



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	SIES COLLEGE OF MANAGEMENT STUDIES
Name of the head of the Institution	Dr. Bigyan P. Verma
Designation	Director
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	022-27708333
Mobile no.	8097045216
Registered Email	sies@siescoms.edu
Alternate Email	bigyanv@sies.edu.in
Address	Sri Chandrasekarendra Saraswathi Vidyapuram, Sec V, Plot 1E, Nerul East, Navi Mumbai-400706
City/Town	Navi Mumbai
State/UT	Maharashtra
Pincode	400706

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Dr. Swati Kulkarni
Phone no/Alternate Phone no.	02261083460
Mobile no.	9820992990
Registered Email	swatik@sies.edu.in
Alternate Email	malavika.swati@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://siescoms.edu.in/docs/AQAR%202018-19.pdf
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4. Whether Academic Calendar prepared during the year	Yes
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if yes,whether it is uploaded in the institutional website: Weblink :	http://www.siescoms.edu/admin/uploads_alert/academic%20calendar19-20%20for%20Management%20Programs.pdf
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5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	2.99	2018	02-Nov-2018	02-Nov-2023

6. Date of Establishment of IQAC	10-Oct-2017
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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

meeting of IQAC	19-Jun-2019 3	13
meeting of IQAC	11-Sep-2019 2	13
Benefits of Yoga	21-Jun-2019 4	14
Training session for smart board	24-Jun-2019 2	23
Workshop for PRISM	25-Jun-2019 4	25
Workshop on Mentoring	05-Jul-2019 3	31
Workshop on Citation	13-Dec-2019 3	28
Roundtable on Trillion Economy	08-Nov-2019 3	21
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Not Applicable	NA	Not Applicable	2019 0	0
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 :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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)

1. Applied for NBA 2. Moved to trimester pattern 3. Training programs for faculty members in various areas 4. Workshops/conferences in various areas

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

Plan of Action	Achivements/Outcomes
Moving to Trimester	Implemented Trimester in July
Research Policy	Modification in Research Policy
Skill acquisition by student needed by corporate	Corporate Interaction Series
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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

24-Sep-2018

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

29-Sep-2018

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

SIESCOMS has centralized system of collection and compilation of data coming from various sources like students, teaching and nonteaching staff. The monthly report is generated and sent to head office of SIES Trust which will be a part of Annual Report published SIES Trust.

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

All the programs and respective courses are developed to foster academic excellence and corporate readiness of students. The institute ensures industry interaction through field visits, projects, guest speakers, global exposure and case-based teaching and learning. Due care is taken to ensure designing of curriculum in line with industry requirements. It is designed considering feedback and relevant suggestions from all the stakeholders. PGDM curriculum is reviewed on continuous basis by pertinent modifications, additions and removal of subjects / electives from time to time. Institute faculty, alumni, and corporate are involved in the process of development of curriculum. Effective delivery of curricular is also being ensured through various other means like new certificate courses, internships, summer projects, research projects, workshops, etc. Various certificate courses have been introduced to enhance employability of students. Some recently introduced courses include Business Analytics, Advance Excel, Six Sigma, and Psychometric Certification. Institute invites global faculty to provide transnational insight to students on certain topics / areas. The institute also offers overseas language to enhance the global competitiveness of students. New electives are offered based on market specific requirements which change from time to time. Students are always encouraged to do on-line projects or week-end projects to enhance their skills. The institute is having well-developed and tested feedback system through which it interacts with students and other stakeholders including corporate recruiters regarding curriculum and pedagogy. Ideas obtained in this process are discussed at various forums and necessary actions are taken for continuous improvisation.

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
Marketing Analytics	NA	31/08/2019	5	Employability	Marketing Analytics
Lean Six Sigma	NA	28/04/2018	6	Employability	Green Belt on Lean Six Sigma Methodology

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
PGDM	Finance	15/07/2019
PGDM	Finance	07/01/2019
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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
MMS	Marketing	01/07/2018
MMS	Operations	01/07/2018

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

	Certificate	Diploma Course
Number of Students	100	0

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
Idea Research	20/08/2018	210
Skilled Linked Immersion Program	10/09/2018	330
Yoga and Meditation	20/08/2018	387
Young Analyst Program	12/08/2019	90
Mini Projects I and II for MCA	15/06/2018	100
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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
MMS	Marketing/Finance/HR/Operations	120
PGDM	Marketing/Finance/HR/Operations	120
MCA	All	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	No

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

Feedback Obtained
<p>The allocation of subject is done in consultation with concerned faculty member. While allocating a subject to faculty member, due importance and weightage is given to knowledge, experience and comfort level of faculty member. The faculty feedback is taken for each course and for every division in each semester on rating scale of 5(5 is being excellent and 1 being very poor). The feedback obtained is basically grouped under three categories. Rating less than 3, rating between 3 and 4, rating between 4 and 5. Faculty rating of 3 and more are considered to be satisfactory. But faculty rating less than 3 is considered in the criteria where faculty needs improvement. For those faculty members who have scored less than 3, following actions are taken.</p> <ul style="list-style-type: none"> • Parameterise rating is shared with faculty. • The parameters requiring improvement are identified and mentoring by senior faculty member is offered to the concerned faculty member. • Faculty members are also encouraged to attend

other faculty member's lectures who are well accepted by students. • In few cases, concerned faculty member is advised to share the topic with other faculty members who are dealing with same course and are well accepted by students. • In few cases, faculty members are sent for Faculty Development Programs which helps them in improving teaching.

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
PGDM	Marketing/HR/Finance/Operations/Systems	120	2245	120
PGDM	Pharmaceutical Management	60	175	60
PGDM	Biotechnology Management	30	44	30
MMS	Marketing/HR/Finance/Operations/Systems	120	238	120
MCA	Nil	60	72	55

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	0	390	0	50	50

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
50	50	4	17	2	4

[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)

Mentorship is a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person. The mentor may be older or younger than the person being mentored, but he or she must have a certain area of expertise. Students career goals are evolutionary and good mentors assist students with their professional evolution. Mentoring is important, not only because of the

knowledge and skills students can learn from mentors, but also because mentoring provides professional socialization and personal support to facilitate success in educational institutes and beyond. Quality mentoring greatly enhances students chances for success. Students who experience good mentoring also have a greater chance of securing academic tenure-track positions, or greater career advancement potential. Mentoring supports and encourages people to manage their own learning in order that they may maximise their potential, improve their performance and become the person they want to be. Mentoring is a powerful development tool that can help a student achieve one's personal and professional goals. In general, mentoring aims to build confidence, develop resilience and character, or raise aspirations, rather than to develop specific academic skills or knowledge. A mentor may share with a mentee (or protege) information about his or her own career path, as well as provide guidance, motivation, emotional support, and role modelling. A mentor may also help with exploring careers, setting goals, developing contacts, and identifying resources. Mentor's are there to boost the student, keep him/her motivated along with keeping the mentees spirits up! Having a mentor by one's side means that one also receives an objective and unbiased point of view, someone making sure that the student is going in the right direction and that he/she will succeed. Mentoring at SIESCOMS is structured, focused and result driven process. Students of different programs are allotted to different faculty members. Slots are allocated in timetable for mentoring at SIESCOMS. Every week mentee and mentors meet in given slot. Apart from this, if mentee feels the need to meet mentor, mentee can do that.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
390	46	1:8

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
42	50	0	0	26

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	Dr. Apporva Trivedi	Assistant Professor	Best Young Teacher in Human Resource Management and Industrial Relations at 2nd ACEF ASIAN AWARDS for EXCELLENCE IN HR
2018	Dr. Apoorva Trivedi	Assistant Professor	Honoured with Teaching Excellence Award by Quality Accreditation of Higher Education in India: Policy and Best Practices held on 29th September 2018 at M S University of Baroda.
2019	Dr. Vikram Parekh	Associate Professor	Best Professor of Marketing and Strategy in

			Educational Services. The Award was presented at the National Conference on Economic Growth National Integration held on 1st July 2019 at Constitution Club of India, Behind Reserve Bank of India, New De
2019	Dr. Sandeep Bhanot	Associate Professor	Best Postgraduate Teacher from HEF on (14.09.19)
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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
PGDM	PGDM	IV	23/05/2019	20/04/2019
MCA	MCA	VI	20/05/2019	20/08/2019
PGDM	Biotechnology Management	IV	25/04/2019	23/05/2019
PGDM	Pharmaceutical	IV	25/04/2019	23/05/2019
MMS	MMS	IV	25/05/2019	09/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous improvement needs to be monitored in academic institute. SIESCOMS closely monitors and thrives to improve educational outcomes obtained from assessment of students. In the last 1 year, some of the specific program improvements are as follows All Programs • Semester pattern is changed to trimester • Remedial classes/tutorials for needy students • Alumni/Corporate Mentorship Program has been continued • Special grooming sessions for placement MMS and PGDMs • Idea Research The basic objective is to build the analytical and research acumen of the students. The structure of Idea Research was modified and made more constructive. • A course on Securitisation was introduced for 4th Sem for Finance Specialization for PGDM students • A course on Fixed Income Securities was introduced for 3rd semester students of PGDM. • A conference was organised on Smart Marketing for VUCA world for Marketing specialization students of MMS and PGDM. • Two different workshops were organised for marketing specialisation students for PGDM and MMS in the area of Marketing Analytics and Advertising. • Corporate readiness was organised to groom the students for Final placements, MCA • Alumni were invited to conduct Mock Technical Interviews were conducted for MCA final year students.

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

words)

Academic calendar is prepared at the beginning of academic session in the academic council meeting. Academic council is composed by the Director, The Deputy Director, functional deans, program chairpersons. All the activities planned for academic session are included in the academic calendar. The broad outline for Examinations for all the programs are included in the academic calendar. Examination cell comes out with separate calendar for examinations for all the programs. Academic calendar is adhered for every activity happening at the institute.

2.6 – Student Performance and Learning Outcomes

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

<http://www.siescoms.edu/academics/programs.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PGDM	PGDM	PGDM	119	119	100
MMS	MMS	MMS	119	119	100
PGDM	PGDM	Pharmaceutical Management	60	60	100
PGDM	PGDM	Biotechnology	29	29	100
MCA	MCA	MCA	53	53	100

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2.7 – Student Satisfaction Survey

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

<http://www.siescoms.edu/igac/aqar.php>

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
Total	00	NA	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Capital Market and Its Intermediaries	Finance	02/03/2019

Banking in the VUCA World	Finance	23/03/2019
Creative Selling Stories for Brands in B2B B2C	Marketing	02/02/2019
Digital Marketing	Marketing	14/02/2019
Managerial Skills for a Global Manager	General Management and HR	27/02/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Top Management Institute at Times Education Icons 2019	SIES College of Management Studies	Times of India	18/11/2019	B-School
Best Management College of Western and Central India	SIES College of Management Studies	FMA Digital and ASMA	09/06/2018	B-School

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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
SIESCOOMS	Arun Prasath Manivasakan	Family	Samson Industries	Manufacturer of Pumps	18/07/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
4	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
Marketing	1
HR	1
Pharmaceutical Management	1

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	Management	5	7.5

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

Department	Number of Publication
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Management and MCA	4
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
00	NA	NA	2019	0	NA	0
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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
NA	NA	NA	2019	0	0	NA
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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	12	8	3	5
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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
Joy of Giving week	Snehabandhan Trust	2	60
Blood Donation Camp	Sarvodaya Samparna Blood Bank	2	100
Organ Donation Workshop	Snehabandhan Trust	2	330
Nukkad Natak	Managalam Charitable Foundation	4	170
Rose Day for cancer patients	Deepshikha Foundation	4	60
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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
NA	NA	NA	0

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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
Joy of Giving week	Snehabandhan Trust	Donation of old cloths ²	2	60
Blood Donation Camp	Sarvodaya Samparna Blood Bank	Blood Donation	2	100
Organ Donation Workshop	Snehabandhan Trust	Awareness of Organ Donation	2	330
Nukkad Natak	Managalam Charitable Foundation	Strret play on social issues	4	170
Rose Day for cancer patients	Deepshikha Foundation	Celebrating Rose day with cancer patients	4	60

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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
Craeting opportunities of education/student exchange/specialised courses/Faculty exchange	University of south carolina-Beaufort	SIES College of Management Studies	5

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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
Consulting Consulting	Consulting	Sandoz Pharmaceuticals	15/11/2018	20/06/2019	3

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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Chartered Insurance Institute	18/06/2019	Insurance Certifications for students	15
Aspiring Minds	14/08/2019	Pre-employment skill assessment program for Management graduates	300
Indian Development Foundation	24/08/2019	CSR Activities	15
Talent Professionals	16/07/2019	Campus recruitment training program	300
University of south carolina-Beaufort	05/09/2019	Creating opportunities of education/student exchange/specialised courses/Faculty exchange	10

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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
2863269	1570882

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	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	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 partially)	Version	Year of automation
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Koha	Partially	18.05.01.000	2016
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4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	35154	33146772	1313	90350787	36467
e-Books	14276	707988	15276	173925	29552	881913
Journals	91	263051	92	266904	183	529955
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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
NA	NA	NA	01/12/2019
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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	243	5	70	0	1	0	0	70	0
Added	0	0	50	0	0	0	0	0	0
Total	243	5	120	0	1	0	0	70	0

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

120 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
NA	00

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
867729	947005	2863269	1570882

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 key responsibility of the System Administrator will be to ensure that all computer installations • including hardware, software, servers, WiFi system,
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are kept in perfect working condition with downtime being kept to the minimum so that consumers (mainly students faculty) are not inconvenienced. System Administrator is also required to ensure that only licensed versions are kept and installation of any type of pirated version (by any users like students, etc.) is not permitted under any circumstances. An entry register needs to be maintained at each computer lab so that the entry is restricted and monitored. The System Administrator is required to ensure that both the computers and all other hardware are phased out and replaced with new ones in sequence by providing for it in the capital budget. Blocking of the undesirable sites / chats is a must. He is also required to develop a disaster management system through the data copy of the important files in periodic intervals of not exceeding a week in soft format and keeping them away from the computer lab.

Library: The duty of the Librarian and other library staff is to ensure discipline within the library including upkeep of the library resources including books, journals, other reports, etc. CCTVs to be installed at vital points within and outside the library. Proper antipesticide treatment should be done at periodic intervals to maintain the books and other resources in the right condition. The library committee should be formed to ensure new books / other resources are purchased in accordance with needs / requirement of all stakeholders. The library should maintain an entry register to monitor the entry of users. No Entry in the library without a valid library / identity card or with bags, etc. in order to avoid loss of library books. Food item is not allowed inside library. Classrooms and Other Physical Resources within the Institute: A staff member of the institute is specifically assigned the responsibility to ensure that all assets in the classrooms / office / other places within the campus are maintained properly which include writing boards, benches chairs, airconditioners, LCDs, etc. If any asset requires repair the person in charge is required to get in touch with the central purchase department through raising a work order (within the approved budget) and get the needful done. The assigned person also needs to replace old assets in phases, getting other consumable like pens, sketch pens, dusters, etc. replenished whenever needed. General Campus Maintenance: is managed by an Estate Department at the Nerul campus of SIES, headed by Director Administration and an Estate Manager. The general campus maintenance is outsourced as under: Agency for Cleanliness of the entire campus including the institutes and their classrooms, areas including opens space, parking lots, playground, gymnasium, mediation hall and other facilities in the campus. Security Agency for all types of security issues for the entire campus round the clock.

<http://www.siescoms.edu/>

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	NA	0	0
Financial Support from Other Sources			
a) National	Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Yojna (EBC)	23	1336691

b) International	NA	0	0
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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
Personal Counselling	31/07/2019	390	1
Language Lab	01/07/2019	4	1
Mentoring	01/07/2019	390	0
Bridge Course	25/07/2018	120	0
Bridge Course	26/07/2018	90	0
Bridge Course	02/08/2018	120	0
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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
2018	Aptitude Test, Mock GD, Mock PI, Corporate Interaction Series, Guest Lectures on Career Counselling	390	390	390	390
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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
2	2	7

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
90	274	274	53	90	90
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	PGDM	HR	University of Westminster	MA in HRM

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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
Any Other	0

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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
Marketshetra	State	4
Do	State	4
Advaita	National	4
Gnosis 18 -Finax Bulls eye	State	2
FINVENT SHASTRA	State	1
CaseCript 2.0	State	4
B- Spark Business Plan Competition	National	1
Mantrana	State	2
FINSTOCK	National	1
BID THE PIP	State	1

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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NA	International	Nil	Nil	00	NA

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

The Student Council of SIESCOMS is the empowered body of the elected students in the college which officially represents the entire student community. The purpose is to ensure effective communication between the various functional authority points of the institute and the students. It is one of the mediums to

contribute towards achieving the mission of the institute. Apart from the planning of events that contribute to SIESCOMS spirit and community welfare, the student council is the voice of the student community. They help in encouraging and sharing student ideas, interests and talents. The council also endorses, organizes and executes activities that encourage student pride and the SIESCOMS spirit. It offers a platform for student expression, and a forum for aiding in the solution of problems and helps identify and address in right manner the problems faced by the students in the institute. It enables students across all fulltime programs to be a strategic partner with the Management, in imparting management education to the students and to communicate its opinion to the school administration on any subject that concerns students and on which the council wishes to be consulted. It helps students improve and develop their management skills, imbibe thoughtful insights and learn the ability to handle responsibilities of higher levels with appropriate team spirit. Student Council formation Process: Round one: Online applications are invited. Shortlisted students are invited for round two. Round two: Interviews of shortlisted by panels made up of one Alumni Student Council, one Faculty and three Senior Student council members. Shortlisted candidates go to round three. Round three: Election Process held parallely for PGDM, PGDM (Pharma), PGDM (Biotech), MMS, and MCA programmes. Names of shortlisted students are announced in the respective classes just before the elections. Candidates individually address the students before the voting begins. Each class election is monitored by a presiding officer. Once constituted the council elects its own office bearers.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

4500

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Engagement initiatives undertaken during the academic year 201920 by SIESCOMS Centre for Alumni Relations Alumni felicitation programs: • 8th March 2019 - Women Alumni Achievers held on International Women’s Day held in campus (17 very deserving and senior alumni from first few batches of MMS, PGDM AND PGDM Pharmaceutical Management were honored) • 24th August 2019 -Corporate to Campus Alumni Felicitation Program held in Campus • 19th October 2019 - Felicitation of Alumni of PGDM Pharmaceutical First Batch 199799 (10 Alumni) • 19th October 2019 - Felicitation of Alumni who are into Entrepreneurship, Startup and Family Business (29 Alumni) Alumni meets in both international and domestic chapters: • 11th April 2019 - Canada alumni chapter meet held in Toronto 12 (50 registered alumni) • 30th April 2019 - NCR (National Capital Region) alumni chapter meet in Delhi 11 (24 registered alumni) • 11th May 2019 - AUSTRALIA alumni chapter meet held in Melbourne 18 (29 registered alumni) • 21st May 2019 - AMERICA alumni chapter meet held in New York 04 (33 registered alumni) • 6th July 2019 - PUNE alumni chapter meet 24 (92 registered alumni) • 28th September 2019 - GUJARAT alumni chapter meet held in Vadodara 02 (16 registered alumni) • 22nd November 2019 - BENGALURU alumni chapter meet held in Bangalore 26 (38 registered alumni) Alumni participation in various national level corporate events • 27th and 28th June2019 - TechManch Digital Marketing Conference 2019 held in Taj Lands’ End, Bandra (29 Alumni) • 4th September 2019

- Content Marketing Conference held at Taj Santacruz, Mumbai (26 Alumni) • 24th September 2019 - Marketing Conclave at Taj Santacruz (24 Alumni) • 27th and 28th September 2019 - ACEF Customer Engagement Forum Conference on Rural Marketing and Brand Management at Westin, Goregaon (20 Alumni) • 11th October 2019 - Screenage and Maddies 2019 at Taj Santacruz, Mumbai at 12:30 pm onwards (17 Alumni) • 28th November 2019 - The India Brand Conclave on "Brand in Culture" at ITC Maratha, Andheri (22 Alumni)

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution practices decentralization and participative management in its activities. An example of which is the way adding new subjects, deleting or modifying the existing subjects is done in the autonomous programs. In the University affiliated programs, deletion / modification in the existing curriculum is done at the university level. The institute has been running specialization in operations management in management programs (MMS / PGDM) for last 5 years. The emergence of Business Data Analytics as a discipline has changed the way decisions are being taken. There was thus a demand from corporate while coming for final placement that business analytics should be included in all specializations but more particularly for Operation specialization as it is used very commonly in all areas of decision-making processes like vendor selection, vendor behaviour analysis, production planning schedule, manufacturing process changes, among others. This issue also came from the feedback from the students during informal interaction with the Director as well as in Area meetings. Securitization and Risk Management has been introduced finance students of PGDM. The decision was taken collectively in Board of Studies.

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	Trimester was introduced from July 2019 for PGDM, PGDM (Pharmaceutical Management , Biotech Management). Few subjects were introduced for Finance Specialization of PGDM students.
Examination and Evaluation	With the introduction of trimester system, the evaluation method was changed. 50 marks were allotted for class evaluation and 50 were for end term.
Teaching and Learning	A unique program called "Ideathon" was launched in January 2020 for students of SIESCOMS. Ideathon is a bipartite collaboration of young brains of the institute with its 6000 alumni members for generating fresh and practical solutions to management issues. As organizations face innumerable challenges, they need to be

innovative and adaptable to tackle problems. Ideathon helps them get fresh ideas or solutions from our young minds for resolving tricky issues. It opens up a plethora of opportunities for our students to showcase their capabilities and learning to work on real case problems of industry.

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

E-governance area	Details
Examination	Student attendance system has been digitized.
Examination	Invigilation duty has been digitized and implemented.

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
2019	NA	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Workshop on SPSS AMOS	NA	28/07/2018	28/07/2018	3	Nil
2018	Interactive Discussion on Decision Making	Interactive Discussion on Decision Making	21/07/2018	21/07/2018	2	1
2018	Workshop on How to Avoid Plagiarism	NA	03/08/2018	03/08/2018	3	Nil
2018	NA	Health Management - Ergonomic Interactive Session	27/09/2018	27/09/2018	Nil	6

2018	SIES Digital Way Forward dSIES Digital Way Forward	SIES Digital Way Forward	24/11/2018	24/11/2018	3	1
2018	Internationalisation of Higher Education	NA	29/11/2018	29/11/2018	5	Nil
2019	Discussion on Draft National Policy	NA	27/06/2019	27/06/2019	1	Nil
2019	First Aid Safety Measures	First Aid Safety Measures	31/07/2019	31/07/2019	50	15
2019	Workshop on Blooms Taxonomy	NA	22/08/2019	22/08/2019	2	Nil
2019	FDP on Citations : An Insight	NA	13/12/2019	13/12/2019	10	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NA	0	15/06/2018	15/06/2019	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
50	49	34	34

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Medical insurance provided.	Medical insurance provided.	Medical insurance provided.

6.4 – Financial Management and Resource Mobilization

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

The Institute goes through both the audits, Internal as well as external. Departments like purchase and HR are centralised ones. Extremely strict

processes are followed for purchase orders/items of revenue expenditure. Minimum 2 signatories are required in all vouchers. Same system is followed for all debit notes / cheques towards any payment. These signatories are, one at institute level and the other at Society level. The income and expenditure items / statements are checked by internal senior staff member (mainly from Finance area) from the vouchers. This is done on halfyearly basis. As mentioned above, the accounts department for SIES is a centralized department though they maintain separate accounts of each institution in Tally. Therefore, at the end of the financial year, the income expenditure statements are all merged and final accounts of the Society are drawn which undergoes external statutory audit by the Chartered Accountants. Only after auditing by the external auditors, the final accounts are accepted by the Society in its Annual General Meeting (AGM) where any ordinary members can raise any objection / query on the final accounts. The institute is an ISO certified institute. Audits are conducted at institute campus every six months. The institute also have faculty members who are certified Internal ISO Auditors. These faculty members conducts Internal Academic and Administrative Audit every six months to ensure compliance in respect of processes. Thus the institute follows a transparent accounting and financial management system, besides strong processes being in place.

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
NA	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

00

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	LRQA	Yes	Internal Auditors
Administrative	Yes	LRQA	Yes	Internal Auditors

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

NA

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

1.Health Management - Ergonomic Interactive Session 2.First Aid Safety Measures 3. Automation of systems

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

1. Implementation of Trimester 2. Ideathon: New initiative started to get the guidance to students on live projects from Industry Mentors 3. Regular Meetings of IQAC for Quality Initiatives

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal
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	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
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	Meeting of IQAC	11/09/2019	11/12/2019	11/12/2019	13
2019	Meeting of IQAC	19/06/2019	19/06/2019	19/06/2019	13
2019	Benefits of Yoga	21/06/2019	21/06/2019	21/06/2019	14
2019	Training session for smart board	24/06/2019	24/12/2019	24/12/2019	23
2019	Workshop on Prism	25/06/2019	25/06/2019	25/06/2019	25
2019	Workshop on Mentoring	05/07/2019	05/07/2019	05/07/2019	31
2019	Workshop on Citation	13/12/2019	13/12/2019	13/12/2019	28
2019	Roundtable on Trillion Economy	08/11/2019	08/11/2019	08/11/2019	21

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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
Welcoming Zindagi	16/10/2019	16/10/2019	35	15
International Women's Day	08/03/2019	08/03/2019	30	0
Workshop on Self Defense	15/03/2019	15/03/2019	35	5

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
23

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
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Provision for lift	Yes	1
Ramp/Rails	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	15/08/2018	3	Flag Box Event	Awareness about The Flag Code of India	50
2018	1	1	31/08/2018	2	A Talk by PAWS	wildlife conservation	100
2018	1	1	11/09/2018	4	Nukkad Natak	topics like Depression, Safe driving	100
2019	1	1	11/01/2019	5	Blood Donation	Blood Donation	84
2019	1	1	01/02/2019	6	Muskurahat Mela	Raising funds to help the kids of NGO in their education, buying books, and their basic necessities	100
2019	1	1	04/02/2019	2	World Cancer Day : Walkathon	providing all around support to the patients and giving psychological support	50

to the patient and their family.

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

Title	Date of publication	Follow up(max 100 words)
Handbook for students	16/09/2019	This student handbook is designed with an intention to provide the students with essential information on operational features, course curriculum, academic and other regulations. In addition to this, the students are required from time to time to go through the website and follow notifications issued by the Institute. The Institute reserves the right to change content or clause of this handbook at its own discretion.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Republic day celebration	26/01/2019	26/01/2019	55
Teachers Day celebration	05/09/2019	05/12/2019	200
Independence Day celebration	15/08/2019	15/08/2019	40
Ethics Bowl	22/02/2019	22/02/2019	50

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

1. Use of Solar Energy
2. One time used plastic is banned at the campus.
3. Save Electricity campaign
4. Tree Plantation
- 5.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. CSR Initiatives including NGO internship for 10 days
2. Health check up camp for student and faculty members in association with Visita
3. Blood Donation camp for student and faculty members in association with samparna
4. Senior citizen culture show
4. Celebration of Rose day at Deepshika foundation
5. Joy of Giving week for Snehabandhan Trust
- 6 Organ donation workshop in association with Snehabandhan

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

institution website, provide the link

<https://siescoms.edu.in/isr>

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 institute has the vision to become one of the preferred Business Schools and its mission is to develop Business Managers and Socially Responsible Citizens which is in keeping with the mission and vision of the parent body, the SIES Trust. In order to achieve these objectives, the institute undertakes multiple efforts through curricular and extracurricular activities to develop well rounded personalities who will be sensitive to the needs of the society at large. The efforts are to inculcate ethical constructs in the students while orienting them towards the issues related to the environment so that they enter the business arena as more evolved and sensitive individuals. One such effort is the NGO internship undertaken by all the management students in the first year of the programs. All the students intern for a week with a Non-Governmental Organization working in various areas from women empowerment, mentally challenged children, healthcare to sanitation etc. They have to go on field and work as volunteers in various capacities like teaching physically / mentally handicapped children, working with orphans, to name a few. This experience of working with under-privileged sections of the society sensitizes the students to the social reality. This also helps them to become socially sensitive managers. The institute's focus on creating socially responsible citizens has determined the creation of various committees and forums which undertake organizing of events which will imbue the students with the right spirit of sharing and caring for the society and the environment. Sahayog Committee is a student body which functions under the CSR department and focusses on all socially relevant issues and concerns. The committee is involved in:

- Holding debate competitions and elocutions on social issues
- Organise blood donation camps
- Arranging Joy of giving week as well as visits to orphanages and old age homes
- Holding periodic interactions with Senior citizens
- Street plays on social issues
- Undertake awareness campaigns on issues related to smoking, drug addiction etc.
- Organizes seminars / conferences on social / environmental

On the academic front too, an effort has been made by the institute to underline the extreme importance of the creating socially responsible citizens. With his objective in mind, a half-credit course on CSR has been designed for the PGDM programs. The curriculum focusses on ethical issues in the business environment as well as the social and environmental dimensions of running a business. In all of these endeavours, SIES College of Management Studies receives enormous support from several NGOs who not only give the students an opportunity to work in partnership with them but also give their extremely valuable inputs by way of feedback and support. The success of the endeavours is in the appreciation we receive from both recruiters and NGOs.

Provide the weblink of the institution

<http://www.siescoms.edu>

8.Future Plans of Actions for Next Academic Year

SIESCOMS plans to complete the first cycle of new architecture of PGDM courses by the end of academic year 2021. The revised structure is based on Program Educations Objectives (PEOs) and Program Outcomes (POs. Outcome Based attainments in an automated manner for all courses and the overall programs will be conducted. Action taken report for the same will be shared with the Stakeholders.

