Yearly Status Report - 2017-2018

<table>
<tr><td colspan="2" align="center">Part A</td></tr>
<tr><td colspan="2">Data of the Institution</td></tr>
<tr><td>1. Name of the Institution</td><td>INSTITUTE OF MANAGEMENT AND COMPUTER STUDIES</td></tr>
<tr><td>Name of the head of the Institution</td><td>Dr. Irshhad Kaazi</td></tr>
<tr><td>Designation</td><td>Principal(in-charge)</td></tr>
<tr><td>Does the Institution function from own campus</td><td>Yes</td></tr>
<tr><td>Phone no/Alternate Phone no.</td><td>02225832452</td></tr>
<tr><td>Mobile no.</td><td>9820816932</td></tr>
<tr><td>Registered Email</td><td>imcost@rediffmail.com</td></tr>
<tr><td>Alternate Email</td><td>varshaaparab@asmimcostedu.org</td></tr>
<tr><td>Address</td><td>C-4 Wagle Industrial Estate, Near Mulund Check Naka, Opp. to Aplab</td></tr>
<tr><td>City/Town</td><td>Thane</td></tr>
<tr><td>State/UT</td><td>Maharashtra</td></tr>
<tr><td>Pincode</td><td>400604</td></tr>
</table>

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Asst. Professor Anshita Chelawat**
Phone no/Alternate Phone no.	**02225832452**
Mobile no.	**7506415597**
Registered Email	**anshita.chelawat@asmimcostedu.org**
Alternate Email	**anshita.sidhu@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.imcost.edu.in/

4. Whether Academic Calendar prepared during the year	**No**

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	**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
Regular meeting of IQAC Cell	**11-Jun-2018** **1**	**7**
Stakeholders Feedback	**27-Apr-2018** **1**	**150**
No Files Uploaded !!!		

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

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

9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional 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)

• Periodical meetings with staff members are initiated to formulate the plan of action. The implementation of action plans is reviewed in the subsequent meetings. • Formation of Google classroom to communicate to students and sending notes. It provided a platform to interact through ICT • Registration on SWAYAM Portal by all the faculties to promote elearning • Collaboration with AWS (Amazon Web Services) to provide free learning to students in various modules. Under this, all the students have registered, enrolled and completed various modules, and received the certifications for the same. • Formation of student empowered club called CMM (Caravan of Magical Moments) to conduct various activities for students.

No Files Uploaded !!!

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
elearning and education	AWS registration is completed for all year BMS and B.com students. They have earned the badges and certificate as

	well.
	[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 ?	No
16. Whether institutional data submitted to AISHE:	No
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 utilized for maintenance of accounts, salary, daytoday expenses, and financial reports • Students: Use of google classroom and WATSAPP groups to enhance student participation and effective communication respectively • Teachers: Use of google sheets to update regular attendance records and defaulter list of the students • Library: Use of software like egranthalaya, language lab, OPAC, etc. • Admission Process: filling up online admission forms writing all the academic and other information on this form. • Time Table – Preparation and display of academic calendar and timetable.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

To ensure the effective delivery of curriculum and at the same time maintaining the records the IMCOST is currently following various mechanisms as mentioned below: • Before beginning of academic year, the management makes sure to maintain the teacher to student ratio of 1:40 so that each and every student can be focussed during the learning process. Any shortfall, leads to initiation of recruitment process and selection of quality and experienced teachers. • 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. • Number of classes for each topic is communicated according to the syllabus and credits (PG) assigned to each topic/Group/paper etc. (based on university guidelines) • College administration provides a well-constructed weekly time table to be followed •

All faculties prepare their daily routine in the form of lesson plan which is approved by course coordinator and the daily record of actual teaching has been maintained separately. • Induction Programme has been organized for the fresh batch so as to acquaint them to the new college, environment, teachers, and peers. • Regular lectures are held according to the syllabus allotted and time-table provided to the students • Teaching pedagogy includes lectures, PPT presentations, case study, role plays, management games, quizzes, brainstorming sessions, etc. • Notes has been provided to students through google classroom by each faculty. • A well-equipped library at college ensures that students have sufficient number of reference books and notes on various topics. Per student can issue maximum two books which can be reissued further as per the directions given by librarian. We have a library with facilities like open access system, DELNET, e-journals, etc. • Internet-enabled computer labs and Wi-fi campus has been provided to the students so that they can use technology to be updated with real time happenings around the world • Various events are organized on timely basis like annual function, food fest, debate competition, collage competition, conferences, seminars, and so forth. • Well-documented reports are maintained for every event along with photographs. In addition, various social networking platforms are used to highlight the college activities. • Regular assessment of student's progress has been conducted through internal exams and classroom tests. The same is to be communicated to the parents in PTA meetings. • To check the attendance of students (not less than 75%) defaulter list has been printed and published on notice board and strict actions are taken. • Remedial and revision classes are organized for students on timely basis. • College administration also keeps a vigilant eye on the results, departmental proceedings and student needs and also keeps record of the different activities of the college regarding teaching learning, development and improvements of different methods of effective curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Digital Marketing	Nil	01/08/2017	3	Yes	Yes
Business Analytics	Nil	01/08/2017	3	Yes	Yes
CMA CSCA	Nil	01/08/2017	3	Yes	Yes
Logistics Management	Nil	01/08/2017	3	Yes	Yes
CFA	Nil	01/08/2017	3	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Accounting and Finance	01/06/2017
BCom	Banking and Insurance	01/06/2017
BCom	Financial Management	01/06/2017
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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
No Data Entered/Not Applicable !!!		

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
NIL	01/12/2018	Nill
No file uploaded.		

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	134
No file uploaded.		

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

Feedback is received on varied aspects of the college including location, office, canteen, laboratory, library, administration and academics. The points are calculated according to the grades given by the students in various criteria. The Average and percentage of various criteria are calculated. The same has been graphically represented through bar diagrams and pie charts. Feedback is also collected from the parents during Parent Teacher Meetings (PTMs) through a structured feedback form and also through verbal conversation with them. Suggestions and comments given by the guardians are also taken into account for future development. Feedback has also been collected from employers during their visit to campus and further discussion regarding the college upgradation are suggested. We also record and assess the feedback provided by Industry people or any guest lecturer. This helps us to understand how to bridge the gap between industry requirements and academics. Faculty members are also the part of feedback process as they are the one who are in direct connection with the students. Finally, during the alumni meet, we collect feedback from our alumni as they plays a major role in bringing change in the college environment by suggesting their views and opinions regarding college facilities. We take feedback from all the stakeholder with utmost care and serious considerations has been made to work on their recommendations on timely basis. We keep on updating our feedback form as per the requirements. We are

incline to take necessary steps to make this process more smoother with the help of technology.

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
BMS	Management	180	258	198
BCom	Accounting and Finance	60	100	72
BCom	Banking and Insurance	60	100	72
BCom	Financial Market	60	90	72
View File				

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
2017	682	Nill	11	Nill	36

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
11	6	3	15	Nill	5
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

We understand that every student has some or the other issues regarding their academic or personal life. And these issues impact their academic performance and grades to a great extent. Thus we have initiated the student mentoring program where we allot a faculty, as a mentor, to a group of students ranging from 2030 (based on mentor and mentee characteristics). As a pilot project we have started this program for only final year (TY) students and allotted 1 mentor between the strength of 30 students. Total of 8 faculty members has been assigned as mentors among 134 students. Faculty member as a mentor has to involve in the following activities: • Career guidance and counselling • Learning issues among students • Helping students in improving their grades • Continuous review of students' activities and performances • Conducting orientation programs for mentees • Overcome language, emotional, or psychological difficulties • Regular meeting with mentees and maintenance of records

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

134	11	1:12

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	Nill	7	Nill

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
2018	Anshita Chelawat	Assistant Professor	MHSET in Management

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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	M0146	6/2018	31/03/2018	27/06/2018
BMS	M0134	4/2018	31/03/2018	08/06/2018
BMS	M0132	2/2018	31/03/2018	02/06/2018
BCom	C0332	2/2018	31/03/2018	05/06/2018
BCom	C0922	2/2018	31/03/2018	06/06/2018
BCom	C0442	2/2018	31/03/2018	07/06/2018

View File

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 conducted additional internals for the students in all the courses (in addition to internal as per university guideline). The purpose of second internal is to prepare the students better for the main exams. To make learning more fun but practical based, we have organized collage competition for students in one of the subjects called environmental studies and foundation course. It includes providing them with the topics related to environmental awareness and then canvassing them on the sheets. The best collage was being recognized and awarded. To further improve students' academics, we have started remedial and tutorial classes where students can learn extra in those areas of subjects where they face difficulties. Another initiative is learning through real time case studies, debates on subject related topics, PPT presentations in group, and classroom activities.

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

The college prepares academic calendar at the beginning of the year and distributes it to the students at the time of their admission in the college

and the academic session 201718 was no exception. The academic calendar is also distributed among all teaching nonteaching staff of the college. The academic calendar contains the yearly schedule of the college ranging from the list of holidays (national level holidays, state level holidays, local holidays and the institutional holidays), date schedule of the college examinations and other forms of evaluation such as evaluation through performance in Departmental seminar presentation etc. The tentative dates such as Parentteacher meeting, College social and other cultural programmes, College sports etc are also provided in the academic calendar.

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/

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
M0146	BMS	Management	134	90	67
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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/

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
Any Other (Specify)	0	NIL	0	0
No file uploaded.				

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
0	NIL	15/05/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	01/12/2018	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of

Center			Start-up	up	Commencement
0	NIL	NIL	NIL	NIL	23/05/2018

No file uploaded.

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
NIL	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)
National	NIL	Nill	0.0

No file uploaded.

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

Department	Number of Publication
UG	1

View File

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2017	0	NIL	Nill

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2017	Nill	Nill	NIL

No file uploaded.

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

Number of Faculty	International	National	State	Local
Presented papers	12	2	Nill	Nill

View File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and

Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Donation for Stray Animals	Utkarsh Star Mitra Mandal (NGO) Animal Welfare Division	2	53
Donation for Differentlyabled students	Jidd School	5	100
View File			

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	NIL	NIL	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
DLLE	University of Mumbai	• Anna Poorna Yojna • Career Project • Industry Oriented Projects • Status of Women in Society	2	30
View File				

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
FDP: One Day Workshop by IIT, Bombay (Continuing Education Quality Improvement Programmes) on 'Institution Building Program and Faculty Development' by Prof. Ashish Pandey (2017)	Teaching Staff	Self	1
FDP on Business Excellence through Six Sigma by D. J.	Teaching Staff	Self	1

Jadhav (2017)	

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
NIL	**NIL**	**NIL**	**01/04/2017**	**16/03/2018**	**0**

No file uploaded.

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
NIL	**13/03/2018**	**NIL**	**Nill**

No file uploaded.

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
0	**0**

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	**Existing**
Class rooms	**Existing**
Laboratories	**Existing**
Seminar Halls	**Existing**
Classrooms with LCD facilities	**Newly Added**
Seminar halls with ICT facilities	**Existing**

No file uploaded.

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
egrathalaya	**Partially**	**4**	**2013**

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text	**1600**	**229532**	**657**	**46993**	**2257**	**276525**

	Books						

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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
NIL	NIL	NIL	14/02/2018

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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	60	1	0	0	0	25	0
Added	0	0	0	0	0	0	0	40	0
Total	60	1	60	1	0	0	0	65	0

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

<div align="center">

65 MBPS/ GBPS

</div>

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	[NIL](#)

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
0	0	0	0

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)

nil
[NIL](#)

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0

Financial Support from Other Sources			
a) National	0	Nill	0
b)International	0	Nill	0
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skill Development Program	17/12/2017	134	Wasan Group
Remedial Coaching	17/10/2017	50	College
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
2017	NIL	Nill	Nill	Nill	Nill
No file uploaded.					

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
NIL	Nill	Nill	Nill	Nill	Nill
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	19	BMS	UG	PG	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
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
Genesis annual event	Institutional Level	1000
View File		

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
2017	NIL	National	Nill	Nill	0	NIL
No file uploaded.						

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

NIL

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)

Internal recruitment based on the vacancies in different departments at institutional level Event (conferences, seminars, and workshops) by staff based on the TNA

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
Curriculum Development	The curriculum is developed by University of Mumbai along with the allocation of credits for each subject. At institute level we have freedom to choose among electives.
Teaching and Learning	? Google Classroom: We have initiated google classroom from this AY wherein students can join the classroom of their respective classes through an invitation or by entering the classroom code. Once onboard students get regular updates regarding the notes shared by various subject faculties. ? AWS Registration: In addition, students were enrolled on the AWS (Amazon Web Services) platform where they can learn various beginner as well as advance level of IT courses through interactive storyboard session. Even within the classroom modern teaching aids like PPT sessions and audiovideo lecture, industrial visits, guest lectures, studentexchange program.
Examination and Evaluation	The examination pattern is based on guidelines provided by University of Mumbai. For final year students paper setting and correction takes place at university level but for the remaining (i.e.) first and secondyear students while paper has been set at university level correction takes place at college level. The time table for examination for all the courses are set and communicated by the university.
Research and Development	Every year two important events takes place, viz. INCON (International Conference) and INSEMIT (International Seminar) where we invite research paper from academician, industry people, students, etc. from all around the world (as we have tieup with foreign universities). In addition, even at college level we organize events like MINDSPACE (case study competition through PPT) and Management IT Enclave (PPT presentation on latest topics) Other events like EVOLVE which is a case study development competition and PERCEPT where students present the developed case studies and give their recommendations for the same. Thus, research is an ongoing activity at IMCOST.
Library, ICT and Physical Infrastructure / Instrumentation	We have a well equipped library comprising text books, reference books,

	journals and ejournals, 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
Industry Interaction / Collaboration	? Tieups with various companies with regards to student internship and jobs. ? Industry guest lectures ? Regular industrial visits are another way to interact with industry people and getting students acquainted with the actual working conditions. ? In addition, we have signed a few MOUs with industry people to give help us in providing industryspecific assistance to our student. ? AWS registration and certifications ? Google and IBM for certification courses in Digital marketing and business analytics ? Alumni interaction program regarding placement
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	? Separate Watsapp Group for dissemination of information including regular notice to all stakeholders. ? Formation of google classroom ? Regular parentsteacher meetings ? CCTV vigilance at important area within the campus ? Tieups with banks for educational loans
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	? Based on norms and guidelines set by University of Mumbai. ? 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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Institution Building Program and Faculty DevelopmentInstitution Building Program and Faculty DevelopmentInstitution Building Program and Faculty Development	Institution Building Program and Faculty Development	16/09/2017	16/09/2017	20	10
2017	Business Excellence Six Sigma	Business Excellence Six Sigma	18/09/2017	18/09/2017	15	5

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Research Methodology and Data Analysis'	2	22/03/2018	24/12/2018	3
No file uploaded.				

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
Admission are given to wards of teaching nonteaching staff on priority basis Discounts are given in fees to wards of staff members, if required Medical reimbursements and paid leaves on medical grounds Shelter facility during emergency situations Flexibility at work place Duty leave to attend seminar and workshops Leaves for Ph.D coursework	Admission are given to wards of teaching nonteaching staff on priority basis Discounts are given in fees to wards of staff members, if required Medical reimbursements and paid leaves on medical grounds Shelter facility during emergency situations Flexibility at work place Duty leave to attend seminar and workshops Leaves for Ph.D coursework	Formation of Student Council (under process) Fees in instalments Bank loans Book bank facility Involvement of students in research work Mentoring and counselling sessions Placement and internship assistance Career guidance and CV development classes

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
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

0

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	Yes	Nill	Yes	Nill
Administrative	Yes	Nill	Yes	Nill

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

With respect to use of mobile phones used during the lectures. It was being agreed that a fine of Rs. 500 is to be charged if found. Granting of permission to the students during the annual event with regards to sparing extra time in the campus for the preparation and organization of the event. Regular mandatory attendance of the students for all the lectures (as per university norms), failing which students will be debarred from the internal examination. And to compensate for low attendance either reexam or assignments will be taken.

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

Support to attend university administrative meetings FDP on employee engagement to maintain healthy work culture Training programs

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

Institute academic calendar Maintenance of examination documents as suggested by NAAC committee Infrastructure upgrdation and development Maintenance of all event file and records in MIS

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	No
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
2017	Energy Audit	28/09/2017	28/09/2017	01/12/2018	2
No file uploaded.					

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
NIL	06/12/2018	06/12/2018	Nill	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
Provision for lift	Yes	Nill
Ramp/Rails	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
No Data Entered/Not Applicable !!!							
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
NIL	14/03/2018	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	03/04/2018	16/05/2018	Nil
No file uploaded.			

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 powersaving 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

Following are the best practices we are developing in our institute: • Student empowerment through work delegation and giving them freedom to organize events • More use of ICT tools in the classroom teaching • Developing inclination among students for researchbased activities through our various initiative like INCON, IMSEMIT, EVOLVE, PERCEPT, etc. • Use of blended teaching methodology, which include lecturebased methods, PPT presentations, role plays, brainstorming sessions, etc. to make teaching more studentcentric • Technologyaided assignments with the help of google classroom • Use of systematic, formal and informal communication sources like watsapp, google classroom • Promoting students for enrolling into online elearning modules like AWS • Promoting faculties to undergo elearning courses provided by SWAYAM • 360degree feedback to improvise in various areas • FDP for faculties and soft skill session for students • Promoting ISR activities

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/naac/iqac-documents/

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

Being in the industrial belt of Thane the institute is having an advantage of its Strategic location and easy accessibility. This help in achieving our mission to cater to the needs of students belonging to all sections of the society for acquiring quality education in Management and Commerce stream at under graduate level. Our records prove that we are fulfilling the learning and education thrust of firstgeneration graduates from the nearby location where prospective students are still deprived from higher education. As majority of these students belong to a vernacular background, we support them to develop their potential, personality and performance through blended teaching methodology like classroom teaching, PPT session, case study, role plays, quizzes, etc. Following are few highlights which supports our vision and mission: • Soft skill development and personality grooming sessions • Resume and CV building classes • Classroom presentation and role plays • Case study development and presentation • Extension and life long learning initiatives like DLLE • Updating their computer literacy through LAB session, online learning (AWS), submission of assignments through google classroom, etc.

Provide the weblink of the institution
https://www.imcost.edu.in/naac/iqac-documents/

8.Future Plans of Actions for Next Academic Year

• Installation of automated attendance system for students to eliminate manual timeconsuming process • To promote sports and extracurricular activities among students and motivate them to participate in various intercollege and university level competition • Compulsory practicalbased computer classes to improve computer literacy among students • Motivating faculties for NET/SET and Ph.D by providing them with various provisions like paid leaves, flexiwork time, etc. • Scholarship for economically backward class students • Use of social networking sites like facebook, instagram, etc. to promote the college and communicate to the world outside the events organized by college • Providing research grants to faculties and students based on their research proposal • Systematic formation of student council to handle the matter at ground level • Formation of various studentcentric and studentsempowered clubs like literacy club, sports committee, research cell, etc. • Formation of student board displaying student performance and achievements • Organizing an independent national conference • Upgrading infrastructure and facilities