Yearly Status Report - 2019-2020

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 Prakash 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)	http://www.siescoms.edu/

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.siescoms.edu/

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

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

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
Teaching Case Studies in Finance using MS Excel	**27-Feb-2021** **1**	**10**

Roadmap to a successful career in Digital Marketing	19-Sep-2020 1	90
TREASURY FUNCTIONS SCOPE & CHALLENGES	12-Dec-2020 1	70
Product Managers new role in Changing times	15-Aug-2020 1	80
Driving Sales in COVID 19 Scenario	09-Aug-2020 1	90
Industry, Career & Learnings form COVID	23-Aug-2020 1	90
Webinar: How to become successful in new Normal	01-Aug-2020 1	100
Cross Functional Vivas for students	23-Oct-2020 1	210
FDP on Book Writing	05-Nov-2020 2	15
FDP on Soft Skills	29-May-2020 1	20
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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
Dr. Seema Mishra	Pollution Control	Maharashtra Pollution Control BoardNot Applicable	2020 7	900000
Dr. Suhas Tambe, Dr. Sharmila Mohapatra, Dr. Nitin Vazirabi	Designing Competency Framework for Technical Positions	Sandoz	2019 8	350000
SIESCOMS	Posh awareness	QRT	2019 5	25000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	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. Implenmetation of ERP 2. Prepare students for placement 3. Prepare faculty members for migration from offline to online teaching 4. Prepare students to deal with the pandemic situation and the new normal 5. Train teaching and nonteaching staff members for ERP

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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
Preparing students for new normal	**webinars were organised to train the students for new normal.**
Prepare faculty members for online teaching	**Various training programs were organised on MS-teams for preparing faculty members for online teaching**
Prepare students for placement	**Mock Personal Interviews and cross functional vivas were organised to prepare students for the final placements.**
Implementation of ERP in the institute	**JUNO has been implemented at SIESCOMS**
Skill Development of Non Teaching Staff on Excel	**Workshops for Non Teaching Staff on Excel and Advanced Excel by Prof. Vidya Rao**
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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	**18-Sep-2018**

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**31-Dec-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**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. SIESCOMS has now implemented robust MIS called JUNO. All the activities of the institute is captured on Juno.**

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, respective courses and value added activities are developed to enhance academic excellence and corporate readiness of students. The institute ensures industry interaction through field visits, projects, guest speakers, global exposure during normal time and through various guest lectures, webinars in pandemic times of Covid-19. Importance of Teaching Learning process was maintained during pandemic time and lectures are held online along with 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 employ-ability of students. Some recently introduced courses include Business Analytics, Advance Excel and Financial modeling. 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.

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
Certificate program on Financial Modeling	NA	08/10/2020	6	Employability	Financial Modeling
Applied Statistics Using Minitab	NA	01/05/2020	6	Employability	Statistics
Programming in R	NA	01/09/2020	8	Employability	Statistics
Programming in Python	NA	01/08/2020	5	Employability	Statistics
International Logistics in Practice	NA	01/09/2020	5	Employability	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	01/09/2019
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
MMS	Selling and Negoatiation	01/07/2019
MMS	Managerial Communication	01/07/2019
MMS	Legal Aspect of Business	01/07/2019
MMS	CSR	01/07/2019

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

	Certificate	Diploma Course
Number of Students	30	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
Corporate Finance and Valuation	01/12/2020	99
Investment Banking	01/12/2020	99
Finance Simulation	01/12/2020	72
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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/Operations/HR	120
PGDM	Marketing/Finance/Operations/HR	120
PGDM	Pharmaceutical Management	60
PGDM	Biotechnology Management	30
MCA	MCA	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
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 4and 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. • 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/Operati ons/Systems	120	1904	120
PGDM	Pharmaceutical Management	60	152	59
PGDM	Biotechnology Management	30	74	20
MMS	Marketing/HR/ Finance/Operati ons/Systems	120	200	120
MCA	Nill	60	70	47
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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	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	Numberof 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 lessexperienced or less knowledgeable person. The mentor may be older or younger than the person beingmentored, but he or she must have a certain area of expertise. Students career goals are evolutionary and goodmentors 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 professionalsocialization and personal support to facilitate success in educational institutes and beyond. Quality mentoringgreatly enhances students chances for success. Students who experience good mentoring also have a greaterchance of securing academic tenure-track positions, or greater career advancement potential. Mentoringsupports 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 toolthat can help a student achieve one's personal and professional goals. In general, mentoring aims to buildconfidence, develop resilience and character, or raise aspirations, rather than to develop specific academic skillsor knowledge. A mentor may share with a mentee (or protege) information about his or her own career path, aswell as provide guidance, motivation, emotional support, and role modelling. A mentor may also help withexploring careers, setting goals, developing contacts, and identifying resources. Mentor's are there to boost thestudent, keep him/her motivated along with keeping the mentees spirits up! Having a mentor by one's sidemeans that one also receives an objective and unbiased point of view, someone making sure that the student isgoing in the right direction and that he/she will succeed. Mentoring at SIESCOMS is structured, focused andresult driven process. Students of different programs are allotted to different faculty members. Slots are allocatedin timetable for mentoring at SIESCOMS. Every week mentee and mentors meet in given slot. Apart from this, ifmentee feels the need to meet mentor, mentee can do that.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
366	50	1:7

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	27

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
2020	Dr. Vikram Parekh	Associate Professor	World HRD Congress
2020	Dr. Vikram Parekh	Associate Professor	International Educators Summit
2020	Dr. Vikram Parekh	Associate Professor	World Education Summit
2020	Dr. Suniel Deshpande	Associate Professor	GISR Foundation, Noida
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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	Nill	Nill	Nill
No file uploaded.				

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. SIESCOMSclosely monitors and thrives to improve educational outcomes obtained fromassessment of students. In the last 1 year, some of the specific programimprovements are as follows All Programs • Semester pattern is changed

totrimester • Remedial classes/tutorials for needy students • Alumni/CorporateMentorship Program has been continued • Special grooming sessions for placementMMS and PGDMs • Idea Research The basic objective is to build the analyticaland research acumen of the students. The structure of Idea Research wasmodified and made more constructive. • A course on Securitisation wasintroduced for 4th Sem for Finance Specialization for PGDM students • A courseon Fixed Income Securities was introduced for 3rd semester students of PGDM. •A conference was organised on Smart Marketing for VUCA world for Marketingspecialization students of MMS and PGDM. • Two different workshops wereorganised for marketing specialisation students for PGDM and MMS in the area ofMarketing Analytics and Advertising. • Corporate readiness was organised togroom the students for Final placements, MCA • Alumni were invited to conductMock 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 theacademic council meeting. Academic council is composed by the Director, TheDeputy Director, functional deans, program chairpersons. All the activitiesplanned for academic session are included in the academic calendar. The broadoutline for Examinations for all the programs are included in the academiccalendar. Examination cell comes out with separate calendar for examinationsfor all the programs. Academic calendar is adhered for every activity happeningat the institut

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
PGP3	PGDM	Operations	2	2	100
PGP3	PGDM	Marketing	57	57	100
PGD3	PGDM	Operations	9	9	100
PGD3	PGDM	HR	9	9	100
PGD3	PGDM	Finance	30	30	100
PGD3	PGDM	Marketing	69	69	100
PGB3	PGDM	Marketing	24	24	100
PGB3	PGDM	Operations	6	6	100
PGD1	PGDM	General	120	120	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://siescoms.edu/iqac/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
Minor Projects	10	University of Mumbai	200000	20000
Interdisciplinary Projects	7	Dwello	44200	44200
Interdisciplinary Projects	7	Dwello	44200	44200
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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
Navigating the New Normal Post Pandemic-Emerging Skills	Placement Department General Management Department	28/06/2020
Webinar on UPSKILLING THE WORKFORCE IN CHANGING TIMES	Placement Department Alumni Cell	11/07/2020
Impact of COVID 19 crisis on Healthcare industry	Pharma Biotech Department	27/06/2020
INTERNATIONAL PROCUREMENT- A post pandemic scenario.	Operations Department	09/08/2020
Managing Change Builing Resilience in Times of Uncertainity	HR Department	29/08/2020
Future of Technology in Marketing	Marketing Department	07/10/2020

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
Automated enhanced E-Learning system for Enginnering Students using IoT	Dr. Neha Chopade	Government of India	07/08/2020	Technical Innovation.
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
MCA	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	General Management	3	Nill
National	HR	3	Nill
National	Marketing	6	Nill
National	Finance	1	Nill
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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
Management	15
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nill	Nill	NA	Nill
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	Na	Nill	0	0	00
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	50	50	50
Resource persons	2	10	10	10

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
Social Vartalap	SIESCOMS and Rotary Club of Navi Mumbai	2	24
Flagged of E-Vidya Smart Classroom Project	SIESCOMS and Shri Shashwat Foundation	2	12
International Literacy Day	SIESCOMS	1	12
Aligning Business Strategies with CSR and Sustainability	SIESCOMS and CasiGlobal New York	1	100
Organ Donation Week	SIESCOMS	2	40

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 activites	Number of students participated in such activites
Organ Donation Week	SIESCOMS	Organ Donation Week	2	40
World Suicide Prevention Day	SIESCOMS	World Suicide Prevention Day	1	15
World AlzheimerS Day	SIESCOMS	Awareness Poster	1	20
Vocal for Local	SIESCOMS	Awareness Poster Videos	1	22

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
Pre-employment slikk assessment	150	Aspiring Minds	7

program for Management graduates					
Campus recruitment training program	120		Talent Professionals		6

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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
PRISM analysis and Consultancy for the employees of DWELLO - Real Estate Consulting venture backed by JM Financial group	PRISM analysis and Consultancy	Dwello	Nill	Nill	3
PoSH Consultant	PoSH Consultant	MPS Interactive	Nill	Nill	1
Marketing Advisor	Marketing Advisor	Seagull Pharmaceuticals,, New Delhi	Nill	Nill	1
Consultant	Consultant	Mummukshu and Accendex	Nill	Nill	1
Corporate Consultancy	Corporate Consultancy	Citizencredit Co-Operative Bank Limited	Nill	Nill	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
Chartered Insurance Institute	18/06/2019	Insurance Certifications for students	0
Aspiring Minds	24/08/2019	Pre-employment slikk assessment program for	150

		Management graduates	
Talent Professionals	01/07/2019	CSR Activities	30

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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
3040283	1309883

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
Seminar halls with ICT 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
Koha	Partially	18.05.01.000	2016
Juno	Fully	Nill	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1313	90350787	723	137456	2036	90488243
e-Books	19276	173925	19276	172699	38552	346624
Journals	92	266904	64	215044	156	481948
e-Journals	3	1121900	3	1009738	6	2131638
Digital Database	1	212400	1	226560	2	438960
Library Automation	1	70800	1	70800	2	141600
Weeding (hard & soft)	Nill	Nill	5750	1951095	5750	1951095

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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**	**Nill**
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	**348**	**149**	**0**	**0**	**93**	**10**	**96**	**100**	**0**
Added	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**348**	**149**	**0**	**0**	**93**	**10**	**96**	**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
Not Applicable	<u>Not Applicable</u>

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
5852924.6	**5198457**	**4683912.4**	**3388160**

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, 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	Rajarshi Chhatrapati Shahu Maharaj Shikshan Shukla Shishyavrutti Yojna	Nill	2210626
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring for corporate readiness	Nill	Nill	Nill
Mentoring for Research	15/12/2020	210	In-house
Bridge course	Nill	Nill	Nill
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Corporate Interaction Series	0	350	0	350
2020	Corporate Interaction Series	0	350	0	350
2019	Alumni Interaction Series	0	350	0	350
2020	Alumni Interaction Series	0	350	0	350
2019	Mock Gd-PI	0	350	0	350
2020	Mock GD-PI	0	350	0	350
2020	Cross Functional Vivas	0	300	Nill	300
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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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
300	366	366	00	0	0
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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
Nill	0	NA	NA	NA	NA
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year

Items	Number of students selected/ qualifying
Nill	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
Vatan-A-Geet	Institute	60
REWOOD FASHION SHOW (FINALE)	Institute	100
Debate Competition	Institute	25
Blog Writing	Institute	25

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5.3 – Student Participation and Activities

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

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

No file uploaded.

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 parallelly 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:

4699

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

430000

5.4.4 – Meetings/activities organized by Alumni Association :

1. Canada Alumni Meet : 29th August 2020 2. UAE Alumni Meet:11th Sep 2020 3. MMS and PGDM Batch of 2013-15 Alumni Meet: 12th Sep 2020 4. MCA Batch of 2012-15 Alumni Meet: 18th Sep 2020 5. PGDM Pharma and Biotech Batch of 2013-15 Alumni Meet: 19th Sep 2020 6. USA Alumni Meet: 10th Oct 2020 7. Campus to Corporate Journey: Experience Sharing by Alumni: 11th Oct 2020 8. Campus to Corporate Journey: Experience Sharing by Alumni: 18th Oct 2020 9.Open Mic - Express Yourself : 17th Oct 2020

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 to add more relevant courses like Digital Marketing, Social Media Strategy and Networking, Risk Management. The inclusion of these courses were emphasized by members of board of studies of different functional areas.

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	Admission for new batch was held online.
Industry Interaction / Collaboration	To deal with pandemic was stressful for students from placement point of view. What will be a new normal and how business organizations will expect from management graduate was a question mark for student. To address this, people from corporate were invited.
Human Resource Management	To deal with stressful situation like

	pandemic, webinars and workshops were organised on how to deal with pandemic.
Library, ICT and Physical Infrastructure / Instrumentation	There were lot of training were organised for students and faculty members to move from offline to online teaching learning process.
Examination and Evaluation	Examination were conducted online as per scheduled in tough period of Covid-19.
Teaching and Learning	The teaching learning process undergone a change due to transition from offline to online teaching learning process due to pandemic.
Curriculum Development	The curriculum is developed, modified time to time to make it contemporary.

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

E-governace area	Details
Planning and Development	ERP has been introduce to plan the academic year.
Administration	JUNO, the ERP solution has been introduce to take care of all academic and administrative activities of SIESCOMS.
Examination	Examinations and other continuous assessments are also done through JUNO.

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
2020	NA	NA	NA	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	How to a published author	NA	05/11/2020	06/12/2020	15	Nill
2020	NA	Training program on Excel	22/12/2019	29/12/2020	Nill	20

2020	Soft Skills	NA	29/05/2020	29/05/2020	20	Nill

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on How to a published author	15	05/11/2020	06/12/2020	4
Soft Skills	20	29/05/2020	29/05/2020	3

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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
Mandiri	135000	Coaching to the senior leadership team on Prism Brain Mapping on Neuroscience-For competency mapping development

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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. Training Program on Ms-Excel 2. Training Program on JUNO 3. Program on Meditation.

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

1. Introduction of ERP 2. Introduction of new courses in management. 3. Introduction of Ideathon

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	Yes

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
2020	FDP on Soft Skills	29/05/2020	29/12/2020	29/12/2020	20
2020	FDP on Book Writing	05/11/2020	05/11/2020	05/11/2020	15
2020	Cross Functional Vivas for students	23/10/2020	23/10/2020	23/10/2020	210

| 2020 | Meeting of IQAC | 08/12/2020 | 08/12/2020 | 08/12/2020 | 10 |

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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
NA	Nill	Nill	0	0

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
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Scribes for examination	Yes	1

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
2020	1	1	10/10/2020	4	World Mental Health Day	Awareness	23
2020	1	1	08/09/2020	2	E-Vidya Smart Classroom Project	E-Vidya Classrooms	12
2020	1	1	17/08/2020	6	Organ Donation	Awareness	23

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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)
New PGDM Handbook	01/07/2020	Ethical Code of Conduct

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants

Republic day celebration	26/01/2020	26/01/2020	50
Teachers Day celebration	05/09/2020	05/09/2020	100
Independence Day celebration	15/08/2020	15/08/2020	50
World Human Rights Day	10/12/2020	10/12/2020	23

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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. Save Electricity campaign

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. CSR Initiatives including NGO internship for 10 days 2. Awareness week on Organ Donation Week 3. Ideathon: Live problems shared by Corporate and our students provided fresh and practical solutions for challenges faced by participating Corporate.

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

http://siescoms.edu

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

SIESCOMS is an initiative of the South Indian Education Society (SIES), one of the well-known educational trusts in the city of Mumbai having started their educational journey as early as 1932. The institute has come a long way since its inception in 1995. It is known as one of the socially responsible business schools which provides holistic education. The institute has a deliberate policy endeavors to map its performance through a constant process of: a. Understanding needs of the customers i.e. the corporate. As business schools are required to meet these expectations, while grooming students, the ultimate outcome must point at placement and lifelong learning. b. Integrating the quality objectives with the strategic goals so that mapping becomes easier, and, c. Having a clear-cut strategic vision with a strong implementation scheme understanding the environment and internal analysis. As the emerging scenario is extremely challenging, meeting the growing expectations of the primary stakeholder (corporate) as well as secondary stakeholder (students) is going to be a difficult task. Besides, increased competition from existing, as well as, new players make this all the more challenging. Apart from reinforcing and consolidating gains, there is no other alternative than to be innovative and doing different things and / or doing the same things in a different way. The core competency in terms of acceptance of being a reasonably good and acceptable institute has been achieved. What is needed is to make incremental improvements in the defined processes and take conscious efforts to remain ahead of the competitors. Since the new Mission statements have been reworded, the strategic thrust is on how to achieve the Vision keeping the Mission in mind.

Provide the weblink of the institution

http://www.siescoms.edu

8.Future Plans of Actions for Next Academic Year

 1. Making the curriculum "industry friendly" and contemporary: Reviewing / restructuring curriculum of the programme, to fill gaps based on stakeholders' feedback (on-going basis) 2 Making students equipped with more employable skills and competencies Making pedagogy of the program more experiential application based through cases and activities (on-going basis) 3 Inducing research and analytical acumen among students Introducing activities focusing on research by students (on-going basis) 4 Upgrading faculty qualification and competencies Recruiting / developing a greater number of academically qualified faculty members 5 Upgrading skills of faculty and staff Conduct at least 2 faculty development programs (FDPs) and 2 staff development programs (SDPs) 6 Moving towards IT integration with teaching-learning processes Introducing Moodle-based teaching- learning facility for all subjects of the program. 7 Involve alumni for guest lectures, mentoring and offering projects based on real life problems faced by them. As our alumni members play a significant role in bridging the gap between academia and the real world, involve large number of them to support the initiative by providing real case problem from their organizations / ventures.