



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		INSTITUTE OF MANAGEMENT AND COMPUTER STUDIES
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.		9820816932
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		Dr. Trupti Shelke			
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/2018-19%20AQAR%20Report.pdf			
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/2019-20%20Academic%20Calendar.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			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		
Enhanced Feedback Format	08-Jun-2019		1000		

from all stakeholders	1	
Improvised Academic Calendar	08-Jun-2019 1	19
View File		

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

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

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

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 Research and Development

[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
Promotion of Research Culture	Organized National and International Conferences
"Feedback from stakeholders (Students / Teachers / Employer / Alumni/ Parents)"	Identify the gap between Industry Expectations & Academics

Encouraging Faculty for Career Development (Ph.D)	One Faculty members Completed Ph.D and two teachers qualified NET.
Encouraging Faculty for conducting Career Counselling sessions for Students	Faculty memebers delivered Lectures in specialization selection and for competitive exams
Bridge the gap of theoretical knowledge & industry	Guest lectures are arranged
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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-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	28-Jan-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	The institute has a partial MIS system comprising of accounting system, library management and barcode system , and Teachus application with following features: 1. attendance of students, 2. assign notes, 3. Defaulters List 4. Syllabus completion report 5. Feedback of students 6. Teacher parent communication

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

The institute follow a 3 tier approach for curriculum planning and implementation. The first tier is college/institute level. The planning of effective teaching and learning system as per the system effective time table is prepared. Since teachers are important source of leaning process, faculties are appointed well in advance before the start of academic year. University and college examination dates are declared well in advance and also given

preparation time to students. List of holidays are declared as per university circulars. The second tier is Departmental tier. Regular Departmental meeting are held in presence of Principal. The departmental time table is prepared and the workload is distributed to the various staff members. The care is taken to complete the curriculum in the stipulated time as per timelines of the university. To gauge the academic performance of the students, the result analysis is conducted at the end of the examination. Value addition courses given to the students to bridge the gap between academics and industry. For slow learners, remedial coaching classes are arranged. Various co-curricular and extra-curricular activities are arranged for students 360-degree development. For continuous upgradation in the teaching learning process and to maintain academic quality, feedback is taken on regular basis from various stakeholders i.e. students, parents, alumni, and industry. The third tier is individual level. Teachers are required to follow individual time table, class wise, course wise and number of lecture wise teaching plan, is prepared by the individual time table. Teachers make sure to complete the curriculum on time. Teachers are given freedom to follow innovative teaching pedagogy they wish.

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
0	0	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	nil	Nil
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	0	Nil

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

Number of Students	Certificate	Diploma Course
	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
No Data Entered/Not Applicable !!!		
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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	199
BCom	Accounting & Finance	72

BCom	Banking and Finance	72
BCom	Finance Market	60
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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
<p>Students Feedback: Digital feedback was taken from students through Teachus application. The Teachus Application gives a complete analysis. The application gives calculation of student's attendance subject-wise, monthly and per semester. The application also used to take feedback of students of teachers and syllabus completion report. The application is easily accessed by the teachers and coordinator. The feedback of students was taken on: Teachers, syllabus, and college infrastructure. The feedback of teachers was taken on syllabus, infrastructure facility and improvement areas. The Feedback of parents is taken in English and Hindi Language. The Alumni feedback is also taken to bridge the gap between industry and academy. The recorded feedback then discussed with management committee to take action to resolve the issues or for the improvement in the areas.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Financial Market	60	46	46
BCom	Banking & Insurance	60	68	62
BMS	Management	180	206	194
BCom	Accounting & Finance	60	65	60
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2.2 – Catering to Student Diversity

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

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

2019	872	Nil	20	Nil	Nil
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2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
20	20	70	19	Nil	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)

A well planned mentoring system is implemented in the college. All the teachers give advice, counsel and support the growth of the students. This bridge the fear of approaching the teacher for any reason. For every class of strength of 60-70 students are allocated a mentor for handling their issues and solving their problem. Every mentor is prepares a list of their students and keep them informed about the college activities. The mentor use to take counselling sessions of their class and motivate them to participate in the various college activities. The counsellors also keep record of attendance of students on weekly, monthly and semester basis. The Mentors also contacts and meet parents to discuss the progress and improvement areas of their ward. The Mentors also make sure that students won't face any difficulties in using the facilities of the college like parking, washrooms, drinking water, break time, canteen, and classrooms. The mentors interact with students to find their hidden talent and motivate them to use their talent in the right direction by offering them platform for this. The mentors encourage students to participate in academic, co-curriculum and extra-curriculum activities. The mentors also take care the students should get notes of the subjects on time so that students can prepare for the examination. The mentors appoint Class representatives of the class to inculcate leadership and team spirit. Mentors are also responsible for informing students if any teacher is absent or lectures are adjusted with other faculties. The mentors are requiring introducing new faculty member of the department. Mentors keep on taking feedback of students about the subject, teacher, students, and college facilities and keep on well informed to HODs and Principal.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
872	20	1 : 44

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
20	4	16	16	2

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Prof. Trupti Shelke	IQAC / CIQA coordinator	Phd
2019	Prof Anshita Siddhu	Assistant Professor	NET
2019	Prof Tushar Sadakal	Assistant Professor	NET

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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
BCom	2C00455	Semester VI	09/10/2020	04/11/2020
BMS	2M00155	Semester VI	09/10/2020	02/11/2020
BCom	2C00345	Semester VI	09/10/2020	05/11/2020
BCom	2C00255	Semester VI	09/10/2020	04/11/2020

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

The college use to follow the Evaluation pattern of University. All the courses (BMS, BAF, BBI, BFM) are having pattern of 75:25. The college strictly adhere to this by conducting internal examination in the mid of the semester or after completion of 50 of the syllabus of all subjects. The Final examination schedule is given by the university and college follow the schedule. Other than this, the college keep on taking class test of all subjects on regular basis. The performance of Students are evaluated not only on the basis of written examination, power point presentation, quiz, essay writing, elocution and active participation in the college activities are also considered. Third Year students are required to present their project work through Power point presentation.

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

For every semester, college prepares a separate Academic calendar. For preparing this, a special meeting was held with teaching and non-teaching staff and also Class representative of the students to take suggestion and for the introduction of new ideas and activities. The finalized Academic calendar is well informed to the faculty members for smooth conduction of activities. Students are well informed about the activities through notice or circular. All the activities, festivals, celebrations and holidays are mentioned in the Academic Calendar. The examinations of all three years were conducted by the college as instructed by the University of Mumbai. Time table of examination is displayed on the college notice board. First year and second year examination papers and assessment are done at college level whereas third year papers and assessment are set from University ends.

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/upload/naac/agar/>

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
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2C00255	BCom	Financial Market	51	51	100
2C00345	BCom	Banking & Insurance	61	61	100
2C00455	BCom	Accounting & Finance	72	72	100
2M00156	BMS	Management	192	191	99.48
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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/agar/2019-20_Student_Satisfaction_Survey_Report.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
Nil	0	0	Nil	Nil
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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	

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	0	Nil	Nil	0
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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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	Nil

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	UG	83	5.5
View File			

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	47
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	Nil	0	0	Nil
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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
0	0	0	Nil	Nil	Nil	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	22	23	Nil	Nil
Attended/Seminars/Workshops	Nil	Nil	1	1
Resource persons	Nil	1	Nil	Nil
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Annapurna Yojana	DLLE, University of Mumbai	2	45
Internship Orientation Program	DLLE, University of Mumbai	2	3

Survey on Women Status	DLLE, University of Mumbai	2	27
National Conference	JJTU, Rajasthan	5	62
International Conference	University of Mumbai	3	21
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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
Avishkar-Research Convention	Zone level	Mumbai university	21
National Level Quiz Competition on Government Schemes	Appreciation for outstanding performance	Sahyadri Shikshan Seva mandal's Art and Commerce college, Palghar	1
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Department of Life Long Learning and Extension activities	University of Mumbai	Annapurna Yojana	2	45
Department of Life Long Learning and Extension activities	University of Mumbai	Survey on Women Status	2	27
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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
National Conference	76	self	1
International Conference	41	self	1
DLLE	75	self	1
Avishkar-Research Convention	21	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	Angel Broking Limited	01/09/2019	30/11/2020	1
Internship	Internship	Samiri Equipments Enginerrs Pvt. Ltd	01/09/2019	31/03/2020	1
Internship	Internship	Daystar Consultancy Ltd	01/09/2019	30/11/2019	1
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
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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
450000	7778800

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
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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
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4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12303	1238116	Nil	Nil	12303	1238116
Reference Books	4592	301420	Nil	Nil	4592	301420
Journals	12	45640	Nil	Nil	12	45640
e-Journals	2	13570	Nil	Nil	2	13570
Library Automation	1	10000	Nil	Nil	1	10000
Weeding (hard & soft)	459	52000	Nil	Nil	459	52000
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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	0	Nil
No file uploaded.			

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	1	65	0
Added	0	0	0	0	0	0	0	35	0
Total	60	1	1	0	0	6	1	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
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 incurred on maintenance of physical facilities
650000	788000	850000	1064000

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/2019-20%20Procedure%20and%20Policies.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	Govt. of India Post Matric Scholarship, Post - Matric Tution Fee and Examination Fee (Freeship), EBC (Rajashri Chatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Scheme)	14	215654
b) International	Nil	Nil	Nil

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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 implementation	Number of students enrolled	Agencies involved
Leadership and Emotional intelligence	05/01/2020	247	Indian school of Business
Foundation of Business Strategy	05/05/2020	256	University of Virginia
Advanced writing	05/05/2020	325	University Of California, Division of Continuing Education

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Career Counselling session for TYBMS for MBA entrance	Nil	350	Nil	21
2020	Career Counselling session for TYBMS for MCA entrance	Nil	245	Nil	Nil

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Waays Live	50	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
2020	15	BMS	UG	IMCOST	MMS
2020	1	BMS	UG	NMIMS-NGASCE	MBA
2020	1	BMS	UG	AMITY UNIVERSITY	MBA
2020	3	BMS	UG	IMCOST	PGDM
2020	1	BMS	UG	MUMBAI UNIVERSITY	MCom

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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
Nil	Nil

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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
Business Plan Presentation Activity	Institute level	154
Book Review Activity	Institute level	150
Video Making Competition	Institute level	250
IMCOIN Making competition	Institute level	50
Food Festival Activity	Institute level	85
Creative Paper Dress Designing Competition	Institute level	52
Collage making Competition	Institute level	150
Kabbadi match Boys	Inter-college level	12
Kabbadi match Girls	Inter-college level	7
Football match Boys	Inter-college level	20

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5.3 – Student Participation and Activities

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

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

No file uploaded.

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

Opportunities are given to students to use 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 organised various activities and 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. The students participated in arranging various activities throughout the academic year. They have taken lot of efforts in successful organization of Workshops, Study Tours, manage Notice Boards, and Seminars organized by various departments. As members of College Development Committee, Student Council, Internal Quality Assurance Cell, Internal Complaint Committee they have sincerely attended all the meetings and expressed their views and rendered their assistance. in various matters.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

In the academic year, the institute has registered the Alumni Association on 30th December 2019 as ASMs Institute of Management Computer Studies Alumni Association, Thane. The registration number is MAH/1806/2019/THANE.

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 :

1

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)

Practice 1: The institute give Freedom to students in planning, arranging, organizing and executing student engagement activities. This leads to leadership, accountability, responsibility and a formation of company through formation of groups. The students have formed CMM club, students development cell, Class representative group. the students conduct frequent meeting to plan and execute their ideas. College provides them special room for conducting meeting and support for implementing their ideas. Their innovative ideas encourage students for maximum participations. Practice 2: The Management committee of the college gives complete support to all the faculty members in taking decisions. The college before organizing any activity, conducts meeting for discussion and suggestions. They welcome all the suggestions for improvement and betterment of students, staff and overall development. The management committee gives opportunity to all faculty members for show their contribution and performance.

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
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.
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.
Teaching and Learning	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, ? Appointment of a doctor on call.
Curriculum Development	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, e-granthlaya 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. Teachus app has been implemented for attendance, feedback and lesson plan.
Examination and Evaluation	The institute organized National and International Conferences for encouraging the teachers and students for research writing. Students are also participated in Avishkar competition -research competition.
Research and Development	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.
Library, ICT and Physical Infrastructure / Instrumentation	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.
Human Resource Management	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.

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

E-governance 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

	<p>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.</p>
Finance and Accounts	<p>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.</p>
Student Admission and Support	<p>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.</p>
Examination	<p>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.</p>

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
Nil	nil	Nil	Nil	Nil
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)
2019	Design Thinking	Nil	10/11/2019	10/11/2019	21	Nil
2020	Nil	Basic Computer	04/10/2019	04/10/2019	Nil	10
No file uploaded.						

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
Design Thinking	21	10/11/2019	10/11/2019	1
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	21	Nil	8

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,	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.

ramp for differently abled teachers or in case of medical emergency.

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	0
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	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

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. All the housekeeping staff were give training of Basic Computer. Financial or non-financial help is provided to all support staff.

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

Promotion of Research Culture- National and International conferences were organized by IQAC. Teachers and students actively participated in the writing research papers. Industry interface- to bridge the gap of industry and academics, guest lectures were arranged by the institute. Foreign company market leaders interacted with students and staff. Students Engagement Program- Various events and organized by the students and for the students for inculcating leadership values.

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
2019	National Conference	12/10/2019	12/10/2019	12/10/2019	76
2020	International Conference	01/02/2020	01/02/2020	01/02/2020	41

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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	13/08/2019	19/10/2019	13	14

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	Nil
Ramp/Rails	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	13/08/2019	1	ISR	Flood relief	200

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)
Code of Conduct	15/06/2019	Code of Conduct for all students, teaching and non-teaching staff is uploaded on college website.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Celebration of Independence Day	15/08/2019	15/08/2019	10
Celebration of Republic Day	26/01/2020	26/01/2020	10
Navratri Celebration	29/09/2019	07/10/2019	367
Food festival	23/08/2019	23/08/2019	90
View File			

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

Best Practice 1 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. Name of the activity: Institute Social Responsibility Activity - Padhega India Tabhi toh Badhega India Date: 04.10.2019 Venue: Computer Lab Time: 2:00 pm to 4:00pm On 4th October 2019 i.e., Friday our college had conducted computer literacy programme - Padhega India Tabhi toh Badhega India in the name of "Institute Social Responsibility Activity" for house-keeping staff. There were 10 participants who attended the training. This activity consisted of providing a comprehensive two - hour long basic computer knowledge by UG students. After 2-hours of activity, our UG students got a good response from house-keeping staff and session ended with taking photographs.

Best Practice 2 Title: Developing Research Aptitude in Teaching Community Students Description: Several National and International Research Paper Presentation Conferences are hosted every year by Academic World and ASM's IMCOST has proudly hosted such conferences in past couple of years. These conferences have provided platform for several Academicians and Industry Stalwarts to present their research work that was judged by eminent personalities

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/aqar/2019-20%20Best%20Practices%20of%20the%20Institute.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 student interaction activities. This will reduce the gap of understanding and improve quality of education. The institute is planning for such activities which lead to overall development of students. To make students a socially responsible citizen, ethical and human values are very important. For building these values, institute is planning to set social and cultural club for the students. For non-teaching and teaching staff, orientation program, workshops, FDP are planned to organize to improve their skill and capabilities. In the situation of online lectures, institute is planning to make students digital friendly. for this, workshops related to advance excel, canva, power point presentation are planned for the students. Interaction with parents, alumni and also with industry leaders are planned to give all the opportunities and knowledge to the students. Internships, bridge courses and preparation for competitive exams are also planned for next academic year.