Nill	Nill	00	Nill

No file uploaded.

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

Opportunities are given to students to used their Innovative ideas and thoughts. Students formed different clubs for organizing activities for students. Carva of Magical Moments (CMM) club has been formed by students. This Club organise various activities like treasure hunt, Mann ki Baat, Fun debate, Pro Kabbadi Auction, Death Note and other competitions. Class Representatives are elected from the each class to resolve the Class issues and challenges. Few Students are also participating in the IQAC meetings and suggests their new ideas for improvement.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:
0

5.4.3 – Alumni contribution during the year (in Rupees) :
0

5.4.4 – Meetings/activities organized by Alumni Association :
0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

 The Management has given freedom to the principal and the faculty members to develop the academic leadership. The HOD of the UG Department is given freedom to administrate the Department, plan execute the academic Program. Class wise in charge are appointed for systematic conduct of academic activities throughout the year and monitor overall progress of the students. Faculty members are also encouraged to attend regular training programs, workshops, seminars, conferences, etc. HOD and faculty members contribute ideas towards identifying and achieving organizational goals, problem solving and other decisions to promote goodwill. The culture of participative management promotes teamwork and builds good relations. This increases work efficiency and job satisfaction. All staff members are encouraged to be part of the decision-making process. Departmental members interact with parents and feedback obtained from them is communicated to the Principal for consideration.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	Guest Lectures, Industrial visits, short term courses, planned for industry interaction. Internships, field projects are organised with collaboration of companies and other agencies. MOU are signed to increase the industry interface.
Examination and Evaluation	The pattern of examination and evaluation is followed as per the guidelines of the University. The students performance is also evaluated by his/her class performance, attendance, participation the college activities. For final year students paper setting and correction takes place at university whereas for first year and second year paper setting and corrections are done by internal faculty members as per university

	guidelines.
Research and Development	All kind of Financial and non-financial support is given to students and teachers for promoting the culture of Research. Paid leaves, registration fees for participating in the seminar and conference are granted to teachers. Journals, proceedings of conferences, reference books are placed in Library for encouraging students and teachers for research work. all the students are required to submit one research report in the semester VI as part of their curriculum.
Curriculum Development	The institute is following the curriculum developed by the University of Mumbai. The institute implement the curriculum through Lesson plan, Academic Calendar, and syllabus completion report. The institutes takes feedback of students, parents, alumni, and teachers on curriculum and inform the analysis of the feedback to university.
Teaching and Learning	To make teaching and learning more effective, active participation of students are more focused. Students are involved in class room discussions, activities either curriculum or extra curriculum. Students formed their independent Club Carva of Magical Moments (CMM Club) to implement their new ideas and thoughts. For improving the practical knowledge of students, industrial visits and guest lectures are arranged.
Library, ICT and Physical Infrastructure / Instrumentation	Institute has a well equipped library comprising text books, reference books, journals and e-ournals, newspapers, novels, and other study materials. We have taken several initiatives to automatize our library system and procedure for quick services. Software like OPAC, DELNET, egranthlaya are few among them. Students are motivated to take full advantage of library by not only issuing the required books but to take part in various discussion sessions in library discussion room. Every time a student entered a library their presence has been duly marked and recorded for calculating foot fall of students.
Human Resource Management	Recruitment through posting vacancies in local as well as national newspaper followed by walkin interviews and demo

	round. After lecture, students' feedback has been taken based on various parameters. ? HR round for salary discussion ? Appraisal is based on 360degree feedback. ? Holiday and leave policy are based on gazette of state government and university norms. ? Faculty training are organized time to time and faculties are even given paid leaves to attend workshops and seminars. ? SWAYAM registration ? Maintenance of Grievance Redressal Cell, AntiRagging Committee, Sexual Harassment Committee. ? Appointment of a doctor on call.
Admission of Students	Based on norms and guidelines set by University of Mumbai. ? Filling of Online application form on university website and choose institutes based on priority of the students ? Display of first merit list and initiating the admission ? Second list display ? Third and final list ? Submission of original documents to the college for verification and payment of fees.

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

E-governace area	Details
Planning and Development	All the government notifications and circulars are discussed with the stakeholders through frequent meetings, through mail and if something urgent, decisions are taken through conference calls.
Administration	Administrative MIS modules of the institute helps in keeping service records of all the employees maintaining service books, promotion records, seniority etc. and their total emoluments and the records of their provident fund. ? Latest portable money machine counter in office ? NEFT and IMPS facility for students.
Finance and Accounts	Use of Tally software to help keeping records of receipt of funds, projects, consultancy income, donations, staff salary and all types of purchases and payment of various utility bills and taxes.
Student Admission and Support	The institute follow the admission guidelines of University. Filling of Online application form on university website and choosing of institutes based on priority of the students ? Display of first merit list and initiating the admission ? Second list

	display ? Third and final list as per the availability of seats ? Submission of original documents to the college for verification and payment of fees ? Admission cancellation procedures conducted as per university norms ? Complete support has been given to student in case they face difficulty in the admission process and afterwards.
Examination	Exams takes place at the university level for TY students. A strict format of answer sheet with bar code has been given to the students. ? TY answer sheets are packed under proper vigilance and same is collected by university personnel ? Display of door and floor plan has been pasted at all the appropriate places which includes entrance and classroom to guide the students ? Based on number of students, faculties from college has to contribute towards paper checking process ? For SY and FY students, papers are set by university but paper correction takes place at institute level ? Students are thoroughly checked during the examination so as to minimize the risk of any unfair means or copy case ? Extra bouncers have been appointed to have a regular round in all the classrooms. ? Strict action on those who are using unfair means during the exams. ? Provision of regular water facilities and proper ventilation in the classroom.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Nil	Nill	Nill	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	00	Nil	Nill	Nill	Nill	Nill

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	Nill	Nill	Nill	0

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	8	Nill	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Medical Room, Rest Rooms, Serve tea twice a day, Advance salary in case of need, Duty leave for attending seminar or workshops, grants leave for research work, Unlimited library access, lift, ramp for differently abled teachers or in case of medical emergency.	Insurance, medical Facility, rest rooms, Serve tea twice a day, Admission are given to wards of non-teaching staff on priority basis Discounts are given in fees to wards of staff members, paid leave for attending workshop or seminar, Unlimited library access, lift, ramp for differently abled teachers or in case of medical emergency.	Medical Room, Rest Rooms, Canteen facility,Fees in installments Bank loans, Unlimited library access, lift, ramp for differently abled teachers or in case of medical emergency, grievance handling system, Doctor on call.

6.4 – Financial Management and Resource Mobilization

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

> Yes. Yearly audit has been conducted by auditors appointed by our parent organization (ASM Group of Institutes, Pune).

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Vihaan Enterprises Private Ltd	10000	Genesis Annual Function
	[View File]	

6.4.3 – Total corpus fund generated

10000

6.5 – Internal Quality Assurance System

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

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

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

Nil

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

Support to attend university administrative meetings, Orientation program, complete training and support at the work place.

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

More initiatives to promote Research culture among teachers and students, Planning to conduct more bridge courses for students to enhance their employability and development programs for non-teaching staff.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	**Meeting of IQAC with staff on Admission strategy for New courses and discussion about the process and duty delegation with Teaching and Non Teaching Staff**	**01/06/2018**	**01/06/2018**	**01/06/2018**	**20**
2018	**Meeting of IQAC with staff on Discussion about the academic session to be executed under the University guidelines**	**28/06/2018**	**28/06/2018**	**28/06/2018**	**20**

2018	Meeting of IQAC with staff on Internal Assessment, Examination, Defaulter List, Special session for slow learners	06/09/2018	06/09/2018	06/09/2018	16
2018	Meeting of IQAC with staff on Review meet of Previous Semester plan for next Semester	03/11/2018	03/11/2018	03/11/2018	16
2019	Meeting of IQAC with staff on Review Discussion regarding Assessment Evaluation during Academic Year Implementation of improvised Feedback forms to all Stakeholders	08/02/2019	08/02/2019	08/02/2019	16
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Survey of Women Status	10/09/2018	11/04/2019	1	Nill

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	29/12/2018	1	Institutional Social Responsibility	New year celebrate with specially abled children	32

View File

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

Title	Date of publication	Follow up(max 100 words)
Institutional Social Responsibility	29/09/2018	On 29thDecember 2018, there was an Institutional Social Responsibility Event organized and conducted by BMS Students of ASM's IMCOST. BMS students played games, celebrated new year with a small Daycare Center and School for Specially Abled Students from Physical Age group 18 years to 45 years.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of International Yoga Day	22/06/2018	22/06/2018	372
Soft Skill Session	20/06/2018	20/06/2018	356
Celebration of Independence Day	15/08/2018	15/08/2019	15
Celebration of Republic Day	26/01/2019	26/01/2019	10

Navratri Celebration	10/10/2018	18/10/2018	800
Holika Dahan	20/03/2019	20/03/2019	245
Ganesh chaturthi Celebration	03/09/2018	13/09/2018	10
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Tree plantation and celebration of environment day • Reducing the electricity consumption (we have put instructions near to all switch boards and important place to switch off when needed) • Use of power saving LED bulbs in the campus • Reducing the usage of plastic and disposals • Construction of composite pit to assemble waste and garbage.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title: Organizing ISR Activities Description: Institutional Social Responsibility is an annual initiative by the ASM's Institute of Management Computer Studies that provides the academic field a dimension towards humanity. The Institutes major stakeholders including Management Representatives, Teaching and Non-Teaching Staff and Students of all the different courses get involved in these activities to serve the needy members in society. This provides a satisfaction to one and all involved in the noble cause. The process is transparent and contributes to the problem solving for many. It helps channelizing the young minds of students developing humanistic qualities of empathy and selfless service. The students of today are future of the Nation, and encouraging them to understand their role of building the Nation through contribution to a right cause is taught to students through these activities. This initiative helps grooming the managerial qualities in students including planning, coordinating, directing, implementing and controlling. The ISR activities are guided by Faculty members and executed by student volunteers from different streams like Management and IT and follow a simple process as under: a) Identification of Problem area / Needy sector in society. b) Enlisting the means and ways to help resolve the social issue / ways to contribute to the cause. c) Planning the ISR activity details and communicating the same to all stakeholders appealing for participation through a promotional message. d) Implementing the plan under Institutional banner. e) Maintaining the documentation in the form of Event Report along with photographs. Best Practice 2 Title: Developing Research Aptitude in Teaching Community Students Description: Role of Research has marked its inevitability in all prevailing fields. Academic field can contribute a lion's share to the field of research by producing critical researchers in today's world those contribute largely to the resolution of societal problems. The art of observing different dimensions of a phenomenon or eventuality that provides scope for understanding the challenges and difficulties faced by individuals, organizations and society as a whole and an urge to solve them requires certain special skills backed by curious mind. ASM's Institute of Management Computer Studies provides a platform for developing this research aptitude in today's Teachers and the Student's community.Research Paper Presentation Conferences at National and International Level are being hosted by ASM's IMCOST that provides a means to develop the Research aptitude of Academicians and Industrial world along with the budding student researchers. The Research aptitude thus developed helps nurturing an inquisitive mindset, polishes the analytical abilities and develops a formal writing skill in participants. Faculty members are also encouraged to participate in other such conferences hosted by other Academic Institutes for presenting their research work on regular basis. Publication in

Research proceedings in encouraged on regular basis. The research culture at the Institute is based upon initiatives as under: a) Meetings are regularly conducted for brainstorming on Research topics by Academicians under guidance of senior members like Directors and HODs. b) Topics are shortlisted based on interest areas of faculty members and they are provided the necessary guidelines to undertake research activity in terms of writing research articles or papers. c) Information pertaining to Research Conferences is shared with members and registration activities are facilitated. d) Faculty are provided necessary support to submit and present their work in the conferences either internal or in external conferences. e) Student's participation too is encouraged in the research work for developing their research skills.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.imcost.edu.in/upload/naac/agar/Event-Report-2018-ISR-JPS-converted.pdf

7.3 – Institutional Distinctiveness

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

The vision and Mission of the institute is impart knowledge and skill to students to make them employable and market ready. For this institute organised Guest lectures, industrial visits and bridge courses for students. Other than this, the institute practice to make a student more civilized by adding human values. The mentors interacts with students not only as teacher but also as guide in making student good human being. Other than professional programs, college organised various cultural, entertainment, innovative programs and the programs are conducted for the students and by the students. These responsibilities add leadership values in the students. Students are given all kind of support for organizing events under the guidance of teachers. CMM club is one of the initiative taken by students. The club collect interested students for discussions, meetings, interactions. This brainstorming activity help students in generating new ideas, thoughts and plan. Being in co-education, a student must learn to understand gender equality and respect humanity. Students from different region took admission in IMCOST. Catering knowledge to diverse people is itself a challenge. For this teachers are required to take due care for delivering the lecture.

Provide the weblink of the institution
https://www.imcost.edu.in/

8.Future Plans of Actions for Next Academic Year

For the next academic year, the institute is planning to organize more research inclined activities for teachers and students. This will increase their area of knowledge and improve their analytical skill of understanding a concept. The institute is planning for such activities which lead to overall development of students. For this, other than academics, sports competition, debate competition, student exchange program are lined up. As per the feedback of the stakeholders, bridge courses, short term courses, guest lectures, industry interface will be organized by the institute. To make students a socially responsible citizen, ethical and human values are very important. For building these values, institute is planning to conduct workshop on gender equality, helping needy one and involve students in social work. For non-teaching and teaching staff, orientation program, workshops, FDP are planned to organize to improve their skill and capabilities.