



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

NCRD'S STERLING INSTITUTE OF MANAGEMENT STUDIES

**PLOT NO.93/ 93A SECTOR-19, NERUL (EAST) NAVI MUMBAI, THANE,
MAHARSHTRA PIN 400706**

400706

www.ncrdsims.edu.in

SSR SUBMITTED DATE: 13-10-2021

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

October 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

National Centre for Rural Development (NCRD) is a Registered Public Charitable Trust, established in the year 1991 with a vision to provide value-based quality education to rural area students. NCRD is founded by **Hon'ble Shri Dilip Walse –Patil** eminent social worker. It was his vision and dream to empower and educate rural and tribal area students as well as provide them facilities for higher education. NCRD is dedicated to the cause of quality education starting from Primary Education right up to Professional Studies with its various institutes situated in Navi Mumbai and rural areas of Pune district.

NCRD's Sterling Institute of Management Studies (SIMS), incepted in the year 2004 is one of the best B-Schools in the Mumbai and Navi Mumbai region. It is approved by the **All India Council for Technical Education, Directorate of Technical Education, Government of Maharashtra** and affiliated to the **University of Mumbai**.

SIMS is located between the towering Parsik hills and the serene township of Nerul, just adjacent to Seawoods Railway Station, which offers a unique location to build an abode of learning.

NCRD's Sterling Institute of Management Studies offers **Two Years - Master of Management Studies (MMS)** and **Master of Computer Applications (MCA)** programs of the **University of Mumbai**. The MMS and MCA programs aim at disseminating Management and Computer education in the most contemporary form.

The institute creates zeal, excitement, and potential in our students to take up challenging assignments. This develops the right mix of managerial and technical skills to perform effectively in various domains through these programs.

In a very short span of time, SIMS has achieved many milestones with its students performing well in their academics as University rank holders as well as corporate world leaders.

Dedicated and highly experienced faculty, State of art Infrastructure, and a conducive learning environment, all make Sterling Institute of Management Studies an institute that gives its students the edge to face the corporate world. Well-designed courses, a gamut of activities, excellent corporate interface, are some of the aspects that make Sterling Institute of Management Studies stand apart from the rest.

Vision

SIMS envisions to be nationally and internationally accredited institution with a centre of excellence in the development of professional leaders for various sectors of business organizations and society.

Mission

To develop competent management and computer professionals for industry and business who are ethical and

socially responsible citizens, through meaningful partnerships with professional organizations, alumni, industries and society at large.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strength:

- Strategic Location and Excellent Infrastructure
- Conducive Teaching & Learning Environment
- Quality Teaching and Learning by Competent and Highly Experienced Faculty
- Comprehensive Curricular, Co-Curricular & Extra-Curricular Activities
- Well Equipped Learning Resource Center
- Well Equipped Computer Centre with latest configuration machines
- Cambridge Business English Certification (BEC)
- Professional Capability Development Program
- Student Mentoring
- Comprehensive Development of Students through Quality Education.
- 100% Placement Assistance

Institutional Weakness

Weakness:

- Inadequate Funded Research and Consultancy Projects from the Government and Non- Government funding agencies as the Institute is a Private Institute.
- Inadequate global exposure to Faculty Members and Students.
- Lack of Institute Membership of Professional Bodies.
- Lack of International Linkages

Institutional Opportunity

Opportunities:

- Centrally located in Navi Mumbai which is a prime business hub which would help to explore placements and other resources.
- Strengthen research, Industry Consultancy and Management Development Programs jointly with industry and research Institutions.
- Establish Research Center and Enhance Research Portfolio of the Institute by motivating Faculty Members and Students to publish more papers in refereed international journals with high impact factor
- Boost Entrepreneurial Activities
- Increase Corporate Tie-Ups

- Increase Skill Development Programs / Certifications
- Increase Institute Social Responsibility Activities
- Increase Grants for Funded Research Projects

Institutional Challenge

Challenges:

- Competitions from Premium Indian B-Schools other Autonomous Institutes, Private Universities which are offering similar programs.
- Sliding interest of students towards management programs, as compare to other PG programs
- Improve institutional branding, promotion and positioning.
- No choice of students while admitting
- Rising cost of management education.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

NCRD's Sterling Institute of Management Studies is affiliated to University of Mumbai (UoM), and delivers the **curriculum** prescribed by the University. The institute strongly believes that the **curriculum** is not just **syllabus** but it essentially includes various means by which it enables **learners** to achieve their learning goals. An active **plan** for timely implementation is formulated by the institution to ensure effective **delivery**.

Faculty members participate in syllabus revision meetings of the University of Mumbai for designing and finalizing syllabi. One of the faculty members of the MCA programme is working as member of **Board of Studies of UoM**, and contributed to curriculum design in that capacity.

Institute has a well-planned and a structured **Five-Step Mechanism** - Preparation, Planning, Implementation, Review, Result Analysis and Continuous Improvement.

For curricular **enrichment** and to inculcate the employability skills among the students, various add-on / certification courses are conducted on Soft Skills, Advanced Excel, SAS Training, Business MS-office, Android and Ethical Hacking, Digital Marketing, Business English Certificate (BEC) etc.

Institute also takes efforts to integrate the cross-cutting issues into the curriculum through relevant courses taught throughout the semesters of the MMS and MCA programme. These efforts are consciously taken to sensitize the students to become responsible citizens of India.

An effective **Feedback System** is deployed in order to monitor and maintain academic quality. The feedback is collected from students, teachers, alumni and employers on regular basis.

The faculty members and students regularly attend Orientation Programs, STTPs, FDPs, Workshops, Seminars, Webinars and International Conferences to improve the teaching learning process. Faculty members

and students are encouraged to participate in various research activities. Students and faculty members jointly write research papers/articles. These joint and comprehensive activities ensure effective curriculum delivery for MMS and MCA Programs.

Teaching-learning and Evaluation

The Students are admitted through the **Centralized Admissions Process**. SIMS is participating in the Centralized Admission Process of the State of Maharashtra and strictly follows the norms and processes prescribed by the relevant authorities from time-to-time.

The Teaching-Learning and Evaluation **processes** at SIMS starts with assessment of students at entry level before formal commencement of the course delivery.

Institute is aware of the fact that students are **diverse** and the extent of their learning is influenced by their background, abilities and other personal attributes. As per the Government rules, along with 50 % Open Category, students of various caste categories like SC/ST/OBC/NT/VJ etc. are admitted. Also students of minorities like Christian, Buddhist, Jain, Muslim are being admitted.

Learners are identified based on the percentage of marks obtained by the students in their graduation as well as the marks obtained in the Entrance Examination are correlated with each other. Learners are categorized as **Emerging Learner** (Slow Learner) and **High Achievers** (Advance Learner).

Enrichment of the learning experience is the priority at SIMS. Faculty members involve students in learning process through various experiential, participative and problem-solving methodologies such as lecturing, role plays, presentations, audio-visual films-based learning, management games and activities, case studies, projects and assignments etc. Additionally, continuous industry interventions either on campus through guest sessions, talks and seminars/webinars or on site through industry visits give exposure of the real-time issues to the learners. Teachers use ICT enabled tools for effective teaching-learning process at SIMS. Faculty members of the institute have taken mindful efforts to incorporate incremental improvements in the teaching-learning process every semester.

Programme Outcomes and Course Outcomes are based on the Learning Outcomes as defined by the University of Mumbai and are used to define the teaching-learning process. The Institute has a mechanism for assessment of the Programme and Course Outcomes by calculating CO-PO attainment. Conscious efforts are being made to increase these standards.

Evaluation of courses are done as per the rules and regulations of the University of Mumbai. Internal assessment is carried out for both the programmes as per the prescribed format which is transparent, fair and robust.

Research, Innovations and Extension

NCRD's SIMS is committed to the pursuit of excellence in research and aims to achieve international recognition through interdisciplinary and collaborative research programmes across all functions of management. The Institute has a Research Committee comprising of senior faculty members deeply involved in research. Faculty members are provided with financial assistance for their research and publication. Students

are encouraged to write, present and publish joint papers with faculty members. By this Institute incorporates research culture among the students. Institute's research work is represented through its research publications and conferences. SIMS has organized Two National, Five International and One Online conference since 2013. Institute has two annual Peer Reviewed online journals.

Two faculty members have received the research projects grant from University of Mumbai and 7 faculty members have been awarded Ph.D. degree. Faculty members, outside experts are on the panel of the Institute to provide consultancy services. Various Research and Consultancy projects are undertaken by the faculty and students like MSDA LLP Project, Real Estate Agents Certification and Knowledge Management.

Institute promotes entrepreneurial skills by providing guidance to Startups. The Entrepreneurship development committee of SIMS conducts regular sessions where entrepreneurs and alumni share their success story and innovations conducted by them in their path to success. Institute has signed 25 MOUs with National/International institutions/Universities/ Industries for Training, Institute Social Responsibility (ISR), Research, Placements and Internships.

The Institute is actively involved in extension activities to help the society by its services and has been promoting the participation of students and faculty in extension activities.

The Institute Organizes Awareness Programmes on Cancer, Cardio Vascular Health, Gender Sensitivity, Hygiene, Beach Cleaning, Stress Management and Vigilance Awareness. Relief funds for flood/drought/earth quake affected areas etc. The Institute organizes various social activities in the nearby areas –focusing on Donation to the under-privileged section of the society, Marathon for Peace and Harmony. Blood donation movement and Joy of Giving activity is organized through different NGO's. The Institute has been awarded by the TISSA Blood Bank, Mumbai and Swachh Survekshan 2020 and Ease of Living Survey 2019 by Navi Mumbai Municipal Corporation (NMMC).

Infrastructure and Learning Resources

Good infrastructure and learning resources complements quality academic inputs. Sterling Institute of Management Studies has a well-designed and centrally located campus. Institute aims to develop competent management and computer professionals for industry and business who are ethical and socially responsible citizens, through meaningful partnerships with professional organizations, alumni, industries and society at large.

For Infrastructure and Learning Resources institute follows the norms prescribed by AICTE. The Institute has 10 ICT enabled Classrooms (including Smart Classrooms), Tutorial Rooms, 2 Seminar Halls, 1 Computer Centre, 3 Computer Laboratories, Common Rooms, Faculty Room, Placement Office, Conference Room, Examination Control Room, IQAC, Administrative Office, Director's Office, Canteen etc. All these spaces have proper ventilation, adequate lighting and are well equipped with required facilities.

Library is well equipped with latest books, e-books, journals, magazines, e-journals and online databases in the institute. Library is partially automated using Libreria Integrated Library Management System. Special effort has been made to include lots of general knowledge, self help and personality development books in large numbers. Students are provided newspapers and magazines for day to day updates. The open access system in library enables the student to choose and select the books. Air-conditioned Reading hall is attached with library with seating capacity of 125 students.

Institute has state of art, well-furnished Computer Centre and Computer laboratories with 135 computers, all are supported with LAN connections. 50 Mbps broadband HOMENET, 100 Mbps Lease line internet connectivity from TATA Teleservices and excellent Wi-Fi connectivity is provided on the campus. Firewall and antivirus softwares are updated on regular basis to safeguard software from virus and malware. Institute also provides outdoor and indoor sports facilities to its students in the form of well maintained Sports Ground for playing outdoor sports like Football , Cricket, Volley Ball and Indoor Games like Table Tennis, Chess, Carom etc.

The essential support systems such as CCTV, Water dispensers, Fire-fighting equipments, Housekeeping, Security Guards are all under Annual, Contracts. External agencies are appointed for maintenance of infrastructure facilities like electrical work, carpentry etc. on case to case basis.

The Institute provides a very pleasant and conducive environment for academic excellence.

Student Support and Progression

The Institute supports students to avail the Scholarship and Freeship Schemes provided by Central Government, State Government, Minority Cell and Economically Backward Class (EBC) scholarships, by making Students aware about various norms of government and non-government schemes through notices and personal guidance.

Sterling Institute of Management Studies works passionately for the comprehensive development of students. The Institute provides assistance to the students, to obtain significant learning experience on the campus through career counseling, Business newspaper reading analysis and interpretation, Language lab, pre-placement talks and employability training programmes etc.

Students are motivated to have a balanced personal life through Individual Mentoring, Counseling, Special Yoga, Meditation, Zumba and Self-Defense programmes. Students are also encouraged for various activities like beach cleaning, blood donation, flag collection drive etc. to develop their social responsibility sense. All round development of students is done through ample opportunities for participation in various curricular, co-curricular and extra-curricular activities provided through mega annual cultural and sports events like, RADIANCE, AAROHAN, NCRD's CHAMPIONS TROPHY and TECHNITIA. These events are planned and conducted with the help of members of the Students Council. Whole hearted and overall participation of maximum students is ensured by the faculty members.

Institute has registered alumni association. Alumni meet, Seminars, Webinars, Workshops, Conferences, Guest lectures, Trainings and students interaction, all of which supports the progression of students to higher education and gainful employment, is done by our ex students. Institute provides all the possible assistance to the students for their comprehensive development.

Students have done the outstanding performances at the State and National level with the support of the Institute. To sum up Institute is preparing the students to be industry ready in terms of placement and to be fit to survive in all the situations which will make them a better citizens. Year after year our past students come to the institute and express their deep gratitude for the value Institute has added to their lives and provided them with life long enriching experiences.

Governance, Leadership and Management

NCRD's Sterling Institute of Management Studies was established in the year 2004, as a constituent unit of National Centre for Rural Development (NCRD) Trust, Pune. It is approved by **AICTE, DTE, Government of Maharashtra and Affiliated to the University of Mumbai**. Institute is governed by NCRD Trust under the rules and regulations framed by the AICTE and University of Mumbai.

SIMS envisions to be nationally and internationally accredited institution with a centre of excellence in the development of professional leaders for various sectors of business organizations and society.

Institute aims to develop competent management and computer professionals for industry and business who are ethical and socially responsible citizens, through meaningful partnerships with professional organizations, alumni, industries and society at large.

Institute respects the diversity of its stakeholders and recognizes the worth and potential of each individual. Therefore, the Institute maintains the following values:

Personal and Professional Integrity:Institute promotes and pursue the value of integrity in all aspects of life

Ethics:Institute follows ethics in academic and administrative processes.

Collaboration:Institute believes in the power of team effort.

Social Conscience:Institute works in best interests of society and environment.

Quest for Excellence and Commitment: Institute trusts in the quest of excellence. Institute believe in providing quality, affordable education, resources and support services.

The institution's governance is directed and implemented by BOG, CDC/LMC, Director, IQAC, HOD's, Administrative office, all institute committees. Director is the chairman of IQAC team. IQAC takes quality initiative to improve academic and administrative processes.

Institute has a Strategic Plan which is a specific, action-oriented medium for making progress. The institute has a well-defined governance mechanism representing participation of management, regulatory bodies, faculty members, non-teaching staff, students, alumni, industry and social workers. The Institute endorses culture of participative management at various levels through committees for effective functioning of the institute.

Faculty Empowerment Strategies include Faculty Development Programmes, Induction and Orientation Programmes, Conferences, Seminars etc. have been defined and well supported by Financial Resources.

The institution has effective welfare measures for teaching and non-teaching staff.

The Institution has an organized performance appraisal system for teaching as well as non-teaching staff.

Institutional Values and Best Practices

The institute is committed to disseminate information and sensitize students about Environment Consciousness,

Gender Equality and overall Human Values. Institutionalization of these values is always the focus of NCRD's Sterling Institute of Management Studies.

The Institute provides CCTV Cameras, Common Room for boys and girls separately for the Safety and Security of Students. The institute has implemented green practices to make Environment Friendly Campus through LED blubs, Waste Management, Plastic Free Campus, No Entry in Campus Without Helmet.

Institute has green campus. Code of Conduct is well in place for staff and students. During orientation/Induction Program the students are informed about all rules and regulation of the institute.

The campus infrastructure is divyangjan-friendly with adequate facilities such as Ramps, Toilets, Wheel Chair and Lifts that are well connected to classrooms on every floor for their easy access. During examinations, the institute follows the guidelines of University of Mumbai prescribed for specially-abled students.

Cultural Day, Rashtra Bhasha day, Teachers' Day, Women's Day, Patriotic Day and remembering Social & Political leaders are the few initiatives taken by institute to inculcate moral and social values. To develop socially responsible citizens and culturally rich managers and technocrats, institute organizes the events like Vigilance Awareness Week, Beach Cleaning, Joy of Giving, Blood Donation, Bone Marrow Donation Seminar etc. in association with various government and non-government organization like BPCL and Shudhi NGO.

Training of students and equipping them with life learning skills is an essential part of comprehensive development. Placement activities like Mock Interviews, Group Discussions, Aptitude Training are conducted regularly.

Business English Certification (BEC) provided by Cambridge University is being conducted for students to sharpen their English proficiency-in the areas of reading, writing , listening and speaking.

Professional Capabilities Development Program for MMS and MCA students by competent agency(MEET CS) ensures developing employability skills of the students through CV writing, Group Discussion, Mock Interviews, Aptitude Test Training, e-mail etiquettes and soft skills.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NCRD'S STERLING INSTITUTE OF MANAGEMENT STUDIES
Address	Plot No.93/ 93A Sector-19, Nerul (East) Navi Mumbai, Thane, Maharashtra Pin 400706
City	Nerul Navi Mumbai
State	Maharashtra
Pin	400706
Website	www.ncrdsims.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Prashant Gundawar	022-27702282	7506963335	-	director@ncrdsims.edu.in
IQAC / CIQA coordinator	Sandeep Ponde	022-27722290	9930811244	-	emailponde@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	11-05-2004

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	University of Mumbai	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	25-06-2021	12	

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Plot No.93/ 93A Sector-19, Nerul (East) Navi Mumbai, Thane, Maharashtra Pin 400706	Urban	1.03	4069

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
PG	MMS,Master Of Management Studies	24	Graduation	English	120	94
PG	MCA,Master Of Computer Applications	24	Graduation	English	60	60

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	3				6				12			
Recruited	2	1	0	3	3	3	0	6	4	8	0	12
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	3				6				12			
Recruited	3	0	0	3	3	3	0	6	4	8	0	12
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				17
Recruited	12	5	0	17
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				17
Recruited	12	5	0	17
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	3	0	0	3
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	1	0	1	2	0	0	1	0	7
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	2	1	0	4	6	0	13

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	7		1		8

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		PG	Male	96	3	0
	Female	55	3	0	0	58
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	9	11	6	13
	Female	10	10	12	9
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	1	0	0
	Others	0	0	0	0
OBC	Male	11	8	9	10
	Female	7	11	12	2
	Others	0	0	0	0
General	Male	47	44	63	40
	Female	64	67	70	57
	Others	0	0	0	0
Others	Male	5	6	5	6
	Female	4	6	3	3
	Others	0	0	0	0
Total		157	164	180	140

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
108	96	97	92	119
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	2	2

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
373	380	356	281	278
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
72	95	72	72	72

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
163	156	133	94	122

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
21	23	22	23	22

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
21	21	21	28	28

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 12

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
186.25	227.04966	240.03357	291.91407	329.46783

4.3

Number of Computers

Response: 135

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

The Institute is affiliated to University of Mumbai and follows the curriculum prescribed by the university. The institute strongly believes that the curriculum is not just syllabus but it essentially includes various means by which it enables learners to achieve their learning goals. An active plan for timely implementation is formulated by the institution to ensure effective delivery.

Institute has a well-planned and a structured **Five-Step Mechanism that includes,**

1. **Preparation**
2. **Planning**
3. **Implementation**
4. **Review and**
5. **CO-PO Attainment and Continuous Improvement.**

The institute follows a systematic approach to develop, deploy and monitor effective curriculum delivery in the following manner: -

I.Preparation

1. Director and HoD of MMS and MCA Program receive the input from various bodies like Governing Body, College Development Committee etc. Keeping in mind Vision & Mission of the institute. The courses deliveries are designed after reviewing the feedback received from the stakeholders (students, teachers, alumni and employers).
2. CO-PO Mapping is carried out by faculty members before delivering curriculum.

II.Planning

1. The Institute prepares its own Academic Calendar in alignment with the University of Mumbai's Terms of Arrangement. University provides guidelines regarding-
 1. Semester Commencement Date
 2. Semester End Date
 3. Theory and Practical Examination Dates
 4. Results
 5. Holidays
2. In consultation of all the faculty members HoDs prepares Academic Calendar which includes Curricular, Co-Curricular and Extra-Curricular Activities.
3. The faculty members submit the Intention to Teach (ITT) to MMS and MCA HoDs. Course and other work is allocated based on faculty expertise and experience. Every course teacher prepares

the teaching plan.

4. As per requirements visiting faculty members are identified for certain subjects if required
5. Preparation of Time Tables, allocation of infrastructure is followed by evaluation plan to confirm the effectiveness Teaching – Learning process.

III. Implementation:

1. The curriculum delivery is supported by thorough planning in terms of formulating Semester wise Academic Plans, Subject allocations and Course plan.
2. Course File consist of Program Outcomes, Course objectives & Outcomes, PO-CO Mapping, Teaching methodology, real life application mapping/ Case studies, academic resources, lesson plan, assignments, tutorial/practical plan, previous years question papers and evaluation scheme.
3. During the induction program learners are identified and necessary actions are initiated.
4. Faculty members are allocated students for mentoring. Mentor identifies the learning needs of an individual Student (Mentee) and helps him/her to attain them.

IV. Review

1. To ensure the effective curriculum delivery the academic review is carried out by HOD and Director regularly.
2. To discuss the effectiveness of teaching plans meeting are conducted at regular intervals by HOD's.

V. Result Analysis and Continuous Improvement:

1. Result Analysis is done to study the students' performance as well as to initiate the corrective measures, if any.
2. All students and faculty members attend workshops, seminars and conferences to focus on continuous improvement.
3. Faculties are encouraged to participate in various research activities. These joint and comprehensive activities ensure effective curriculum delivery for MMS and MCA programs.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

MMS and MCA Programs are affiliated to the University of Mumbai. Every Year University declares the term arrangement dates well in advance. On that basis institute prepares the academic calendar for both the programs.

Academic Calendar is framework for academic and co-curricular activities to be conducted in particular academic year. It consists dates for commencement of semester (Odd and Even semester), Teaching Days, Commencement of Examinations, Conduction of Co-Curricular & Extra-Curricular activities/events, Holidays/Vacation periods and Industrial Visits etc.

Time Tables are prepared in consultation with all faculty members in departmental meeting.

Each Faculty prepares and submit teaching plan to HOD before commencement of each semester, which is strictly followed by both MMS and MCA programs.

The departmental review meetings are conducted to ensure the effectiveness of academic calendar.

Every time when assessment is done the stakeholders i.e. students are clearly informed about what is evaluated , the purpose and the methodology. The logic model of evaluation includes goals, activities, outputs and outcome objectives.

For MMS Program: University of Mumbai has prescribed the scheme of 60:40 for student's evaluation. 60% is for End Term examination and 40 % is for Continuous Internal Assessment(CIE), which includes class tests, assignments, projects, Group and Individual Presentations, class participation and attendance , quizzes,open book examination,book review etc. It is ensured that the method is credible and addresses the evaluation objectives.

For MCA Program: University of Mumbai has prescribed the scheme of 80:20 for student's evaluation.80% is for End Term Examination and 20% is for Continuous Internal Assessment(CIE), this includes class tests, assignments, laboratory practical's, presentations, attendance and class participation.

The examination committee ensures fair and transparent conduction of Examinations. Grace marks are given to the students as per the rules of the Univerisity of Mumbai . Results are prepared and declared with utmost accuracy by the Examination Committee to ensure accomplishment of the academic calendar.

In MMS Program for Semester I and Semester II results are prepared by Examination Committee. For Semester III and Semester IV few subjects are assessed by University, so results for Internal Assessment Subjects are prepared and sent to University of Mumbai for compilation and declaration of results.

In MCA Program all the subjects in all the Semesters are as assessed by the University of Mumbai along with the declaration of Results.

These continuous internal evaluation methods helps us to check students understanding in real time. We use these methods to modify and improve course content , adjust teaching methods and ultimately improve student learning. They also help students in self assessment and learning management skills, increase understanding and ability to think critically about the course content.

Faculty members can identify whether the students are moving into the right path in the achievement of academic goals. So learning abilities and academic performance of the students get identified through the implementaion of continuous evaluation methods.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.

Response: 2

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years**Response:** 18**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	6	3	4

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response:** 96.1**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
198	385	654	206	192

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum**

Response:

The Institute is committed towards an education that enables comprehensive development of an individual (students) through a balance of five aspects viz. Physical, Practical, Creative, Moral and Intellectual.

Institute gives importance to cross cutting issues like Gender, Environmental Sustainability, Human Values and Professional Ethics. The cross-cutting issues can connect Program content across disciplinary boundaries, enrich the curriculum without overloading it. This facilitates inter-disciplinary thinking and collaborative learning. Although these are covered in the curriculum, Institute also has provision of various committee activities which contribute to sensitizing students towards cross-cutting issues as described below:

1. Gender:

Gender is not just about the biological differences between men and women but refers to their different roles, rights and responsibilities and the relations between them. It is associated with unequal power and access to resources because in many societies and cultures, men tend to dominate and consider women to be subordinate. The curriculum of MMS and MCA programs is designed and time-to-time revised by university to incorporate subjects directly addressing these cross-cutting concerns. It provides vast scope for open discussion, questioning and practically demonstrating the various aspects support these issues.

Subject like **Organizational Behaviour, Entrepreneurship Management, Rural Marketing, Corporate Social Responsibility Projects** are the subjects which address the Gender-related issues. Modules on Gender bias and Human rights including, sexual and reproductive rights, the rights to equality and non-discrimination, women entrepreneurship, values and gender socialization are discussed in these courses.

The Institute follows the **State Government's 30% ladies reservation policy** for admission.

The Institute has **Women Development Cell** to promote and encourage female students and employees for their overall development through activities like:

A. International Women's Day

B. Seminar on "Gender Sensitivity and Cyber Ethics"

C. Seminar on "Woman Empowerment" and Workshop on "Self-Defense"

All these efforts lead to sensitize students towards gender equality.

2. Environment and Sustainability:

During regular sessions, faculty members also talk about the Global warming, changes in rainfall patterns, and changes in the frequency of extreme weather events and explore the related sustainability possibilities in terms of energy, transportation, e - waste and food production needs of global community.

In addition to the syllabus, Institute since last few years, has also been conducting a variety of lectures and seminars towards this purpose.

Topics like population growth, family welfare, human rights, women and child welfare are also explained through various case studies.

On the other hand, Ethics & CSR, Green computing, among subjects that directly address concerns related to ethics and environmental sustainability.

3. Professional Ethics:

These are the principles that govern the behaviour of a person in a business environment, they provide rules on how a person should act towards other people. These are introduced during the Orientation Program and taught through various subjects and seminars.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 100

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
108	96	97	92	119

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 43.7**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 163

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni****Response:** A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website**
- 2.Feedback collected, analysed and action has been taken**
- 3.Feedback collected and analysed**
- 4.Feedback collected**
- 5. Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 83

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
157	164	179	140	107

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
180	180	180	180	180

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 55.32

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
46	53	47	43	23

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Students at NCRD's SIMS, Nerul, Navi Mumbai are admitted through the Directorate of Technical Education's (DTE, Maharashtra), Centralized Admission Process (CAP).

The Institute is aware of the fact that students are diverse and the extent of their learning is influenced by their background, abilities and other personal attributes. The Institute has developed a practice with an objective to set up a structured mechanism to evaluate the learning levels and to monitor, evaluate and improve student's academic performance.

1. Students from different disciplines are enrolled to these programs. An Induction program is conducted for the newly admitted students of MMS and MCA programs. The learners are identified based on the percentage of marks obtained by the students in their graduation as well as the marks obtained by them in the Entrance examination are correlated with each other. Learners are categorised as **Emerging Learner** (Slow learner) and **High Achievers** (Advance learner). The students scoring less than 50% are called as Emerging learners and more than 50% called as High achievers.
2. To bring them at the same level, Foundation Course plays a key role. It consists of subjects like Statistics, Economics, Financial Accounting and Computer Fundamental etc, helps the students with developing necessary basic prerequisites for the program and also helps the faculty members to lay a ground work for the courses they will be teaching.
3. Later on, with the continuous interaction we identify the student's inclination and accordingly they are given special encouragements. The class room performance of each student is then individually noted to assess their capabilities through a wide array of class tests, assignments & presentations, and group discussions.
4. The institute conducts extra classes for the students who are unable to cope with academic requirements in some of the subject like Statistics, Economics, Financial Accounting and Communications skills. The Institute conducts mock viva, guest lectures, mock practicals and problem-solving sessions for improving the performance of students.
5. Additional lectures are conducted for emerging learners to enable them, to absorb, retain and clarify doubts and queries. Mentoring sessions have helped identify each students capabilities. Institute advocates a contingent approach towards emerging learners by regularly interacting and mentoring them depending on their academic record, family background and socio-economic status.

A. Programs for Emerging Learners

1. On the basis of learning capabilities of the student effective sessions are designed and delivered.
2. Remedial classes, desk discussions and additional study material are provided to the students.
3. Employability enhancement programs are offered in order to groom students' personality.
4. Pre-placement need based training sessions and workshops are conducted to enhance students' domain knowledge.
5. Students are motivated and encouraged to participate in various activities.

6. Personal counseling is provided to students as and when required.

B. Programs for Advanced Learners:

1. Guidance and motivation during the Periodic Mentoring Sessions.
2. Development of critical problem solving skills through different cases.
3. Participation in conferences for paper publication/poster presentation

These efforts lead to:

1. Improvement in overall passing percentage
2. Increase in the number of University rank holders
3. Students securing high grades
4. Awards won in various competitions.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 18:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

1. Experiential Learning:

Apart from traditional chalk and board learning, students are encouraged for experiential learning through:

1. **Events & Project Based Learning:** Managerial skills are enhanced through successful execution of various events like **Conference, Technitia, Aarohan, Radiance, Food Festival, Minithon** etc.
2. **Industrial Visits:** Regular field trips Industrial visits are organized by the Institute to impart experiential learning. Visit to organizations like **Amul Dairy Plant, Supermax, Personal Care Pvt. Ltd., Milan Laboratories, WTC, SEBI, NSE and BSE** help students to learn about the work environment and contemporary business practices.

3. **Campus to Corporate:** This provides an opportunity to invite distinguished personalities from industry to inspire, share and guide students.
4. **Management Lessons through Movies & Videos:** Movies are shown as these are best way to teach and learn management lessons.
5. **Guest Lecture:** Guest lectures are organized for students on subject related topics. It exposes students to real-world life experiences from the position of someone who has been there.

2. Participative Learning:

Students are motivated to participate in various intra & inter collegiate events and competitions based on curricular, co- curricular, extracurricular, sports and research.

1. **Regular Sessions:** Faculty members design course content that encourages students to participate and perform. Group assignments, presentations, news analysis, are few of the activities.
2. **Group Discussion:** Group Discussion (GD) involves students sharing their ideas. This has been an effective tool in problem solving, decision making and personality assessment.
3. **Project work in groups:** Project Work in group is an effective method of working in group together to complete a task in an agreed time, with each member contributing to the team according to their skills, experience and personality, communication skills etc.
4. **Seminars/Webinars/Workshops/Conferences:** Seminars/ Webinars/ Workshops / Conferences are the supplementary tools to enhance contemporary knowledge of students. Institute conducts seminar/ workshops and conferences on regular basis.
5. **Flip Class Room:** Flipped learning is an instructive method in which the traditional method of classroom-based learning is reversed. Here students take lectures for the class, the faculty adds further value. In traditional lectures, students are bound to the pace that the instructor sets for the course.
6. **Institute Social Responsibility:** It is an initiative to sensitize students & Staff about social issues and concerns. Activities like Vigilance Awareness Week with BPCL, Cleanliness drive at Beach, Blood Donation.

3. Problem Solving:

1. **Case study method** is extensively used in courses such as Basics of Marketing & Strategic Management. Multidisciplinary case studies are used, which allow application of theoretical concepts on the case situation bridging the gap between theory and practice and improving their critical thinking.
2. **Student's Research Papers:** To imbibe and inculcate a research attitude in MMS and MCA students they are motivated to write papers in collaboration with faculty or individually in various seminars and conferences.
3. **Activities and Assignments:** Assignments like Company profile analysis, Know Yourself, My Management Guru, Book Review, Print Media Ad. etc. are assigned to students in order to develop and showcase their creativity and problem-solving abilities.
4. **Previous Year questions paper solving:** Subject like Operations Management, Operations Research, Business Statistics, Financial Accounting etc.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Following ICT Tools are used in MMS and MCA Programs -

- Computer
- LCD Projector
- Ms- Office (Word, Excel, PowerPoint)
- Smart Board
- Web Camera
- G-Suite - Google Meet for virtual meeting and online sessions
- Google Classroom
- Recorded Sessions
- Videos
- Headphone/ Microphone and Speakers
- Social Media

Each classroom is well-equipped with the LCD projector and two classrooms have German made smart boards. Institute has provided high configured(i7 Pcessor, 8 GB Ram, 1 TB Hard Disk) Computer System, USB Drives to all the faculty members. Institute has Computer Labs and Language Lab with internal LAN. Leased Line and Broadband Internet connection is highly useful to function all the above devices very speedily. All faculty members are well versed with all the latest ICT tools. To strengthen their knowledge, institute has conducted FDPs on 'G Suite, Cam-Studio for self-videos and how to put it on the 'YouTube channel'. Google drive is extensively used to exchange and share data among the staff of institute. Even guest faculty and industry professionals have been using zoom and Google meet tools for conducting virtual sessions. This has been very effective in the last two years where in studnets were not avialable in the campus.

Subject related Power Point Presentations (PPT) focusing on Fundamental / Key Concepts are uploaded on institute website. Both MMS and MCA departments use PPT and multimedia to deliver the course content in a most effective manner. Faculty members effeciently blends the theoretical classroom teaching and practical exposure through the YouTube videos, Web References ,Videos etc. One of faculty member have successfully completed MOOCs based FDP on Data Science coordinated by IIT, Madras. To keep our student and teacher's pace with the changing scenario, library is regularly updated with online resources, Inflibnet membership is regularly upgraded, Shodhganga, Shodhsindhu and allied e-resources are provided free of cost to all the students and staff members.

Institution has created its online repository. The library is consisted with good number of educational CDs and DVDs. Social media is skillfully used by the institute through its Whatsapp Group, Facebook Page and linkedin accounts.

The institution encourages faculty members to attend various Short Term Training Programs (STTPs), Workshops, Seminars, Webinars, Faculty Development Programs (FDPs) and Conferences related to the ICT use or innovation in teaching-learning. Institute is affiliated with IIT-Bombay for SWAYAM and NPTEL as a local chapter to provide students and teachers some additional online courses.

ICT resources in the institute assisted our faculty members to realize the process of IPR, research paper publication and the librarian has an expertise in the area of academic integrity and plagiarism.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 18:1

2.3.3.1 Number of mentors

Response: 21

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 95

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**Response:** 27.1**2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
7	7	5	5	6

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**Response:** 9.76**2.4.3.1 Total experience of full-time teachers**

Response: 205

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms**2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:****A.Transparency**

A structured mechanism for internal assessment is followed at SIMS, Nerul.

- Both MMS and MCA Programs semester examinations are conducted on behalf of the University of Mumbai, abiding the rules and regulations of the university.

For MMS and MCA Program institute has established a separate examination section headed by a Senior Faculty and supported by Examination Committee for timely and effective conduction of examination and evaluation process. These responsibilities are divided among Teaching & Non-Teaching staff members for the Centralized Assessment Process (CAP) and other examination administrative functions.

Evaluation Pattern for MMS Program is as follows-

Internal Assessment (40 Marks)	End Term Examination (60 Marks) *	Total (100 Marks)	
<ul style="list-style-type: none"> • Attendance & Class Participation • Assignment • Presentation • Case Study • Problem Solving • Viva-voce • Class Test 	End-term Examination is 3 Hrs. examinations conducted as per term guidelines issued by affiliating University	Summation of Internal & End Term Examination	

***In case of University Paper of MMS Program**

Theory Internal Assessment (40 Marks)	End Term Examination (60 Marks) by University of Mumbai	Total (100 Marks)	

Evaluation Pattern for MCA Program is as follows-

Internal Assessment (20 Marks)	End-Term Examination (80 Marks)	Total (100 Marks)	
<ul style="list-style-type: none"> • Attendance • Class Performance • Assignment • Presentation • Class Test 	End-term examination is 3 Hrs. examinations conducted as per guidelines issued by affiliating University	Summation of Internal & End Term Examination	

Practical Examination in MCA Program-

Internal Practical Assessment (25 Marks)	Practical Viva-Voce (25 Marks) by External Examiner	Practical by External Examiner (50 Marks)	Total (100 Marks)
<ul style="list-style-type: none"> • Attendance • Logic • Performance • Lab Participation 	Conducted as per the guidelines of affiliating University	Conducted as per the guidelines of affiliating University	Final Summation assessment of Practical's, Viva External Examiner assessment

- Course contents are taught as per teaching plan, exam time tables are displayed well in advance.
- Answer sheets of internal class tests are shown and discussed with students for performance improvement in end term examination.
- In the MMS Program the exam committee obtains 2 sets of question papers for each subject from the concerned subject teacher in prescribed format in sealed envelopes. These question papers are opened, screened and selected by the expert committee made for the purpose. The answer sheets are evaluated by the teachers as per University rule in CAP center of the institute. The system of moderation is also followed.
- In MCA Program, question papers are obtained from the University 20 minutes before the exam time, which are then downloaded , photocopied and distributed to the students in the examination halls by respective invigilators.

B.Frequency and Variety

1. Robustness in terms of frequency can be observed through variety of tests being conducted in both MMS and MCA Programs.

- Paper –Pen test is used to evaluate subject specific knowledge.
- Skill tests like presentations and lab practical are the tools to gauge skill, performance level and attitude is observed through class participation.
- Open book tests , Group and Individual Presentations, Quizes etc. are often used.

Depending upon the nature of course faculty members use variety of teaching and evaluation methods.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

1. Institute level –

1. Examination Committee is formed to ensure smooth functioning of exams.
2. Students are communicated about the assessment methods at the beginning of each semester.
3. Examination committee prepares and finalizes time table referring the Academic Calendar, with approval of Head of the Department and Director.
4. Exam time table is communicated well in advance to faculty members and students.
5. As per time table faculty members communicate the syllabus for examination well in time.
6. Faculty members are given a time frame of around 8 – 10 days for assessment of examination and communication of result.
7. After the assessment of answer sheets they are given to the students and individual performance is discussed.
8. Students having any grievances about evaluation are free to personally discuss with respective faculty members in the given time period. If there are any changes in evaluation, the same is to be communicated by respective faculty member/invigilator to the Examination Committee in the said period.
9. Once the grievances (if any) are resolved, result analysis of internal examination is finalized and displayed for student's reference.
10. Students can approach the Head of the Department and Institute Director for unresolved grievances (if any).

2. University Level –

1. Redressal of grievances is permitted by University of Mumbai only for end semester examinations.
2. Institute follows rules, regulations and ordinances laid by University of Mumbai from time to time.
3. Students can apply for photo copy/ revaluation of their answer sheets by paying fees through institute, once the results are declared by the University.
4. The entire applications received are collected and evaluated by Administrative Office and approved by the Director of the institute and sent to the University for further processing.
5. Students can approach the competent authority of university, in case of any grievances beyond institute's scope. Such cases are dealt with separately by the exam section of University.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

Course Outcomes are a comprehensive set of learning goals that are fostered and developed across that particular course. They reflect the competencies needed to meet the challenges of that course. The course outcomes describe, understanding of the concept, application of concepts and acquisition of knowledge and skills related to subject.

Program Outcomes and Course Outcomes for MMS& MCA programs have been clearly defined by the University of Mumbai.

PO's, PSO's & CO's are displayed on website, prominent places in & out of campus as well as communicated to teachers and students.

All faculty members of both the programs are sensitized to the course outcomes, during the beginning of the semester during departmental meeting. The faculty members are also encouraged to attend lectures of eminent scholars, corporate for knowing emerging challenges and opportunities in management and technology.

Every session plan contains the Learning Outcomes of each course, which is shared with the students in the very the first session.

Every faculty member correlates the learning outcomes of the course offered in during the semester.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

The attainment calculation is beneficial to both teachers and students. This helps students to strive and attain more sophisticated levels of understanding and abstraction in the course. The students are evaluated throughout the semester by continuous and end-term/ semester, in each of the program and courses.

The following steps are adopted to calculate the CO-PO attainment.

1. To measure the attainment of overall Program Outcomes, Program Specific Outcomes and Course Outcomes, the system is charged to evaluate the level to which students have been able to attain the predefined learning outcomes and competencies.
2. The course outcomes (CO) are linked to the Program Specific Outcomes (PSO) and finally linked to overall Program Outcome (PO). For an example, the CO of the subject Financial Markets and Institution is “To understand different components of the Indian Financial system globally and their functions” and the Program Specific Outcome (PSO) for MMS Finance is “To employ financial Knowledge and various Financial Markets in India and Abroad to make wise investment decision for the corporate”. The Program Outcome (PO) for MMS would be “Utilize qualitative and quantitative methods to investigate and solve critical business problems”.
3. Same framework is applied for rest of the courses. The students development is ensured through well-defined COs, PSOs and POs, which are reflected in the following barometers such as Percentage of students who are passing both for MMS and MCA Programs, Placement Records, Average Salary, Bonding with the Institute and Proactive Participation in the various activities of the Institute, Pursuing Higher Studies in India or Abroad, Alumni and Students’ Contribution to Society.

Description for CO And PO Levels and the Target Set

Faculty members finalize the course outcomes for each course after a series of discussions with all the teachers of the department and IQAC team.

Procedure for Attainment of COs: Course outcomes will be attained through internal assessment and External/ University Assessment.

Internal Assessment	External/ University Assessment
Continuous evaluation of class performance is carried out by means of Internal test/s, Assignments/ Presentations/ mini projects/ any other activity related to Course Outcomes	Term End Examination

Common format of programmed excel sheet is used for finding the average attainment of Course Outcomes.

The following table shows the three target levels: Low, Moderate and High attainment for direct and indirect methods:

	Level	Average Percentage Level
1	Low	41-50%
2	Moderate	51-60%
3	High	61% and above

Target level for attainment Course Outcomes will be set based on average marks of that course in the previous academic year.

Attainment level is computed for each CO

MMS Program	MCA Program
(40% of Internal Assessment) + (60% of External Assessment)	(20% of Internal Assessment) + (80% of External Assessment)

Attainment level of all course outcomes of a course is displayed in a table format.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 93.08

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
163	155	115	75	116

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
163	155	133	93	118

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response:	
File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0.6

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0.6	0	0

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 19.05

3.1.2.1 Number of teachers recognized as research guides

Response: 4

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 20

3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	1	0	0

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	2	2

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

We at NCRD's SIMS are making every effort to develop the students for their profession. Their expertise harnessed with basic management education, guidance by faculties and professional expertise. To harness students' entrepreneur skill the institute has created required eco system for their creativity, thinking out of the box, research, leadership, problem solving skills. The institution under the purview of innovation ecosystem has the following activities:

1. Projects Undertaken –

Real Estate Agents Certification: A Notification was issued by MahaRera on website dated 12/04/2021, order No 16/2021 for Capacity Building and Certification of Real Estate Agents in Maharashtra. A detailed syllabus for Certification of Real Estate Agents was prepared and submitted on 02/08/2021 to MahaRera. The syllabus was submitted on ProBono basis to MahaRera.

MSDA LLP Project: Under the MOU signed by the MSDA LLP organization and the institute, a project on prediction of property sales using Python was undertaken by the institute faculty members and students.

Knowledge Management: Institute has created an ecosystem for the post-graduate students for exploration

of their new ideas and sharing of knowledge with other likeminded in their areas of interest. Students with creative ideas approach the specialized teachers who are guiding them in their work and later their work is presented in competitions. Students are motivated to do innovative projects like Attendance App for Staff and Student, Admission portal for SIMS under the guidance of faculty members.

2. Promoting startups/Entrepreneurship –

The Entrepreneurship development cell of SIMS conducts on a regular guidance session where entrepreneurs and alumni share their success story and innovations conducted by them in their path to success. Students are also encouraged to use innovative methodologies/technologies during their Summer Internships and/or Dissertation.

DhirajBhalerao 2017-19 Batch Student from MMS had shown keen interest in writing Blogs. To enhance his further skills, Entrepreneur Cell provided him the necessary platform to initiate and start a new organization. With the infrastructure facility given to him of the Computer Lab and Internet speed of 100MBPS, Dhiraj started CharlageTechnologies, (Digital Marketing organization).

Ganesh Sabale 2018-20 Batch, Student from MMS was interested in having a startup in Garment Industry, He was given a thorough guidance through the Entrepreneur cell and was motivated to have his own Startup. Ganesh started the Startup – Tiszzwith the product range like T-shirts, Tracks, and Shirts.

3. Research and Publication Activities –

Institute has taken initiative steps towards developing ecosystem for innovations and knowledge sharing methods. The faculty members are empowered to take up research activities utilizing the inherent skills. The Institute has constituted Research Committee to monitor and address issues related to research. The Research Committee of our institution extends scopes to students and faculty members to explore their new ideas in the field of research and development. NCRD's SIMS organized Two National and Four International conference since 2013. The Research Committee is responsible for providing vision and leadership in relation to research and research training. Institute has the following online journals:

E-Journals: – NCRD's Business Review (ISSN: 2455-0264)

NCRD's Technical Review (ISSN: 2455-166X)

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 31

3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual

Property Rights (IPR) and entrepreneurship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
6	10	7	5	3

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards**3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years****Response:** 0.5**3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years**

Response: 2

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 4

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**Response:** 1.31**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
22	3	2	2	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 6.31

3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
33	41	31	12	23

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The Institution encourages promotion of community service by arranging various activities and programs to sensitize students about social issues. Faculty members play a vital role in the same and encourage student involvement in social activities. Faculty members in coordination with students keep track of all the activities including the objectives, finances, outcomes and initiatives. Following activities were conducted in last five years.

Sr. No.	Year	Name of the Activity
1	2020-21	Ration Kit Donation
2		Cloth Donation
3		Food Donation

4		Vigilance Awareness Week in association with BPCL	
1	2019-20	Stress & Anger Management Through Meditation: 3 Days Workshop	
2		Self-Defense Techniques: One Day Workshop For Female Students & Staff	
3		Beach Cleaning Drive At Girgaonchowpatty In Collaboration With NGO Shuddh	
4		Swachh Bharat Abhiyan – A Drive At Belapur, Navi Mumbai In Collaboration With NGO Shuddhi	
5		Vigilance Awareness Week In Association With BPCL	
6		Workshop On Gond Folk And Tribal Art	
7		Navi Mumbai Mayor's Marathon 2019	
8		Health Awareness Seminar: Breast Cancer	
9		One Day Seminar On Gender Sensitivity & Cyber Ethics	
1	2018-19	Chittrakathi Workshop	
2		Vigilance Awareness	
3		Healthcare Seminar	
4		Gender Sensitivity	
5		E-Waste	
6		Sterling Navi Mumbai United Run: Half Marathon 2018	
7		Road Safety	
8		Bone Marrow	
9		Kerala Flood	
10		Joy of Giving	
11		Dental Hygiene	
12		Beach Cleaning	
13		Girls Hygiene	
1	2017-18	Vigilance Awareness	
2		Swachh Bharat Abhiyan	
3		Sterling Minithon 2017	
4		Joy of Giving	
5		Blood Donation	
6		Road Safety	
1	2016-17	Vigilance Awareness	
2		Sterling Minithon, Kabaddi and Kho-Kho Mahostav 2016	
3		Flag Collection	
4		Tree Plantation	

5	Blood Donation
<p>On the occasion of 61st Birthday of Hon'ble Chairman the Institute had organized camps Blood donation camp in association with Lokamanya TISSIA Blood Bank. The Institute also organized the food donation camp for the under-privileged and orphanage children of Sukarma Charitable Trust, Navi Mumbai. The Institute also organized workshop on Gond Folk and Tribble Art to support the artisan and to increase awareness about Indian art/Handicrafts which are at verge of disappearance. Institute in collaboration with Shuddhi NGO, Mumbai conducted various Cleaness drives at GirgaonChoupati, Mumbai and Belapur Gaon, Navi Mumbai. Faculty members and Students contributed in cash and kind for Malingaon, Keral Flood Sufferer. A Self-defense Training cum workshop was organized for girl students. Institute has organized free Dental Checkup in association with Terna Sahyadri and Session on BoneMarrow was also organized. Inspired by the Swachh Bharat Abhiyan (SBA) a campaign in India that aims to clean up the streets and cities, Institute conducted Swachh Bharat Abhiyan in Nerul and its surrounding slum areas of Navi Mumbai.</p>	
File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 36**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	9	13	5	5

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**Response:** 177.91**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
144	1020	1153	471	253

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**Response:** 673**3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
164	156	137	96	120

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**Response:** 25**3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	7	10	5	1

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

NCRD's Sterling Institute Management Studies, Nerul, Navi Mumbai has State-of-the-art infrastructure and learning resources as per the guidelines and norms laid down by the All India Council for Technical Education (AICTE), Directorate of Technical Education (DTE) and University of Mumbai.

The Institute possess well equipped Instructional and related areas for learning of students. Excellent infrastructure makes it possible for the students to create conducive environment for learning. The details are as follows:-

1. Classrooms: All the Ten class rooms of 100 square meter each They are well lit, ventilated and provided with air-conditioners as well as audiovisual teaching aids i.e. White Board, LCD Projector, Desktop, etc. Wi-Fi internet access has been made available in each Campus. Smart class rooms have been provided as per the norms laid down by All India Council for Technical Education (AICTE).

2. Computer Lab: A 150 square meter full-fledged Computer center with 55 computers and latest equipment's.

Internet connectivity: Leased line of 100 mbps plus 50 Mbps Broad band has been provided. Institute realizes the correlation between adequate infrastructure and effective teaching – learning and has adopted strategy for upgrading IT facilities from time to time.

3. Language Lab: State-of-the-Art Language Laboratory equipped with all kinds of Audio-Visual equipment's like Computers, TV screen, LCD Projector, Headphones and Orell Digital Language Lab Software has been provided to enhance reading, writing, listening and speaking skills of student.

4. Library: 343 square meters Library is equipped with both physical and digital Library. Library being the Information Resource Center has deployed the best cutting-edge technology to proactively meet the evolving needs of faculty and students. It aims to support the teaching, learning and research activities of the Institute by providing innovative world-class information services. Reprography facility is provided to the students in library.

5. Seminar Room: Seminar Hall with seating capacity of 120, equipped with Wi-Fi, LCD Projector along with Screen, White Board, Podium with Mike and Sound System has been provided. In addition, students are provided with required Amenities & Areas to conduct various curricular and extracurricular activities.

6. Cafeteria: Cafeteria functions within the campus. It maintains high level of hygiene and provides quality catering facilities for the students and staff at moderate rates.

7. Common Rooms: Common Room for Boys and Girls are gender-specific for the students. These rooms are used for discussions, interacting with each other and to relax and revitalize after their busy lecture

schedules.

8. Wash Rooms: Separate Wash Rooms for Boys and Girls has been provided.

9. First Aid Room: First Aid Room has been provided within the campus. Medical Doctor has been appointed who is available in the campus to attend to emergency. The first aid kit and all necessary medicines are available. Counseling Room: College has appointed a counselor for the students to advise them on stress management, depression, motivation, orientation and for career.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

NCRD's SIMS is committed towards an education that enables Savarangin Vikas i.e., comprehensive development of students through a balance of five aspects viz. physical, practical, creative, moral and intellectual. Extra-curricular activities like sports, outdoor and indoor games, gymnasium, cultural activities, communication skills development, yoga, sessions on health and hygiene etc. are being conducted for students on regular basis. The institute encourages students to participate in various sports and cultural activities at different levels. These activities get the students ready for learning life lessons. It also sharpen their managerial and leadership skills which prepare them to work in multi-cultural environment. Thus, the culture and climate of the institution enables students to be lifelong learners and innovators.

The institute has adequate facilities for indoor as well as outdoor games. For outdoor games, institute has a sports ground where necessary supporting facilities required for Football are well-made & well-utilized. Facility for indoor games like Carom, Chess and Table Tennis is made available in girls and boys common rooms. Area provided for each common room is 100 sq. mt respectively. These facilities are used by students after college hours.

Well equipped gymnasium and yoga facility is made available to all the staff and students. Institute owns sports material and other equipment's like Cricket Kit, Basketball, Volleyball, etc. However, if needed, students come with their own equipments also. All cultural activities are carried out on the ground as well as in the seminar hall.

Cultural and Religious festivals are celebrated by students and staff, cutting across all faiths and communities. Diwali, Dandiya (Navratri), Ganesh Chaturthi, Eid, Christmas, Holi, Onam, and Women's Day are being celebrated with great enthusiasm. Traditional Day is also celebrated with great passion by all the students and staff, where everyone come dressed in their regional attire and speaks about their culture and values.

The institution provides the following facilities:

- Outdoor Games – Ground for Football, Cricket, Kho-Kho, Kabaddi and other sports.
- Indoor Games - Table Tennis Boards, Carroms, and Chess boards.
- Yoga, Health, and Hygiene –Informative sessions are conducted on topics like Anti-Tobacco, Stress management, yoga etc
- NCRD's SIMS supports and encourage students participation in sports at various levels: Mr. Saurbh Pachpute from MMS and Mr. Piyush Zende from MCA have represented the institute at State and National level.

Summary Table of Sport Facilities Available

Sr. No.	Facility	Details	Land Available in m ²	
1	Indoor Games	Chess , Carom, Table Tennis	15 m ²	Sp
2	Outdoor Games	Cricket, Football, Volleyball, Tug of War	4898 m ²	
3	Gymnasium	Gym Equipment	45 m ²	Sp
4	Yoga Center	Meditation ,Yoga	170 m ²	A

Summary Table of Cultural Facilities Available

Sr. No.	Facility	Details	Land Available in m ²	
1	Cultural Events	Cultural activities	240.454 m ²	A

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 100

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
186.25224	227.04966	240.03357	291.91407	329.46783

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Maharashtra Knowledge Corporation Limited (MKCL) Libreria Software

MKCL, a public limited company, was promoted by the department of Higher and Technical Education, Government of Maharashtra in the year 2001. It has various softwares and end to end training programs. Our Library has **MKCL's Libreria** software and OPAC (Online Public Access Catalogue) which is used by students and faculty members for search of books by title/ author name etc. All the work related to issue and return has been computerized. All books are bar-coded. **MKCL's Libreria** is a totally partially automated software package encompassing all aspects of library management System. This software

covers all areas within the preview of the **MKCL's Libreria** for efficient Information Management and at the same time provides a precious tool to all its members to have access to these resources at his Easy search for finding books and resources anywhere in your library on various fields and different parameters.

Modules / Features of MKCL's Libreria:-

- **Interactive and Dynamic Dashboard:-**

Current activities Such as Book pending for Return, Member Due for Renewal, Highest Running Books etc.

- **Masters:-**

Publisher, Subject, Sub-Subject, Currency, Location, Language, Calendar and etc.

- **Book Management / Serial Control:-**

Book entry, books Details editing and Scan front of book etc.

- **Accessioning :-**

Multiple accessioning, Library can follow its own system, Spine label with Barcode generate, Edit Accessioning etc.

- **Membership Management :-**

Member entry, various parameters in member management, Edit member details, search member and renew membership.

- **Circulation :-**

Mark book for circulation, Book Issue, Book Return, Book Reservation number of book to be issued, Book renew, Single Screen issue return renew facility.

- **OPAC (Online Public Access Catalogue) :-**

Field search, Boolean search, keyword search, truncation search, wildcard search.

- **Catalogue :-**

List Author wise, Subject wise, Publication year wise, location wise, and Language wise.

- **Reports:-**

More than 50 reports available in standardize library formats.

- **System Administration:-**

System user definition, unlimited user facility, Allocate role wise menus to user

• **Other Features:-**

1. Member photograph can be seen with issuing the book.
2. Database backup and restore facility
3. Archive status facility with book
4. Status of the book – withdraw/ write off/ damaged /lost & paid
5. Archive wise report
6. Book bank module.

Details of MKCL's LIBRERIA Software: Maharashtra Knowledge Corporation Ltd. (MKCL).

Name of ILMS Software	Nature of Automation (Fully or Partially)	Version	Years of Au
MKCL's Libreria	Partially Automated	IE 7.0, Firefox 3.0	2019-20
MKCL's Libreria	Partially Automated	IE 7.0, Firefox 3.0	2018-19
MKCL's Libreria	Partially Automated	IE 7.0, Firefox 3.0	2017-18
MKCL's Libreria	Partially Automated	IE 7.0, Firefox 3.0	2016-17
MKCL's Libreria	Trial Version		2015-16

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**Response:** 6.78**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.88	3.46	7.67	8.14	13.73

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year**Response:** 11.17**4.2.4.1 Number of teachers and students using library per day over last one year**

Response: 44

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

SIMS has well-equipped and well-facilitated computer center with LAN connectivity. Every teaching and non-teaching staff member has a separate computer with LAN connectivity. SIMS has a Internet Lease Line facility which was gradually updated from the academic year 2014-15 from 10 Mbps lease line to 100

Mbps lease line. This up-gradation was done from time to time as per the norms prescribed by AICTE and institute requirements. Wi-Fi services is available for student with 10 Mbps speed.

Following are the Details of IT facilities:

Sr. No.	Equipment	Number
1	Projectors	08
2	Scanners	04
3	Laptops	02
4	Printers	12
5	Switches	14
6	Firewall (Hardware)	01
7	Smart Board	02
8	Online UPS System	02
9	Server	02

Details of IT facilities:

Computer:-

Currently SIMS has 135 computers and 2 laptops. Considering the changes in technology institute has constantly updated itself by discarding old PCs and procuring new PCs.

Computers for students with the following configuration:

Computer (60): Processor i7, 8GB RAM, 1TB HardDisk, 3.10 GHz CPU Speed.

Computer (20): Processor i5, 8GB RAM, 1TB HardDisk, 3.10 GHz CPU Speed.

Computer (55): Processor Core 2 Duo, 2 GB RAM, 160 GB HDD.

Bandwidth of Lease line (Mbps):-

To adhere to the norms laid down by AICTE, SIMS has constantly updated its lease line bandwidth from time to time. Following are the details of the same –

Year	Available Speed
2020-21	100 Mbps
2019-20	50 Mbps
2018-19	20 Mbps
2017-18	10 Mbps
2016-17	10 Mbps

Licensed softwares: Institute has various softwares needed for academic purposes which include Oracle, Visual Studio Professional, Orell, apart from basic software like Office, Tally etc.

Licensed version of OS: The institute has license copies of Windows Operating System and also works with open-source operating systems like Ubuntu OS and other software tools such as Cisco packet tracer,

NS2, Wireshark, Python, Spark, and Hadoop.

Firewall/Security: SIMS uses firewall service from Sophos-XG 250 and the support license is up to March 2022.

ERP System: The institute is also in the process of automating all its manual work via Aspire ERP System.

Online Lectures: The institute has of G Suite which the online lectures and practicals from March till date are being conducted. Every student and faculty are given an id for the same.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 3:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 69.73

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
48.537156	147.20304	199.23239	258.11243	284.45974

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The Institution has well established system and procedure for maintaining and utilization of physical, academic and support facilities. Maintenance is carried out throughout the year and as and when required. The infrastructure is also made available for government and non-government agencies for the social welfare activities. For the maintenance of these facilities, a systematic policy is adopted through making budgetary provision and subjected approval of local management committee.

Institute has appointed external agencies for maintenance of infrastructure, equipment and other facilities such as lifts, fire extinguishers, fire systems, generator, UPS, air conditioners, water purifiers, water coolers, photocopy machines, laboratory equipment, computer systems. Some of them are maintained through an annual maintenance contract.

Scope:

- The Infrastructure Policy is applicable to all the stakeholders of the Institute namely students, staff, management, and all the individuals working within the Institute premises.

Aim:

- To provide excellent academic environment to enhance Teaching Learning process.
- To assure optimal utilization of the infrastructural resources.
- To determine the timely inspection and maintenance of the infrastructure.
- To take decision about proper allocation and utilization of the available financial resources.
- To do systematic planning and implementation about capital expenditure and disposal of fixed assets.
- To set rules about right usage of equipment by all stakeholders and observe its effective implementation.

Maintenance of Infrastructure

- **Physical Facilities: Land, Building, Furniture and Equipment**

The institute ensures optimal utilization of land, by proper perspective planning of the entire land area by earmarking it for various curricular, co-curricular and extracurricular activities.

The institute building is protected under property insurance cover including equipment, library, sports and IT.

Physical facilities related maintenance is done regularly as per requirement. Various equipment like Generator, Vending machine, Inverter, Water purifier, Fire extinguisher, CCTV, Lifts, Water tank etc. are available. Maintenance is made by institute as and when required.

- The Institute has appointed a contractor VP Facilities Services Pvt. Ltd. for housekeeping. The contractor has deputed adequate staff to scrupulously maintain hygiene and cleanliness in the campus. Wash rooms and rest rooms are well maintained. Dustbins are placed at each floor as well as placed in each Class rooms, Computer labs, Library etc.
- To ensure the best possible working condition of all properties/ equipment on the campus is ensured through Annual Maintenance Contracts (AMC). The AMC purview includes maintenance for that different agency are being contracted for the maintenance of Building, Elevators, Air Conditioners, CCTV Cameras, Electrical equipment, UPS, Batteries, EPABX, Water Purifiers, Firefighting equipment, Lifts, Diesel Generator set, Water Tank and Pest Control. They conduct periodic checks to ensure the efficiency / working condition of the infrastructure and equipment. All electrical work has been outsourced and the agency is given Annual Maintenance Contract (AMC).
- **Academic and Support Facilities:** The institute has modern teaching aids like LCD projectors and screens. Two photocopies machines, Smart boards, cameras, software required for academics are available. For the maintenance of these equipment, we hire local service provider on need basis with regular AMC.
- **Classrooms:** Class rooms are well maintained and kept neat and clean by housekeeping staff. The institute has appointed trained in - house electrician to resolve the day to day electrical issues. Furniture maintenance is done by the local carpenters and service providers are hired as per requirement.
- **Computer Laboratory:** The Institute has high-tech Computer Laboratories with latest configuration computers. Recurring and non-recurring parts/consumables register is maintained by system Analyst and Computer lab in charge. The institute has appointed trained in - house System Analyst who takes care of day-to-day maintenance of computers as well as other equipment like LCD, Printers, Smart Boards etc. Computer lab is equipped with Server room, licensed Softwares, Antivirus, Firewalls, etc. For internet service 100 Mbps (speed) lease line is available.
- **Library:** The institute has a spacious and well-furnished reading room with separate cubicles for each student. The room is air-conditioned; the ambience is conducive to the students to study. Every year books are purchased as per the need of the stakeholders and university / AICTE requirements. All security measures are taken as per rules of library science. A fire extinguisher

system is available in the library. For the security reason, we maintain property counter. Book Binding is done as per need to the books, journals and back volumes periodically. Library is partially automated. Digital library is also available for the students and staff.

- **Computers and Peripherals:** Full time system analysts are appointed to look after maintenance of Computers. Printers, Scanners Computer software and hardware are maintained as per requirement. Office automation software is covered under AMC, Antivirus is updated regularly.
- **Process Details**
 - Central need analysis of the infrastructural requirements from stakeholders.
 - Approval for procurement by Governing Council.
 - Preparing annual budget for infrastructural (Capital and Maintenance) expenses
 - Quotations are invited by the purchase committee of the institute which further prepares the comparative statement and forward the same to NCRD Head Office for further procurement. and placing the purchase order.
 - Quality assurance and testing of procured material / infrastructural items is also done by NCRD Head Office.
 - Entering the procured material in dead stock register
 - Repair and maintenance of damaged equipment in-house as well as outsource depending upon the need.
 - Analysis of infrastructural facilities available and feedback from stakeholders is taken annually.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 42.25

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
194	192	145	97	93

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.29

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	3	1	0

File Description

Document

Upload any additional information

[View Document](#)

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 39.62

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
163	155	133	94	119

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 38.98

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
41	68	44	69	24

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 0

5.2.2.1 Number of outgoing student progression to higher education during last five years

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 40

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	1	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	1	0	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be

counted as one) during the last five years.

Response: 5

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	3	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

Student council act as a liaison body between the management and students At SIMS, the student council is constituted through a selection process. student council operates with the objective of ensuring student welfare and active engagement of the students in continuous growth of the Institute. It is a student body which is responsible and accountable for all student oriented activities conducted throughout the Academic Year. It ensures coordination and effective functioning of all the committees and different committees of our Institute.

Selection Process: - Student Representative and the other member's in council are selected through Self nomination by the students in their respective classes or Class Coordinators nominate the students to HOD and then HOD in consultation with the Director finalizes student members.

Activities: - (Key Role)

- To enhance bonding among students, management, faculty and parents.
- To represent the views of the students.
- To successfully organize various students oriented activities.

Academic and Administrative bodies:

At Sterling, various Statutory and Institutional Committees have been formed, which work with the student representatives. These committees also consist of faculty members, Alumni, Parents Industry Experts etc. For the smooth functioning of these bodies, committee members choose a group of students who act as representative.

- **SC/ST Committee** – According to the UGC Guidelines of 1998, SIMS has constituted SC/ST committee. The SC/ST/OBC students can approach to committee head or members for redressal of any grievance regarding academic, administrative or social problems. Committee will meet the concerned students, understand their problem and take necessary action and/or render them necessary advice/help to resolve the matter.
- **College Development Committee:** Maharashtra Public Universities Act 2016 mandates every college/institution to have duly constituted College Development Committee. Participation and representation of students in several academic, extra and co-curricular, administrative initiatives of the institute is ensured.
- **Industry Institute Interaction Committee:** This committee of SIMS has student volunteers who work as members along with faculty members. Team works for activities pertaining to industry institute interaction.
- **Internal Complaints Committee (ICC)** – As per the guidelines of Hon'ble Supreme Court, SIMS has constituted 'Internal Complaint Committee' for speedy redressal of any complaint related to Sexual Harassment or Gender Discrimination and to curb any such incidence. The objective of this committee is to ensure safe and healthy working environment for the female employees and the female students and to provide environment conducive to progress. Every year girl students are selected as members on this committee who along with female faculty members actively organize and participate in various programs.
- **Anti-Ragging Committee** – Under the Maharashtra Prohibition of Ragging Act 1999, ragging within or outside the institute campus is strictly prohibited. Objective of this committee is to eliminate ragging in all its forms.
- **Student Council:** As per Maharashtra Public Universities Act, 2016, Student Council is formed. Student Council is responsible to look after the welfare of the students. It promotes and co-ordinates the curricular and extra-curricular activities for the comprehensive development of the students.

SOP of all committees are mentioned in Process Handbook of the Institute.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 9

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution

participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
6	12	13	10	4

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement**5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services****Response:**

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Registration of Alumni Association: The institute has also constituted and registered Alumni Association with charity commissioner (Registration No. 1402/2018) w.e.f. 24th July 2018.

Alumni are an important pillar of the Institution and play a significant role in connecting the academia with industry. NCRD's SIMS, Nerul Alumni Cell gives a platform for the alumni to network and interact with the students; faculty members and the management, thereby enhancing the educational experience at the institute. They are the institute Brand Ambassadors. They promote a spirit of support & responsibility, and assist in refreshing, enhancing and enriching the name and fame of the institute. They develop synergistic plans and create a decisive roadmap for the future.

The alumni are also invited to contribute to national conference arranged by the institute in the form of authors to give a platform for networking and knowledge sharing to the Alumni and current students.

Alumni Association significantly contributes for the development of the institute in many folds

·Career Guidance & Counseling sessions: Alumni Association organizes and conducts Career Guidance Session and Counseling session for current students in which they share their real life corporate experiences, so as to make the students well acquainted with the challenges and opportunities of corporate world. This helps students to choose their specialization on the basis of corporate facts shared by Alumni.

·Contribution in summer internship & final placement: Alumni of SIMS contribute by way of providing opportunities for summer internships and final placements of current students. They also help in grooming the students to enhance their employability.

·Guidance for Entrepreneurship Development: Some of our alumni who are entrepreneurs keep on visiting campus to interact and guide students for encouraging them to become entrepreneurs.

Representation in IQAC: IQAC is responsible for taking quality initiatives, quality assurance and quality improvements. Alumni members actively participate in IQAC.

·Contribution towards academic enrichment: The suggestions from alumni are incorporated in academic planning and delivery. Our Alumni contribute in the curriculum delivery as a visiting faculty, adjunct faculty and industry resource person

·Contribution towards Institute admission: Many alumni recommend the Institute to their siblings, friends during admissions.

·Organizing Alumni Meet: With the alumni being the part of IQAC, it acts as a facilitator for quality improvement and assurance. The Alumni has been actively involved in the various activities related to the Institute development. SIMS organizes Alumni meet on the campus for networking purpose.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Vision

SIMS envisions to be nationally and internationally accredited institution with a centre of excellence in the development of professional leaders for various sectors of business organizations and society.

Mission

To develop competent management and computer professionals for industry and business who are ethical and socially responsible citizens, through meaningful partnerships with professional organizations, alumni, industries and society at large.

The main objective of NCRD's SIMS Governance is to achieve continuous improvement in quality of technical education through structured framework. Decentralized governance participative management is ensured through institute's hierarchy as well as with the involvement of stakeholders. Director of the Institute is bestowed with necessary powers for smooth functioning of the Institute towards achieving its mission. For this purpose, core values are defined as Personal and Professional Integrity, Ethics, Collaboration, Social Conscience, Quest for Excellence and Commitment.

The sustainability of an Institute depends upon strategic plan which provides a blue print towards accomplishment of its mission. Stakeholders play an active role in ensuring the implementation of institutes' vision, mission, core values, quality policy, objectives and strategic plan. The Executive Committee (EC) of NCRD Trust is the top governing authority of the institute, whose prime function is to direct the Institute towards excellence. In consultation with BOG, EC finalizes the developmental plan. The College Development Committee (CDC)/ Local Managing Committee (LMC) of institute represent next level after BOG. Chief Administrative Officer (CAO) is liaison officer between EC & Institute. Leadership is driven by the Director under the guidelines of AICTE, DTE, UOM and NCRD. Director is the chairman of IQAC, Member Secretary of CDC/LMC and Chairman of all Statutory and Institutional committees. The decision making is carried out through formation and functioning of various committees that hold meetings at regular intervals.

The Director involves HoD and staff members in planning, implementation and evaluation of all activities by delegating responsibilities. They are given authority to works as coordinators/member secretary of various Curricular, Co-curricular and extra-curricular committees. Thus decision making is carried out through formation and functioning of various committees that hold meetings at regular intervals.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The institute Director ensures a Democratic and Participative style of leadership, soliciting the total participation and active involvement of both teaching and non-teaching staff. He guide, initiate and advice the staff to actively involve themselves in realizing the goals and objectives of the Institute.

Various committees are appointed for the academic and non-academic activities to be conducted during the academic year and responsibilities are fairly distributed among all the staff members and students. The committees are constituted and displayed on institute website as well as notice board. This ensures transparency in policy execution. The role and responsibilities are communicated to the respective committee members through regular meetings to involve everyone in decision making.. Student committees organize various co-curricular and extra-curricular activities throughout the academic year. This reflects decentralization and participative management.

Case Study:

Two Days International Conference on “Redesigning Business Strategies for Inclusive Growth”, 6th -7th March 2020

NCRD’s SIMS annually conducts the International conference. Through brainstorming session the theme as well as conveners and coordinators were decided. Conveners prepared the Proposal of conference and budget was approved by CDC.

Aim and Objective:

This conference provided an open platform to industry professionals and academicians, research scholars to discuss various business strategies for inclusive growth.

Execution:

The conference was executed with delegation of work to various Student and Staff-committees. ‘Steering-committee’ was the prime Decision-making committee comprised of Director and Conveners. Other committees, viz, Brochure Design, Promotion, Stage, Sponsorship, Shadow, Media, Hospitality, Technical and Registration committee, comprised of Faculty- Coordinators and Students; where Faculty-coordinators played an important role in directing the students. Faculty- Coordinators and Students-Coordinators were delegated the authority to make decisions and deploy resources as per the requirements through conduction of meetings.

Esteemed Guests:

Chief Guest

Hon. Prof. Dr. Suhas Pednekar Vice Chancellor, University of Mumbai

Guest of Honour

Dr. S. S. Mantha, Ex Chairman, AICTE, New Delhi and Chairman, National Technical Committee(NCSSL)

Summary of Conference Participants:

- Pool of Participants was from all over India as well as from Gulf, Switzerland, Mexico and Australia.
- Students of MMS and MCA
- Few MMS & MCA students also presented paper in the conference
- Total Participants: 300 Students and 40 Conference Delegates
- Total Papers Received for the Conference: 85
- Total Papers Accepted after Peer Review: 82
- Total Paper Presented in conference: 17

Publications:

- UGC CARE Listed Journal - Shodh Sarita : Journal of Arts, Humanities And Social Sciences (ISSN - 2348 – 239), Volume 7 Issue 26 April to June 2020, consisting 44 Papers
- Book: “Redesigning Business Strategies for Inclusive Growth” (ISBN: 978-83-5396-664-5) , consisting 20 Papers

Released – Volume 5, Issue 1 of two annual Peer Reviewed E-Journals:

- NCRD’s Business Review (ISSN: 2455-0264) consisting 9 Papers
- NCRD’s Technical Review (ISSN: 2455-166X) consisting 9 Papers

Outcome

As the outcome, the conference, we received **82 research papers** from varied fields which were published in book bearing ISSN as well as selected papers were published as follows

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Professional Capabilities Development Program (PCDP) for MMS and MCA students is an initiative based on Strategic Plan. It was implemented successfully in accordance with Institute Strategic Plan.

The session was conducted from 11 August 2018 for MCA and 21 October 2018 for MMS and over 200 students participated in this program. This was a specialized training and conducted to prepare the students for their corporate placements.

The training aimed at preparing students to excel in interviews and recruitment processes. The students were trained on various aspects like verbal ability, interview preparation, quantitative aptitude, and technical skills. They were also given one on one mock interview sessions, personalized feedback on the resume, interview attire, etc. A diverse team of facilitators conducted various sessions to cater to different learning modules specific to learners need.

The training includes all modules that most of the companies consider for aptitude test Quantitative ability, Verbal, Logical Reasoning. Education Street program makes sure that every module is mastered by the student which leaves them with no option than clearing the aptitude around of the recruitment process. **As part of the course, students get practice exercises and test papers for each test module followed by the comprehensive tests** on the pattern of the tests conducted by major companies.

To prepare the student for the next stages, i.e. and , a classroom orientation is conducted on basic communication skills, GD and Interview basics, followed by MOCK GD and Interview. Education Street provides intensive training for Group Discussion and interview by conducting multiple rounds of GD and PI.

Campus placement or **campus** interview is the program conducted within educational institutes or in a common place to provide jobs to students pursuing or in the stage of completing the program.

The graduating students of SIMS have taken the next step in their lives. They have joined the top recruiters in various segments of the economy. The firms participating in the placement seasons over the years appreciated the efforts put in by the students to deliver their best.

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Participative Management and decentralization in execution of all the process is practiced at NCRD's SIMS. BOG and College Development Committee / Local Managing Committee are the highest authority that governs the Institute by making higher management decisions. Various Statutory and institutional committees are formed in the Institute for the smooth and efficient management of activities. Functions and Responsibilities of the committees in the Institute are well-defined. For better functioning of the Institute, authority and power is delegated to Teaching and Non-teaching Staff members. It also gives an opportunity to the staff members to develop administrative and managerial skills.

The committees are constituted by the Director in consultation with HOD's. The outgoing Member Secretary /Conveners of the committees are expected to hand over all the relevant documents/files to the new Member Secretary /Conveners in the presence of the Director or a representative appointed by him. The Organizational Structure, Administrative Setup, Policies and Procedures refer to Administrative and Academic Process Handbook.

Executive Committee: The Executive Committee is a parent authority of entire NCRD's SIMS .

Board of Governors (BOG) and College Development Committee (CDC): These committees plans the academic, administrative and infrastructural growth, and enables institute to attain excellence in curricular, curricular and extra-curricular activities.

Chief Administrative Officer: CAO is the trust representative and liasoning officer between Trust and institute.

Director is responsible for implementation of strategic plans and initiating innovation related to sustainability and growth of an institution.

IQAC initiates plan and supervise various activities that are necessary to enhance the quality of the education.

HOD acts as a link between Director and students, faculty and staff members.

Administrative Office, Library, Training & Placement, Examination and Students Council they all work under the guidance of IQAC and Director.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Institution has great concern towards welfare of teaching and non-teaching staff. Following are the welfare measures provided by the Institute and management.

Financial Welfare Measures:

- **Provident Fund:** All Teaching and Non-teaching staff member gets benefit of Employee Provident Fund as per Government rules.
- **Gratuity:** Gratuity benefits are made applicable to all teaching and non-teaching staff as per provisions of Payment of Gratuity Act 1972.
- **Insurance:** Institute provides Accidental and Health insurance to all Teaching and Non-Teaching staff members.
- **Staff Development Programs:** Institute regularly organizes various FDP, Workshops, Conferences for the comprehensive development of Teaching and Non-teaching staff members.
- **Financial Support for Staff Development Programs:** Institute provides financial support of Rs. 4000/- per annum to teaching staff and non-teaching staff to participate in various FDP, Workshops, Conferences/ paper publications.
- **Uniform for Teaching & Non-teaching Staff Members:** All Teaching and Non-teaching staff members are provided with Uniform from institute.
- **Reimbursement of Participation Fee:** Participation fee of teaching staff and non-teaching staff to attend FDPs, Workshops, Seminars, Conferences and Publication is reimbursed partially or fully depending upon the quality and level of program/ publication.

Non-Financial Welfare Measures:

- **Holidays and Vacation:** Institute grants Holidays and Vacation to teaching and non-teaching staff as per the norm and guidelines of University of Mumbai
- **Maternity Leave:** Institute grants a maternity leave of 3 months to female staff members.
- **Extended Medical Leave:** Institute grants extended medical leave to its staff members in case of medical emergency.
- **Compensatory Leave:** Institute grants compensatory leaves to all teaching and non-teaching staff members for work done on holidays.
- **Earned Leave:** Teaching and non-teaching staff is provided with the benefit of earned leave as per norms.
- **Doctor on Call Facility:** Health is a state of complete harmony of the body, mind and spirit. Staff member's health is prime concern for the institute. Doctor and Medical help is available on call whenever required. For this institute has done tie-up with Apollo Hospitals Doctor on call facility is available through Apollo Hospitals.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 31.97

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	3	14	4	4

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 6.6**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	9	6	6

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**Response: 79.05****6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
21	21	20	26	00

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Human Resource of an institute plays an important resource for providing quality in higher education system. Teaching and Non-teaching staff members are the valuable human resources of the institute. NCRD's SIMS is committed to move on the path of excellence with a clear vision for quality education.

Performance Appraisal Management System at NCRD's SIMS is well defined and well-structured. It is implemented to measure the actual performance of the employees i.e. the work done by the employees during the specified period of time.

Efforts are continuously made to enhance the professional development of Teaching and Non teaching staff through Performance Appraisal. Strategies are derived for training, retaining and motivating the employees to perform their roles and responsibilities in most efficient and effective manner.

The Performance Appraisal of the Teaching and Non –Teaching staff members is done annually in most unbiased manner. To ensure that the staff is involved in his/her own appraisal, Institute implements participative appraisal system. The Director of the Institute conducts individual meeting with all faculty members to convey the information about appraisal. The appraisal system ensures considerations of all dimensions of the individual performance of the teaching and no-teaching staff members.

Performance Appraisal Method for Teaching Staff

- 1] **Self Appraisal**-To understand individual's strength, weaknesses, and achievements of faculty member.
- 2] **Appraisal by the Director**-To understand and review academic and administrative contributions made by a faculty member and providing guidance for further improvement.

Appraisal Criteria for the faculty members:

Criterion No.	Type of Category	Weight	% weight	Self-Appraisal
1	Academic Involvement	400	40	
2	Student Development	200	20	
3	Institutional Development	200	20	
4	Professional Development	100	10	
5	Competency Mapping	100	10	
	Total	1000	100%	

Minimum **50%** of the total score is required to be achieved in Academic involvement and Student development for the entire faculty.

Performance Appraisal Method for Non-Teaching Staff

1] **Self Appraisal**-To understand individual's strength, weaknesses, and achievements of non-teaching staff member.

2] **Appraisal by the Director**-To understand and review administrative contributions made by a non-teaching staff member and providing guidance for further improvement.

2] **Appraisal Criteria:** Overall quality of work, sincerity, discipline, timeliness and attitude of non-teaching staff members towards administrative work assignment and significant contributions made by them.

On the basis of performance evaluation annual increments are given to all the teaching and non-teaching staff members.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization**6.4.1 Institution conducts internal and external financial audits regularly**

Response:

Objectives of Audit:

1. To setup effective internal check and control.
2. To inspect the accuracy and authenticity of financial statements
3. To verify the Books of Accounts
4. To verify the Internal Audit Reports

External Audit:

Name of External Auditor: L. W. Kale & Company, Mumbai

Frequency of Audit: Annual

Scope of External Audit:

The institute regularly conducts external audit and all account books are maintained by the accountant as per the guidelines of the ICAI (Institute of Chartered Accountants of India) Accounting Formats. The accounts of the institute are audited by Chartered Accountant appointed by the National Centre for Rural Development (NCRD) Trust regularly as per the Accounting Standards at the end of each fiscal year and

are certified.

1. Income and Expenditure Statement
2. Receipt and Payment Account
3. Balance Sheet
4. Depreciation of Fixed Assets
5. Opening and Closing Balance of Total Fees collection, Salaries, Fees outstanding and Student and Social Welfare
6. Internal Audit Report
7. Professional Tax, Income Tax, TDS, GST and Provident Fund returns

Finalization of Financial Statements and Auditor's Report

Name of Internal Auditor: CA. Abhijit Shinde

Frequency of Audit: Annual

Scope of Internal Audit:

1. Income Receipts and other Income Receipts with linkage to Bank.
2. Bank Receipts
3. Bank Reconciliations Statement
4. Cash Book
5. Tally Entries
6. Professional Tax, Income Tax, TDS, GST and Provident Fund
7. Vouchers Checking: Bank and Cash Vouchers
8. Monthly Salary Statement and Deductions
9. Yearly Budget
10. Fee Regulatory Authority (FRA) for Fee Approval
11. University of Mumbai Fees (Affiliation Fee, Exam Fee, Enrolment Fee, Eligibility Fee, Pro-rata and Student Welfare Fee)
12. Availability of Sanctions from Trust for Expenses.

Mechanism for settling Audit Objections

Any queries during the Internal Audit Program are resolved at the time of the audit. If any query remains unsolved, it is discussed in the NCRD Account Meeting held once in a month. The members of the NCRD account meeting are Treasurer, CAO, Vice Chairperson, Sr. Accountant and institute accountant, Internal Auditor.

At the end Auditor submits the Audit Report to the Institute.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

NCRD's Sterling Institute of Management Studies is Private self – financed and permanently unaided institution. The motto of SIMS is to build and develop a complete person, a responsible citizen to play a meaningful role in the corporate world and the society as a whole. We create the zeal, excitement and potential in our students to plunge into the world of corporate with total dedication.

1. The primary source of income is Tuition fee from the students. The tuition fees itself is regulated by Fee Regulation Authority i.e. FRA, established as per Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admission and Fees) Act, 2015 by Government of Maharashtra.
2. The Institute manages three types of resources i.e. Human-Resources, Equipment & Material Resources and Infrastructural Resources. The Institute ensures that qualified manpower as per the norms of concerned regulatory authority like AICTE, DTE is recruited.
3. An important part of cash inflow in budget is the student admission. In order to ensure that maximum seats are filled against approved intake, the mobilization plan is implemented.

4. In near future the institute plans to open a Research Center, organize Management Development Program and undertake Consultancy projects.

On the utilization side the institute has a robust process given below:

1. In the beginning of every academic year, the budget is prepared by institute Director in consultation with different Committee Members and Accountant which includes recurring and non-recurring expenses. Adequate budgetary provisions are made for development of infrastructure, conducting various curricular, co-curricular and extra-curricular activities and to enhance various facilities, newer initiatives and welfare schemes for the students.
2. Budget is scrutinized and approved by Board of Governors and College Development Committee.
3. Constant checks are done with regard to the funds received and the expenses incurred with the help of the administrative and accounts staff.

Funds Utilization Plan

1. Salary to Staff
2. Student Development
3. Placements
4. Staff Development Programs
5. Office & Administrative Expenses
6. Capital Expenditure – Purchase of Equipment's, etc.
7. ICT Facility
8. Library Resources
9. Infrastructure Development & Maintenance

The management reviews and approves the budget. The Institute follows standard procedure for bill settlement and payments.

Sample of Funds Utilization Plan 2020-21

Sr. No.	Particular	Budget Allocation (in Lakh)	Expenditure (Audit Statement)
1	Salary Staff	24600000	23806856
2	Student Development & Placement	350000	139166
4	Staff Development Programs	200000	8229
5	Office and Administrative Expenses	200000	238022
6	Purchase of Equipment	150000	15272

7	ICT Facility	400,000	134998
8	Library Resources	250000	88500
9	Infrastructure Development and Maintenance	750000	1525656

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

NCRD's Sterling Institute of Management Studies aims to create, execute and support a quality culture for total quality enhancement.

IQAC Contribution

Internal Quality Assurance Cell (IQAC) is constituted on **22th August 2017** in the presence of all Teaching and non-teaching staff members of NCRD's SIMS. It is an institutionalized body which is constituted by all stakeholders of the Institute.

Quality is an integral part of our service. The cell is constituted by the Institute to assess the Internal Quality of the Institute and it works for dissemination and implementation of the quality policy of the Institute. IQAC conducts various academic, co-curricular and extra-curricular activities for the quality improvement.

The key function of the IQAC is to develop a system for conscious, consistent improvement in the overall performance of institution. To improve quality and outcomes, IQAC has taken many initiatives and institutionalized quality systems and processes in the areas of teaching-learning process, student evaluation, academic administration and institutional best practices.

Institute aims to develop competent management and computer professionals for industry and business who are ethical and socially responsible citizens, through meaningful partnerships with professional organizations, alumni, industries and society at large. IQAC of institute supervise and suggest Academic Planning, Time Table and Feedback Committee to organize add on and certification courses for the

students.

Activities Initiatives by IQAC

1. Faculty members are encouraged to pursue Ph.D.
2. Faculty members are provided with financial support for attending National and International Conferences/Seminars/FDP/Workshops and Paper Publications.
3. Faculty members are supported with infrastructure, library, human resources, and assistance to carry out research activities.
4. Add-on and Certification Courses for students.
5. Refine Teaching-Learning Process.
6. Activity / Event report.
7. Co-curricular activities.
8. Preparing students for the final placements.
9. Student performance in examinations.
10. Strengthen Industry Institute Interaction.
11. Current Industry Trends.
12. Support for Summer and Final Placements.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The academic process of institute is directed by Academic Planning, Time Table and Feedback Committee where IQAC gives suggestions for development and enrichment of Teaching-learning process. At NCRD's SIMS one of head of Academic Planning, Time Table and Feedback Committee is member of IQAC to maintain the proper link between the both committees.

Initiation of Academic Process

1. **Academic-Calendar:** At the beginning of Academic-year there is practice of preparing Academic-Calendar for semester so that all academic-events can be scheduled in a systemic way
2. **Time-Table:** Once the Academic calendar is prepared the next step is preparation of timetable for both of the semester accordingly as per guidelines given by university.
3. **Session-Plan:** After declaration of academic timetable this is now task of subject teacher to prepare

- session plan for their concerned subject and get it approved by the Academic Head
4. **Extra Lectures:** According to the feedbacks received from faculty, students and result analysis the vacant slots in time table are allotted for extra classes of concerned subjects.
 5. **Certification-Courses:** the certification courses as per suggestions of IQAC and Academic Advisory Committee are planned and executed.
 6. **Assignments-Submission:** As per sessions-plan the assignments given to students should be collected within prescheduled timeline.
 7. **Library Session:** Through Library Sessions students read books on same topic which will give them in depth knowledge about the topic imparted in classroom and would also get to know about the opinions of different authors on same topic at the same time.
 8. **Lab Sessions:** Through LAB sessions the students access internet immediately and gather the information about the topic taught by teacher which helps to assemble massive facts and figures which is not possible in only classroom teaching method.
 9. **Career-Guidance:** Institute facilitates the acquisition of attitudes, skills and knowledge to help students better understand themselves while exploring career options through career guidance.

Evaluation of Academic-Process

1. **Teaching Plan:** The session plan which is prepared by concerned subject teacher is time to time checked and evaluated by HOD and accordingly suggestions are given to faculty to improve their teaching skill.
2. **Evaluation:** The evaluation is done by the subject teacher as per guide lines of University of Mumbai.
3. **Feedback System:** Teaching feedback is collected at the end of the semester, which is analyzed by Academic Planning, Time Table and Feedback Committee for further improvements.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

NVAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

1. Safety and Security

The Institute campus is under CCTV surveillance. The Security system is very strong and consists of professionally trained security persons to safeguard the campus throughout day and night. Enough lights are there in building and around the playground. To ensure safety and security of girl students and staff male and female security guards are placed on every floor.

For getting a timely medical assistance institute has tie-up with Apollo Hospitals Navi Mumbai. The Emergency contact numbers, floor layouts are displayed to guide the students as well as visitors inside the institute building.

A regular interaction of Vigilance and Grievance Cell members with female students ensures a convenient platform for girl students to raise the problems they may be facing.

2. Counselling

A full-time counselor has been appointed and easily accessible for effective counseling, mentoring and welfare of the students. Regular sessions of counseling are scheduled and in these session counselor addresses problems faced by students. Students also approaches counselor and discuss one to one if they are facing any kind of problem. 15-20 students are attached to a faculty mentor. The mentoring system is adopted to improve the bond between the faculty and students.

The intention is to keep track of the progress of the students and counsel them accordingly for academic and personal growth.

Parents of the students are timely informed wherever the necessity arises such as lack of attendance, poor academic performance and psycho-social problems. The institute undertakes sincere efforts, especially through the Training and Placement cell various events to look after the total personality development of students through soft skills classes, Co-Curricular and extra - Curricular activities and counseling. The faculty offers guidance to the prospective professionals in addition to classroom teaching.

3. Common Room

The institute has separate common room for boys and girls. It is well ventilated and has dressing mirrors, news-papers and notice boards. Girl's common room is made available with resting facilities for the entire female students. It is air conditioned and having a sufficient lightning system. Housekeeping staff has lady members. They clean the common room on a daily basis and helps in maintaining hygiene. All-important notices related to academics, co-curricular and extracurricular activities, association activities and examinations are displayed here for convenience of girl students. A separate suggestion box is kept in

girls' common room. On regular basis female admin staff and female teaching staff visit common room and inspect on areas where urgent attention required.

We believe in building and cultivating a lively organizational environment that shows gender sensitization. The institution has framed the following committees for this purpose:

1. Women Development Cell
2. Internal Complaint Committee to prevent sexual harassment of women at workplace.
3. Grievance Redressal Committee these committees work in close coordination with each other to safeguard the rights of gender equity.
4. Anti-Ragging committee work in coordination to check no incidence of ragging happens in the campus.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management

- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

1. Solid Waste Management: Solid waste generated is being categorized into **Dry** and **Wet** waste. It is being collected on a daily basis by Navi Mumbai Municipal Corporation (NMMC) waste management department. Big size dust bins are kept on each floor at prominent places to collect the waste.

2. Liquid Waste Management: Filtered Purified Drinking water facility is arranged and available on each floor for students and staff of the campus. Wastage of drinking water is properly monitored and restricted through proper controlling system. Proper drainage system is arranged for all the floors of buildings of the campus.

3. E-waste Management: Generally, the E-wastage is very limited in the Institute. Whenever required the used batteries and damaged computers are disposed through outside agencies. Other E-waste materials are properly disposed. E-waste management awareness posters are placed at the required places.

From 21st January 2019 to 20th February 2019 institute organized one-month E-waste collection drive, in association with **Indian Development Foundation (IDF)** where staff and students generously donated e-waste.

4. Waste Recycling System:

Step 1: Our institute cleaners collect dry leaves from the premises and they are left in the sun till all the moisture evaporates.

Step 2: We crush it as small as possible.

Step 3: Whenever we remove grass from the playground by lawnmower it is also added into the recycling pit.

Step 4: Then we add a layer of cow dung and stir it every week.

Step 5: It is covered with Tarpaulin and kept for a month, this way we get fresh compost which is used as a manure for garden.

5. Bio-Medical waste: As we are professional and technical institute, no Bio-Medical waste is produced in the campus.

6. Hazardous chemicals and radioactive waste management: No chemical and radioactive waste is generated in the institute.

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any

awards received for such green campus initiatives:

- 1.Green audit**
- 2.Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions / awards**
- 5.Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Disabled-friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities

(within 500 words).

Response:

NCRD'S SIMS advocates principles of tolerance and harmony by imparting the knowledge of values and ethics to students. It aims to produce post graduates who deliver quality management policies to corporates and society at the large.

NCRD'S SIMS has a multicultural, multilingual student and faculty base hailing from different parts of the country and from different socioeconomic backgrounds. Students hail from different Indian states.

Initiatives for an inclusive environment for students/staff include:

1: Annual student fests and gatherings (Aarohan, Technician & Radiance): Students of different communities and backgrounds come together for these activities. Students organise annual Fresher's party for new students, Aarohan and technician which are management and technical and Radiance is our Cultural Fests, as well as Champion's trophy, which our intra-collegiate sports event is been celebrated.

2: Cultural and Religious festivals are celebrated by students and staff, cutting across all faiths and communities. Diwali, Dandiya (navratri), Ganesh Chaturthi, Eid, Christmas, Holi, Onam, and Women's day are celebrated. Traditional day is also celebrated with great enthusiasm by all students and staff

3. Patriotic Initiatives: Republic Day and Independence Day are celebrated by students and staff. The National Anthem is sung at every major function.

4. Institutional Social Responsibility: Beach cleaning activity along with NGO Shuddhi is carried out at juhu beach, Girgaon beach and Diwale village Belapur, dental hygiene camp, breast cancer awareness seminar and heart health seminar is organized in association with Apollo hospital, Gond art seminar was organized in association NGO Ekibeki, blood donation camp was organized to serve the community. Road safety week is conducted to create awareness among the students about traffic rule along with Navi Mumbai traffic police. Vigilance Awareness Week in association with BPCL with the aim to create ethical future citizen of country. Flag Collection Drive was organized at Nerul with to collect all flag lying on the road after Independence Day celebration. Tree plantation Drive was organized to save environment.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The birth and death anniversaries of great Indian personalities, Freedom Fighters, Social reformers, Educationists are commemorated in the campus. Every year the Institute commemorates birth anniversaries, death anniversaries of great Indian personalities like Chhatrapati Shivaji Maharaj, Mahatma Gandhi, Lokmanya Tilak, Mahatma Phule, Dr. Babasaheb Ambedkar, Dr. Radhakrishnan Pillai, Savitribai Phule, Dr. A.P.J. Abdul Kalam and others. The Management members and Director address the students and the teachers on national values. The Institute regularly organizes a National festival which also aligns with the goals and mission of the Institute regarding value-based education. Such activities inspire the students with national values like patriotism, brotherhood, equality, nationality, love, humanity and likewise. On these occasions of these guest lectures are arranged for the students to recall the memories of great Indian personalities and their contribution in Indian Independence Movement.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

India is world known for its cultural diversity. The institute helps student to relate with the cultural heritage

and connect with their roots, by inculcating the importance of protection, preservation and propagation of Indian culture.

Institute celebrates national and international commemorative days, events and festivals with great enthusiasm.

To pay tribute to National hero's institute celebrates their Jayanti's and Punyateethi's. The event is followed either by lecture, the competitions like elocution, singing, wallpaper, and rangoli etc. The institute organizes activities on these days of national importance to recall the events or contribution of our leaders in building the nation and imbibe moral and ethical behavior of students in their professional and personal lives.

International Commemorative Days -

1. Marathi Language Day – 27th February
2. International Women's Day – 8th March
3. International Mother Earth Day - 22 April
4. Hindi Diwas – 14th September
5. World Environment Day - June
6. International Day of Non-Violence – 2 October
7. National Yoga Day – 21 June

Birth anniversary of Savitribai Phule is celebrated on 3rd January, 12th January Birth anniversary of Swami Vivekananda, 26th January Republic Day of India, 19th February Birth anniversary Chhatrapati Shivaji Maharaj, 14th April Birth anniversary of Dr. Babasaheb Ambedkar, 1st May Maharashtra Din, 21st June International Yoga Day, 1st August Birth anniversary of Lokmanya Tilak, 15th August Independence Day of India, 5th September Birth Anniversary of Dr. Sarvapalli Radhakrishnan celebrated as Teacher's Day, 2nd October Birth anniversary of Mahatma Gandhi & Lal Bahaddur Shastri,

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for any other relevant information	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practices No. 1

1. Title of the Practice:

Professional Capabilities Development Program (PCDP)

2. Objectives of the Practice

- 1.To access the logical reasoning and thinking ability
- 2.To improve English speaking skills.
- 3.Enable the students to crack the interviews and to develop their overall personality.
- 4.To enhance critical thinking skills, problem solving skills.

3. The Context

The Institute works with a mission “To develop competent young professionals with a capability to contribute effectively in the challenging environment”. **Professional Capabilities Development Program** has been started in NCRD Sterling Institute of Management Studies to enhance students in Quantitative, Verbal and Analytical reasoning. This program aims to enhance students’ capabilities and making them better prepared for campus recruitments.

4. The Practice

The competition for employment is increasing every day and placement has become a challenging task. Training of students and equipping them with life skills has become an important responsibility of the institution. Along with technical expertise, development of a holistic personality is also necessary. To meet out these requirements, every year NCRD SIMS organizes **Professional Capabilities Development Program** for final year students to enhance their logic building, time management and analytical reasoning. It is also conducted to groom the students for technical tests conducted in placement drives by IT organizations. The syllabus is planned and designed considering the overall requirement of the students.

5. Impact of the Practice

The impact of this practice is very positive. The students are given the foresight, or the ability to imagine lots of possibilities and anticipate potential problems. They also improve their communication skills and overall personality.

The trainers conduct Mock Personal Interviews so that the students should feel as if they are attending an actual interview. The Panel consists of industry experts.

All students are successfully placed for Internship. The **Professional Capabilities**

Development Programs have been conducted in a very satisfactory way, as the students were prepared confidently for facing interviews and for aptitude test.

6. Evidence of success

The **Professional Capabilities Development Programs** saw **146** students from **SYMMS** and **TYMCA** undergo in the year 2018 and **160** students from **SYMMS** and **TYMCA** had undergone in the year 2019. Whereas 156 students in 2020.

This program was designed for 66 hr. of training in 2018 and for 77hr. of training in 2019. After successful completion of the program certificate was awarded by ME Educational and Technology Services Ltd.

This helped students to develop their communication skill along with analytical skill which was crucial for placement. The highlights of curriculum are:

- CV Preparation
- Aptitude Test Preparation
- Technical Test Preparation
- Group Discussion
- Personal Interview Preparation

It is a matter of great pride to the Institute as all students were successfully placed for Internship and final placement. Some of the reputed companies like L&T, E2Serve Ventures Pvt. Ltd, Hitachi etc., hired our students for Internship and final placement.

7. Problems Encountered

It has been observed that students repetitively miss the Aptitude sessions, as they were busy in pre-placement activity. Students from vernacular medium faced cultural shock to integrate with the system, which was time consuming. The head of the Institute and faculty members encouraged the students to participate in sessions.

8. Resource Required

Dr. Ela Goel and Dr. Mahendra Gupta – Trainers and their team from industry

Best Practice No. 2

1. Title of the Practice:

Global Business Communication Skills Development (GBCSD)

Cambridge ESOL Business English Certificates (BEC),UK are our training partners and SIMS is authorized and certified facilities for conducting trainings and examinations, which are monitored directly from the United Kingdom.

2. Objectives of the Practice

1. To improve the language skills of the students
2. To improve student's confidence in Business English- Reading, Writing, Listening and speaking skills.
3. To improve job prospects and add value to student's CV
4. BEC is a globally recognized qualification

3. The Context

Global Business Communication Skills Development, also known as **Business English Certificates(BEC)**, are recognized by employers of top multinational corporations like Procter & Gamble, HSBC and AstraZeneca, as well as ministries, government bodies and professional organizations throughout the world. Having a **BEC** qualification demonstrates that you have specific professional abilities in the four language skills, Reading, Listening Writing, and Speaking. NCRD Sterling Institute of Management Studies conducts this **Global Business Communication Skills Development** program for First year MMS and MCA students to give a competitive advantage, by developing the English language skills they need to excel in business-related study and work. English is a key skill for a successful career. If you are applying for a job or hoping to get a promotion, most employers, especially international employers, will ask you to demonstrate your English language skills. You can do this by taking the prestigious **Cambridge ESOL Business English Certificates (BEC)**.

BEC is an internationally recognized qualification in English for work and also supports in immigration and studies abroad. It is trusted by employers and universities in more than 60 countries. It is taken by students and young professionals around the world who want to improve their job prospects or study business courses overseas.

4. The Practice

In today's challenging business environment, companies are seeking employees with English language skills to help their organization compete internationally. Every year the institute conducts the BEC training program. The content in Cambridge Business English Certificates reflects everyday work and business tasks. Preparing for this exam will give skills that will make a lifelong asset to the students.

In this program the students are provided with the study material (Books and CD). Prof. Pragati Goel, Associate Professor MCA department, and Prof. Jeneefa Rao, Assistant Professor MMS department underwent training program, conducted by BEC. Later on Dr. Meera Hirapurkar and Prof Renuka Morani also went for the training. For both MCA and MMS students 40 hours intensive training sessions were taken by the faculty members.

BEC exam of speaking module was conducted on 7th April 2019 for both MCA and MMS first year students. This exam was an external exam conducted by Cambridge on a universal date for all the centers. For speaking 3 panels of examiners have come from Cambridge side and evaluated the students in pairs. After this RWL (Reading Writing and Listening) exam was conducted on 9th April 2019. Exam mode was paper based. Cambridge team was supported by teaching and non-teaching staff for smooth conduction of exams. Exam results will be displayed in the month of May on the website.

5. Impact of the Practice

The Students actively responded with great enthusiasm, they were able to judge their strengths and weaknesses. The teachers for this program are from both MCA and MMS departments; bonding between students from different departments can be seen. Students got BEC Certificate after cleared the exam which was conducted by Cambridge team.

6. Evidence of success

To cater to the need of corporates and students who come from different vernacular medium, SIMS in association with Cambridge University BEC (Business English Certificate) program has been conducting exams to enhance the language skills of the students and face the world with high head. The BEC certificate is recognized by thousands of organization around the world serves as a strong letter of merit to communication abilities. In 2018, **176** students were enrolled for Cambridge Business English Certification (BEC) and in 2019, **157** were enrolled for **Cambridge** Business English Certification (BEC), in 2020 156 students enrolled the program. Course content was development of the following skills:

- Reading
- Writing
- Speaking
- listening

Out of 176 students appeared for the exam 130 students scored good grades and are eligible for second level of exam. In 2019, the students appeared for exam was 157 and 152 students' secured good grades and eligible for second level of exam. For the 2020 batch the exams have been postponed due to the government protocol. The program has helped the students to develop cross-cultural communication skills and overall development of the students. It has had an impact on confidence levels through international certification. It has also introduced unfamiliar situations and helped simulate creative thinking and analysis. This boosted students employability and add value to their profile.

7. Problems Encountered

Most of our students are from vernacular background; their English-speaking skill was very low. The certification program is UK based, the audio which the BEC team provided is in British accent, some of the students were not able to listen and understand it properly.

1. Students coming from different educational backgrounds often face difficulties during this entire change process. They find it difficult to cope up with corporate expectations.
2. This change process involves continuous efforts for soft skills building and counseling, which consumes a lot of time and this constraint, poses a serious challenge on their academic front and employability.

8. Human Resource Required

The human required ensure that the vision of NCRD's SIMS focuses on four pillars which are collaborative learning, quality education, transforming students to professionals, entrepreneurs, and researchers having deep rooted sense of responsibility, is achieved through this best practice.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Title: Leadership Development: Career and life

With our **vision** “SIMS envisions to be nationally and internationally accredited institution with a center of excellence in the development of professional leaders for various sectors of business organizations and society”. Keeping this ideal in view we at SIMS, apart from academics, firmly believe in building a culturally rich character of future global managers. This very objective is achieved through personal mentoring and feeding the right and timely mental inputs regularly. Thrust is to create physically fit and mentally robust managers. With the mission, “To develop competent management and computer professionals for industry and business who are ethical and socially responsible citizens, through meaningful partnerships with professional organizations, alumni, industries and society at large”.

NCRD’s SIMS strives to be unique and distinctive in its own ways by institutionalizing various distinctive programs during the curriculum by taking distinctive initiatives. NCRD’s SIMS boasts off its distinctiveness through program/activities such as Promotion of Higher Education among Rural Students.

Career Guidance Program: To make students participation from all the walks of society in higher education, we at SIMS, under take career guidance sessions for students from far off places and remote villages, so there will be thought clarity on career options, goals, priorities and actionable steps which is a major challenge for youth in rural parts of the state of Maharashtra. Having realized this NCRD’s SIMS undertook career guidance sessions in various districts in Maharashtra. In this series of sessions, to fulfill its motto, centered on career opportunities through Management and Technical education, we at SIMS have been conducting these sessions consistently from the calendar year 2010 in Navi Mumbai, and the interiors of Pen, Raigad, Alibaugh, Khopoli, Uran villages etc...All the sessions put together more than 5,500 undergraduate students have been benefitted by these sessions over the last many years. To ensure that institutes become excellence in developing future leaders in their career and life institute follows 2-tier model:

Free CET Coaching: To secure admission in post graduate courses and to prepare rural and less privileged students for different competitive exams, we at SIMS conduct free CET training for all the students from different rural and semi urban background, since last many years.

Our priority is to believe in making a student understand the granularities of the corporate world. With a distinctive vision of creating, “Center of Excellence in the development of Professional Leaders” at SIMS we practice and follow Mumbai University academic practices, innovative teaching methodology with a

focus on 360 degree development of students. Learning and growth is facilitated through various academic, co-curricular and extracurricular activities designed to enhance intellectual and creative capacities of students. Holistic development is ensured by year round academic events and placement calendar activities. Various cultural, sports, academic and inter-collegiate and intra-collegiate events like Technitia, Aarohan, Champion's trophy, International Conference, Asia-Africa meet industry guest sessions etc. are organized to enrich the knowledge and experience of the real world of students, enhancing their personality and thereby improving their decision making and interpersonal skills. All events are organized by student council, which is a key contributor to acquire desired business knowledge and trigger leadership qualities in the student. Strong Emotional Quotient, Social Quotient and Intellectual Quotient are inculcated in students through humanitarian stance and CSR activities for which we have tie-ups with NGO's like **Shuddhi** and **Khushiyaan**.

Also we have regularly conducted "Vigilance Awareness Week" activities in association with Bharat Petroleum Corporation Limited (A government of India Navratna Enterprise) with the aim to create ethical future citizen of country. The central government initiative of creating a corruption free and ethical India is well supported through this initiative at SIMS. Activities under this which are enthusiastically undertaken by the students include Essay Competition, Skit, Ad-Mad, Elocution, Debate and painting competition. Even during the pandemic, students have participated online. Attractive prizes are given by BPCL to motivate the winners.

Competitive events like food festival provide the platform to unleash the hidden potential to become future entrepreneurs, and become better team players. Students also learn to produce superior products and services at competitive rates, learn presentation and selling skills etc.

Our internship programs, summer internship project (SIP), social and relevance projects are all designed by keeping in mind the expectations of industry from the future corporate leaders. We have taken on learner centric pedagogy where the focus is on "Mentor-Mentee" approach with the faculty acting as a friend, philosopher and guide to the students. We tap the potential of each student and nurture them through mentoring. This is achieved through regular mentor-mentee meets, student SWOC analysis and one on one personal guidance. Peer learning is encouraged by discussing business news papers in the class, group presentations etc.

NCRD's Sterling Institute of Management Studies has a unique geographical advantage of being accessible to both rural and urban students, with the most prominent Mumbai and Thane industrial belt nearby.

Navi Mumbai city has an excellent cosmopolitan mix catering to the largest number of student population in India, coming from different states and backgrounds. Navi Mumbai offers safe and secure living with historical landmarks that bear testimony to the city's unique culture. Students feel themselves right and happy at home among other students who come from all over the country to study at this place. All these practices make the institute an outstanding body both in domestic and national landscape which constitutes an integral part of the academic structure and unique legacy of Sterling Institute of Management Studies.

Some of the distinctive features of the College are listed below

- "A" grade B-School by Competition Success Review-GHRDC B-school survey 2019.
- "B+" grade Indian B-School by survey conducted by AIMA in 2018.
- Asia Africa Development Council's Award of Excellence in Management Education, 2018.

- AICTE, DTE and Government of Maharashtra and affiliated to the University of Mumbai.
- Certificate of appreciation from **Shri Ram Chandra Mission NGO, Mumbai.**
- Certificate of Appreciation from **BPCL(Bharat petroleum corporation limited)**
- Director of the institute has won many awards and accolades.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

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5. CONCLUSION

Additional Information :

Building Business Leaders with Culturally Rich Character

NCRD's Sterling Institute of Management Studies strives to be unique and distinctive in its own ways by institutionalizing various distinctive programs during the curriculum by taking distinctive initiatives. NCRD's SIMS boasts off its distinctiveness through programs /activities such as Promotion of Higher Education among Rural Students, Research Publications, National and International Conferences, Project Exhibition, Symposium, Mentorship Program, Language lab, Technitia, Aarohan, Radiance, NCRD's Champion's Trophy, Food Festival, Vigilance Week, Sports Week, Minithon/Marathon are just to name a few for the comprehensive development of our students.

Amongst these Promotion of Higher Education among Rural Students , Minithon/Marathon and Technitia have received popularity since last few years.

Concluding Remarks :

Education is a commitment to excellence in Teaching and Learning process. NCRD's Sterling Institute of Management Studies strongly believes that the **curriculum** is not just syllabus but it essentially includes various means by which it enables learners to achieve their learning goals. An active plan for timely implementation is formulated by the institution to ensure effective delivery. **Institute has a well-planned and a structured Five-Step Mechanism - Preparation, Planning, Implementation, Review, Result Analysis and Continuous Improvement.** The **Teaching-Learning and Evaluation** processes starts with assessment of students at entry level before formal commencement of the course. The learners are identified based on the percentage of marks obtained by the students in their graduation as well as the marks obtained by them in the Entrance Examination are correlated. Learners are categories as **Emerging Learner** (Slow learner) and **High Achievers** (Advance learner). Enrichment of the learning experience is the priority.

In pursuit of excellence in **research** and institute aims to achieve international recognition through interdisciplinary and collaborative research programmes across all functions of management. Institute's research work is represented through its research publications and conferences. Good **infrastructure and learning resources** complement quality academic inputs. Infrastructure and Learning Resources are available as per the norms prescribed by AICTE.

Institute works passionately for the **comprehensive development of students.** The Institute provides assistance to the students, to obtain significant learning experience on the campus through career counselling, remedial coaching, pre-placement talks and employability training programmes. Students are motivated to have a balanced personal life through individual mentoring, psychological counselling, special yoga, meditation etc. All-round development of students is done through ample opportunities for participation in various curricular, co-curricular and extra-curricular activities.

NCRD's Sterling Institute of Management Studies envisions to develop competent management and computer professionals for industry and business who are ethical and socially responsible citizens, through meaningful partnerships with professional organizations, alumni, industries and society at large. Continuous efforts are

being taken for student and faculty development. The institute is committed to disseminate information and sensitize students about environment consciousness, gender equality and overall human values.

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