



Yearly Status Report - 2019-2020

Part A

Data of the Institution

| | |
|-----------------------------------------------|--------------------------------------------------------------------------------|
| 1. Name of the Institution | FR. C. RODRIGUES INSTITUTE OF MANAGEMENT STUDIES |
| Name of the head of the Institution | SUJATA NITIN CHINCHOLKAR |
| Designation | Director |
| Does the Institution function from own campus | Yes |
| Phone no/Alternate Phone no. | 022-27771000 |
| Mobile no. | 9869018810 |
| Registered Email | agnelbiz@gmail.com |
| Alternate Email | directorfcrims@gmail.com |
| Address | Fr. Agnel Technical Education Complex, Sector 9A, Vashi, Navi Mumbai 400706 |
| City/Town | NAVI MUMBAI |
| State/UT | Maharashtra |
| Pincode | 400703 |

| 2. Institutional Status | | | | | |
|---------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------|-------------|
| Affiliated / Constituent | | Affiliated | | | |
| Type of Institution | | Co-education | | | |
| Location | | Urban | | | |
| Financial Status | | Self financed | | | |
| Name of the IQAC co-ordinator/Director | | Dr. Manisha Karandikar | | | |
| Phone no/Alternate Phone no. | | 02227771000 | | | |
| Mobile no. | | 9323713573 | | | |
| Registered Email | | manisha.karandikar@gmail.com | | | |
| Alternate Email | | manisha.fabs@gmail.com | | | |
| 3. Website Address | | | | | |
| Web-link of the AQAR: (Previous Academic Year) | | https://fcrims.com/sadmin/uploads/naac_uploads/AOAR%202018-2019.pdf | | | |
| 4. Whether Academic Calendar prepared during the year | | Yes | | | |
| if yes,whether it is uploaded in the institutional website: Weblink : | | https://fcrims.com/sadmin/uploads/pdf_program/Academic%20Calendar%202019-20.pdf | | | |
| 5. Accrediation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
| | | | | Period From | Period To |
| 1 | B+ | 2.51 | 2019 | 09-Aug-2019 | 08-Aug-2024 |
| 6. Date of Establishment of IQAC | | | 09-May-2018 | | |
| 7. Internal Quality Assurance System | | | | | |
| Quality initiatives by IQAC during the year for promoting quality culture | | | | | |
| Item /Title of the quality initiative by IQAC | Date & Duration | | Number of participants/ beneficiaries | | |

| | | |
|-------------------------------------------------------|--------------------|-----|
| Minor Research Projects | 30-Sep-2019 365 | 2 |
| MyUdaan CSR project | 07-Dec-2019 120 | 34 |
| Ethics in Business | 15-Feb-2019 1 | 60 |
| MOU with Navi Mumbai Chamber of Business & Industries | 20-Sep-2019 730 | 120 |
| Alumni mentorship | 07-Mar-2020 365 | 7 |
| View File | | |

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

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

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Minor Research Projects 2. MyUdaan CSR project 3. Ethics in Business 4. MOU with Navi Mumbai Chamber of Business Industries 5. Alumni Mentorship

[View File](#)

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

| Plan of Action | Achivements/Outcomes |
|-----------------------------------------------|----------------------------------------------------------------------------------------------|
| Increase usage of LMS by faculty and students | Moodles was used extensively by faculty and students |
| Research Publications | Three papers published in national and international journals and presented in conferences |
| Explore opportunities for sponsored projects | Two faculty members managed to get minor research projects sponsored by University of Mumbai |
| Explore MOUs with various agencies | Multiple MOUs signed with external agencies |
| Register Alumni Association | Pending and to be taken up next year |

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

| Name of Statutory Body | Meeting Date |
|------------------------|--------------|
| Governing Council | 16-Dec-2019 |

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

20-Jul-2019

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

16-Jan-2020

17. Does the Institution have Management Information System ?

Yes

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

The management Information System of the institute encompasses admissions, sharing of teaching materials and examination. The admissions happen through the DTE and CAP rounds are displayed online. During internal assessment, moodle is used to administer quiz and faculty encourages online submission. The examination

forms are filled online by students on University of Mumbai website. The hall tickets are generated online. The question paper is mailed to the institute 30 minutes before commencement of examination. The assessment of answer sheets is also done online.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Fr.C. Rodrigues Institute of Management Studies has kept learning of students at the core of its mission statement. Since the institute offers 2 year full time MMS course affiliated to University of Mumbai, the curriculum is prescribed by Mumbai University and the responsibility of delivering the same lies with the institute. The faculty member may go beyond the specified curriculum if the subject/course demands so. The institute maps the skill set required for teaching a particular subject/course with that possessed by the core faculty and subject/course allocation is carried out. The courses/subjects that require skill set that core faculty does not have are given to visiting faculty. It is ensured that the visiting faculty has relevant corporate and/or teaching experience to take up the particular subject. The visiting faculty is given appointment letter that specifies the expectations of the institute from the visiting faculty. The core faculty as well as visiting faculty has to submit course outcomes and session wise plan to the faculty coordinator. These are to be designed on the lines of the syllabus of that particular subject/course. The course outcomes explain what the students will learn by the end of the course/subject. The session plans explain what topics will be covered in each session, relevant reading material, case studies, books to be refereed etc. In addition, session plan also gives the assessment scheme for the subject. The same is also given to the students in the first couple of classes. The faculty is expected to adhere to the session plan In every class, the faculty elaborates on which course outcome would be achieved through the class and he is encouraged to give the Course Outcome number on his slides and materials shared by the faculty in class. In addition to this, all assessments need to carry course outcome number next to the question. The faculty is encouraged that all outcomes should be covered in either internal assessment or end term assessment. If the student passes the course/subject, it would indicate that the outcomes were achieved. The University of Mumbai mandates that 5 marks be reserved for class participation and 5 marks for attendance. The marks for attendance are given based on a pre determined criteria. The faculty members are encouraged to use innovative practices such as role plays, case studies and other forms of experiential learning. Involving team projects or assignments as a part of internal assessment makes students better team players and they learn benefits as well as challenges of working in teams. Hence faculty members generally plan for at least one team assignment. The institute has a practice of two structured feedbacks during the course. One of them is via a meeting between TLs and director in the middle of semester and a final feedback is collected using feedback forms. The syllabus coverage and session plan adherence is captured through this mechanism.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|-------------------------------------------|-----------------|-----------------------|----------|------------------------------------------|-------------------|
| No Data Entered/Not Applicable !!! | | | | | |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---------------------------|--------------------------|-----------------------|
| MMS | Finance | 02/01/2020 |
| MMS | Marketing | 02/01/2020 |
| View File | | |

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

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|----------------------------------|--------------------------|-------------------------------------------------------|
| MMS | Marketing | 01/07/2019 |
| MMS | Finance | 01/07/2019 |
| MMS | Operations | 01/07/2019 |
| MMS | Human Resources | 01/07/2019 |

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

| | Certificate | Diploma Course |
|-------------------------------------------|-------------|----------------|
| No Data Entered/Not Applicable !!! | | |

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|-----------------------------|----------------------|-----------------------------|
| Advanced Excel Workshop | 08/07/2019 | 60 |
| Technical Analysis Workshop | 18/09/2019 | 23 |
| Campus to Corporate | 01/07/2019 | 60 |
| View File | | |

1.3.2 – Field Projects / Internships undertaken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---------------------------|--------------------------|-----------------------------------------------------------|
| MMS | NGO internship | 19 |
| MMS | Summer Internship | 60 |
| View File | | |

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | Yes |
| Employers | No |
| Alumni | Yes |

| | |
|---------|-----|
| Parents | Yes |
|---------|-----|

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

Feedback Obtained

The institute believes that each stakeholder brings to table his or her opinion and looks at it constructively as it can improve the functioning of the institute. The feedback is collected from various stakeholders viz. Teachers, Students, Alumni and Parents. Since teachers are in close contact with the students as well as administration, they give a holistic feedback. Their feedback comprises of academic as well as administrative functions of the institute. The academic feedback pertains to innovative teaching pedagogy, structured inputs that can be given to students and inputs on how the curriculum delivery can be made more effective. The administrative feedback revolves around planning of classes, conducting of classes, monitoring progress etc. The feedback is by no means restricted to the above mentioned points. The feedback is incorporated in the functioning of the institute and improves quality of teaching learning process. Feedback from students primarily comprise on coverage of syllabus and teaching pedagogy followed by the faculty. Feedback from students is collected twice from them in every semester. The first feedback is collected by the director herself form the elected Team Leaders of the class and the end term feedback is collected from all students for each subject/course. The end term feedback is a pen and paper feedback and consists of standard points for each faculty member. The second semester feedback was collected by online medium as the college was shut due to pandemic. The institute also has a system of conducting Exit Interviews with selected students of final semester. This ensures that there is a continuous development in teaching learning process. Alumni are a very important pillar of the institution and their feedback is collected during the alumni meet or alumni mentorship program. Since students have been through the process they help the institute by suggesting lot of ways by which employability of students can be increased. Their feedback helps us to take an extra step towards overall improvement in pedagogy and other initiatives of the college The feedback collected from parents is mainly in the areas of infrastructure and overall impact on the life of the student. The parents of students give feedback on their overall expectations from the institute.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---------------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| MMS | Nil | 60 | 96 | 60 |
| View File | | | | |

2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------|
| 2019 | Nil | 120 | Nil | 6 | Nil |

2.3 – Teaching - Learning Process

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

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|----------------------------|-------------------------------------------------|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 8 | 8 | 7 | 5 | Nil | 1139 |

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In FCRIMS, each student is attached to faculty mentors for educational guidance, personal guidance, and guidance for career advancement as well as development. Director of FCRIMS assigns mentees from first year students to the faculty members who work as mentor for those mentees. In the second year, students from respective specialization get a mentor from a faculty of their specialization. Every faculty member is expected to create a rapport with the student mentee, encourage him/her to ask questions, attempt to clarify doubts and facilitate counseling on different issues (if/when required). In this year, Fcrims involved Aluninus for mentoring students and it proved to be a fruitful initiative. The essence of our mentorship is a sustained human relationship a one to one developmental relationship that ensures a student that he/she is a valued person. A mentor is expected to focus on the mentee's holistic development by guiding him/her in areas like academics, summer internship, comprehensive viva, comprehensive projects/dissertation, career choices, final placements etc. Mentors help greatly in identifying diversity in terms of learning challenges as well. They provide first hand support to the students with difficulties and gives relevant inputs to subject teachers to help the subject teachers be more effective in handling these students. Many mentors also encourage students to collaborate with them in projects or in research activities, especially when students share their research interests. This is of immense benefit to the students involved. This greatly helps the students in giving them an edge over their competitors elsewhere. Mentor- mentee meeting is organized at a regular interval and report is submitted to the director by mentors. Generally, the mentors provide encouragement, motivation and counselling support. Where the student requires additional help which is beyond the abilities of the mentor, s/he guides the students to the right person (faculty). At times, help by mentor is availed by parents/guardians, depending upon the nature of the problem being faced by students. This mentoring system enables bridging gap between the faculty and students and creates a better environment in the college. The mentor's contact details are shared with the parents/guardians. Similarly, the mentor has the contact details of the parents/guardian. Mentors also focus on developing the following employability skills. • Continuous and lifelong learning orientation • Communication Skills • Attitude and Confidence • Self-Management-Planning and Organizing • Adaptability and Flexibility The mentor is expected to give suggestions to mentees to tackle the problems faced by them. A mentor maintains professional standards, improve mentoring skills and exercise good judgment when engaged in every activity involving her/his mentee and work with mentee to establish mutual respect, friendship, motivation, and measurable goals. Once the journey of two years of mentorship is on the verge of completion, mentor is expected to ensure that his/her mentee has become self-reliant and self-managed person

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|------------------------------------------------|-----------------------------|-----------------------|
| 120 | 6 | 1 : 20 |

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|------------------------------------------|--------------------------|
| 6 | 6 | Nil | Nil | 3 |

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

| Year of Award | Name of full time teachers | Designation | Name of the award, |
|---------------|----------------------------|-------------|--------------------|
|---------------|----------------------------|-------------|--------------------|

| | | | |
|---------------------------|------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------|
| | receiving awards from state level, national level, international level | | fellowship, received from Government or recognized bodies |
| 2020 | Dr. Manisha Karandikar | Associate Professor | Best paper award in conference organised by Sterling Institute of Management Studies in association with UGC |
| View File | | | |

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---------------------------|----------------|----------------|----------------------------------------------------------|-----------------------------------------------------------------------|
| MMS | MB3116 | 1 | 24/12/2019 | 15/02/2020 |
| MMS | MB3116 | 2 | 15/04/2020 | 07/08/2020 |
| MMS | MB3116 | 3 | 15/10/2019 | 14/01/2020 |
| View File | | | | |

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

At FCRIMS, continuous internal evaluation is carried out throughout the year. This evaluation is carried out through regular objective tests (MCQs), study projects, case study presentations, quizzes, internship, investigative surveys, presentations on applied aspects of the theory etc. Various events are organized by FCRIMS as a part of experiential learning for the students and involvement, contribution and learning by students is also continuously evaluated. In FCRIMS, one midterm test is conducted per semester per subject, for 10 marks each, which are considered for Internal Assessment Marks (40 Marks). Mid-term tests help to prepare the students for Final/University Examinations. Corrected answer scripts of midterm tests are shown to the students for scrutiny. The subject teachers explain about as to how scoring by the students can be better in forthcoming examinations by expressing themselves more appropriately in response to questions. Group assessment is conducted by teachers when students are assigned group presentations on curricular and co-curricular, academic topics. For some subjects, regular/ weekly tutorials are taken. Remedial instruction is given to slow learners. An effort is being made to improve the performance of low scorers by conducting remedial classes. Use of software assessment tools like moodle is done by faculties for internal evaluation where evaluation is done using MCQs and assignments. As an affiliated College, the freedom of the College in aspects related to evaluation is not much. The innovation attempted is in the case of the internal evaluation where mid term exam is conducted, assignments like case studies, book reading, participation in various events, are given. Teachers give practical exercises which the students are expected to do over the course of the semester.

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

Taking into consideration the Mumbai University calendar of events, FCRIMS prepares its calendar that includes following events and activities as

highlighted below: • Internal Assessment (midterm exam) • Expert Talk from Industries • Industrial Visits • Short Term workshops • Project Work (SIP) • Sports cultural activities • Induction week • Graduation day (Convocation) As the academic calendar of FCRIMS take into consideration the calendar prepared by Mumbai University, there are constraints about assessments and about completion of the Course. In spite of these constraints, FCRIMS has introduced several value added aspects of learning that includes celebration of special days, introduction of certificate courses, celebrating the diversity of the student communities' talents and capabilities and skills in various ways. Our Academic Calendar goes way beyond to ensure that the institution's commitment to holistic education and student expectations are fulfilled through a well-planned year. Academic Calendar of FCRIMS is prepared and published on college website and it also contains a list of all the interactive and innovative programs to be conducted by the college, both at the faculty and student level. Detailed schedules with dates are given for midterm examination. Students prepare for these examinations accordingly. Each member of the staff and student community receive a copy of the college calendar to enable them to plan for activities. When new programmes to enable quality enhancement are offered during the course of the year, these are availed of for the benefit of the faculty and students. All activities planned for the academic year are highlighted in the academic calendar and approval for the same is taken by CDC.

2.6 – Student Performance and Learning Outcomes

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

<https://fcrims.com/upload/PSO%20and%20PO%202018-19.pdf>

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|----------------|----------------|--------------------------|-----------------------------------------------------------|-----------------------------------------------------|-----------------|
| MB3116 | MMS | All | 60 | 60 | 100 |

[View File](#)

2.7 – Student Satisfaction Survey

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

<https://drive.google.com/file/d/1ZZzT7apugpMl4z3oo2vG6i942gaDHTSX/view?usp=sharing>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Minor Projects | 365 | University of Mumbai | 32000 | 0 |
| Minor Projects | 365 | University of Mumbai | 32000 | 0 |

[View File](#)

3.2 – Innovation Ecosystem

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

| Title of workshop/seminar | Name of the Dept. | Date |
|---------------------------|--------------------|------------|
| Course Planning Session | General Management | 24/06/2019 |
| Time Management | General Management | 20/07/2019 |
| CRM and Loyalty Program | Marketing | 20/07/2019 |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|---------------------------|------------------|------------------------------------------------------|---------------|----------|
| Benchbay.com | Akash Srivastava | Symbiosis centre for entrepreneurship and innovation | 05/02/2020 | Start up |
| View File | | | | |

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

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|------------------------------------|------|--------------|----------------------|--------------------|----------------------|
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|------------------------------------|----------|---------------|
| No Data Entered/Not Applicable !!! | | |

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

| Name of the Department | Number of PhD's Awarded |
|------------------------------------|-------------------------|
| No Data Entered/Not Applicable !!! | |

3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|---------------------------|------------|-----------------------|--------------------------------|
| International | Management | 2 | Null |
| View File | | | |

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

| Department | Number of Publication |
|---------------------------|-----------------------|
| Marketing | 1 |
| Finance | 2 |
| View File | |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in | Number of citations excluding self |
|--------------------|----------------|------------------|---------------------|----------------|-------------------------------------------|------------------------------------|
|--------------------|----------------|------------------|---------------------|----------------|-------------------------------------------|------------------------------------|

| | | | | | | |
|-------------------------------------------------------------|------------------------|---------------------------------|------|-----|----------------------------------------------------------|----------|
| | | | | | the publication | citation |
| Are Swiggy Advertisement Believable? | Dr. Manisha Karandikar | Shodhsarita | 2020 | Nil | Fr. C. Rodrigues Institutet of Management studies, Vashi | Nil |
| Investor's Experience of Investing in Mutual Funds in India | Dr. Sujata Chincholkar | Test Engineering and Management | 2020 | Nil | Fr. C. Rodrigues Institutet of Management studies, Vashi | Nil |
| View File | | | | | | |

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|-------------------------------------------|----------------|------------------|---------------------|---------|---------------------------------------------|-----------------------------------------------------------|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Presented papers | 3 | Nil | Nil | Nil |
| Attended/Seminars/Workshops | Nil | 2 | Nil | Nil |
| View File | | | | |

3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---------------------------|----------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| Basket of Kindness | Goonj | 1 | 120 |
| View File | | | |

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|-------------------------------------------|-------------------|-----------------|------------------------------|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|-------------------------|---------------------------------------------|----------------------|----------------------------------------------------|----------------------------------------------------|
| Zade lava Zade Jagwa | Navi Mumbai Municipal Corporation | Tree Plantation | 3 | 121 |
| Flagathon | Navi Mumbai Municipal Corporation | Flagathon | 6 | 121 |

[View File](#)

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
|-------------------------------------------|-------------|-----------------------------|----------|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|-------------------|----------------------|---------------------------------------------------------------------------------|---------------|-------------|-------------|
| Industrial Visit | Industrial Visit | R.K. Cables | 24/01/2020 | 24/01/2020 | 60 |
| Internship | CSR Internship | My Udaan | 07/12/2019 | 07/12/2020 | 34 |

[View File](#)

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

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|-------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Happy Genie | 08/07/2019 | Training the students of FCRIMS and making them market ready for future careers | 121 |
| Learning works | 01/10/2019 | Training program for the students of HR of designing / execution /conducting an assessment centres for MBA students. | 8 |
| Ventugrow Consultants Private | 02/11/2019 | To Assist the stakeholder of | 4 |

| | | | |
|-------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Limited (VCPL) | | VCPLby sharing Entrepreneurship Devpt.Program progress and final report of the students and VCPL will provide the internship opportunities to students of FCRIMS | |
| Myudaan.org | 02/12/2019 | Students will play a key role in improving accessibility rights for person with disability and Myudaan.org will provide internship opportunities with final reports of Students. | 34 |
| Knowledge Solutions India A Microsoft-AEP | 02/12/2019 | International Certifications to interested students from different vendors @academic discounted price | Nil |
| View File | | | |

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| | |
|--------------------------------------------------|------------------------------------------------|
| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
| 11.06 | 30.71 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|-----------------------------------|-------------------------|
| Campus Area | Existing |
| Class rooms | Existing |
| Laboratories | Existing |
| Seminar Halls | Existing |
| Classrooms with LCD facilities | Existing |
| Seminar halls with ICT facilities | Existing |
| Video Centre | Existing |
| View File | |

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---------------------------|-------------------------------------------|---------|--------------------|
|---------------------------|-------------------------------------------|---------|--------------------|

| | | | |
|------|-----------|--------------|------|
| KOHA | Partially | 18.11.02.000 | 2017 |
|------|-----------|--------------|------|

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|----------------------|------------|--------|-------------|------|---------|--------|
| | Text Books | 5132 | 2426407 | 3787 | 2248180 | 8919 |
| Digital Database | 1 | 417618 | Nil | Nil | 1 | 417618 |
| CD & Video | 261 | Nil | Nil | Nil | 261 | Nil |

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|-------------------------------------------|--------------------|---------------------------------------|-----------------------------|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|--------------|-----------------|--------------|----------|------------------|------------------|----------|-------------|---------------------------------|----------|
| Existing | 53 | 1 | 1 | 1 | 1 | 6 | 7 | 20 | 7 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 30 | 0 |
| Total | 53 | 1 | 1 | 1 | 1 | 6 | 7 | 50 | 7 |

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

| |
|---------------|
| 50 MBPS/ GBPS |
|---------------|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|--------------------------------------------|------------------------------------------------------------------------|
| MOODLE | Nil |

4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|----------------------------------------|------------------------------------------------------------|----------------------------------------|------------------------------------------------------------|
| 1.3 | 8.78 | 1.95 | 0.75 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Policy Title FCRIMS: Policy for Utilisation and Maintenance of Infrastructure
 - Metric No 4.4.2 Date of Issue Document / Process Owner Last Modified
 Objectives of this Policy To document the systems and procedures for maintaining and utilizing the physical, academic and sports facilities of the Institute. Facilities Following is the classification of physical, academic and sports facilities of the institute: Physical Facilities - SPACE: Rooms Floor Space: Classrooms, Computer Lab, Library, offices. Café, rest-rooms, and other rooms and spaces like etc as well as furnishings and utilities. - EQUIPMENT: Elevators, air-conditioning, lights, Diesel Generator Academic Facilities - EQUIPMENT: Teaching and learning equipment like computers, software, books in library, projectors, whiteboards, mikes Sports Facilities For example, Basketball, foot-ball, swimming and other facilities Physical Academic Facilities - UTILISATION a. Class rooms - Five in number, are titled LH1 - LH5 and vary by size and seating capacity. i. LH1 is allotted for MMS 1st year ii. LH2 is allotted for common classes for MMS 2nd year as well as specialization classes for specialization with maximum students in that batch iii. LH 3 4 5 are allotted by the Director to the other three specialisations based on the number of students in that specialization area. - Are equipped with PC, mounted LCD projectors, white-boards, sound system, air-conditioning, lights, comfortable tables and chairs. All classrooms are equipped with a sound system. LH1 LH 2 have microphones for voice amplification. - Are available to students and staff during lecture timings and intervening breaks. Should there be a requirement, students or faculty may seek the Director's permission for use of class-rooms for purposes other than lectures. - Students and staff are briefed on how to use equipment so that it works well and does not break down frequently. b. LIBRARY i. Reference Library situated on the floor is usually available from 9.00 am till 6.00 pm on all working days. - Timings may be changed permanently or temporarily by the Director in case of a change in students' and staff requirements - Limited borrowing of books and periodicals is permitted. Maximum duration for borrowing books from this library is 3 days for text books ii. Central Library of the complex has a section for Management Books for FCRIMS students. - Timings - usually from 8.00 am till 11.00 pm, as notified on notice board. - Up to 2 Books may be borrowed against ID cards for a duration of 7 days at a time - Fines are levied on students for not return books in time c. Photocopying Room: copying facilities - timings are notified. - A register is maintained by the attendant, recording volume by department / individual staff member - A fee is charged to students and staff for copies required for personal use. d. The Computer Lab has computers, internet and printing facilities. - It is available for use by students during notified timings. Staff is permitted to use it for official use. - A fee is charged to

<https://fcrims.com/upload/Infrastructure%20Maintenance%20and%20Utilisation%20Policy.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|--------------------------------------|------------------------------------------------------------------------------------|--------------------|------------------|
| Financial Support from institution | Merit Scholarship | 2 | 40000 |
| Financial Support from Other Sources | | | |
| a) National | Tution Fees and Examination fees to VJNT Students' and 'Rajashri Chhatrapati Shahu | 23 | 2423660 |

| | | | |
|---------------------------|--------------------------------------------------------|-----|---|
| | Maharaj Shikshan shulkh Shishyavrutti Yojna'. | | |
| b)International | 00 | Nil | 0 |
| View File | | | |

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

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|-------------------------------------------|-----------------------|-----------------------------|-------------------------------------------------------------------|
| Personal Counselling | 02/01/2020 | 20 | Manisha Kushte (Adjunct Faculty) |
| Campus to Corporate -sem III | 08/07/2019 | 59 | Omar Maner (Consultant) |
| Campus to Corporate - sem II | 02/01/2020 | 60 | In house |
| Alumni Mentorship | 07/03/2020 | 6 | Alumni working with Corporates |
| Student Mentorship by Faculty Members | 08/07/2019 | 59 | In house |
| Student Mentorship by Faculty Members | 23/09/2019 | 60 | In house |
| Yoga Day | 21/06/2020 | 60 | In house |
| Creativity and Innovation | 10/10/2019 | 57 | Prasad Menon (CEO - CIBA)) |
| Excel Workshop | 26/06/2020 | 51 | Webinar by Trupti Kothari Ex-Financial Planning Analyst Citigroup |
| Remedial Coaching | 08/11/2019 | 18 | In house |
| View File | | | |

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

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|---------------------------|----------------------------|----------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------|---------------------------|
| 2020 | Specialisation Counselling | Nil | 60 | Nil | 39 |
| View File | | | | | |

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

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance |
|---------------------------|--------------------------------|-----------------------------------|
|---------------------------|--------------------------------|-----------------------------------|

| | | |
|------|------|-----------|
| | | redressal |
| Nill | Nill | Nill |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|-------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| 2 | 8 | 2 | 25 | 50 | 37 |
| View File | | | | | |

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

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of programme admitted to |
|---------------------------|----------------------------------------------------|--------------------------|---------------------------|----------------------------|-------------------------------|
| 2020 | Nill | 0 | 0 | 0 | 0 |
| View File | | | | | |

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | Number of students selected/ qualifying |
|-------------------------------------------|-----------------------------------------|
| No Data Entered/Not Applicable !!! | |
| View File | |

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
|---------------------------|------------------------|------------------------|
| Cultural | Inter Collegiate level | 9 |
| Management Events | Inter Collegiate level | 57 |
| Sports | Inter Collegiate level | 98 |
| View File | | |

5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ International | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---------------------------|-------------------------|-------------------------|-----------------------------|-------------------------------|-------------------|-------------------------------------|
| 2019 | Umeed | National | 1 | Nill | M1905 and M1937 | Amrutha George and Pretty Melukaran |
| | 2020 | | | | | |
| View File | | | | | | |

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

Institute creates a platform for the active participation of the students in the various academic administrative bodies including other activities. This empowers the students in gaining leadership qualities and execution skills. As

per the directives of University of Mumbai, The Institute has an active Student Council which is set up to look after the welfare of the students and to promote and coordinate the extra-curricular activities of the students. The Student Council in FCRIMS consists of selected representatives of student body and its officer bearers are General Secretary, Cultural head, Sports Head, Team Leaders (TL) and other members. Student Council represents the interests of the students as voice of the student body to participate in discussions and decisions that affect the student community. The student council helps in organizing College Fest, Industrial Visit, other college level events like Court martial, postmortem and FABS Market. It is also responsible for coordinating with other committees. In addition to student council, each batch has two Team Leaders (TL). TLs are elected by the student body, after understanding the role of a team leader. Elected TLs receive guidance on executing their role from the Director. They act as a bridge between the Management, the Faculty and the Students and are encouraged to be pro-active. The role and responsibilities of TLs are as follows: • The TLs bring forward the views and suggestions of the entire class. • They convey all the important messages and policies to the students. • They are members of Students Council IQAC • They are the Face of the Student Body in the Anti-Ragging Committee and Grievance redressal committee. Apart from TLs, other students are also part of different committees. The institute has formed seven committees which include faculty and students. These committees have pre-defined objectives and meet periodically List and responsibilities of different committees are discussed below: 1. Placement and Guest Lecture Committee: Placement and Guest Lecture committee work towards achieving the goal of obtaining the desired placement offers and internship for the students. They are also responsible for arranging guest lecturers of eminent personalities from various Industries and Institutions to acquire valuable information from their experiences. 2. Alumni Committee: Alumni committee acts as a platform where the existing students and the alumni can interact for a healthy, mutually beneficial relationship. The committee is responsible for keeping record of all Alumni's and organizing Alumni Meet. 3. Social Media Marketing: The students of this committee are responsible for updating of contents on social media pages of college. The committee is also responsible for developing content for advertising campaigns of the institute. 4. Events Committee: Event Committee is responsible to plan and organize different events throughout the year. 5. CSR Committee: CSR Committee is responsible for organizing various CSR activities in the Institute round the year. 6. Sports: Sports Committee is responsible to organize various sports activity for FCRIMS. 7. Library: Library committee creates awareness of available resources of the library among students and gives suggestions for improvement in

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

76

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

38000

5.4.4 – Meetings/activities organized by Alumni Association :

NA

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institute believes that all stakeholders should have a say in the functioning and believes in decentralization and participative management. The two practices of decentralization and participative management followed by the institute are: 1. Institute level committees: The institute considers that the 2 - year program is a learning ground for students wherein they can learn and practice the skills that they would need in the corporate world. To give them an actual experience of managing an organization, the institute has various committees which have participation of students and faculty members. These committees are formed with the intention of ensuring that students and faculty have a say in the functioning of the institute. These committees are Placement Committee, Guest Lecture Committee, CSR committee, Alumni Committee, Library Committee, Social Media Marketing Committee, Events Committee, Infrastructure Committee, Sports Committee, and Cultural Committee etc. Each committee has some students and a faculty member. These committees work with the intention of improving the efficiency of various activities carried out in then institute. The students in these committees focus on the area allotted to them and suggest methods of improvement and during this also learn the possible hindrances in its execution. The committees meet regularly and the minutes of the meeting are documented. They give suggestions to management and the faculty merely acts as an enabler 2. Feedback: The institute has an established process for collection of feedbacks from various stakeholders. Each semester the student feedback is collected twice, the first feedback is an overall feedback and is taken one month after the semester starts. This in an overall feedback on the progress of semester and faculty members. This gives scope for improvement and making amendments to the semester. This feedback is collected by the director personally with the Team Leaders (TLs). The TL on behalf of students can also give suggestions in various areas of operations. The feedback is recorded and shared with the faculty as and when necessary. The next feedback in the semester comes at the end of the semester wherein every students fill a structured questionnaire. In addition to this exit interviews are conducted with select students of each specialization.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Admission of Students | The institute offers MMS course, which is affiliated to the University of Mumbai. The admission is also governed by Directorate of Technical Education (DTE) and the institute follows the guidelines. Since the institute is a Christian minority institute, 50 of the seats are reserved for Christian students. The admissions are carried out through the CAP (Common Admission Process). Also 20 of the seats are institute level seats. The institute invites applications for |

institute level seats as well as for seats against cancelation. A merit list is put up and admissions are accordingly given to aspiring students.

Industry Interaction / Collaboration

Industry interaction is an important aspect of every management institute. This is necessary to keep the students updated about various trends in the industry. The institute invites industry speakers and alumni for conducting guest lectures on various contemporary topics. The institute invites industry speaker and alumni to address the students on the day of inauguration of the course as well. In the year 2018-2019 guest lectures were conducted. The 5 MOUs signed with the institute helped in strengthening industry interaction.

Human Resource Management

Fr. C. Rodrigues Institute of Management Studies ensures that right talent pool is identified, trained and retained. The recruitment of faculty is on the guidelines of Mumbai University and AICTE. The non-teaching staff is also recruited on the basis of requirement of the institute and capability of the aspirants. Faculty is encouraged to take up training programs on the basis of their needs. The performance appraisal is done on a yearly basis. Initially self appraisal is done and then the director conducts the appraisal

Research and Development

Research was one of the weakness of the institute in the first accreditation cycle. The institute had considered this as a priority and has managed to publish research papers in the year 2019-2020. The research cell has contributed to this development. In addition to this, the institute has managed to get two minor research projects from University of Mumbai and has received grant for the same. This will strengthen the research culture at the institute.

Examination and Evaluation

Fr. C. Rodrigues Institute of Management Studies is affiliated to University of Mumbai and follows the rules of examination and evaluation prescribed by the university. Each course has 40 weightage on internal evaluation and 60 is via the end term semester exam. The internal evaluation has 5 marks for attendance and 5 marks

for class participation. The faculty also designs an interesting Quiz for their subject with the intention of evaluating the understanding of the student. The other parameters are project work, case studies etc. The faculty has to mention course outcome numbers in each assessment internal as well as end term. The program has 2 courses which are university papers and the papers for the same are set by university and received via email. The evaluation parameters are conveyed to students and the institute focuses on continuous Internal Evaluation.

Teaching and Learning

Teaching Learning needs to go hand in hand to ensure that the students add value to their skill sets. Fr. C. Rodrigues Institute of Management Studies believes that only when students are engaged in the process. Faculty is encouraged to use innovative techniques in class room learning as well as in internal assessment. The faculty also uses videos, case studies, role plays, online resources to add value. Further the mentorship program also gives students an opportunity to discuss with their mentors about their learning and progress in various subjects/courses. In addition to classroom, students were asked to enroll for at least one course on Swayam and details of the same were collected by faculty.

Curriculum Development

Fr. C. Rodrigues Institute of Management Studies offers the Masters in Management Program. It has to follow the curriculum prescribed by the university of Mumbai as it is affiliated to this university. Though the institute has limited flexibility in development of curriculum, we believe that students should get adequate knowledge in all subjects and hence the faculty is encouraged to include latest trends in that course. The faculty is advised that these value additions should be done beyond the prescribed curriculum. Further inclusion of case studies and role plays ensures that the delivery of content is interesting. Faculty members are advised to look up at the syllabus of leading business schools and incorporate points that they believe can add value to students but are not a

| | |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | part of university prescribed syllabus |
| Library, ICT and Physical Infrastructure / Instrumentation | The institute has partially automated library system. The institute added 3787 new text books worth Rs. 22 Lakhs in the year 2019-2020. In addition it has subscribed to digital database for the benefit of students and faculty members. Remote access of these e resources is given to students. The institute has ICT enabled wifi campus and physical infrastructure. The computer lab is well equipped with required software and high speed internet services. The classrooms are spacious and well ventilated in addition to being equipped with appropriate technology |

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

| E-governance area | Details |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Planning and Development | The academic calendar is made on Microsoft excel and uploaded on the website for all stakeholders. Learning Management software Office 365 and Moodle was used in this year. Since the college was closed due to pandemic, zoom meetings were held for finishing the syllabus and conducting vivas in the month of March and April 2020 |
| Administration | E mails is the most common mode of sending messages across different departments. The attendance of faculty members and students is done by biometric system. The lecture details were sent on mails due to pandemic and the payments to visiting faculty were made via direct bank transfers |
| Finance and Accounts | The accounts team uses Tally software and HR payroll software. The pay slips of employees are sent via e mail. All payments were made using electronic transfer due to the pandemic |
| Student Admission and Support | The student admission is as per the DTE guidelines. Once the student takes admission the relevant details are uploaded on the DTE website. |
| Examination | The internal exam schedule is put in the academic calendar. The university exams are held as per the University of Mumbai guidelines. The online forms of the exam are filled by the students. The university mails the paper half an hour before the exam and the institute arranges for the required photocopies. |

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|------|---------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------|
| 2020 | Dr. Sujata Chincholkar | Learn to teach effectively online | IIDE | 400 |
| 2020 | Dr. Rakesh Walke | Learn to teach effectively online | IIDE | 400 |
| 2020 | Dr. Manisha Karandikar | Learn to teach effectively online | IIDE | 400 |
| 2020 | Aradhana Tiwari | Learn to teach effectively online | IIDE | 400 |
| 2020 | Bindal Totlani | Learn to teach effectively online | IIDE | 400 |
| 2020 | Manisha Kushte | Learn to teach effectively online | IIDE | 400 |
| 2020 | Prasad Menon | Learn to teach effectively online | IIDE | 400 |

[View File](#)

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

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------|------------|--------------------------------------------------|------------------------------------------------------|
| 2019 | Research Methodolog y Workshop | Nil | 08/07/2019 | 10/07/2019 | 6 | Nil |
| 2020 | Nil | Excel Workshop | 20/01/2020 | 23/01/2020 | Nil | 5 |

[View File](#)

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

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|-------------------------------------------------|---------------------------------|------------|------------|----------|
| Learn to teach effectively online | 7 | 16/05/2020 | 17/05/2020 | 2 |
| Refresher Program | 6 | 24/06/2019 | 24/06/2019 | 1 |

[View File](#)

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

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| Nil | Nil | Nil | Nil |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Discount in fees for children of staff studying in any of the Agnel institutions. Provision for Gratuity and Provident Fund, Group Insurance, Availability of doctor on premises. Leaves as per University of Mumbai | Discount in fees for children of staff studying in any of the Agnel institutions. Provision for Gratuity and Provident Fund, Group Insurance, Availability of doctor on premises. Leaves as per University of Mumbai. Encashment of earned leave is permitted as per rules | Girls Common Room for Girl Students, Doctor on premises, CCTV for security purposes, staff available at all times on floor. Two merit scholarships provided to students |

6.4 – Financial Management and Resource Mobilization

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

Regular cycles of financial audit are conducted by the institute. The external audit is conducted by the statutory auditors' viz. M/S. Chotalal H Shah Co. Mumbai. The interim audit is conducted in the months of November- December every year and the final audit is conducted in the months of May - June. The queries raised by the auditors are addressed by the accounts department by providing appropriate and relevant information. Generally the auditors seek clarifications for their issues which are provided by accounts department. If necessary, some rectifications are also made on the basis of objections raised by the auditors.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|----------------------------------------------------------|-------------------------------|---------|
| 00 | 0 | NA |

No file uploaded.

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|------------------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | Null | Yes | External Experts |
| Administrative | No | Null | Yes | Academic body |

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

The institute does not have a Parent Teacher Association as it offers a post graduate course. Since the admissions were delayed due to external factors, institute decided to skip the formal parent orientation and opted to send the information and guidance to parents via letter addressed to them. The following points were covered in the same. 1. Parents are briefed about the semester pattern and the specializations offered. 2. Parents are asked to encourage their children to read newspapers and watch news channels as being updated about current affairs is important for this course 3. The importance of experiential learning is emphasized and the institute explains how various events and initiatives are linked to their learning. This ensures that parents do not place importance on overall learning and development of the student 4. Parents are explained about the rigor in the attendance policy of the institute and about letters sent to parents of defaulters. Parents are thus urged to monitor attendance of students at regular intervals

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

1. Yoga program: This was organized for teaching and non teaching staff on international yoga day. This was organized under the guidance of Ms. Manisha Kushte. The training program emphasized on the importance of yoga in day-to-day life and its role in overall fitness. 2. Excel literacy: The importance of Microsoft Excel in the functioning of institute is identified by the non teaching staff and they were permitted to attend the Excel Workshop organized by Dr. Manisha Karandikar. 3. Training on campus sanitization: Due to the onset of pandemic, the support staff was trained on importance of hygiene and campus sanitization. Regular sanitization practices explained to them helped in keeping the campus and the employees safe.

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

1. Research Publication 2. UGC sponsored minor Projects 3. MOUs with industry

6.5.5 – Internal Quality Assurance System Details

| | |
|----------------------------------------|-----|
| a) Submission of Data for AISHE portal | Yes |
| b) Participation in NIRF | No |
| c) ISO certification | No |
| d) NBA or any other quality audit | No |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|------------------------------------|-------------------------|---------------|-------------|------------------------|
| 2020 | Field | 08/10/2019 | 16/12/2019 | 31/03/2020 | 34 |

| | | | | | |
|---------------------------|----------------------------------|------------|------------|------------|----|
| | Project in CSR for Sem4 students | | | | |
| 2019 | Minor Research Projects | 02/08/2019 | 30/09/2019 | 30/06/2020 | 2 |
| 2019 | Management Ethics | 02/08/2019 | 03/09/2019 | 30/09/2019 | 60 |
| View File | | | | | |

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
|------------------------|-------------|------------|------------------------|------|
| | | | Female | Male |
| Art of Survival | 21/01/2020 | 21/01/2020 | 31 | Nil |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

| |
|---------------------------------------------------------------------------------------|
| Percentage of power requirement of the University met by the renewable energy sources |
| 12.77 |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|----------------------------------------------------------|--------|-------------------------|
| Physical facilities | Yes | Nil |
| Provision for lift | Yes | Nil |
| Provision for lift | Yes | Nil |
| Ramp/Rails | Yes | Nil |
| Braille Software/facilities | No | Nil |
| Rest Rooms | Yes | Nil |
| Scribes for examination | Yes | Nil |
| Special skill development for differently abled students | No | Nil |
| Any other similar facility | No | Nil |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|------|--------------------------------------------------------------------------|------------------------------------------------------------------------------|------|----------|--------------------|------------------|--------------------------------------------|
|------|--------------------------------------------------------------------------|------------------------------------------------------------------------------|------|----------|--------------------|------------------|--------------------------------------------|

| | | | | | | | |
|------|-----|---|------------|---|----------------------|------------------------------------------------------------|-----|
| 2019 | Nil | 1 | 02/10/2019 | 7 | Daan Utsav ('Goonj') | Donation of clothes, books and stationery to the NGO Goonj | 105 |
|------|-----|---|------------|---|----------------------|------------------------------------------------------------|-----|

[View File](#)

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

| Title | Date of publication | Follow up(max 100 words) |
|----------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Students | 01/07/2019 | <p>The admission brochure covers the guidelines and code of conduct for students. The following points have been added for AY 2018-19</p> <ol style="list-style-type: none"> As per the guidelines of University of Mumbai, students are expected to maintain minimum 75 attendance in each semester. If any student does not meet the criteria then they will be debarred from the exams. Students should not resort to any kind of unethical means during exams. In case if any student is found doing so, they will be expelled from the exam The teaching learning methods involve various kinds of skill building initiatives to help students gain maximum exposure. Students are expected to participate in all the activities as a part of the continuous improvement program. Students should adhere to the Placement Policy from time to time. Students should use the infrastructure and property of the institute in an appropriate manner and ensure that there is no damage caused to the property by the students. Payment of fees has to be made as per the notices displayed |

| | | |
|----------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Corporate | 12/08/2019 | <p>The corporates are given information about the placement process and cycle on a regular basis.</p> <p>During the summer internship cycle which begins from December every year to May every year, the corporates are informed about the process the institute follows for the internship, the duration of the internship and student details are shared with the help of the summer internship brochure which is digitally shared with them. The recruiters are informed about the final placement process from the Month of August each year and the cycle continues till 31 July. The recruiters are informed about the pre placement talk, sharing of the detailed job description for a better understanding of the role for the students, CTC benchmark etc. The student details are emailed to the recruiters along with the final placement brochure.</p> |
| Staff Handbook | 01/07/2019 | <p>The teaching and non teaching staff are regularly updated with any change in policy like leaves , timings etc through notices and circular</p> |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|------------------|---------------|-------------|------------------------|
| Women's Day | 07/03/2020 | 07/03/2020 | 85 |
| Traditional Day | 30/09/2019 | 30/09/2019 | 100 |
| Independence Day | 15/08/2019 | 15/08/2019 | 52 |
| Republic Day | 26/01/2020 | 26/01/2020 | 71 |
| Flagathon | 16/08/2019 | 16/08/2019 | 102 |
| Tree Plantation | 14/08/2019 | 14/08/2019 | 55 |
| Joy of Giving | 02/10/2019 | 08/10/2019 | 105 |

| | | | |
|---------------------------|------------|------------|----|
| Week | | | |
| Yoga Day | 21/06/2020 | 21/06/2020 | 70 |
| View File | | | |

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

1) Rain water harvesting, 2) Solar, 3) Plastic free campus, 4) Salary slip e paper, 5) E waste and LMS Moodle.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: Management Ethics Being affiliated to University of Mumbai, FCRIMS follows syllabus prescribed by University. Courses included in syllabus are aimed at building knowledge and some skills for future managers. However, we believe that successful managers require understanding of ethical concepts that are best built and strengthened through exposure to case studies on ethics and other such activities which is beyond the curriculum. These activities are aimed to develop ethical leadership and social responsibility among students.

To achieve these objectives FCRIMS conducts event like Postmortem and activities like case study on corporate values and ethics which helps in building above mentioned understanding in the students. FCRIMS conducts event Postmortem every year which ensures that our students have a rich hands-on experience to deal with the ethical issues in business. This event is conducted for the first semester students. A group of students is given an issue related to ethics that a particular company is facing. Students have a board room discussion on this topic and come out with an ethical solution. The event helps in understanding management roles and developing the students to become ethical Leaders /Mangers/Entrepreneurs. This event empowers them to tackle with ethical understanding and confidence, the professional challenges which they are bound to face in their career. Case study presentation involves understanding of corporate frauds as well as analyzing them. Students are divided into 6 groups and each group is assigned 2 faculty members from cross-functional areas. Every group is assigned a different case study on corporate frauds. Students are expected to dissect the corporate fraud, analyze and present their learnings on corporate ethics. It sensitizes students about the existing reality in the corporate world. This activity sets an example of how their (students) actions impact them as well as the corporate world which they will enter soon.

Best Practice 2: Experiential Learning: The business world is increasingly becoming competitive and exciting. There is a skill gap that exist between corporate expectations from MBA graduates and their competencies. FCRIMS believes in learning by doing. We believe that apart from curriculum students should be exposed to real life environment. The institute follows student centric approach and encourages them to conduct a lot of events. Most of the events are planned and managed by students with the faculty members guidance and support.

Every student gets involved in each event and gets a chance to participate because of limited intake of the institute. Following are a list of programs conducted at FCRIMS: Court Martial: Students make a Business Plan and present it in front of a panel of alumni. Business plan selected in Court Martial event is forwarded to CIBA if found feasible. You are the Judge: Students learn to think creatively and come up with new ideas of innovative products and present the same. Postmortem: This event puts every student in the seat of a senior manager of a particular function, who is a member of the leadership team of a hypothetical company. This event focuses on building skills such as problem solving, communication, systems approach and cross functional sensitivity. FABS Market: Students invest money and set up stalls in the campus and do business. This helps them to build and develop sales, marketing and entrepreneurial skills.

Abstract: FABS' flagship annual inter-collegiate festival has been

organized since 2002 by the students. Usually a two-day program, Abstract hosts both cultural and business management events - Business Plan, Mock stock, Ad-mad - and many more. There are also special events reflecting the interests of the students of the organizing batches - chess, football, dance, music, photography, treasure hunt, short films, etc. They experience how the best laid plans can fail, how to think on your feet and solve problems as they occur, to take new challenges and seek fresh opportunities. The students are able to enhance their skillsets such as planning, organizing, execution, leadership, time management and risk-taking capacity. Seminar on Union Budget: Students analyse the impact of Union budget on various sectors and on Indian economy and present in front of eminent personalities from industry. CSR Activities: CSR activities like blood donation camp, Flagathon, Basket of Kindness and Tree Plantation are undertaken by students wherein human values are inculcated in them. Book Review: Students read and review a book on management topic and present in front of faculty panel. Industrial Visits: With an objective to provide an insight into the real working environment of the company, every year the institute arranges industrial visits for students. Creativity and Innovation workshop: This workshop helps them to come up with innovative ideas through brainstorming sessions thus helping them become successful entrepreneurs. Alumni Mentorship Program - This program is aimed at developing the skills of the students in their areas of interest. Under this program, the alumnus from the senior batches who are currently holding senior level positions in corporates are assigned a mentee. They have an interactive session with the student on a regular basis and share their experiences and knowledge and also give career guidance to the students. Business News Analysis and Quarterly Newsletter: 'Business News Analysis', a very popular session seems to draw the best from students. Students volunteer to speak about the latest news of the week as per the presentation schedule, which is of interest to them and reported in the business newspapers. This event helps in understanding business environment and practical economics, learning public speaking and building confidence. Apart from this, FCRIMS also publishes specialization wise quarterly newsletter on its website. There is a newsletter committee set up that comprises of the students and the core faculty members. The current affairs related to the corresponding quarter are summarized and rewritten by the students of the respective specialization. Overall the institute strongly believes in imbibing ethical values and build a healthy ecosystem in the minds of the students. These activities help the students to become more competent in the corporate world. Best Practice 2: Alumni Mentorship Program Alumni are important stakeholders of any institute. Creating an engaged, supportive alumni network is crucial to an institute's success. Educational institutions are changing the way they see and interact with their alumni community. Since the inception of the institute, there are 18 batches that have successfully graduated. Most of our alumni are currently holding senior positions in various top MNCs. Apart from connecting with alumni through regular alumni meet and inviting them for guest lecture, FCRIMS came up with an idea of 'Alumni Mentorship Program' for the students. Alumni mentorship started as a pilot project with six alumni and six students. The idea of this mentorship program came from the alumni meet 2019 organised by the institute where the alumni expressed their interest to mentor the students. The alumni were identified on the basis of work experience (10 years) and their bond with the institute. The students for the program were selected based on academic performance and suggestions given by faculty members. Post the selection of alumni mentors and students, we made an effort to align the mentor with students based on career interest as per the respective specialization. Following are the details of alumnus and students selected:

| Sr.No. | Name of Alumnus | Company where alumnus is working | Designation of Alumnus | Student Name | Student's Specialization |
|--------|-----------------|----------------------------------|------------------------------|-----------------|--------------------------|
| 1 | Viren Shah | ICICI Bank | AGM - Credit Risk Management | Group Anjali | Anil Kumar Finance |
| 2 | Jitesh Totlani | Kantar Insights | Vice President | Market Research | Poorva Randive |

Marketing 3 Vaishali D'Souza Head HR Auxilo Finserve Pvt. Ltd Sakshi Pandey HR 4 Poonam Israni CRISIL Research Manager Manali Jain Finance 5 Neeta Nawathe HSBC Associate Director Salvin Shajan Finance 6 Ajit Talreja Deutsche Bank Vice President Joseph Mendonza Finance Dr. Sujata Chincholkar (Director) and Dr. Manisha Karandikar (HOD Marketing) briefed the alumni and students about the mentorship program. The aim of the program was to help the students:

- Interact with alumni to understand corporate culture
- Career guidance with respect to their specialization
- Understand the scope of work in the industry in their (students) area of interest

The first meeting took place on 7th March 2020 in the institute premises where students were introduced to their alumni mentors post briefing by the director. One on one interaction of the respective student and alumni mentor took place on that day. The alumni mentor discussed with the students on the above mentioned points and guided them on the same. The students were then informed to be in constant touch with their respective mentors at regular intervals at a place and time convenient to both the parties. An update was taken by the institute at regular intervals from both the parties on the learning and progress of the students. However due to current Covid - 19 pandemic situation, the meetings were conducted virtually. At the end of academic year, the feedback forms were circulated to the students and alumni mentors to identify outcome of program and areas of improvement. As per the feedback the institute achieved the aim of career guidance successfully. In the future, the institute plans to

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

https://fcrims.com/sadmin/uploads/naac/2019_2020/BEST%20PRACTICES%202019.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Institutional Distinctiveness: Experiential Learning: The business world is increasingly becoming competitive and exciting. There is a skill gap that exist between corporate expectations from MBA graduates and their competencies. FCRIMS believes in learning by doing. We believe that apart from curriculum students should be exposed to real life environment. The institute follows student centric approach and encourages them to conduct a lot of events. Most of the events are planned and managed by students with the faculty members guidance and support. Every student gets involved in each event and gets a chance to participate because of limited intake of the institute. Following are a list of programs conducted at FCRIMS: Court Martial: Students make a Business Plan and present it in front of a panel of alumni. Business plan selected in Court Martial event is forwarded to CIBA if found feasible. You are the Judge: Students learn to think creatively and come up with new ideas of innovative products and present the same. Postmortem: This event puts every student in the seat of a senior manager of a particular function, who is a member of the leadership team of a hypothetical company. This event focuses on building skills such as problem solving, communication, systems approach and cross functional sensitivity. FABS Market: Students invest money and set up stalls in the campus and do business. This helps them to build and develop sales, marketing and entrepreneurial skills. Abstract: FABS' flagship annual inter-collegiate festival has been organized since 2002 by the students. Usually a two-day program, Abstract hosts both cultural and business management events - Business Plan, Mock stock, Ad-mad - and many more. There are also special events reflecting the interests of the students of the organizing batches - chess, football, dance, music, photography, treasure hunt, short films, etc. They experience how the best laid plans can fail, how to think on your feet and solve problems as they occur, to take new challenges and seek fresh

opportunities. The students are able to enhance their skillsets such as planning, organizing, execution, leadership, time management and risk-taking capacity. Seminar on Union Budget: Students analyse the impact of Union budget on various sectors and on Indian economy and present in front of eminent personalities from industry. CSR Activities: CSR activities like blood donation camp, Flagathon, Basket of Kindness and Tree Plantation are undertaken by students wherein human values are inculcated in them. Book Review: Students read and review a book on management topic and present in front of faculty panel. Industrial Visits: With an objective to provide an insight into the real working environment of the company, every year the institute arranges industrial visits for students. Creativity and Innovation workshop: This workshop helps them to come up with innovative ideas through brainstorming sessions thus helping them become successful entrepreneurs. Alumni Mentorship Program - This program is aimed at developing the skills of the students in their areas of interest. Under this program, the alumnus from the senior batches who are currently holding senior

Provide the weblink of the institution

https://fcrims.com/sadmin/uploads/naac/2019_2020/Institutional%20Distinctiveness%202019-20.pdf

8.Future Plans of Actions for Next Academic Year

1. Launch of Certification Program in Digital Marketing
2. Joint Research projects with students and faculty
3. Campus to Corporate Course to be introduced
4. Increase intake to 120 students
5. Launch of Certificate program in MS Office