

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
And Submission of Annual Quality
Assurance Report (AQAR) in Accredited
Institutions

(Revised in October 2017)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

Contents

	Page Nos.
1. Introduction 5
2. Objective 5
3. Strategies 6
4. Functions 6
5. Benefits 7
6. <i>Composition of the IQAC</i> 7
7. The role of coordinator 8
8. Operational Features of the IQAC 8
9. Monitoring Mechanism 8
10. Mandatory submission of AQAR by NAAC 10
11. The Annual Quality Assurance Report (AQAR) of the IQAC 11

Part – A

11. Details of the Institution 11
12. IQAC Composition and Activities 14

Part – B

13. Criterion – I: Curricular Aspects 23
14. Criterion – II: Teaching, Learning and Evaluation 25
15. Criterion – III: Research, Consultancy and Extension 28
16. Criterion – IV: Infrastructure and Learning Resources 33
17. Criterion – V: Student Support and Progression 37
18. Criterion – VI: Governance, Leadership and Management 42
19. Criterion – VII: Innovations and Best Practices 68
20. Abbreviations 82

Document revised by: Dr. Ganesh Hegde, Deputy Adviser and B. S. Ponnudiraj, Deputy Adviser, NAAC

***Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
in Accredited Institutions***

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ◆ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ◆ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ◆ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms

that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- ➔ Having a functional IQAC.
- ➔ The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- ➔ Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- ➔ Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Vivekanand Education Society's Institute of Management Studies & Research

1.2 Address Line 1

495-497, Collectors Colony

Address Line 2

Hashu Advani Memorial Complex, Campus No-2

City/Town

Chembur/ Mumbai

State

Maharashtra

Pin Code

400074

Institution e-mail address

mailus.vesim@ves.ac.in

Contact Nos.

022-67893000 / 022-25531396/ 022-25537110/ 18002669010

Name of the Head of the Institution:

Dr. Satish Modh

Tel. No. with STD Code:

022-67893000

Mobile:

9869021511

Name of the IQAC Co-ordinator:

Dr. Debjani Banerjee

Mobile:

9324513718

IQAC e-mail address:

iqac.vesim@ves.ac.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN100183

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/30/MHCOGN100183 dated 03-07-2018

1.5 Website address:

<http://www.vesim.ves.ac.in>

Web-link of the AQAR:

<http://www.vesim.ves.ac.in/images/AQAR-2017-18.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2016-17.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle				
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

10/07/2015

1.8 AQAR for the year (for example 2016-17)

2017-2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ **Not Applicable** _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes **AICTE** No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

University of Mumbai

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="0"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/> Faculty <input type="text" value="7"/>
Non-Teaching Staff	<input type="text" value="2"/>
Students	<input type="text" value="2"/>
Alumni	<input type="text" value="0"/>
Others	<input type="text" value="2"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="NA"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="3"/>
International	<input type="text" value="1"/>
National	<input type="text" value="1"/>
State	<input type="text" value="0"/>
Institution Level	<input type="text" value="1"/>
(ii) Themes	
	<ul style="list-style-type: none">• Business analytics and Smart Cities International Conference

2.14 Significant Activities and contributions made by IQAC

- Understanding the best practices adopted in the field of education using analytics which is the new potential area.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<p><u>Agenda of IQAC Meeting 02.03.2017</u></p> <ol style="list-style-type: none"> 1. Review of academic and other cell activity report 2. Discussion of NBA exit meeting and further action plan 3. Review of literati fest 2017 basic 16 and international conference of entrepreneurship and social sustainability 4. Discuss the strategic approach of academic delivery for next academic year 5. Review of research and publication and all other faculty development related progress 	<p><u>ATR of meeting conducted on 2nd March 2017</u></p> <ol style="list-style-type: none"> 1. The college resumed in the month of June for the new academic session. The classes were to begin from 4th July. The committee met to take feedback of faculty mentors for their student summer project. The head of project cell Prof Nirja Kashive in discussion with Dean & Director and other faculty members decided to conduct their viva and project submission. 5th of August was scheduled for MMS Summer Internship, viva. The date for PGDM summer project viva was scheduled on 1st Sept. 2. The faculty members were organized for a training by Edx to introduce different online courses both for students and faculty members. Edx online training of 28th June provided input towards various free as well as paid courses offered by different international universities. 3. The date for BASIC 18 was announced to be on 9th and 10th Feb 2018. The date fir Literati Fest was decided to be on 12th and 13th Jan 2018. Respective event committee were formed to execute the events.

<p><u>Agenda of IQAC Meeting 01.07.17</u></p> <ol style="list-style-type: none"> 1. Review academic cell reports and strategic meet. 2. Discussion for applying for NAAC. 3. Review of PGDM induction and outcome. 4. Preparation for induction programme of MMS. 5. Preparation for BOS for academic session 2017-18 (MMS) 6. Review of Sell on Activity implementation procedure. 7. Review of research and publication and all other faculty development related progress. 	<p><u>ATR of meeting conducted on 1st July 2017</u></p> <ol style="list-style-type: none"> 1. Review was taken regarding the impact of new adopted pedagogy of flipped classroom from the faculty members. 2. Feedback was given by the accreditation team regarding submission of NAAC SSR. All were informed to keep and maintain their documents in place. 3. The feedback from the students as well as faculty was shared and it was agreed that it should be practiced with every batch as the impact was very positive and healthy. Even the external agency conducted induction for MMS was appreciated by students. 4. Sell on had its regular impact in fulfilling the social cause, hence it was agreed to become an activity for every year.
<p><u>Agenda of IQAC Meeting 03.10.17</u></p> <ol style="list-style-type: none"> 1. Review of academic and other cell activities. 2. Review of various events/ activities to be conducted for value addition by different functional domain. 3. Review of preparation of HR summit. 4. Preparation and duty allocation for students mock GD & PI. 	<p><u>ATR of meeting conducted on 3rd Oct 2017</u></p> <ol style="list-style-type: none"> 1. The CSR cell informed that they handed over all the donation collected through Box of happiness to 2 NGO's Sukh Shakti at deonar and Vatsalya in kanjurmarg on 13th Oct 2017. It was well appreciate by all and agreed upon that us as an institute shall continue many more social cause. 2. HR Summit had been a great success. The placement team had good coordination to generate additional data for campus recruitment. 3. The GD and PI turned out to be beneficial & it was decided that the mentee of each mentor would continue their process.

Agenda of IQAC Meeting 02.01.18

1. Review of Yuva for seva and discussion of their project preparation.
2. Review of preparation for literati festival.
3. Proposal for training for operating turn it in software.
4. Review of design thinking workshop and entrepreneurship awareness camp.
5. Review of BASIC 18.
6. Review of faculty development programs.

ATR of meeting conducted on 2nd Jan 2018

1. The students who had gone for Yuva for seva had to participate for a short documented competition scheduled on 27th Feb 2018. Both MMS and PGDM participated. The students were intimated to prepare a documentary on Yuva for seva project, they could submit individually or in group. There were 3 cash prizes,

1st Prize Rs-10,000/-

2nd Prize Rs-8,000/-

3rd Prize Rs-6,000/-

No of participant in total were 7. 5 from MMS and 2 from PGDM. The winners were 1st prize received by Piyush and group-MMS, 2nd Prize received by Manish and group-PGDM, 3rd prize received by Mamta and group-MMS. Jury members were Dr. Satish Modh (Director), Mrs. Shreya Bhartiya (Head CSR), and Prof Snehal Chincholkar (CSR Committee). The whole event was conducted and participated by student with great enthusiasm. It acted as a motivation for student to be appreciated and acknowledged for their social concern.

2. The VESIM LITERATI fest was conducted on 12th 13th of Jan 2018. The third edition of the fest was conducted through 12 sessions with a range of topics discussed. The CEO of the BSE Mr. Ashish Kumar Chauhan had been the key note speaker. The fest introduced mobile film festival to create interest and spark amongst all. There were 50 participants 20 short movies were received each with a duration of 3-7 minutes. The winning movies were SOCH, NAZAR, and QISMAT. 1st prize Rs 25,000, 2nd prize Rs 15,000 out of the box Rs 5,000 juries were Lilliput, Neelam Gupta & Mrialini Patil. Photo walk's theme was Mumbai & VESIM Lit fest. Jury were Devendra Pai & Zankrut Oza. Prize of Rs 2,000 were given to Sarang Bhoite and Harsh Shah.
3. Turn it in software's training was attended by all faculty and library staff. Plagiarism policy of the

	<p>Institute was formulated by Dean Academics in co-ordination with project head. All students were intimated about adherence to this policy during submission of their projects both for SIP and MIP. A copy of this policy document was kept in the library as students had to access this software in library. Three access accounts were created for the faculty to use this software.</p> <ol style="list-style-type: none"> 4. The institute tries to inspire students towards social entrepreneurship. It conducts 4 entrepreneurship awareness camp sponsored by DST-NIMAT, EDI of India. These were conducted on 18th and 19th Jan 2018, 23rd to 25th Jan 2018, 27th to 30th Jan 2018 & 5th to 7th Feb 2018. On 5th of Jan 2018 an MOU was signed with Aurobindo Society & Auro University for creating knowledge in the area of social entrepreneurship. A round table meeting at VESIM for Institutional approach of social entrepreneurship and creating a national level forum was conducted. 5. Basic 18 was conducted on 9th and 10th of Feb 2018 in academic partnership with University of Cartagena, Dr. Rafael Toledo Moreo was the key note speaker from the university. He addressed on application of AI in Automobile Industry. There had been many other eminent industry speakers who addressed the crowd. This event also had research paper presentation. There were 19 papers presented. Research scholar Vidya Nair got the Best Paper Award. This event also had a competition for students-“Smart City Smart Idea Contest”. 20 colleges registered. There were cash prize of Rs 10,000/-, Rs 7,000/-, & Rs 5,000/-. Don Bosco Engineering College got 1st & 2nd Prize, & K J Somaiya Engineering College got the 3rd Prize. The panelists were Mr. Swanand Sant from Cybertech Pvt Ltd, Mr. Sandeep Sant from L&T Infrastructure, Shrinidhi Sharma from Hexagon & Mr. Vivek Anand from Zycus InfoTech. 6. The faculties who had gone for International Conference or workshops exchanged their experience, Prof Dr. Debjani Banerjee was felicitated for getting 2nd Best Doctoral Paper Award conducted by AIMS International Conference at IMT Ghaziabad.
--	---

Agenda of IQAC Meeting 20.04.18

1. Restructuring of IQAC as per NAAC guidelines, inclusion of one member from management, social contribution, parent, alumni, student & employer.
2. Review of updation of automation system Ziksa.
3. Discuss on faculty exchange program of UPCT and Kassel University.
4. Discuss on inclusion of strategy for sending faculty for FDP 2 months & above.
5. Introduction of Smart board & lecture capturing system.
6. Streamlining feedback system in policy formulation for different stakeholder.
7. Orientation of new faculty members towards our pedagogy.
8. Arranging workshop on IPR
9. Promoting for publication of at least one paper in UGC/ Scopus approved journals.
10. Designing career counselling for student by placement cell for further studies & aptitude tests.
11. Outreach programme with government bodies like Red Cross & NSS.
12. Alumni to submit documents of their further career program to take transcript.
13. Discuss on identification of team for academic and administrative audit.
14. Applying for 12b and ef.
15. Developing research proposal for mini projects
16. Assessing the service book of both teaching and non-teaching staff.
17. Assessing the purchase process.

ATR of meeting conducted on 20th April 2018

1. As per suggestion and requirement of NAAC, we included different stakeholders. We have Mr. Mahesh Tejwani our Trust President as management representative, We have Mr. Kishore Moghe, from NGO SevaSahayog as a person who has immense contribution towards society, As a parent we have Mrs. RanuDatta, mother of an Alumni, we included Mr. John Abraham as a student representative of MMS, Ms. Akansha Chemburkar as student representative of PGDM, Mr. Amarjeet Singh as our Alumni, Mr. Shubam Chatterji from SAS, who is our partner in delivering Analytics.
2. We adopted this automation system of documentation. We agreed to adopt 7 Module including Academic and Non-Academic, currently we have only Academic delivery and Evaluation system operational and rest all other 5 module would be functional from this academic session..
3. We had our two faculty exchange program – with University of Kassel and UPCT Spain. Dr. Swati Singh went and presented her paper in Germany on Waste management. Our Director Dr. Satish Modh and Dr. Shalini had gone to UPCT Spain for a week between 14th and 21st May 2018. It had been a very interactive and enriching event of learning and a step towards enhancement of International Linkage of VESIM. One student Mr. Rohan of PGDM is selected for 6 months student exchange program which is sponsored by UPCT Spain under their Erasmus programme.
4. It has been decided to amend our HR policy towards faculty Development Program strategy. We shall be including 2 months or above training programs from leading places to develop junior faculty members. Mr. Ravi Jeswani, Assistant professor of marketing, has been approved to attend one such program at IIM Ahmedabad for 2 months.

It has been decided that we shall be taking an underwriting from faculty to participate in such events, to serve the institute for 3 years, else they have to refund the cost to the institute. All faculty members who go to attend international conference shall also follow the same policy of giving under

<p>18. Student welfare to make an album year wise with description of all student activity- Internal & External.</p> <p>19. Every department & individual to update report to IQAC quarterly.</p>	<p>writing.</p> <p>5. The training of smart boards was arranged on 27th June after the faculty members joined post summer vacation. Smart boards are introduced in all classes. Lecture capturing system shall be introduced later.</p> <p>6. We have formed the policy guideline for all processes. Every feedback form from different stake holder has been numbered in order.</p> <p>7. A two days orientation program was organized for all new joiners of the institute on 25th & 26th May 2018. In day one they were introduced to the process of outcome based learning by Accreditation Chairperson Dr. Debjani Banerjee. Next day different administrative procedures were introduced by the Registrar Mr Arvind Waghmare and Dean Dr. Sandeep Bhardwaj.</p> <p>8. It has been decided to conduct 2-3 days' workshop on IPR for the students sometime in November or December 2018.</p> <p>9. Promotion of publication of at least one paper in UGC/Scopus approved journal- out of 29 papers, 9 papers were published in UGC</p> <p>10. In our regular time table our placement cell has started taking various employability skills enhancing sessions for students for their overall development, which started from 4th July 2018</p> <p>11. The CSR cell has already initiated the process of linking social activities with Red Cross & NSS and in order to continue work with NSS they have already identified proposal of adoption of village</p> <p>12. A pre transcript form has been designed to capture the purpose for which transcripts are required in order to help us understand the career progression of alumni</p> <p>13. We have identified one person Dr. Ashish Pandey from IIT- SOM as one of the academic auditor & are in process of discussion to include one more faculty from reputed B-School. For administrative audit Mr. Nikhade who is the Assistant Director of DTE, is to be approached for Administrative audit.</p> <p>14. After we get permanent affiliation we shall be in a</p>
---	---

	<p>position to apply for 12B & 2F. Proposal for permanent affiliation was applied by us on 26th Aug 2016, very soon we shall be getting its result</p> <p>15. Since we do not have 12B & 2F we are not in a position to proceed for proposals for mini projects</p> <p>16. All service books for both teaching & non-teaching staff are updated, by the Registrar of our Institute.</p> <p>17. All purchases are taking place as per the purchase policy set in the institute</p> <p>18. Prof Ravi Jeswani along with his team of student welfare is preparing the album, year wise with active participation of students, both internal and external activities</p> <p>19. Every department being represented by Associate Deans, Exam Coordinator Dean Academics are to upload their departmental report in our automation software - Ziksa</p>
--	---

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

All the action taken report mentioned in IQAC Report is accepted and acknowledged by the president of the trust.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	PHD			NISM Certified Course in Securities Market/ NVIAP- Investment Advisor Program
PG	MMS			
UG				
PG Diploma	PGDM			
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	3			
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	1
Annual	1

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

YES for PGDM specialization from 2nd year, 2 courses of Business Analytics through SAS platform became mandatory for all students.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

- Literature Club
- Center of international linkage
- Association of Academic & Practising Organisation of Social Entrepreneurship

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	33+02 Adjunct = 35	19	11	3	2

2.2 No. of permanent faculty with Ph.D.

20

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
19	0	11	0	3	0	2	0	35	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

1

9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	60	-
Presented papers	17	03	-
Resource Persons	02	03	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Flip classroom
- Experiential learning
- Outbound activity

2.7 Total No. of actual teaching days during this academic year

Teaching / Working Days					
SEMESTER	I	II	III	IV	
June	0	0	0	0	0
July	0	0	23	0	23
August	16	0	15	0	16
September	19	0	22	0	22
October	18	0	9	0	18
November	16	0	0	2	16
December	0	0	0	19	19
January	0	20	0	4	20
February	0	14	0	4	14
March	0	12	0	5	12
April	0	0	0	5	5
May	0	0	0	0	0
					165

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

External Question Paper Setting, MCQ

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

0	3	5
---	---	---

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MMS	178	67	77	4	-	-
PGDM	58	7	23	16	1	3

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- At the end of evaluation process the IQAC observes the attainment of CO and PO from QP and its attainment in terms of through rubrics.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	1
Orientation programmes	4
Faculty exchange programme	2
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	9
Others	61

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	44	0	29	15
Technical Staff	7	0	7	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Financial assistance provided for attending National & International Conferences	Rs. 9,60,331/-
Rewards / Incentive towards Publishing Research Journals	Rs. 3,51,665/-

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	0
Outlay in Rs. Lakhs	0	1,00,000	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	11	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	17	4	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	Bombay Stock Exchange	4,00,000	1,07,672
Minor Projects	-	Ministry of Corporate Affairs	3,50,000	1,32,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	7,50,000	2,39,672

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organized by the Institution	Level	International	National	State	University	College
	Number	1	1	0	0	1
	Sponsoring agencies	NA	NA	NA	NA	NA

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NA
	Granted	NA
International	Applied	NA
	Granted	NA
Commercialised	Applied	NA
	Granted	NA

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
12	5	5	0	2	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- 1. Sell on:** A selling activity organized by marketing cell for MMS & PGDM Ist year students from August 16-18, 2017. The students are required to sell goods made by NGOs to give them first-hand experience of sales with a social cause. The NGO's from where goods were arranged were Udyamita & Envirovigil. The activity was organized by Prof. Brijesh Sharma & Prof. Swati Singh. Total amount of goods sold by students was Rs 219970/-. In all 240 students participated in this activity.
- 2. Yuva for Seva-MMS Project:** - 180 MMS students completed their Yuva for seva project from 3/12/2017-28/12/2017. Students have been placed in more than 25 NGOs across India. Induction for same has been conducted on 30th November 2017. Students associated with more than 20 NGOs across India and worked on various projects related to child and woman welfare, animal welfare, environmental development and development of travel and tourism in rural areas.
- 3. Yuva for Seva-PGDM Project-** PGDM Students completed their Yuva for Seva Project from 17/1/2018-30/1/2018. Students associated with two NGOS and with one government project. Areas of work were travel and tourism development, woman welfare and health care sector.
- 4. Box of Happiness (Donation Drive)-**Donation camp was organized between 28th August 2017 to 15th September and collected materials have been donated to two NGOs named Sukh Shanti, Deonar and Vatsalya, Kanjurmarg.
- 5. Rally for River-**Students of VESIM participated enthusiastically in the campaign 'Rally for River', organized by Isha foundation on 1st September 2017. More than 150 students' participated and more than 5000 eyes caught the sight of the "RALLY FOR RIVERS" placards and pamphlet.
- 6. Swatch Bharat Abhiyan-**180 students participated in one day Swachata Abhiyan activity on 15th September 2017 with faculties and staff members.
- 7. Flag Selling Activity for IAB-** PGDM students started flag selling and fund raising activity for IAB and closed by 23rd of December 2017. Collected fund 2800/- donated to IAB.
- 8. Health Day-**Health Day was organized on 27th of Februarys 2018 in VESIM campus. Camp included Blood Donation Camp, Organ Donation Camp and Bone Marrow Registry Camp as well as two special lecture series on skin and weight management followed by Zumba Session have been organized.
- 9. International Yoga Day-** VESIM in association with VESLARC celebrated international Yoga Day in the campus on 21st June 2017.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	19967-7 Sq. mts	NIL	NIL	19967-7 Sq. mts
Class rooms	10 BIG & 2 Small	NIL	NIL	10 BIG & 2 Small
Laboratories	3	NIL	NIL	3
Seminar Halls	1	NIL	NIL	1
No. of important equipment's purchased (\geq 1-0 lakh) during the current year.	0	123	NIL	123
Value of the equipment purchased during the year (Rs. in Lakhs)	0	23,12,170	NIL	23,12,170
Others	0	NIL	NIL	NIL

4.2 Computerization of administration and library

Administration year - 2010-11

- VSEIM had computers in administration depart since 1998. There was one computer system. EX -Next generation software was used.
- Six computers have been setup in the department in the years 2003, 2005, 2010, 2011 and 2015 subsequently for the new joinee of those years.
- Currently software for accounts, fee receipts, salary calculation and income tax and attendance are being used. All machines are i3 processors with 4 GB RAM and connected in Local area network and internet

Library year - 2004-05

- VESIM bought the library software "Libsuite" for library management purpose in 2004-04 started with 2 desktop computers.
- Year 2014-15, 05 additional PCs have been installed. 2015 onwards "SLIM" software for library management.

- Year 2014 online journals "EBSCO" and other have been bought in library.
- All machines are i3 processors with 4 GB RAM and connected in Local area network and internet.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13787	5658839.39	434	263532	13787	5658839.39
Reference Books	1263	792249.64	26	29743	1263	792249.64
e-Books	11	338344	3	199259	11	338344
Journals	17	146135	0	0	17	146135
e-Journals	1	295256	0	0	1	295256
Digital Database	1	189000	0	0	1	189000
CD & Video	100	10836	0	0	100	10836
Others (specify)	10	49000	10	49000	10	49000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	242	150	Two Leased Lines: Main Line - Jio 200 Mbps Backup - Bhawani 200 Mbps	3	3 labs	11	Admission : 10 Exam: 06 Placement : 04 Accreditation: 02 IT Cell: 06 PhD Cell: 01 Library: 08	Faculty: 44 Classrooms: 12
Added	0	0	0	0	0	0	0	0
Total	242	150	400 Mbps	3	3	11	37	56

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Basic and Advance Excel training (PGDM students): 01
- Faculty training for Ziksa LMS system: 03

4.6 Amount spent on maintenance in lakhs:

i) ICT	5,06,855
ii) Campus Infrastructure and facilities	31,56,484
iii) Equipment's	1,47,95,465
iv) Others	94,562
Total :	1,85,53,366

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Academic advice (career guidance) at induction.
- Tutorials and Remedial classes
- Workshops
- Financial aid and Incentives
- Career exploration and assistance

5.2 Efforts made by the institution for tracking the progression

- There is one specific student cell as well as different domain specific cell which comprises of nominated students and faculty members. These cells meet on regular frequency to administer the meet as well as progression attainment.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
0	182	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

No	%
246	56.55%

Women

No	%
189	43.45

	Last Year (2016-17)						This Year(2017-18)					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
MMS	173	3	-	2	1	179	163	5	-	10	3	181
PGDM	56	2	-	2	0	60	55	1	-	4	0	60

Demand Ratio		Dropout Percentage (%)	
2016-17		2016-17	
MMS	0.99%	MMS	1.39%
PGDM	0.96%	PGDM	2.13%
2017-18		2017-18	
MMS	0%	MMS	1.59%
PGDM	0.96%	PGDM	2.7%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NA

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

NET	<input type="text" value="NA"/>	SET/SLET	<input type="text" value="NA"/>	GATE	<input type="text" value="NA"/>	CAT	<input type="text" value="NA"/>
IAS/IPS etc	<input type="text" value="NA"/>	State PSC	<input type="text" value="NA"/>	UPSC	<input type="text" value="NA"/>	Others	<input type="text" value="NA"/>

5.6 Details of student counselling and career guidance

1. KNOW ME-FORM

An exercise to know mind set and expectation before placements followed by one to one counselling by faculty.

2. Mock GD - PI & Aptitude test.

As a part of career guidance, almost 27 Alumni of the Institute Successfully conducted Mock GD – PI on 7 Th October 2017 on campus. Every student undergone GD of 30 Minutes and PI of 20 Minutes and total 132 Students Registered and Participated in this activity.

3. Industry experts- Ficus/ SS & C Globe op

VES has partnership with SS&C Globeop financial services Ficus Ventures Pvt. Ltd. for Training & Placements respectively. Our Institute aims at using our advanced human capital capabilities and knowledge to achieve the desired results. Company is led by enthusiastic and experienced professionals who bring strong knowledge on latest technologies. Ficus Ventures Pvt. Ltd. has the capability to excel in its engagements by providing our customers the required skills, knowledge and experience.

Ficus conducted training and post training the selection process is carried out and they selected 4 PGDM students in Business Analytics and 30 students from MMS.

4. Guest lecture by Industry Experts.

Institute also organizes guest lectures for the students throughout the year by Industry experts from different functional areas and domain. These talks helps students to learn the contemporary practices of the industry and also develops a network and bonding

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
23	378	78	127

5.8 Details of gender sensitization programmes

Date	Title of the event	
17th January 2017	A Creative Workshop on “My Inspiration My Thoughts”	Work shop and student led program by Dr Jyoti Singhal
27th January 2017	“Misconduct with women at The Workplace”	Session by Dr Jyoti Singhal

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	10	4,00,000/-
Financial support from government	57	50,50,616/-
Financial support from other sources	11	3,40,000/-
Number of students who received International/ National recognitions	NA	NA

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

- To be the most preferred institution for higher management education in Mumbai.

Mission

- Develop socially responsible managers who are well grounded in theory and its application to real world problems in their fields.
- Develop an institution that contributes to new knowledge creation.
- Develop faculty capable of synthesizing, communicating and creating knowledge in collaboration with industry, peers, alumni and students.

Values

- Teaching will be based on continuously updated courses that inculcate the principle of entrepreneurship.
- Pedagogy will incorporate global best practices in management education.
- Research will be based on theoretical and evidence based practices, with integrity and a frontier based approach.
- Emphasis will be given on building social consciousness.

6.2 Does the Institution has a management Information System

Yes, the institute has following Information systems

Tally	Accounting software
Ziksa	LMS system
Khushi	Exam software
Sensys	Salary software
Relyan	Administrative software
Slim-21	Library Management
Turn It In	Plagiarism Software

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- 1 Student feedback on course content
- 2 Alumni feedback as part of BOS
- 3 Industry expert feedback as part of BOS

6.3.2 Teaching and Learning

- 1 Flipped classroom
- 2 Case study methodology
- 3 Experiential learning
- 4 Mentoring by alumni

6.3.3 Examination and Evaluation

Quality improvement strategies adopted by the institution.

Examination: Examination conducted internally (Called as Internal Assessment Externally called as (End Term Examination)

Mechanism of Internal Continuous Assessment.

Concept of Continuous and Comprehensive Internal Assessment

Continuous and Comprehensive Evaluation (CCE) refers to a system of evaluation of students that covers all aspects of students' development. It is a developmental process of assessment which emphasizes on two fold objectives. These objectives are continuity in evaluation and assessment of broad based learning and behavioural outcomes on the other.

In this scheme the term 'continuous' is meant to emphasize that evaluation of identified aspects of students' 'growth and development' is a continuous process rather than an event, built into the total teaching-learning process and spread over the entire span of academic session. It means regularity of assessment, frequency of unit testing, diagnosis of learning gaps, use of corrective measures, retesting and for their self-evaluation.

The second term 'comprehensive' means that the scheme attempts to cover both the scholastic and the scholastic aspects of students' growth and development

Continuous Internal assessment is a form of educational examination that evaluates a student's progress throughout a prescribed course.

Proponents of continuous assessment argue that the approach allows tracking of progress and has a chance of offering students more support, guidance, and opportunities to improve during the course or Programme.

Continuous assessment can help students learn in the following ways:

1. Continuous assessment can provide early indications of the performance of students.[citation needed]
2. An increased sense of inclusiveness: Continuous assessment provides students with a constant stream of opportunities to prove their mastery of material and sends the message that everyone can succeed if given enough time and practice. This reduces the anxiety around testing and heightens the emphasis on the learning itself.[citation needed]
3. Higher learning standards for all: In a system of continuous assessment, advanced students can progress through material at their own pace and remain engaged by pursuing more challenging work as they master the basics.[citation needed]
4. Increased self-awareness: Students, through continuous assessment, come to understand their proficiency and knowledge gaps. The more continuously we assess students, the more knowledge they can gain about themselves, thus learning what it takes for them to master something, how they can approach problems differently, what their blind spots are, and how to eliminate them.

Continuous Internal Evaluation (CIE) is considered an important aspects of student at VESIM. With the CIE, faculty continuously monitors the student performance at different levels. With the CIE is place the student is always alert to the demand of the course.

At the beginning of the program, every student goes through an induction program. During the induction program the student goes through all policies and processes of the Institute through Students Resource book.

The examination department explains the examination process. During this time clear cut assessment procedure and evaluation schemes are explained to each student. Complete transparency is thus ensured.

To maintain Transparency, examination department ensures that each student is aware about the process of Continuous Evaluation in adopted each semester and the different parameters of continuous evaluation. Each Student should understand the importance of the continuous evaluation because it has weightage of 40 in each subject.

In VESIM, process of Continuous evaluation is very transparent and faculties are taking this evaluation very seriously and make the process robust.

The CIE is conducted throughout the duration of Semester.

Parameters in Internal Continuous Assessment/Evaluation

Semester wise performance assessment of every registered learner is to be carried out through various modes of examinations. These include Internal Assessment and End Semester Examination.

The broad components of evaluation for course/subjects are as under:

Total marks for a course 100 (Weightage 100)

Internal Continuous Assessment - ICA - 40 marks i.e. (Weightage 40%)

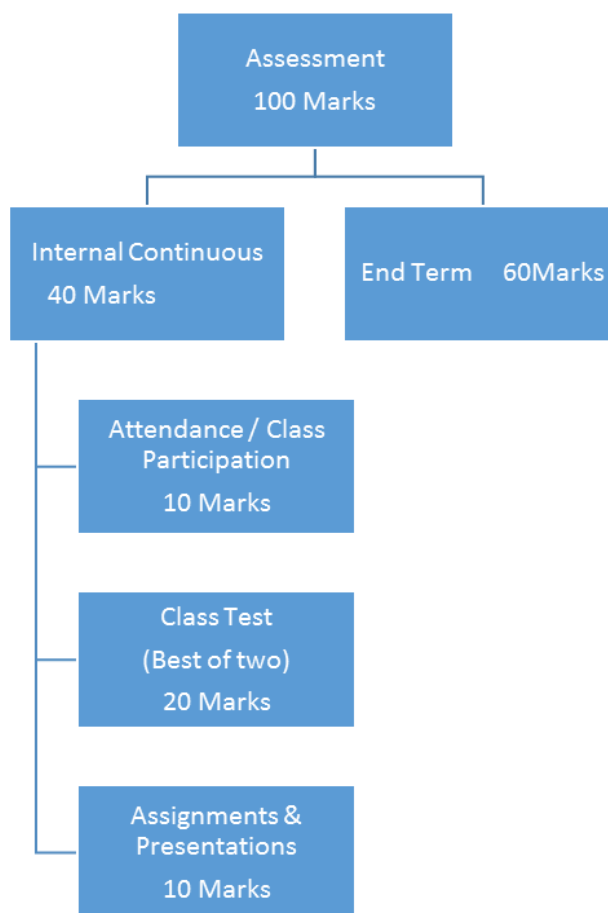
End-term examination – 60 marks (Compulsory) i.e. (60% Weightage)

Internal Continuous Assessment includes class tests, home assignments based on live problems, course projects either in a group or individually.

The Continuous internal evaluation consist of the following parameters.

- a. Attendance/Class-participation – 10 marks
- b. Class test 1 (Written) – 20 marks
- c. Class test 2 (MCQ-Online) – 20 marks (Best of 2/Average Method)
- d. Presentations & Assignment – 10 marks

Parameters in internal Continuous Assessment / Evaluation



The Seven Point Grading System

A series of meetings of all the Deans & Controller of Examinations were held to discuss the system of grading to be adopted at the post graduate level. Mumbai University, subsequently in its Academic Council meeting and in its Management Council meeting resolved to adopt and implement the **Seven (07) Point Grading System** from the academic year 2012-13.

The Grade Point and the grade allocation shall be as per the Grade Table given below:

Proposed Grades for Post Graduate courses			
7 Point Scale for POST GRADUATE Courses			
Range of Scores	Grade	Grade Point	CGPA range
75 & above	O	7	6.5 - 7
70 - 74.99	A	6	5.5 - 6.49
65 - 69.99	B	5	4.5 - 5.49
60 - 64.99	C	4	3.5 - 4.49
55 - 59.99	D	3	2.5 - 3.49
50 - 54.99	E	2	2 - 2.49
< = 49.99	F (Fail)	1	< 2

Mumbai University, subsequently in its Academic Council meeting and in its Management Council meeting resolved to adopt and implement the **Ten (10) Point Grading System** from the academic year 2016-17.

Grade Table: - Grade Allocation under 10 point grading scale in CBSGS.

Range of percentage of Marks	Letter Grade	Grade Point	Performance	SGPA / CGPA Range
80 and above	O	10	Outstanding	9.51 – 10
75-79.99	A+	9	Excellent	8.51 – 9.50
70-74.99	A	8	Very Good	7.51 – 8.50
65-69.99	B+	7	Good	6.51 – 7.50
60-64.99	B	6	Fair	5.51 – 6.50
55-59.99	C	5	Average	4.51 – 5.50
50-54.99	P	4	Pass	4.0 – 4.50
Below 50	F	0	Fail	< 4
Absent	AB	0	Fail	

Attendance & Class Participation

Class presence and participation points are given to encourage the active class participation and discussion by the students. Students will be rewarded with a perfect score as long as they maintain the required attendance percentage and actively contribute to the class discussions during the lectures.

Presence: Attendance will be marked by the faculty at the end of the class.

Participation: The institute follows flipped classroom pedagogy wherein a group of students come prepared to the class for the given topic and present it to the whole class. The depth of preparation and presentation of topics are used to give class participation marks. The Case Studies discussions in the class gives ample scope for the students to contribute their ideas. This is also used by the concerned faculty to mark class participation.

Class Test

Class Test is organized as a mechanism of Internal Continuous Assessment in the form of written examination or Computer Based Multiple Choice Questions. The performance in the class test is added to the final result of the student. It is a rigorous exercise set in all seriousness by the concerned faculty and administered by the examination department.

Guidelines for conducting the Class Test

The date and venue for the tests are announced at the beginning of the semester in the academic calendar.

The Question Paper set by the faculty should reach the examination department seven days before the due date.

Services of external invigilators to be used to ensure neutrality.

One invigilator for 30 students to be employed for the test with provision for invigilator breaks.

At no stage should any student sitting a class test be left unsupervised.

The faculty member who set the paper should be available (either in person or via telephone) to answer any queries on the examination paper.

Any amendments or clarifications to the paper must be announced to all students taking the class test.

Class Test is very rigorous examination taken by Examination Department and Conducted just like the Final/End Term examination. This ensures that the test taken very seriously and the process is robust.

2 Class tests

20 Marks each

1st – After 6th Week i.e. in 7th Week

Written exam.

1 hour each course

2 courses per day

2nd After 10th Week i.e. 11th Week

Multiple choice questions

20 minutes

20 marks

Assignments

A management course is not complete without completion of extensive assignments through research or primary sources. Students of VESIM do variety of assignments in all the subjects and then present their findings by the way of report or class presentation. Faculties assign grades to the students based on the content of the report and presentation skills.

Assignments are designed to encourage the students to develop the habit of continuous study of the subject throughout the Semester. Assignments are awarded/evaluated by respective faculty.

Students must submit assignment in each subject to their respective faculty for evaluation on or before dates given by faculty. The dates for the submission of the assignments will be decided by the faculty.

The assignments must be handwritten and Spiral bound. Student should ensure that they answer all questions according to the marks allotted and as per the instructions from the faculty.

Content of the assignment that has been directly copied from the Internet or assignments that have been copied and shared among Students will be automatically rejected without intimation.

Presentations:

Presentation skills are the skills you need in delivering effective and engaging presentations to a variety of audiences. These skills cover a variety of areas such as the structure of your presentation, the design of your slides, the tone of your voice and the body language you convey.

The committee uses evaluation forms developed with criteria that best reviews originality, creativity, knowledge, and overall image of the student's presentation, whether oral or poster

Oral presentations are judged for originality and creativity, organization of content, oral presentation, knowledge of material, clarity of artwork (charts, graphs, slides), and overall presentation. Students are given 15 minutes for their presentation including questions from the faculty. Faculty will evaluate the oral presentation based on the student presenter's explanation of the research, the content, dialogue with the presenter, and delivery of the presentation during the student's 15-minute time allotment.

Posters presentations are judged for organization and creativity, organization of content, technical procedures employed (when applicable), oral delivery, knowledge of material, clarity of artwork (charts, graphs, images), appearance of poster, and overall presentation.

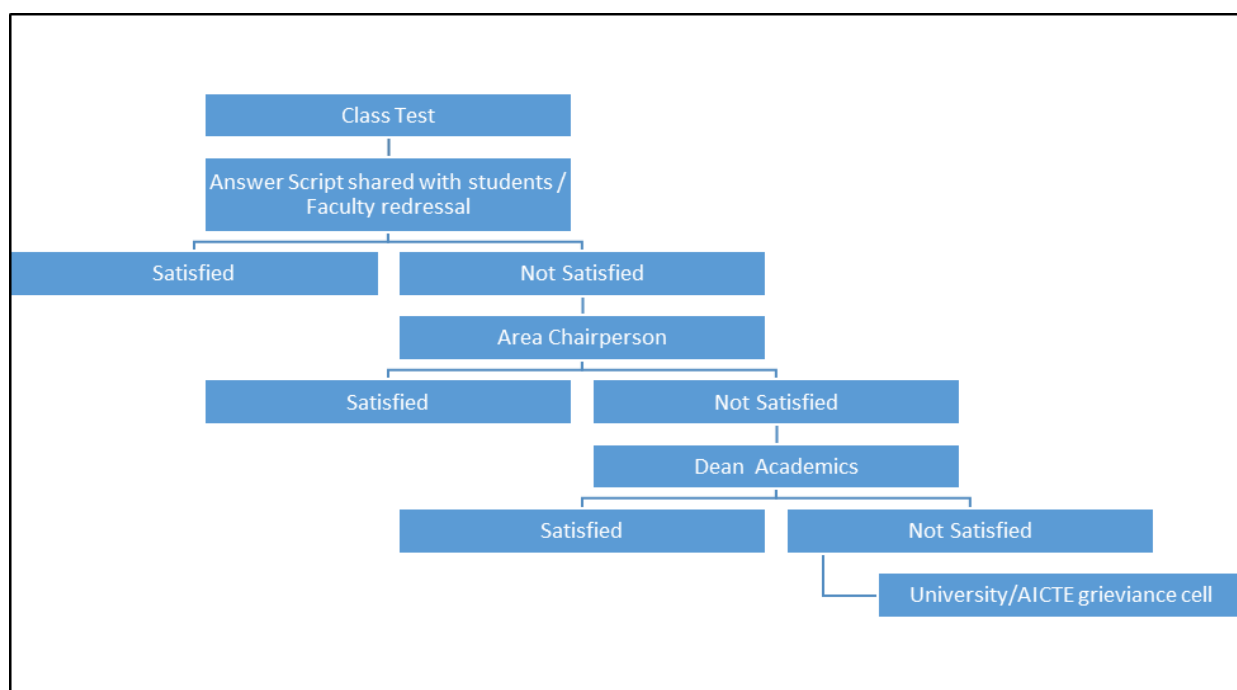
For poster presentations, faculty evaluate each poster presentation based on the student's explanation of the research, their ability to answer questions about the research, and the content and appearance of the poster.

Guideline Related to Continuous Internal Assessment

- The faculty shall show the answer sheets after evaluation, to the students. The answer sheets have to be taken back and sent to the Examination department.
- The faculty shall display the marks of the class test on the notice board.
- The faculty shall submit the grade of all components of ICA, on the standard format, as per dates specified by the examination department.
- In the component of Group assignments/presentations etc. the evaluation will be for individual students and not group as a whole.
- The date once decided for class test and/or for submissions/presentation related to ICA or evaluation process, will not be changed for any reasons.
- Course-wise marks obtained in the 'ICA' will be placed on the notice board, by the Examination Department.
- The ICA marks once placed on the notice board cannot be modified later on.
- The paper pattern for class test can be obtained from the Examination department.
- Written final re-examination and/ or improvement in the internal assessment will

not be allowed for the student

- NO- Re-examination of Class Test/ Internal Test under any circumstances



Mechanism of External Assessment

1. Appointment of Question Paper setting –

1. Worldwide, Outcome based education is being practiced in all leading Educational Institutions. Response of students to question papers is an important tool in assessing the student learning outcomes.
2. A paper setter should be therefore aware of the course outcomes defined in the curriculum of subject. The paper setter should try to ensure that all the outcomes are addressed through appropriate questions. One may use clues from the Bloom's Taxonomy for setting questions.
3. Questions should try to address the different levels of learning mentioned in the Bloom's Taxonomy i.e. Knowledge/Remembering, Understanding, Applying, Analyzing, evaluating and creating.
4. The questions set in the End Semester exams should cover the entire syllabus evenly. Units mentioned in the course should be covered with appropriate weight age.
5. Question should be set in such a way that it shall test the skill of applying the knowledge acquired, rather than testing the memory. Question shall not be based on merely book information. The question should check the student's analytical ability and should contain application based.
6. A question paper pattern for MMS should be same as University and for PGDM as per Board of Studies.

7. The panel of question paper setters should peruse the coverage during the Semester/Trimester before setting the paper.
8. The panel is required to set two different question papers along with “Synoptic answers sets” during a meeting which will be held before the examinations. The examination section will choose one of the two questions papers for the examinations held during the Semester/Trimester.
9. The question paper should be precise. Paper setter should design question paper such that the questions:
 - a. are unambiguous
 - b. are asked for appropriate marks (as per scheme)
 - c. The questions should be serially numbered and shall be numbered as 01, 02, 03, 04 & 05 etc.
 - d. Sub-questions, if any, shall be numbered as a, b, c, detc.
 - e. Any instructions to candidates regarding the answering of different sections in separate answer-books or regarding the number of questions to be answered should be clearly given on the top of the question paper and it should not have any ambiguity.
 - f. It must be ensured that all questions are from within the prescribed syllabus.
 - g. The question paper setters shall specifically indicate whether any Charts, Tables, books etc. are to be provided to the students, the use of which shall be permitted during the actual conduct of the examination. Preprinted datasheets may be provided as per need, to be used by students during the examinations.
 - h. The marks assigned to each question must be entered in bracket at the right side of the question paper against the respective question.
 - i. Each page must be numbered clearly i.e. page 1 of 2, at the middle bottom of the page.
 - j. In setting question paper, abbreviations of all kinds should be avoided.
10. Approved copy of syllabus, question paper format and marking scheme (As per University of Mumbai/ Approved by Academic Council OR Board of Studies) will be provided. The copy of the same will be given to Question Paper Setting Committee.
11. The question paper setter shall follow all the direction given by Examination Department from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
12. The hard copy of the One question paper shall be sealed in the small envelope (labeled Confidential) and the synoptic answer paper shall be sealed in other envelop (labeled synoptic answer). These two envelopes shall be sealed in big envelope along with the declaration (Undertaking). This big envelope shall then be sent to the Controller of Examinations. The same process will be repeated to second question paper set.
13. Question paper-setters must burn/destroy the rough notes or manuscripts, if any, of the question papers, as soon as the later are decided upon and before they are delivered to the Examination Department.

2. Question Paper Code – Question Paper code method is adopted by the institute to hide the identity of Question paper.

3. Masking- Masking method is adopted in the End Term Examination to hide the identity of the candidate and to make examination process transparent. Evaluator is not aware about the details of Answer sheets.

4. Moderation- The process of scrutiny of examination papers to ensure error free standard question papers at semester examinations. The appointed Academic who does the scrutiny of examination papers.

Guidelines for Moderation of answer scripts:

- The purpose of moderation is done to assure error free evaluation of answer scripts.
- Moderation shall be done by a second examiner appointed at the relevant Faculty Board.
- During the moderation process the second examiner pays attention to the following focal points:

Whether the first marking has been done according to a marking scheme.

Whether the allocation of marks is just and fair for the answer.

Whether the additions and subsequent calculations to obtain the final mark and the letter grade is accurate.

However, for practical applicability of the moderation process the second examiner may adopt the following process: If the number of answer scripts presented for second marking is small or moderate, second examiner may mark all the answer scripts individually after the marking scheme presented to him to obtain the final mark and letter grade.

If the number of answer scripts presented for second marking is considerably high, the second examiner may first mark a representative and random sample and if considerable deviations from the first marking exist (e.g. differences greater than five), second examiner may mark all the answer scripts individually to obtain the final mark and letter grade.

Good practices during first Evaluation and Moderation

- Marking of answer scripts should be done according to pre-agreed detailed marking scheme without any prejudices.
- The process should result in error free evaluation of answer scripts so the candidates would get the maximum advantage for their efforts at the examination
- The first and second marking of answer scripts is a time bound process. Hence, it is expected that the first and second examiners comply with the specified time intervals and submission deadlines to assure speedy release of the results.
- Moderation should be done independently from the first marking.

6.3.4 Research and Development

- | |
|--|
| <ol style="list-style-type: none">1 Rewards to faculties for publishing2 Provision to attend national and international seminars3 Sponsorship pf continuing education4 International workshops at the institute |
|--|

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- Purchased Turn It In Originality Check Campus License fee for 100 student's license and 10 instructor license. (for 1 Year) and also renewed for one more year in July 2018
- Renewal of Prowess
- Purchased package from Pearson for "English Language Learners". This program takes a student step by step to gain proficiency in English language. At the end there is assessment and certification. Students, who are weak in English or wish to further improve can be made to go through the course and this will help him/her in gaining adequate communication skills in English. The certification also helps those who want to study abroad.
- Kindle -10 units

IT Infrastructure:

- UPS for SAS Lab 1, 2 and First Floor Computer Lab) (SURT20KUXI Online APC
- Smart 20 KVA UPS input/output 3:3 and SURT15KUXI Online APC Smart 15 KVA UPS input/output 3:3)
- Office ProPlus 2016 SNGL OLP NL Acdme-60 no's
- Biometric for Students
- Video Conferencing

Infrastructure:

- Insta lock Screen and Projector VESLARC Room
- 2 Inverter AC for Server Room
- Phone-Welcome Message Software
- SAS Analytical Software License for the period 01/10/2017 to 30/09/2018
- Ground, 1st and 5th floor Washrooms were modified
- Glass Mirrors arranged at the turning on the road connected VES Campus 1 with 2

Guidelines for HR Policy for NON Teaching Staff, VESIM

Vivekanand Education Society, a Trust is our parent body, regulating the appointments terms and conditions of the services of their different Institutes. VES adopted the major service conditions and appointments procedures, leave rules, pay scales, etc. from the guidelines issued by Government of Maharashtra and Maharashtra Civil Services rules and the circulars and GRRs, notifications announced/received from time to time from the Higher and Technical Departments, Government of Maharashtra.

University of Mumbai is time to time publishing their circulars, orders and guidelines for Teaching and Non-Teaching Staff members for University affiliated Institutes and colleges and these are compiled in a **Compendium** which is published by University.

VES Management have adopted these guidelines as their HR policy of their Institutes. Regarding DA, HRA, CLA, Gratuity Notifications, Leave Notification and special holiday notification are time to time granted and announced by the State Government Authorities for the affiliated colleges and institute and is also time to time implemented and the benefits of such Government resolutions, notifications and Circulars are made available by the management of VESIM to the Non-Teaching Staff .

As a parent institute, the circulars guidelines and directives issued by Vivekanand Education Society in accordance with the Government, AICTE, DTE and University guidelines are also adhered by the Institute as its HR Policy.

We have already implemented the 6th Pay commission to all teaching and Non-Teaching Staff members and they have been paid all the benefits of the same. Though there is no written and compiled HR Policy for non-teaching staff all the above notifications, circulars, guidelines therefore are forming the part of HR policy for Non-teaching Staff for VESIM which is being followed by us.

6.3.7 Faculty and Staff recruitment

1. Recruitment done as per government proceedings in presence of: a) Vice chancellor Nominee, B) Subject matter experts,
2. Demo lectures taken for student feedback before actual recruitment

1. HR Summit:

The HR Summit is an annual conclave hosted by VESIM with an aim to provide a platform for sharing insights, experiences, best practices and the latest breakthroughs in the field of HR. In today's VUCA and SMAC world the businesses are undergoing a constant change affecting the people and relationship dynamics. HR plays an extremely important role in managing this ever evolving change, keeping abreast with the latest technology and engaging their people to drive organizational success. Through this conclave VESIM creates a platform for its students and fellow HR colleagues to learn from eminent industry experts and professionals.

2. III League - 2018:

This year is the commencement year for Industry, Interface and Interaction (III) League, 2018.

The objective of the program is to connect and help students to have an informal discussion with industry stalwarts on their career journey, learn from their personal challenges and experiences in various industry and domain areas. The main aim of this discussion is to share the varied career stories of the speakers which can be an inspiration for students for their own career journey.

3. Alumni Sessions

Every year we engage our senior Alumni batch students to come as guest, visiting faculty as well as conduct the mock group discussion and Personal Interviews of the outgoing students to groom them to face the real corporate world.

6.3.9 Admission of Students

The seats remaining vacant after CAP admission shall be made available for the Institute level vacancy round.

In this round students shall be admitted in a transparent manner and strictly as per DTE guidelines and the rule of inter-see merit of the candidate who have applied to the institute. Higher score student get a first chance for the admission.

6.4 Welfare schemes for Teaching, Non-Teaching and students.

Welfare Activities for Students

I. Institute is affiliated to University of Mumbai and is recognised by the State Government therefore State Policy adopted by the State Government of Maharashtra has been made available for the students admitted to the affiliated Institute recognised by the State Government in terms with making available the scholarships, Freeships, minority scholarships and other concessions to the backward classes, Economically Backward classes, Physically handicap and Minority Students.

We ensure that the above mentioned scholarships are made available to the students so that the maximum students are benefitted.

In addition to the above government facilities, the Institute have introduced following scholarships from the Academic Year 2017-18:

1. Late Karmayogi Shri. HASHU ADVANI MERIT Scholarship
2. Late Shri. Jhatamal Wadhvani EWS Scholarship
3. Topper Female Student Scholarship
4. Topper Scholarship to PH- Physically Challenged Student

Institute also took efforts to make available the Charitable Trusts Scholarships to Meritorious & Economically Weaker Section Scholarship from the following Trusts:

1. Asrani Foundation (Merit Scholarship)
2. D.L Trust Mail Scholarship (Merit Scholarship)
3. VES Trust Scholarship (EWS Scholarship)

Waiving of part Fees for needy Students: Institute have also waived some part of the fees_in the exceptional cases where the students cannot pay the fees due to their lower economic condition.

II) We have Student Welfare Committee which is headed by a Faculty member for its day to day activity where the students are encouraged to participate in various Inter Collegiate competitions, State level competitions. Some of the activities are as follows:

1. Guest lectures are arranged for the students so that they get to learn about the latest market trends as we invite the industry's who's who to take the sessions for the students
2. Students are encouraged to participate in the lectures where the Public Speakers are invited so that they get the exposure and it helps in building their confidence being part of the huge platform.
3. Students are also encouraged by their faculty members to present their papers, to participate in the conferences and workshops of their interest so that they can get the cutting edge in building their career.
4. Students are offered the platform to show their talent in all the cultural events/conferences

which are organised by the institute.

5. In addition to the above the Institute have provided the facility of ATM (24*7), Cafe Coffee Day for refreshing coffee and different beverages for the students whenever they like, canteen and fully equipped recreational rooms are also available for both boys and girls.
6. Facility of Indoor and Outdoor games is also made available for the students.
7. We have also appointed a faculty as “**SPORTS COACH**” to guide the students who wants to take sport as their profession in future or are passionate to learn a specific sport.

Welfare activities for Teaching Staff

Superannuation/ Retirement Benefits:

The institute follows the practice of giving all the retirement benefits to the employees after their superannuation. In this year we have given the benefits of superannuation to the following faculty member:

Dr Dinesh Kapadia was given the amount of Rs 380353/- towards Gratuity and PF documents have been cleared.

Prof Mukund Tripathi was given the amount of Rs. 215515/- towards Gratuity and PF documents have been cleared.

In addition to this the following faculty member's PF documents have been cleared:

1. Barkha Jadwani
2. Charu Banga
3. Abhay Nagale

The employees are relieved from their services with full settlement on the very last day of their services with the Institute.

Study Leave:

Study leave with or without pay is granted to employees in the teaching service. Study leave is one of a range of professional learning options covering both formal and informal training and resources for employees in the teaching service to build the capacity of the workforce to improve student learning outcomes.

The purpose of study leave is to enable an employee to pursue a course of studies or training or to undertake research which would improve the potential of the employee to serve the State in the teaching service.

We have granted the Study leave for our faculties for the completion of Course work which is the part of their PhD.

The paid Study leave was granted to Prof. Ravi Jeswani and Prof. Srinivas Repak.

Career Advancement Scheme (CAS):

This year Prof. Ravi Jeswani and Prof Mukund Tripathi has got promoted under the Career Advancement Scheme. Their GP was increased from Rs. 6000/- to 7000/- .

Incentives for acquiring PhD or Higher Education: Three Non-compounded increments for acquiring PhD degree have been given as per the University AICTE policy to the following faculties:

1. **Academic year 2017-18** – Prof Dinesh Kapadia, Prof. Debjani Banerjee, Prof. Pradip Mitra.

Timely Compliance of PF/Gratuity/ Pension Fund:

We always ensure for the timely compliance of the Provident fund /Gratuity/ Pension Fund for the employees who leaves the organisation .This year we have released the Provident Fund and Gratuity for the below mentioned staff members :

- Dr Charu Banga
- Prof. Barkha Jadwani
- Dr. Abhay Nagale
- Dr. Dinesh Kapadia
- Prof. Mukund Tripathi

The compliance of the same is done on monthly basis.

Café Coffee Day – Available for all

ATM – 24*7 Kotak Mahindra Bank ATM accessible by all students, faculties and Staff members.

Sanitary Vending Machines - **Sanitary Vending Machines** have been made available for the Female Staff members and students.

Staff Lounge: Off lately we have dedicated one room for the Staff members having unlimited Tea Coffee free of cost. The Vending machine is installed so that they can have some relaxation time and can have healthy interaction with their colleagues.

Snacks Vending Machine: In addition to this we have also installed the **Snacks Vending Machine** which can be operated on self-service basis by all the Staff members.

Outbound Activity: The new batch is sent for their Induction program to develop a synergy with their new batch mates and faculty members. The faculties train the students with different leadership aspects and try to develop a camaraderie with the students .Every year different faculties are given a chance to accompany the students for their induction program.

Group Health Insurance: The faculties shall be covered under Group Health Insurance which is under process by the TRUST.

Meditation and Yoga Centre for the Employees

Rewards for publishing paper: We usually reward the faculties with cash prizes on publishing their research papers in Journals. The list of the faculties rewarded in Academic Year 2017-18 is attached for your reference. We have rewarded total 22 faculties.

International Conferences /workshops/seminars/MDP/FDP: We encourage the faculties to participate in the research paper presentation in the International and national conference in order to enhance their skill and to get the international exposure.

Residential Programs: We encourage our faculties to attend the Residential programs with world renowned B Schools.

Welfare Schemes for Non-Teaching Staff:

Medical Health Insurance: The trust has taken the Group Medical Insurance from **Oriental Insurance Company** for all the Staff members working under VES Trust. The payment of the premium is done by the trust themselves under this group insurance the staff members are covered along with their direct dependants.

Education Enhancement Scheme: This is the scheme which is applicable for all the non-teaching staff members who wants to pursue further education. VESIM provides financial assistance to these staff members and reimburse their course fees after the successful completion of their course.

Interest Free Loan: This is the facility which is given to the non-teaching staff members at the time when they are in need of money. The money is given as LOAN to the employee assessing his paying capacity which is dependent on his salary. This Financial support is extended to the Staff member at the time of their financial contingency. This year we have extended the financial assistance to three of our Staff member namely Mrs. Heta Palan (Personal), Mr Sandeep Bhavsar (purchase of house) and Mr. Janardan Bodekar (Daughter's Marriage)

Flexible Timings: Keeping in view the responsibilities of the Staff members towards their family we have given the facility of flexible timings to our Staff members in case of Household and personal emergencies with due sanction by the director.

Maternity Leave: The Maternity Leave of 180 days (6 month) is available for all Female Staff members as prescribed.

Paternity Leave: The Paternity leave of 15 days is given to the Male Staff members as per the Guidelines. This year we have granted paternity leave to Mr Sandeep Bhavsar and Prof. Ravi Jeswani.

Participation in Training programs: The Staff members are encouraged to attend the training programs which helps them in enhancing their professional skills and increase in productivity at work place and also encouraged to attend the conference for network building. This year the MRS Gunjan Somaiya and Mr Arun Saxena attended the training programs.

Ms Gunjan Somaya and Mrs. Hetal Palan were sent to Delhi to attend DIDAC conference. Mr Gunjan Somaiya attended the HR analytics workshop. Mr Arun Saxena attended the exhibition in Gurgaon

having all big industry people for network building.

Café Coffee Day – Available for all

ATM – 24*7 Kotak Mahindra Bank ATM accessible by all students, faculties and Staff members.

Sanitary Vending Machines - Sanitary Vending Machines have been made available for the Staff members.

Staff Lounge - Off lately we have dedicated one room for the Staff members having Tea Coffee Vending machine so that they can have some relaxation time and can have healthy interaction with their colleagues.

Snack Vending Machine - In addition to this we have also installed the Snacks Vending machine which can be operated on self-service basis by all the Staff members.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	NO	NO	NO
Administrative	NO	NO	NO	NO

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

We have made over Examination system more transparent or robust for that we have implemented the following methods.

- 1) Question Paper setting is done by external faculty teaching in other B-School.
- 2) Moderation of Answer Sheet.
- 3) Masking of Answer Sheet to hide Identity of students.
- 4) Answer Sheet of the class test are given to students.
- 5) Internal Evaluation is a continuous evaluation.
- 6) Online Examination Method is used for class test.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NIL

6.11 Activities and support from the Alumni Association

ALUMNI CELL REPORT 2017-18

Students committee – 45 students from Juniors and Seniors Batch

1. Alumni team has invited Mr. Amitabh Basu, VESIM alumni from 1994-96 Batch for the for induction program of MMS sem I students. He has shared his experience and give the valuable suggestions and guidance to the students.
2. First Guest lecture series of Alumni was conducted on 9th Sept., 2017. Alumni cell has invited Mr. Hitesh Kaiser for Finance, Mr. Aniket Bhalerao for Operations, Mr. Ravindra Jadhav for Marketing , and Mr. Vishal Keswani and Mr. Bhooshan Malkani for HR specilization. They have interacted with all third semester students and resolved their doubts.
3. Alumni cell has Invited Mr. Aniket Bhalerao, Mr. Ravindra Jadhav for BOS meeting which held on 12th August, 2017. They have given some fruitful suggestion in the meeting.
4. Alumni Committee members meeting was conducted on 12th August, 2017. Rajesh Idnani, Aniket Bhalerao, Ravindra Jadhav have attended the meeting.
5. Alumni Cell has arranged Mock GDPI of second year students along with Alumni where we have invited 20 Alumni according to their specialization on 7th October, 2017.
6. Alumni get together (FETE 2017) was arranged on 11th November, 2017. Approximately 200 alumni attended the party and enjoyed the event.
7. Our Alumni Vishal Keswani has placed Ms. Sonal sony in Worley parson.
8. Ms. Gayatri Joshi , Mr. Tushar Parakh has given the placement lead to the students.
9. VESIM Alumni has invited Mr. Nitesh Shetty for the inauguration on the sports day.
10. Seven alumni has taken the guest lectures from July to Feb 2018.
11. We have invited 2 alumni from globe up(Mr. Vipin Makhijani and Mr. Vinid Chugh)and 1 from Naukri.com (Mr. Manish Serai) to interact with the students who have applied for globe up (Placement counseling)
12. Manish Serai had come for placement counseling.
13. Mr. Vishal Keswani, Gayatri Joshi, Tushar Parakh, Manish Serai, Vibhor Goswami are helping in our placement activity.
14. Alumni Cell has called Mr. Mandar Gadkari and Ms. Sneha Tilwani as a guest in Incubator cell.
15. For BOS meeting on 24th Feb., 2018 we have called Mr. Rajesh Idnani, Mr. Ravindra Jadhav, Mr. Hitesh Kalwani and Mr. Vishal Keswani from Alumni cell.
16. VESIM cell has organized Alumni sports day on 11th March 2018. Approximately 40 alumni have participated in various outdoor sports like Cricket, Football and Volley ball.

6.12 Activities and support from the Parent – Teacher Association

As we are a Management Institute we do not have any concept of PTA requirement as per the statutory body norms.

6.13 Development programmes for support staff

Development Activity for Support Staff:

The Institute arranges many programs for the enhancement of skills and general awareness of the Support Staff members.

Some of the trainings which were arranged for the support staff are as follows:

1. Financial Literacy on SIP and Mutual Fund Investment Awareness was organised by our Professor Dr. Jyoti Singhal in association with HDFC bank
2. How to save money – the training was arranged by the Internal Faculty members
3. The Hospitality training of 1 hour was given by the Manager Human Resources to all the Support Staff
4. The Technical training for the operation of Coffee/Tea Vending machine was given to the Support Staff.
5. Training on the use of Fire Extinguisher to all the support Staff and how to tackle situation at the time of Fire and other serious emergencies.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Paperless Office Practices:-

Computerization of Accounts Activities:-

Institute is trying to Minimizing the paper work/use, and to adopt automation of the Administrations. We have installed/adopted the following software's/online practices.

- 1) Online Fee collection.
- 2) Fee Receipts are generated on software through Khushi Software's.
- 3) Salary software is available and salary slips are generated and online transfer of funds are made to employees.
- 4) Online Tax Payment, Payment of Different statutory payments to Govt. and Regulatory Bodies as per their requirements.
- 5) Whenever possible and required payments to the vendor and services provider are made online.

Online Examination Software's:- Marks obtained by students at various Examination, Mark sheet preparations, Result preparations, storage of Examination data etc. is done through this software.

Ziksa Software:- All the academic activities of the faculty including MDP, FDP, Seminars, Workshops, publications by the faculty are recorded through this software.

Student's attendance on regular basis, Internal Marks, Term end marks, assignments marks weekly lectures, workload all such things are recorded by faculty on this software. Online Exam also can be conducted on this software.

Slim-21:- This software helps to manage Library Management. Full library management including data base, issue and return of the books.

Purchase Software: - This software helps in to regulate the sanctioning procedure minimizing the time bound execution and for minimizing the purchase registered paper work. The activities starting from raising the indents and sanctioning of P.O. and Indent, maintaining the Issue Register, Inventory Register, Stock taking, controlling the minimum stock level all these things can be regulated and done in a systematic manner through this software.

Admission Software: - This is a lead management software through which the admission enquiries can be handled online, which shall save the personal visits, expenses and valuable time of the aspiring students.

This helps the Institute in making/storing required data available and minimizing the Manual Administrative works.

Tube well: - In the Institute campus there is a tube well exclusively for the garden use. Water from tube well is used for watering Garden which is saving the Municipal water of the city.

Rain water Harvesting: - We have this Rain Water Harvesting plants in our campus duly approved by the Municipal Corporation. Rain water is diverted in the ring wells cum bore wells we use this water for sanitary/flushing, Gardening and Construction purpose. This helps us to save the Municipal water of the city.

Waste Water Management: - We have Municipal Corporation approved STP waste water management plants in the premises. The converted water is used for Gardening and Construction purpose.

Compost Manure Making: - This Manure pits are available in the campus in our Garden from last 4 years for our own use. We have two such pits authorized by Municipal Corporation Mumbai. All Garden waste, including grass removed, tree and plant leaves, waste Canteen Food is deposited in these pits for making the compost manure and the manure is used to fertilize the plants in our garden.

The above practices help the Institute in saving the recurring cost.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

- 1. Flipped Classroom:** This has led by the Institute to raise the bar of teaching and learning process. It enabled the faculty to act as a mentor by evaluating the conceptual understanding of the class and thus guiding to add value to the specific area.
- 2. Experiential Learning:** Adopted through Sell On activity. Introduced to new joiner of both MMS and PGDM have seen it grow in terms of making them empathetic leader.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

Minutes of the meeting

Date- 28th July 2018 (Saturday)

1. Discuss on adoption of a Village.

The institute decided to adopt a village and the objective would be to analyse the need of the village. A committee comprising of Dean Academics, IQAC Member Secretary and Mr. Kishore Moghe (The Social Contributor), Mrs. Ranu Datta (Parent). In a month's span in discussion with CSR team the village would be identified for adoption. The committee after doing the need analysis of the village would adopt measures so that it can bring some change like- their financial condition through social entrepreneurship, health, hygiene, safe drinking water etc.

2. A student driven activity "Chaal Raang De" - A Socially Useful Productive Work.

For beautification of surrounding area, trees or walls can be painted with the help of students. It gives neat and clean look, also good message can be communicated to the society through theme. The Director has asked student representative to identify team of students who can contribute in this work. Also the committee is formed with Prof. Dinesh Kapadia, Prof. Prema Mahale, Student Representative to have tie-ups with the Asian Paints or Sanskar Bharti Group to plan for this activity.

3. Sales Training for unemployed youth from lower economic background.

Through sales training activity we can educate needy people around us like street or signal sellers for selling their stuff in a better manner, also training can be provided to school children learning in Signal Shaala or Study Centre Abhyasika. Team is formed with Dr. Sandeep Bhardwaj who is in charge of this committee, Dr. Debjani Banerjee & Mrs. Ranu Datta from Parent to identify the training areas.

4. Focus on experiential learning through Integrated Live Projects.

To enhance knowledge through hands on experience students need to work on live projects in different industries where in they will get more exposure to develop their managerial skill sets. Our alumni can be contacted to give our students opportunity to work in many companies. Alumni Representative Mr. Amarjeet agreed to provide opportunity & he would co-ordinate with other alumni's for the same. Placement Department can take lead with the help of IQAC team to develop methodology and allot students with companies depending on their likings and calibre (proper fit). In a time span of 15 days policy preparation to be done by Committee head Dr. Seema Sant. Mr. Amarjeet would provide lead in this area. Student Representative Mr. John to help in identifying online projects and to organise one guest lecturer in induction on live projects to give information to students about it.

5. Training & Workshops for Non-Teaching Staffs.

Non teaching staff is the backbone of the institute and there is great need of training and development so it is decided that the committee of Dr. Debjani Banerjee, Dr. Seema Sant, Mr. Arvind Waghmare and Mr. Vivek Prabhu to design a course of training for the Non-Teaching staff. They have to attend trainings, workshops or distance learning program for upgrading them self. They have to undergo training of at least 5 days in a year.

6. Welfare measures like Group Medical Insurance for teaching staffs.

Since teaching staff is not medically insured from the institute, The Director has decided to go for group medical insurance of teaching faculty at least Rs. 5 Lakhs or more, where in 50-50% contribution from employee and employer would be arranged. Dr. Debjani Banerjee has to identify the insurance companies and this work to be discussed in the next IQAC meeting.

7. "Leadership Conclave" - Ask the leaders a series of leadership interaction for students.

To develop leadership skills in students Leadership Conclaves or talks can be organised on webinar or Skype between CXO's. The Director mentioned that students should be able to visit their office atleast once to observe their way of working- how they work, operate and take decision etc. At least 8-10 CXO's to be identified this year by cell in charge Dr. Cheema.

8. A Corporate Academia connect- "Coffee with Corporates"

The institute in order to create a strong Industry Academia connect have decided to conduct an event "Coffee with Corporates" which will be at least 45 minutes interaction of corporates with students and faculty members. Corporates can be middle level management and above like Senior Manager, General Managers and CEO's. Student Representative Mr. John and Miss Akanksha have to make a team of students to organise this event with the help of placement cell to identify our current recruiters and explore new recruiters. The video of this discussion would be uploaded on YouTube . This would

enable to create a link through informal interaction, letting many other activity like training opportunity, MDP, live project etc come from Industry.

Others

A) The Student Representative Mr. John came up with a suggestion to create opportunity for students as Research Associate & Teaching Associate. The Director suggested to identify name of 13 such volunteers who would be working for 20 Hrs in a week.

B) Scholarship notification to be given to students.

ATR of meeting conducted on 28th July 2018

1. The committee comprising of Dean Academics, IQAC Member Secretary, Mr. Kishore Moghe (The Social Contributor), Mrs. Ranu Datta (Parent) along with Ms. Shreya Bhartiya (Head CSR) have identified 5 villages for adoption. The committee had held a meeting on 10th Oct 2018 in VESIM campus where in the Sarpanch - Ms. Anuardha Waghmare, Upa Sarpanch- Mr. Ramesh Patil and Gram Sevak- Mr Vijay Rathod were a part of the meeting. On 11th Oct 2018 the committee visited the villages in order to get a feel of it, as well as survey was conducted. A gram sabha was organized for the same in which around 400 village people were present. The committee as of now is in the process of signing MOU with Gram Panchayat of this villages

Name of the Village proposed for adoption:

- a. Chinchavali tarfe vaje
- b. Ritghar
- c. Dundre
- d. Shivansai
- e. Ambe tarfe vaje

2. The committee is in talks with Asian Paints to take forward the proposal. Efforts are being taken to talk with few more corporate houses to collaborate in this agenda

3. Dr. Debjani Banerjee along with Dr. Sandeep Bhardwaj had approached signal shaala organized by Seva Sahayog situated at teen hath naka regarding the sales training activity ,however the people have declined our proposal as they are selling only flower garlands for which no sales training is required. But in future they are planning to come up with some other proposals on which would require collaboration.

4. Entire policy framework has been designed by Dr. Seema Sant, Dr. Sachin Deshmukh, Dr. Sandeep Bhardwaj in discussion with Director sir. (Policy attached for reference). This would be now implemented to bring out the best result.

5. The committee comprising of Dr. Seema Sant, Dr. Debjani Banerjee, Mr. Arvind Waghmare, Ms. Sonali Choudhary has identified areas where every non-teaching staff have to undergo training of 5 days in a year. The areas of training list is mentioned as follows:

Training & workshop for Non- teaching Staff

- 1) Telephone Manner
- 2) Business Correspondence (Business email writing)
- 3) Advance IT Skills Technique
- 4) Time Management
- 5) Career Development (Online Learning Course through SWAYAM)
- 6) Managing Conflict
- 7) Personality Assessment
- 8) Soft skill for professional effectiveness
- 9) Effective office administration & financial management
- 10) Effective Team building
- 11) Positive mindset for accelerated growth
- 12) Technical Training

6. The details of faculty is almost done, on the basis of which the insurance company would provide the premium value. 50% would be borne by the Institute and remaining by the faculty.

7. To develop leadership skills in students VBx Leadership series talks initiative has been started, where in CXO's and leaders from every discipline motivate people through their speeches. So far 2 sessions have been conducted successfully. The speaker for 1st Leadership series talk was Dr. Sanjay Muthal, Executive Director, INSIST Executive Search. For the 2nd Leadership series talk speakers were Mr. Prashant Likhite, GM TCS and Mr. Ajit Singh, Head Talent Management, NETMAGIC Solutions (Japanese NTT Group)

8. **VESIM Business School has a mission to** “Develop faculty capable of synthesizing, communicating and creating knowledge in collaboration with industry, peers, alumni and students”. With this in mind, we have introduced a series of face to face dialogue with industry personnel. It offers faculties an opportunity to look beyond academics and know about the happenings in the industry. The series of events is titled ‘Koffee with Korporate’. This event connects faculties of VESIM Business School with industry.

The event involves inviting a senior executive (CXO, Vice President, General Manager or equivalent) from the corporate and letting the faculties understand the business from the insider perspective. The format is semi-casual, where the host asks questions about the business, its competitors, customers etc. The guest also talks about his/her career journey.

The idea behind this is to expose faculties to emerging trends in business so that they can transfer the real world knowledge to the students to the class. In the end, faculties interact with the guest to take the relationship further by exploring areas of common interest like student internships, placements MDP and consultancy.

Mr Prasanna Soparkar was our guest for the first session in our series to share his journey with us. Similarly the guest for our second session was Mr. Arun Mavinkurve who is an Independent Director on Board for Vinyl Chemicals (India) Ltd.

Others:

A: The MMS student representative Mr. John has identified 39 interested candidates names who have need to work as teaching associate. Now through an interview the candidates would be selected and allotted to respective faculties.

B: Scholarship notification to be given to students:

This notification regarding the scholarship offered by the Institute and Scholarship offered by the Government have been notified on the Institute notice board and mails in this regard have been already sent to the students.

1) Regarding Government Scholarship for reserved category:

Notices have been put up on the notice board and emails have also been sent to the students and this work in progress at the student level on the MAHA DBT of the scholarship portal.

2) Regarding the trust scholarship:

We have already informed students and received the application from the students and the disbursement of this work is in progress. Scholarship will be disbursed by the end of Nov 2018

3) Institute level scholarship:

This work is also under progress, we are receiving application and scholarship are been disbursed by November 2018 end.

1. Title of the Practice

Inter-Departmental Excellence Award (IDEA)

2. Objectives of the Practice

The idea behind IDEA is that “competition creates innovation”. A competition is floated every year that is open to all the departments in VESIM Business School. The objective behind the practice is:

- To create Best Practices in the institute that will ensure
 - Enhanced student learning and
 - Self-development of the faculties.

IDEA is one-of-a-kind innovative concept aimed at raising the overall output of the faculty with their active participation. Faculties step up their contribution in the positive environment provided to them.

The program leads to overall quality enhancement as it will improve industry engagement for the students and make them go through simulation of real world business situations. It will also drive the faculties towards their own development through Research, Consultancy and participation in workshops and conferences.

The competitive format of the program guarantees continuous improvement of the process as there is a chase to contest and win

3. The Context

The life and blood of any business school is its ability to connect with the industry. Academicians need to be constantly in touch with the industry so as to bring in the latest developments in the classroom. A professional course like Business Management has to be all the more industry focused since the students will be leading businesses in the near future. With this in view, the competitive format of IDEA encourages faculties to increase their Alumni and Industry engagement through various direct and indirect interactions.

In addition, the faculties also need to innovate so that they can contribute to the existing knowledge through research publications. The IDEA competition between departments lays weightage on the number of publications by a department and the quality of the publications where they get published.

In this ‘race’ for the reward, every department tries to better itself over the year thus achieving the desired results.

4. The Practice

The IDEA competition is open to all the specialization departments of VESIM Business School. It is a transparent process where each and every department has a chance to win the competition. It encourages contribution from the faculties for student and self-development.

VESIM Business School has six distinct departments based upon the domain specializations offered

by the school viz.

1. Marketing
2. Finance
3. Human Resources
4. Operations
5. Business Analytics
6. General Management

Each of these departments is headed by an Associate Dean who is the HOD of the department.

In the beginning of the year, the Director of the Institute invites all the HOD's to participate in the Inter-Departmental Excellence Award (IDEA) competition. All the rules and parameters of the competition are explained to them. The HOD's are encouraged to participate and make efforts to maximize their performance vis-à-vis others.

The Parameters for adjudging the winners of the award are:

1	Research Papers Published	Quantum of papers published in quality journals indexed in ABDC, Scopus, Sage and other reputed journals with high impact factor.
2	Conference / Workshops Conducted	Number of conferences and workshops conducted – open for public and exclusive for students.
3	Govt / Industry Consultancy	Paid projects from external bodies.
4	Alumni Engagement for student learning	Taking Alumni help for Guest lectures and mentoring program
5	Industry Engagement for student learning	Using industry connect to place the students for internship and final placement.

The HOD's in turn call the faculties in their area and brief them about the competition. The department then makes plans for the coming year to perform their best in the competition.

At the end of the year, the HOD submits the achievements of the department to the Dean Academics. The Dean Academics then collates all the submissions and makes a final report for the Director. The Director, based on the reports, declares the winner for the IDEA award for the year.

The reward consists of a Rolling Trophy and an amount of rupees twenty-five thousand which can be

used for developmental activity of the department. This reward can be spent within the department on Internal Research Grant.

Participation in conferences.

Setting up of laboratory.

Purchase of software relevant to the domain.

Purchase of books, journals, online databases etc.

Any other purpose with the permission of the Director.

5. Evidence of Success

The result of this activity has been that the faculties are more than enthused to work towards the betterment of the students. Along with that they also stretch themselves to improve on their own research contribution.

The targets set for a department to be able to qualify for the competition is as follows:

Papers Published – Two per faculty in a year.

Conference / Workshops conducted – Two per department.

Consultancy – one per department.

Alumni Engagement – Two per faculty per year

Industry Engagement – Five per year per department.

6. Problems Encountered and Resources Required

Students are not fully aware of the value of the events being conducted. Since it does not form an essential part of the academics, it is not viewed seriously by all the students. In addition, conducting events, workshops and seminars takes away academic delivery time and upsets the time table.

While IDEA is a concept aimed at raising the quality of teaching-learning at VESIM, it has to be implemented with co-operation of all the team members. It needs extra efforts on part of the HOD to co-ordinate tasks of each faculty. The faculties are already constrained for time and this needs additional tasks that are over and above their regular routine. Budgetary provisions have to be made for events and the prize money to be awarded at the end.

7. Notes

Successful implementation involves complete buy-in from all the teaching staff and the HOD's. They have to be constantly motivated to produce a good result. Output has to be measured very carefully as the contribution of this activity is not solely responsible for institution results. Award ceremony has to

be a grand function in presence of students so as to lay down the importance for all concerned.

2. Yuva for Seva

Title- Yuva for Seva- A Social On-field Project

Objectives of the Practice

Project has been implemented from year AY-2014. It's a 21/15 days on-field project where first year students work with various NGOs.

Objectives are:

- To develop students as socially responsible business leaders.
- To sensitize the social problems and give them solutions by our initiatives and projects.
- To associate with NGOs at Pan India level and to help them for achieving their objectives.
- To increase and develop students understanding of NGO management.
- Today corporate values employees who are socially responsible and sensitive towards social issues, any such exposure make students employable.
- To differentiate our students from other management students at the time of final placement.

The Context

We started this practice from academic year 2014 with the objective of sensitizing our students. During implementation of this practice we faced various challenges such as placing more than 200 students in various NGOs based on their interest and preferred locations, monitoring their work for 21 days, designing policies and rules and regulations, accommodating these dates in our academic calendar and evaluation of these projects. Preparing a data base including student's details and NGO details was a big challenge as it was necessary for successful implementation of this project. With this one very important challenge was to motivate the students to work in NGOs as most of the students never had this type of exposure. So preparing them psychologically and training them well in advance to work in different conditions was a necessary and with this one more challenge was to convince their parents/guardians to take their approval for same.

The Practice

Most of the management institute give more focused on management workshops and projects but to differentiate our students and to make them social responsible we initiated this practice.

As earlier our CSR initiatives were limited to CSR cell students so "Yuva for Seva" has been introduced in academic year 2014 to give exposure to all first students. This is an on field compulsory project for first year students for both our courses PGDM and MMS. MMS students do this project for 21 days after first semester

while PGDM students do this project after second trimester for 15 days. Under this project students work with NGOS for 21/15 days and at the end of the project they submit the report. Program has been designed in such a way that students not only get exposure to various social issues but also develop their own managerial skills. Such as at the time of organizing various donation camps and events students learn about how to manage people, how to market and how to control. We place our students in various NGOS across India based on their area of interest and preferred location. These projects are continuously monitored and evaluated by our faculties. Faculties also visit various NGOs to monitor the student work and to take feedback. After successful completion of project students also participate in “Documentary Competition” based on their on-field experience and three best documentaries are selected and awarded cash prize. This competition has been started with the objective of motivating the students. This exposure helps them to have actual on-field experience and give them the platform to find a solution as well as to develop their own managerial skills. This also help our students to stand out from the crowd at time of final placement as now a day’s companies also prefer socially responsible managers. This project is also found useful some time in changing the view of students towards life, as some students reported and documented this experience as life changing experience.

Some limitations / constrains we faced till now-

1. Limited time duration as some project required more than 21 days evolvment and continuous monitoring.
2. Financial constraints, as we do not provide any financial support to students as well as NGO, sometimes implementation of solutions become difficult.
3. Sometimes student’s lack of motivation leads to unfruitful results.
4. Limited monitoring is possible because of number of students and location as some students work outside Mumbai.

Evidence of success

We have successfully doing this practice form last four years and worked more than 50 NGO across India and reported and documented as one of the most successful project in Institute.

Some evidences of success are-

1. Continuous association with some NGO’s such Seva International and Seva Sahayog. Our students are working with them from last three to four years and getting appreciation from them.
2. Word of appreciation from various NGOs and further association for other social projects.
3. Received awards from Jankalyan Samiti for developing App for blood donation during this project.
4. Overall very positive feedback from students.
5. Enthusiastic participation of students in poster and documentary competition this shows / reflect their learning and understanding.

6. Students got live project for developing rural tourism on Uttarakhand.
7. Students developed the case based on social project and presented various places.
8. With students our faculties also associated with various NGOs during the monitoring process and became volunteers in various NGOs. They are continuously associated with them in last three to four year.
9. Based on our work VESIM also able to receive funding for it's social projects including Yuva for Seva-on field project from academic year 2018-19.

Problems Encountered and Resources required

Implementing this project was a challenging job and we faced some problem such as-

1. Students lack of motivation and attendance issues during this project.
2. Lack of funds which hindered the implementation of some solutions and also limit the approach.
3. Psychological hindrance, as every student was not keen on doing social project, this limits the enthusiasm and creativity of students.
4. Systematic implantation as most of the NGOs do not have organized and systematic way of working.
5. Coordinating and monitoring of students is a difficult task.

Based on students, faculty and NGO's feedback every year some changes have been done to make the practice more effective. Various steps have been taken to overcome the restrictions and to make this project more successful. Some initiatives are-

1. Fund has been raised through the sponsorship by Ajanta Pharma.
2. Marks have been allotted for social project to motivate the students.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

1/9/2017	Rally for River	Students of VESIM participated enthusiastically in the campaign 'Rally for River', organized by Isha foundation on 1st September 2017. More than 150 students' participated and more than 5000 eyes caught the sight of the "RALLY FOR RIVERS" placards and pamphlet.
15/09/2017	Swatch Bharat Abhiyan	180 students participated in one day Swachata Abhiyan activity with faculties and staff members.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT ANALYSIS

Strengths :

1. VESIM is a Sindhi Minority Institute which provides Quality education to minority community of a society, by doing this it is serving towards educational up-liftment of a particular class by imparting professional education.
2. The admission of students are based on merit and the institute is very ethical, thus have surrendered management quota so there is no capitation fee. It is a not for profit organization.
3. VESIM has state of art infrastructure and facilities with huge Library which is one of the most enabling factor for pulling good students.
4. VESIM's Management body is very supportive, it encourages students and faculties to grow in their career. By offering various scholarships, to students and incentives to faculties it create conducive environment to go for research and self-development.
5. This institute has best of the faculties having expertise in different fields of management and it has total 21 Doctorate faculties.
6. VESIM has state-of-the-art Laboratories, advanced Learning Management system, and central data repository system which enables data management, enabling reporting and analysis to be very fast and appropriate.
7. The institute has focus on holistic development of students and focus on making them socially responsible managers with empathy which makes them employable and good human being
8. VESIM has very active Alumni committee and runs Alumni engagement program round the year.
9. The institute has strong International relation aiming at students and faculty exchange and collaborative research. The Institute has national tie-ups with NISM, NSE and MCX for certificate courses.
10. The institute has multiple courses, like Business Analytics, and foreign languages.
11. The institute has strong digital presence on media, making its visibility to larger audience, with transparency of information.
12. VESIM has its own incubation centre facilitating & guiding towards career options for budding entrepreneurs

Weaknesses:

1. VESIM has adopted holistic approach in student development, so the institute is engaged in lot of activities throughout the year making it challenging for students and faculties.
2. Though institute is located very strategically but approaching to it is not smooth as access to public

transport facility is slightly restricted.

3. Due to lack of space, the institute has limited scope for its expansion of hostel facility and also there is less scope for green coverage.

Opportunities:

1. VESIM Business School is accredited by NBA and NAAC So it can go for further expansion of many new courses, creating profession opportunities for larger segment of students.
2. The institute has huge pool of expert faculties in different areas of management, there is large scope for more certificate programs, MDPs, Consultancies etc.
3. The institute has installed state-of-the-art tool like SAS which is a Business Intelligence tool that facilitates analysis, reporting, data mining, predictive modeling with the help of powerful visualization, interactive dashboards, which can create lot of opportunity in taking projects and MDPs from corporates.

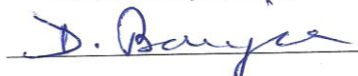
Threats :

1. Due to day by day increase in number of big management institutes, there is more competition to attract quality students
2. The institute has best of the faculties, and there are ample opportunity outside for them so there is threat of attrition of teachers.

8. Plans of institution for next year

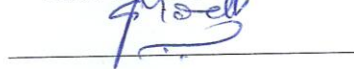
- As been suggested by Accreditation Body of NAAC, we want to adopt a village and create awareness toward social entrepreneurship, health and hygiene etc., we want to increase our reach for outbound activity and associate with organisation like Red Cross to participate in social act conducted by the Institution.
- Focus more towards experiential learning through Integrated Live Projects.
- Initiate welfare measures for teaching staff towards Group Medical Insurance.
- Training and workshops for non-teaching staff.
- Increase Industry academic connect.
- Increase of student intake.
- Launch of executive program.
- Introduction of International student exchange program.
- Infrastructure expansion of the institute.

Name: Dr. Debjani Banerjee



Signature of the Coordinator, IQAC

Name: Dr. Satish Modh



Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
