



YEARLY STATUS REPORT - 2020-2021

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	DR. SUJATA CHINCHOLKAR
• Designation	DIRECTOR
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02227771000
• Mobile no	9869018810
• Registered e-mail	directorfcrims@gmail.com
• Alternate e-mail	agnelbiz@gmail.com
• Address	Fr. Agnel Technical Education Complex, sector 9A, Vashi,
• City/Town	Navi Mumbai
• State/UT	Maharashtra
• Pin Code	400703
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	University of Mumbai				
• Name of the IQAC Coordinator	Dr. Manisha Karandikar				
• Phone No.	02227771000				
• Alternate phone No.	9820436763				
• Mobile	9323713573				
• IQAC e-mail address	manisha.fabs@gmail.com				
• Alternate Email address	manisha.karandikar@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://fcrims.com/sadmin/uploads/naac/2019_2020/AQAR%202019-2020.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://fcrims.com/sadmin/uploads/pdf_program/academic_calendar%202020_2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.51	2019	09/08/2019	08/08/2024
6.Date of Establishment of IQAC			09/05/2018		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			No File Uploaded		

9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
1. Club formation under NDLI 2. Activation of NISP 3. Initiation of Activity based learning 4. Use of LMS (MS Teams) 5. Planning & Finalisation of International Research Conference	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
Membership of Digital Library	Formation and Activation of NDLI club
Activation of E-Cell	NISP & IIC was constituted
Provide inputs beyond University curriculum	Activity Based Learning initiated for first year students
Use of LMS for lectures and assessment	Extensive use of MS Teams throughout the semester
Planning of International Research Conference	Finalisation of date and theme of the conference
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Council	19/03/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	10/01/2020

15. Multidisciplinary / interdisciplinary

The institute ensures that multidisciplinary activities/courses are conducted in the institute as they benefit the students in multiple ways.

The following courses offered by the institute are multidisciplinary in nature

1. Perspective Management - This course introduces the students to various aspects of business and organization. It emphasizes on interdependence of each function on the other
2. Strategic Management - Business Strategy needs to amalgamate different functions for it to be effective. This course is a core course and is offered to students of all specializations viz. Marketing, Finance, Operations & Human Resources
3. International Business: This course helps students understand the global perspective of business and hence is multidisciplinary in nature. The international markets offer variety of challenges in all domains viz. Marketing, Finance, Operations & Human Resources
4. Project Management: This course ensures that students are well versed with all the challenges that might come across in implementation of the project. They are exposed to operational, financial, marketing aspects of business

The following activities performed at the institute level are also multidisciplinary in nature:

1. Activity based Learning - The activities like Advanced Excel Workshop and Netrutva are multidisciplinary
1. Advanced Excel Workshop: Data from different functions is

taken and used for decision making using Excel tools

2. Netrutva: An activity that identifies success stories of leading business men/entrepreneurs of India as well as the world

Guest Lectures: Guest lectures give students an exposure of how the business works and is hence multidisciplinary in nature

16. Academic bank of credits (ABC):

Our HEI is affiliated to the University of Mumbai which is yet to adapt the Academic Bank of Credits. Despite that we encourage students to undertake various courses on Swayam & MOOC

17. Skill development:

The institute acknowledges that in addition to curriculum, there are several skills that students need to develop to make them employable. In its endeavor to impart these skills following are some of the activities conducted in the institute

1. Campus to Corporate Initiative: This initiative grooms the students and trains them for Aptitude Tests, Group Discussions and Personal Interviews.
2. Incorporation of modern techniques: Courses that can be conducted using computers or software, faculty are encouraged to use the same as expected by the industry. Eg. Financial Modelling, Compensation & Benefits, Business Statistics & Business Research Methods
3. Activity Based Learning – Activities beyond curriculum are designed to build necessary skills and make the employable eg. Advanced Excel Workshop, Fundamentals of Financial Market, Emotional Intelligence etc

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Students are encouraged to undertake online courses to achieve integration of Indian knowledge systems

19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

Outcome Based Learning is the pillar of Higher Education and our institute ensures that outcomes are planned and achieved for all the courses offered.

Faculty has to devise course outcomes for each course using Bloom's

Taxonomy before beginning of the semester. The outcomes are mapped to various activities/ assignments/ exams conducted during the semester. The course outcomes are mapped with Program Outcomes. The attainment of each outcome is measured using numerical data

20.Distance education/online education:

The institute moved to online mode of instruction during the Covid 19 pandemic. As restrictions were lifted, we moved to hybrid mode and eventually offline classes. MS Teams was used to conduct classes, assignments as well as presentations. The final exams were also conducted using MS teams

Extended Profile

1.Programme

1.1	30
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1	108
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.2	31
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	60
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	No File Uploaded
3.Academic	
3.1 Number of full time teachers during the year	6
File Description	Documents
Data Template	No File Uploaded
3.2 Number of sanctioned posts during the year	6
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1 Total number of Classrooms and Seminar halls	5
4.2 Total expenditure excluding salary during the year (INR in lakhs)	82.69
4.3 Total number of computers on campus for academic purposes	58

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Fr.C. Rodrigues Institute of Management Studies (FCRIMS) has transformation of students at the core of its vision statement. We believe that the students who become a part of its Master in Management (MMS) course should gain much more than a post graduate degree, they should become responsible corporate as well as social

citizens. The main tool by which this can be achieved is a robust curriculum. Since MMS is a 2 year full time course affiliated to University of Mumbai, the curriculum is prescribed by Mumbai University and the responsibility of delivering the same lies with the institute and its faculty members. This pre defined syllabus however does not become a constraint for the institute, every faculty is encouraged to go beyond the specified curriculum and add relevant topics if the subject/course demands so. The faculty member is permitted to use the right pedagogy that makes the course interesting and helps in achieving outcomes.

The institute evaluates the skill set required for teaching a particular subject/course and matches them with that of the core faculty and accordingly subject allocation is done. Visiting faculty are identified for those subjects which the core faculty is unable to take either due to work load or due to lack of expertise. It is ensured that the visiting faculty has relevant corporate and/or teaching experience to take up the subject allotted to him. The visiting faculty is given appointment letter that specifies the expectations of the institute from the visiting faculty in terms of curriculum delivery and evaluation of the course.

The faculty (both core and visiting) design session plans and course outcomes on the basis of syllabus prescribed by University of Mumbai. This particular year was the year of pandemic and the lectures had to move to online mode, so the faculty members had to keep that in mind while designing the session plan. The time table was also tweaked keeping in mind online classes. Instead of a single weekly class of 3 hrs, there were 2 sessions of 90 minutes per week per subject. The session plans were then submitted by the faculty members to the faculty co-ordinator. 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. Course outcomes and session plans are shared with the students in the first couple of classes. The faculty is expected to adhere to the session plan

The faculty discusses on course outcomes that he intends to achieve in his class and ensures that the same are accomplished by him. All faculty members are 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.

Since experiential learning forms the core of the institute, faculty members are encouraged to use innovative practices such as role plays, case studies and other forms of experiential learning. Implementing these was a challenge in online classes but faculty members ensured that they are able to overcome these barriers. The internal assessments are designed in the manner that students are made to think of application of concepts. Group projects are encouraged as they go a long way in making them better team players. Presentations are encouraged in most of the subjects as they improve their confidence level and communication skills.

The institute has a practice of two structured feedbacks during the course. One of them is via a meeting between TIs 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic year 2020-2021 began with a lot on uncertainty due to the pandemic and hence planning the academic calendar was a challenge for the our institute as for any other institutes. The academic calendar was made keeping online mode of instruction in mind. There was a lot of ambiguity about admissions for the 2020 batch as the pandemic posed a threat for delay of graduation results as well as admissions for the upcoming batch. The extracurricular activities for the batch as well exams were planned in the online mode. The institute had revised its academic calendar as the admissions to the junior batch were majorly delayed and the semester I began in February 2021 as against the scheduled July 2020.

The internal evaluation comprised of mid term exam, assignments. Group projects/presentation and were conducted in online mode. The mid term and end term exams were held in accordance to the academic calendar while the other assignments were scheduled during the

classes thereby ensuring Continuous Internal Evaluation. This was done for semester 3 and 4 for 2019- 2021 batch and for semester 1 for 2020-2022 batch.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://fcrims.com/sadmin/uploads/pdf_program/academic_calendar%20 2020 2021.pdf

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

108

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Human values and professional ethics are of importance to the students in their functioning as corporate citizens as well as for in their day to day life. The institute attempts to integrate values in ethics in as many courses as possible. The students are encouraged to behave in an ethical manner while taking up various evaluation assignments and are encouraged to be fair in their tasks

and help their classmates in every possible way. This not only builds a sense of culture and values but also bonds the students well thereby harbouring team work. Courses like Organisational Behavior, Human Resource Management, Financial Accounting, Strategic Management Consumer Behavior highlight the importance of values and professional ethics.

The institute took up a special initiative title 'Case Studies -- Ethics in Business'. The students were asked to read, analyse, discuss and present these real life cases from industry. The cases includes Maruti udyog, YES Bank, Volkswagen Emission Scandal, Harshad Mehta Scam and Satyam Computers. This gave the students a perspective towards and the importance of adhering to the same.

Organisational Behavior: This course helps students understand how and why people behave in organizations as they do, either as individuals or in groups and how their behaviors affect their performance and performance of the organization as a whole. It includes stereotypes and impact of such stereotypes and biases on perception and behavior. One of the stereotypes covered is gender. This helps the students to deal with customers, employees and society in general.

Human Resource Management: An important module in this subject is manpower planning wherein issues related to diversity are covered. It emphasizes on need for gender balance and its importance to organization and society at large. Issues of equity and fairness are also discussed.

Financial Accounting: This course has a session on 'Ethical Issues in Accounting' that covers the professional ethics that an accountant has to follow for ensuring transparency and good governance in organization

Strategic Management: This course deals with the process of Strategy Formulation, Implementation & Evaluation. The course also covers importance of value system of individuals and organizations while developing the business strategy. The course also discusses the importance of merging CSR strategy with the Business Strategy so as to achieve sustainability and address environmental issues as well.

Marketing Strategy: The course introduces the students to importance of planning, executing and monitoring in strategy (marketing) formulation. The course emphasizes on professional ethics and values that form the basic fabric of companies and the need for marketing strategy to align with the same.

Consumer Behavior: The course dwells on conceptual insights into key aspects such as social, psychological and other factors that influence consumer behavior. This subject also touches upon consumer rights and consumer welfare that is an essential aspect of code of ethics. The course deals with changing role of women as consumers and how their position and role has changed with time.

Trends in Marketing: The course develops an appreciation of the impact of rapidly changing environment on marketing strategies and giving insights to students to respond to these changes. The course includes a session on Green Marketing that drives home the point of environment sustainability and need to conserve environment. The course also includes a session on understanding women as consumers thereby acknowledging and identifying that the needs of women are different.

Financial Markets & Institutions: The course deals with different components of the Indian Financial system and their functions. Since financial markets have an enormous impact on the economy, it is regulated by various government bodies like SEBI. The course also touches on how human values and professional ethics play an important role for managers dealing with financial markets especially

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

13

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

108

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	https://docs.google.com/document/d/17xtSpJmencrnUjRsv3yilFvyQgfc9e4c/edit?usp=sharing&ouid=110523460342926215192&rtpof=true&sd=true
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/document/d/17xtSpJmencrnUjRsv3yilFvyQqfc9e4c/edit?usp=sharing&ouid=110523460342926215192&rtpof=true&sd=true

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

48

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

A student who has the ability to learn necessary academic skills, but at rate and depth below average same age peers is a slow

learner. We believe in imparting additional help to them in classroom.

Faculty members are instructed by the Director to identify slow learners and advanced learners in their early interactions in the class. Around three weeks after the commencement of the first semester a faculty meeting is held to discuss these students. Thus the institution assesses and recognizes the learning levels of students after admission in the first few lectures. Subsequent performance of students in tests and assignments is also used to assess this

In FCRIMS, Tutorials were conducted for the students having different educational background and were facing difficulties in respective subjects. For students with commerce background, difficult sums were taken in the tutorial classes. For students having degree other than commerce, simple and moderate problems were taken in order to develop clarity and understanding about respective subjects. During Activity based learning, a module on Emotional Intelligence was taken to build confidence in them to handle emotional challenges.

Students who scored less than 50% marks in the midterm examination were identified. The concerned faculty of that particular course discussed with the identified slow learners and identified barriers to learning, if any. The counselling session for the slow learner were taken and follow up was taken for the progress of the student

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
108	6

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

We appreciate the value of student centric learning methods as it enhances their learning experience.

Experiential learning methods deal with the process of 'learning through experience'. In participative learning methodology, learning and teaching is undertaken 'with' rather than 'for' students, and its process and outcomes are owned by the team. Our problem solving methodologies consists of teaching students the use of generic or ad hoc methods in a structured manner, for finding solutions to problems. As a part of student centric methods of teaching learning process, we followed the following pedagogy:

1. Activity based learning initiative was a part of their study in first and second semester wherein all faculty members were involved in conducting various sessions based on some or the other activity that added value to their personal as well as professional life
2. Role plays were conducted to develop insight into their respective subjects
3. Case studies on ethics were taken by all faculty and students were asked to present the analysis
4. Faculty was encouraged to use case study method in as many topics as possible in their respective subjects.

5. Faculty members were advised to include projects as part of course- work in which students have to undertake real life assignments and execute them.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Response:

In FCRIMS, all faculty make use of ICT enabled tools. This tools

include Microsoft Teams, and, ZOOM. Online teaching learning during COVID was done by using these tools. Internal examination was conducted by the faculty using these tools, that included MCQ Test and descriptive examination as well. Assignments were given to the students using these tools and their presentations were also taken using these tools. Presentations of the project work and Viva was also conducted with the help of these tools. Making use of these tools and making students comfortable in using these tools is bound to help value addition in their professional career

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

6

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

6

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

3

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

62

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institute follows the guidelines for assessment criteria laid down by Mumbai University and internal assessment is transparent.

All the students are made familiar about the process of internal assessment by each faculty.

Different parameters for Internal Evaluation at FCRIMS are: Tests for individual assessment, Attendance, Class participation, and group/individual assessment of Projects/Presentation, Case discussion, etc. As per the policy of the institute, evaluations are done throughout the semester.

Student performance in tests is shared and answers discussed in the class so students are aware of the details of the assessments. The Institute makes every effort to give wide publicity to its assessment process. Attendance of students is closely monitored and attendance data of each student is put up on the notice board monthly.

The pattern, quality and correctness of the question papers prepared by the faculty members for the semester end examinations are verified by the Head of the Departments. Semester end examinations are conducted by the institution, overseen by the institute's examination cell ensuring that reforms are carried out for fair evaluation. To ensure proper conduct of semester end examinations, two invigilators are assigned to each hall. Assessment is done by the course handling faculty members within fifteen days from the date of examination.

Marks for the semester end examination are displayed on the notice boards within forty days of the examination. The semester end university examinations are conducted for the university papers at a center other than this institution. The University level examinations are conducted with strict adherence to the prescribed norms under close supervision of the Director/controller of examinations. The assessment of university examinations are declared and displayed on university web site.

To ensure quality of final semester projects, the proposal seminars are conducted by Project Review Committee along with the project guides. The end examination for the summer internships/projects is conducted by internal examiners.

This pattern of assessments is used for improving teaching methods and enriching the curriculum. It also leads to designing the

training programs at different competency levels for improved placements This Transparent and robust internal assessment in terms of frequency and variety monitors the scholastic and formative aptitude of the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Institute practices a transparent and effective grievance redressal mechanism. Grievances are received in writing and students need to fill the reexam form.

Institute level examination:

The institute level examination related grievances are handled by the Exam Cell to make it time bound and transparent. The marks awarded for the class test as well as semester end exams, which constitute the internal assessment component are shared with the students. The exam section displays the assessment report by cross checking the statement of marks as submitted by the respective faculty member of the department.

If a student has a grievance:

- The student is entitled to apply for retotaling/revaluation in written examination (end semester) within 5 days of declaration of results
- If any discrepancy is noticed, the faculty concerned may rectify and necessary corrections maybe made.
- The results is displayed on the notice board with the schedule of re-exam.
- The faculty sets a fresh question paper for the reexamination and the results are declared within a week of the reexam.
- The students are given marksheets for Sem1 and Sem 2 by the institute as these exams are conducted at the institute level.
- The entire process is monitored by the chief examination-in-charge.
- The entire process is done well before the deadline for submitting/uploading marks to the university.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The institute has clearly stated all program outcomes, program specific outcomes and course outcomes for each course.

Program Outcomes (PO) are what knowledge, skills & attitudes a student should have at the time of completion of course. The MMS Program Outcomes defined by us and are published on the college website www.fcrims.com and shared with the students during their induction/orientation programs. Program Outcomes are achieved through curricular and co-curricular activities.

We have also articulated Program Specific Outcomes for each specialization area. These are given to the students of respective specializations and discussed by the concerned faculty member in class.

Course Outcomes (CO) are statements that describe what students should be able to do at the end of the course. At the beginning of the semester, all the faculty members prepare course outcomes and session plan. Session Plan has to ensure that all course outcomes are attained at the end of the course. Each faculty takes responsibility as a mentor, counselor, facilitator, guide, assessor, and finally as a teacher in the teaching learning system. Course Outcomes are embedded in our syllabus and Session Plan for each course.

The course outcomes of each course are made known to the students and faculty. Hard and soft copies of the syllabus are distributed to all the students which contain details of the outcomes. University syllabus is also made available in the library for student to access it.

The faculty, industry and alumni are actively involved in suggesting program outcomes, program specific outcomes and course outcomes of

all programs in the institution, apart from what is stated in university syllabus.

The institute collects the feedback regarding the syllabus from different stake-holders, whenever there is a change in syllabus, to establish quality and continuously improve the program.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://fcrims.com/mms.php
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The institute believes that POs, PSOs & COs are linked to each other. All Course Outcomes converge in Program Specific Outcomes that in turn converge into Program Outcomes.. Each faculty shares course-wise schedule for teaching, lesson plans, assignments, projects, field visits to facilitate the achievement of the intended outcomes.

The teaching, learning and assessment strategies are closely structured to achieve intended learning outcomes. Following means are used by an institute for the attainment of Program outcomes and COs:

1. The faculty shares the Course Outcomes in the first lecture itself and students are advised to bring them in every class. The faculty explains in each lecture, about the Outcomes achieved in that lecture.
2. The lecture slides are expected to carry Course Outcomes in the beginning of the presentation.
3. The evaluations also mention the Course Outcomes that are being tested through them.
4. It is mandatory to specify attainment of which Course Outcome is evaluated through each question of the end term paper.
5. The faculty has to ensure that attainment of all Outcomes are ensured through internal and end term assessment.
6. A student who passes the course can be considered as having attained the prescribed Course Outcomes.
7. On similar lines, a student passing the MMS program can be considered as having attained the Program Specific Outcomes

and Program Outcomes.

8. The performance of the student in the assessment is an indicator of the level of attainment of the Outcomes.

To summarize, each question in the assessment is for ensuring attainment of course outcomes. Further the Student feedback, also captures the coverage of syllabus and hence attainment of COs. Attainment of Course Outcomes is critical to attainment of Program Specific Outcomes & Program Outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

60

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://docs.google.com/spreadsheets/d/196sZsszx3huFvD4O-OdKp58AUv-deeCP/edit?usp=sharing&ouid=110523460342926215192&rtpof=true&sd=true>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects /

endowments in the institution during the year (INR in Lakhs)**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

2

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The institution has taken initial steps towards developing ecosystem for innovations and various knowledge transfer methods. FCRIMS promotes and facilitates knowledge creation, innovation and entrepreneurship activities. The institution recognizes the importance of research and development for the long term academic growth as a knowledge sharing method. Therefore, the faculty and students are encouraged to actively participate in research and publications.

The institution has an MoU with CIBA (Centre for Innovation and Business Incubation) to create an ecosystem for innovation and other initiatives for business start-ups. The MOU includes sharing and transfer of knowledge to encourage, educate the students and faculty by means of project works in the curriculum and off the curriculum.

An annual activity, Court Martial, is aimed at spurring creativity and entrepreneurship as students prepare and fiercely defend business plans.

Faculty is motivated to undertake minor and major research projects from various funding agencies. Identification and assisting for finance from Management as well as from Mumbai University is under consideration.

FCRIMS addresses the issues of research and creates awareness among the students and faculty by motivating them to conduct/ participate in workshops. Guidance for publication of papers/articles in reputed journals is imparted to faculty. Faculty is encouraged to increase their number of research publications and to organize seminars and workshops.

Coursework, literature and analysis of data for research require the students and faculty to make optimal use of the library, computer lab and other research facilities. Students are given class assignments which require utilization of the library and computer lab facilities. Faculty members are given an opportunity to contribute and publish research papers using the research facilities including MS Excel, SPSS, Excel packages, office 365.

The following facilities are made available for students and faculty members:

Library facility.

Software and statistical packages

Additional book borrowing facility

Sponsorships to participate in conferences

Facility to interact with the faculty who have an expertise/ working on similar topics.

Training programs in AdvancedExcel. Orientation in research methodology

Services such as High-speed Internet access, links to higher education resources (knimbus)

The library subscribes to e-journals and books in addition to the hard bound subscriptions.

More than 30 research papers are published by faculty members and students is an evidence of the utilization of the research facilities created in the institute.

We invite eminent personalities from small and large industries and organize seminars and workshops with them. The faculty and students are encouraged to visit various industries to interact with industrial experts regularly.

The institute has set up NISP and IIC from May 2020. This will give students, alumni and faculty members a platform to explore the feasibility of their business ideas.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings year wise during year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Extension activities could not be conducted due to lockdown imposed by pandemic. However students were sensitised about covid related issues by inviting a guest speaker Dr. Ashlesh Udhare form Lilawati Hospital Mumbai.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

48

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Report for NAAC on infrastructure & facilities at FCRIMS

Metric No

4.1.1

1) The institution has adequate facilities for teaching - learning, viz., classrooms, laboratories, computing equipment, etc.

Classroom: 5 AC classrooms, each class equipped with Computer, LCD projector, white board, comfortable desk/table and chairs, well painted and equipped with blinds giving an ambience conducive to

learning.

Tutorial room: 1 AC Tutorial room with white board, comfortable table and chairs, well painted and equipped with blinds giving an ambience conducive to learning.

Exam Control room: 1 AC Exam control room, comfortable table and chairs, well painted and equipped with blinds giving an ambience conducive to monitor exam related work confidentially.

Central Library : 1 AC Central Library (shared facility in our complex, with exclusive section for FCRIMS) for issuing books, house 8924 Management books, 13 National Journals and 13 Popular Journals/ reports. It is managed by a full time qualified Librarian. The Institute subscribes to E-Journals - EBSCO.

Computer Centre : (The Computer Centre has computers, internet and printing facilities, - Moodles and Office 365 is available for students and staff for which they can take help of Lab Assistant to access the same by creating their official email ID .

a) 13 PCs for teachers/ staff and 5 PCs in class rooms. .

b) WIFI access to internet from anywhere in the floor for use on students' laptops and mobile phones. In addition we have a Reliance Jio 4G Wi-Fi to high speed internet access.

Summary of the facilities is in the table below:

As per requirements

Actual as on 31-3-2020

Student - Teacher ratio

20:1

20:1

Class room and tutorial room

6

6

Computer Centre

1

1

Computers

30

33

Printers

2

5

Scanners

1

2

Xerox equipment

1

1

It may kindly be observed that the facilities available are more than the facilities required.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

1) The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga center etc.) and cultural activities

Upload a description of adequacy of facilities for sports, games and cultural activities which include specification about area/size, year of establishment and user rate.

1) Sports facilities - There are many sports facilities which are managed by Agnel Charities for the whole education complex. They are available to our students who visit and are briefed on them at their orientation.

Area/size

Year of establishment

Gymnasium

2500 sqft.

1999

Facility for outdoor sports

19520 sqm

1984

Facility for Indoor sports

3441 sqm

2007

- Health Club -Gymnasium with a trained instructor and facilities for Table-tennis, Aerobics, Sauna & Steam bath. Established 1996.
- Basket Ball Ground -of International standards where National tournaments are often held. Established 1996.
- Foot Ball Ground - a flood-lit astro-turf, has been operational since 2010, it is used by our students every year during the college Festival.

- **Swimming Pool - A half Olympic size pool along with an Indoor sports Complex**

Housing a Gymnastic Centre, Table Tennis Courts and a Shooting club. Established 2008.

- **Medical Centre- with free consultation of a qualified doctor everyday between**

4.30 pm to 6.00 pm. Establishment in the year 1999, usage as and when required

by staff and students.

2) Other Facilities:- For cultural and other activities

a) 200 seat Auditorium (shared facility in the Complex.) Used by our students several times a year e.g. Art of Survival, Abstract, Alumni Meet, and Budget Dissertation.

b) Entrance Foyer and open space for outdoor events like Abstract, Fabs Market, and Flash Mob.

c) For smaller indoor events our large class room can seat up to 150 people.

d) Yoga centre/Meditation room (shared facility) Established 1982, consisting of 121.61 sqm area.

e) Clouds Cafe - Provides snacks and beverages to students with streaming on-line Radio for news. Established 2001, usage approximately 40 to 50 students per day.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0.51

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Agnel Charities'

**Fr. C. Rodrigues Institute of Management Studies,
Vashi, Navi-Mumbai**

Name of ILMS software: KOHA

The Library is providing access to KOHA Online Public Access Catalogue through out the campus and out of the campus. Students and faculty members can make search by author, title, subject and also barcode. For the year 2014-2015, 2015-2016, 2016-2017 there was a Inhouse software LRMS with the version VB6 SQL Server. KOHA started from 2017 onwards.

Nature of automation: Partially

Library is automated through KOHA software. Transaction of books is based on barcoded student's I-cards and barcode on books. Barcode scanners are available at the circulation section to scan the barcodes of books as well as student's I-cards to make Issue and Return of the books. Cataloguing of books, Report generation is done through KOHA accurately.

Version: 18.11.02.000

Year of Automation: 2017 (KOHA)

1. Details of library holding as on 26/08/2021

Items

Number

Titles

2873

Volumes

8924

1. Number of books added during last five years

Year

Title

Volume

2016-17

118

265

2017-18

40

99

2018-19

129

300

2019-20

460

3787

2020-21

1

3

Total

748

4454

Year

ILMS

Automation

Version



2016-2017

LRMS Inhouse Software

Partially

VB6 SQL Server

2017-2018

KOHA Open Source

Partially

16.11.01.000

2018-2019

KOHA Open Source

Partially

18.11.02.000

2019-2020

KOHA Open Source

Partially

18.11.02.000

2020-2021

KOHA Open Source

Partially

18.11.02.000



1. Initiatives to render library services

- Library is providing text books and reference books to students as per prescribed syllabus. Apart from text books and reference books, library is having collection of Motivational Books, Competitive Examination, GATE, Encyclopaedia, Dictionaries, Communication Skills, Religious Books.
- All books are arranged subject wise according to Dewey Decimal Classification 21st edition, for easy retrieval of books.
- Due to pandemic, students could not access physical books from library, hence upon student's request, we mailed them the scanned copies of the relevant study material from various sources. Apart from this they were encouraged to use e-resources

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.5

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

16

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

We, frequently Update our IT Facilities Including Wi-Fi

Computer : Computer Lab Having total 33 Computers (Client) which was connected virtually to Virtual server but due to Poor performance we installed SSD Hard disk to all computer and connected in LAN for better Performance.

Internet: we Installed WI-FI Router to all FCRIMS Floor and for better and smooth performance we increased Internet Bandwidth Speed from 20 MBPS TO 50 MBPS.

During Online classes Microsoft Team ID's were created for All Teachers, Visiting Faculties, Guest Speakers and Students. Online meetings were scheduled for Guest and Visiting Faculties.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

58

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

0.93

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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, Basket-ball, foot-ball, swimming and other facilities

Physical & Academic Facilities - UTILISATION

- Class rooms
- Five in number, are titled LH1 - LH5 and vary by size and seating capacity.
 - LH1 is allotted for MMS 1st year
 - LH2 is allotted for common classes for MMS 2nd year as well as specialization classes for specialization with maximum students in that batch
 - LH 3 4 & 5 are allotted by the Director to the other three specialisations based on the number of students in that specialization area.
 - Exam Control room is monitored by Director for all exam related matters including University exam and Internal exams.
 - Tutorial Room is used for subject related tutorials by

students and faculty.

- Board Room is used for all committee meetings.
- 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 classrooms 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.
-

i. Central Library situated on the first floor is usually available from 8.00 am till 1100 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
 - 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

ii. 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.

c. COMPUTER CENTRE

The Computer Centre has computers, internet and printing facilities,

- Moodles and Office 365 is available for students and staff for which they can take

help of Lab Assistant to access the same by creating their official email ID .

- It is available for use by students during notified

timings. Staff is permitted to use it for official use.

- A fee is charged to students and staff for prints required for personal use.

PS: All 'fees' and payments are made to the Accounts Department of Agnel Technical Complex, which issues a token/voucher.

d. Other spaces for students' use: All these facilities are available during the working hours. The timings are notified. The college may place some restrictions on their use by students when classes are on.

- Hangouts: covered terrace, available during working hours
- Wash-rooms and common rooms - separate for male and females
- Clouds Café
- Syndicate discussion rooms: these are available on request from students.

e. Offices: Spaces and offices are assigned to those staff requiring it.

- : Elevators, air-conditioning, lights: The institute is centrally air-conditioned and has an elevator for its exclusive use. Every room and corridor has adequate lighting. The institute also enjoys the facility of a Diesel Generator which services all institutions in the complex.

Physical & Academic Facilities - MAINTENANCE

- Shared facilities: Maintenance is carried out at the level of the Complex. The Director make recommendations / seek services of Central Services should there be any requirement.
- Infrastructure directly under FCRIMS:
 - Cleaning: designated staff is assigned to clean offices / other spaces regularly.
 - All equipment (except that in the personal custody of a particular staff member) is checked and, where required undergoes preventive maintenance before the start of the academic year.
 - Equipment mal-function during the year: the concerned staff / student inform the Director who gets it attended to.
 - Where internal resources are available in the Institute or Complex, facilities maintenance is done in-house (example air-conditioning). Else, it is outsourced.
 - Statutory Inspection/ maintenance: AMC (Annual

Maintenance contract)

- Girl's common room is available to all girls for any problem related to health issue. In case of sickness bed is available and first aid facility is given. Medical assistance is also available at the Medical centre if required.
- Boy's common room is available for all boys.

SPORTS FACILITIES

These are managed and maintained by Agnel Charities and are available to FCRIMS students.

a. Proper schedule is maintained for sports for all MMS students by putting up notices.

Responsibilities

Staff using the facilities are responsible for:

- Proper utilization of the facility by them.
- Recommending / requesting required changes in this policy and its contents, to the extent that it relates to their work / functioning.
- Reporting any observed misuse to the director.

Authorities

- Infrastructure under FCRIMS:

- All decisions related to allotment and utilization of infrastructure is taken by the Director.

- All decisions regarding acquisition and maintenance of infrastructure are taken by Director.

- Shared Infrastructure: Suggestions / Recommendations are made by Director, FCRIMS. Decisions are taken by Managing Director (ATEC) on utilization and maintenance of infrastructure

Policy prepared by:

Name: Shrabani Walke

Designation: Registrar

Signature:

Policy approved by:

Name: Dr.Sujata Chincholkar

Designation: Director

Signature:

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

2

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://drive.google.com/file/d/1U6fZAI9QEWRHgHMTADULM8g8HzlbYs6c/view?usp=sharing
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

Nil

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

40

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

0.0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

2

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

5.3 - Student Participation and Activities

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

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

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

FCRIMS has a very active Students' Council which consists of General Secretary, Cultural head, Sports Head and other members. The Student Council 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 helps in organizing various college events. They also motivate students to participate in intercollegiate events.

In addition to student council, each batch has two Team Leaders (TL) elected by the student body. They act as a bridge between the Faculty and the Students. They are members of Students Council, IQAC, anti-Ragging and Grievance redressal committee.

Apart from TLs, other students are also part of different committees which is discussed below:

1. Placement and Guest Lecture Committee work towards achieving

the desired placement and internship for the students and are also responsible for arranging guest lecturer.

2. Alumni Committee organizes Alumni Meet and keep record of all Alumni's.
3. Social Media Marketing is responsible for updating contents on social media pages of college and develop content relating to advertising.
4. Events Committee plan and organize different events throughout the year.
5. CSR Committee organizes various CSR activities.
6. Sports Committee organizes various sports activity.
7. Library creates awareness of available resources of the library among students and gives suggestions for improvement in library facilities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

24

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

In the year 2018-2019, steps were taken to have a registered Alumni Association for FCRIMS.

For this a discussion was held and the Director Dr. Sujata Chincholkar advised to nominate alumni members from different batches i.e. one member each from one particular batch.

Based on this calling was done by Bindal Totlani, Assistant Professor to some selected alumni from different batches (names as suggested by the Director) to get their consent.

Post this the consent was received from the following alumni who agreed to be a part of the alumni association which will be registered soon:

Sr.No.

Name

Designation

1

Amol Mahale

President

2

Deepak Garera

Treasurer

3

Bindal Totlani

Member

4

Dr.Sujata Chincholkar

Member

5

Neeta Keswani

Secretary

6

Ruchir Khare

Member

7

Amey Naik

Member

8

Sachin Nachnani

Member

9

Dhananjay Sahasrabuddhe

Member

10

Monil Shah

Member

11

Ajinkya Sawant

Member

Post this a MOU for registering the Alumni Association was drafted by Amol Mahale, a Company Secretary as well as an alumnus of the

institution.

The next step was to get the association registered. So in the year 2019-2020 FCRIMS appointed Lawyer Nilesh Bhojane, who was appointed the task to register the alumni association.

Under the guidance of the Lawyer, PAN Card and Aadhar Card copies of all the above members as well as other required documents were collected and a file was prepared for the registration process. This file was handed over to the Lawyer so that he can proceed with the registration process. Apart from PAN and Aadhar card, electricity bills in the name of Neeta Keswani were emailed to the lawyer.

We at FCRIMS are awaiting the registration offices to open since there was a lockdown post the documents were handed over to the Lawyer due to the Covid -19 pandemic.

The registration offices have been functional now with certain restrictions and we are expecting the alumni association registration should happen soon.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution ensures that its mission and vision are the guiding lights in its governance and operations. The activities of the institute are planned such that we transform our students in responsible corporate managers. The students are exposed to initiatives that allow them to hone their skills of decision making.

Further the experiential learning activities implemented as part of their course work give them the confidence to execute their plans. The limited intake of students helps the institute to provide individualized attention to each student. This is reflected not only in terms of their learning levels in classroom but also encourages them to participate in college events. The mentorship program of the institute further builds up the trust among the faculty and the students. The institute has an initiative through which the spirit of business ethics is inculcated in the students. This initiative exposes them to various scams and their impact on the business and society in general. This sensitizes them to the outcomes of faulty decisions of the business managers and thereby encourages them to be responsible managers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The leadership style at the institute is decentralised and participative. Since the institute, Fr.C.Rodrigues Institute of Management Studies is the part of Agnel Charities, this leadership style is visible right from the level of Managing Director. Our managing director, Fr.S.Almeida offers autonomy to the institute when it comes to planning as well as execution. The institute is allowed to chalk its own growth plan and create their revenue streams. The institute budgets its requirements and then ensures that it is within its revenues. The trust plays the role of a guiding force and merely ensures that the plans are in light with the missions and vision of the institute.

The institute also believes that it can sustain and grow only when its stakeholders believe that their participation is valued. The institute has faculty meetings at regular intervals wherein all faculty members are encouraged to share their ideas for new initiatives and the same are discussed elaborately. The semester planning is also done in such meetings. Since we have limited intake of students, the faculty intake is also limited leading to each member contributing to ensure sustainability and growth of the institute. There are various committees which are formed with students and a faculty member like Library committee, corporate

interface committee, social media marketing committee, Sports committee, Alumni committee. The students and faculty members work towards strengthening these aspects of the institute. They plan activities, create budgets for these and the same are put up to director for approval. The director discusses the ideas with students and faculty members and approves them if they are feasible.

The budget of the institute is chalked out after submission of the resource requirement of each department thereby ensuring that all functions have a say in the same. The critical functions like Admissions and Placements are handled faculty members and staff as a team. When it comes to admissions, all faculty members and staff remain in touch with prospective candidates or connect with leads generated through social media and act as spokesperson of the college. In case of placements, it is everybody's responsibility. The faculty members train the students for interviews with specific organisation, thereby giving them confidence and improving their chances of getting placed.

Thus, we not only teach decentralised and participative management but also implement the same in our institute.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute plans to increase the intake of the students in the coming years and is already working in that direction. The pre requisite for increasing the intake is NBA accreditation and the institute has initiated the work on those lines. In addition to these pre requisites, it is important that the institute creates a preference for itself amongst the potential students and is accordingly using social media platforms like Facebook, Instagram & LinkedIn to connect with students and alumni. The institute believes that these actions are important to boost admissions once we increase our intake of students.

In addition the institute has taken up Minor Research Projects with

University of Mumbai, this will help the faculty members focus on research and publication. The faculty members are also encouraged to take up such similar projects.

The institute has planned to organise its first International Research Conference in the academic year 2021-2022. This will not only give the institute visibility in the research fraternity and also an opportunity for the faculty to publish their research.

The institute also intends to create more revenue streams by conducting Management Development Programs for SMEs

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institute has active committees that function as per the laid down rules and regulations.

The Governing Council meets regularly and deliberates the performance of the institute on various parameters like financial, placements, image building activities, future plans.

The Internal Quality Audit Committee focusses on improvement of the quality of various processes followed by the institute. It suggests and spearheads initiatives that can improve the quality of activities conducted by the institute. The Students Council, Sports Head and Cultural Head also performs its role with great diligence.

The institute has an University of Mumbai approved director and faculty members. The recruitment of faculty members is done as per the guidelines of University of Mumbai and AICTE. The service rules are applicable as specified by the institute that are drafted keeping in mind the university rules and regulations.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institute believes in Vasudhaiva Kutumbakam and believes that the world is one family. It has measures in place for its teaching and non teaching staff. The institute provides medical insurance for its staff as well as for students. Since the institute belongs to the Agnel Charities Trust, it has institutes like Engineering, Polytechnic, ITI, Law College and a school. The employees of both teaching as well as non-teaching staff can get their children admitted to these institutes and get a discount in the prescribed fees. The institute provides training to teaching as well as non teaching staff at regular intervals so as to ensure that they remain updated. The institute had conducted covid 19 vaccination camp for its employees and students. The institute also provides gratuity and Provident Fund to its employees

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

1

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

4

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The institute has a systematic Performance Appraisal system in place for teaching and non-teaching staff.

The teaching staff uses the Performance Appraisal has various sections like General Information, Academic Performance Indicators, Research Publications & Academic Contributions, Research Guidance etc. The form is adapted from the one prescribed by University Grants Commission for teaching staff of the institute. The form is filled by the faculty member at the end of each academic year and submitted to the office. The director/Head of the Institute then goes through the form and puts her comments on the same. The comments are then discussed with individual faculty members. The form is very comprehensive and thereby gives the members a chance to track their performance year on year and attempt to do better each year as compared to the previous one.

The Non-teaching staff also follows an appraisal form which is designed by the institute. They also follow the similar cycle of filling the form at the end of the academic year and the director/Head of Institute puts her comments and discusses the same with the members of non-teaching staff

Overall the system is robust and fulfills its objective well.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institute has regular cycles of financial audit. 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institute has three major sources of funds:

1.Student fees: The fee structure followed at FCRIMS is the one prescribed by Mumbai University. The proposal for fees is sent to Fee Regulatory Authority and once the approval for the same is obtained, fees are accordingly collected from students.

2.Consultancy to corporates: Faculty members are encouraged to offer their expertise to corporates in the form of consultancy services. 40% of the consulting fee derived from these consultancy projects is shared with the faculty members.

3.Faculty Development Program: The institute conducts Faculty Development Programs and the proceeds from the same act as additional resources for the institute.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) of the institute is fully functional and formed as per the requirements of NAAC. The IQAC meets once every quarter to assess the quality of various functions of the institute and deliberates on ways and means of improving the quality of inputs and activities of the institution.

The major contributions of IQAC include the following:

1. Adapting the teaching and classes to online mode. The institute was using Zoom platform earlier from March 2020 when the lockdown stuck. The members of IQAC discussed various options and decided to use Microsoft teams as it was a superior platform compared to other existing online platforms and the institute already had a license for the same. The institute conducted a training session for the full time and visiting faculty so that they are comfortable using MS teams
2. The institute believes that the PG prog of Masters in Management Studies should provide inputs beyond curriculum and hence it was decided to include Activity Based Learning as a part of the time table and faculty members had to plan for various activities that would add value to the students. The same was initiated in Sem1 for 2020-2021 batch and later continued in upcoming semesters as well.
3. Library had moved online with pandemic and the IQAC members believed that there should be some activities that need to be planned so that usage of library would increase, which in turn will benefit students. It was decided to be a member of National Digital Library of India and plan activities under that banner so as to promote library activities among students,
4. The spirit of entrepreneurship is important among the students and the IQAC decided that institute should provide a platform for the same to the students. Institute is now a part of National Innovation & Start up Policy and thus conducts programs on Innovation and creativity to boost entrepreneurship amongst students, alumni and faculty members. The institute has NISP policy in place and has been shared with students, alumni and faculty members by using various means like seminars, posters etc. The institute has initiated Institution Innovation Council (IIC), an initiative of MHRDM to create a vibrant local innovation ecosystem. Various activities were undertaken under this initiative.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the

incremental improvement in various activities

The review of teaching learning process was critical this year as the classes moved online and teachers as well as students had to adapt to this new mode.

The classes were conducted online and instead of one class of 180 minutes, which was the norm, 2 sessions of 90 minutes were conducted every week for every subject in online classes.

IQAC discussed with the faculty mentors as they were advised to be in touch with their mentees and collect feedback from the students for online classes. It was decided that the faculty would keep their camera on while conducting classes and encourage the students for the same. However it was not made compulsory as the students may face band width issues.

The mid term was conducted for 20 marks as per the university guidelines and as per previous IQAC meeting, each subject should have some MCQs as the part of evaluation. The University of Mumbai had conducted online quiz for its paper but members of IQAC contemplated on the same and decided that the end term paper would be a combination of MCQ and subjective exam. The modalities of conducting the exam were discussed and it was decided that channels would be created on MS Teams so that invigilation would be easy and students would be asked to keep camera on while they appear for exam and submit the scanned copy of the paper later.

It was stressed that for the mid term exam it is advisable to use applied questions so that it tests the understanding of the students rather than testing their memory.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state,

D. Any 1 of the above

national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Safety and Security:

1. Cameras are installed at FCRIMS for security and safety
2. Peon present all time to keep a watch on the corridor activities.
3. Agnel Technical Education complex has separate wings for boys and girls hostel.
4. FCRIMS has an anti-ragging policy in place.
5. Every year institute organizes Art of Survival workshop for the female students for stress management as well as self defence. The same was postponed due to the ongoing pandemic.
6. There is a sanitary napkin machine installed.

Counselling: As FCRIMS, we have an annual gender sensitization plan in place which consists of:

1. Ladies staff complaint redressal committee and Sexual harassment committee which consists of staff member as well as an NGO representation which addresses gender equity and issues

related to sexual harassments on the campus.

2. Equal opportunities are given to both the genders when it comes to election of class representatives for the batch, event heads of yearly festival, student council heads and other committees of the institute.

Common Rooms: FCRIMS has separate common rooms for boys and girls which addresses gender specific facilities such as recreation, for medical emergencies, events as well as day to day gender specific activities.

File Description	Documents
Annual gender sensitization action plan	Art of Survival September 2021
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Common Room for Girls and cameras installed in common area

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Liquid waste management/ Waste recycling system:

FCRIMS has always been focused towards green initiatives. We have a

Sewage Treatment Plant (STP) in the Fr. Agnel School, Sector 10 in Vashi, the Agnel Sports Complex and the Agnel Technical Education Complex.

Sewage Treatment is a process in which physical, biological and sometimes chemical methods are used to remove the pollutants from water. Its aim is to produce environmentally safe sewage water, called effluent, and a solid waste called sludge or bio solids for suitable disposal or reuse.

To make waste water acceptable for reuse and for returning to the environment, STP was installed in the Year 2009 in the Agnel Technical Education Complex. Fr. Agnel's Group of institutions also has the STP installed in the Sports complex and the Fr. Agnel School, Sector 10, Vashi. (Ground Floor, back side near the mosque).

Advantages of STP:

- ? Compact
- ? Portable
- ? Minimum civil works
- ? Good aesthetics
- ? Economical
- ? Minimum supervision
- ? Higher efficiency

We use the recycled water for toilet flush and gardening.

E- Waste Management: - While procuring new electronic items, vendors offering exchange of old with new are preferred.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the **E. None of the above**

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our Institute's logo describes our belief of Unity in Diversity

through the three religions symbols of Hinduism, Christianity and Islam. FCRIMS follows the concept of 'Vasudhaiva Kutumbakam' which means entire world is one family.

All student and staff members at FCRIMS who are from diverse cultures and religions work under one roof together, thus justifying the message put forth in the Institute's logo. The institute follows a culture in which there is no discrimination based on religion, caste or gender.

The social media committee greets and wishes every stakeholder of the institute for all important festivals of each religion such as Eid, Diwali, Christmas, etc. The online flyers designed for the respective occasions by FCRIMS are posted on the college's website.

FCRIMS every year celebrates traditional day in which students get dressed in the traditional dresses of their respective states and share the uniqueness of their culture and state. However, this year due to pandemic we were not able to celebrate this event.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

FCRIMS has take the following initiatives towards values, rights, duties & responsibilities of citizens:

1. Covid Vaccination Drive - FCRIMS in association with MGM hospital, Vashi conducted a covid vaccination drive for age groups from 18 to 44 yrs on 12 June 2021.
2. The institute follows strict covid 19 protocols of wearing masks, social distancing and sanitization. It is mandatory to have the Argya Setu app before entering the campus. Also temperature check is done at the main gate entrance.
3. The B School conducted an awareness program on COVID 19 during

the annual B School fest.

Dr.Ashlesha Udare MBBS , MD Radiology working at Lilavati Hospital, Bandra was the chief guest and she explained the importance of safety measures to be adhered to during the ongoing pandemic.

1. National Festivals - During the pandemic , FCRIMS continued celebrating Independence Day online where all the staff members and students were present.
2. The institute logo includes the symbols of all three religions indicating that entire world is our family. (Vasudhaiva Kutumbhakam)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on Code of Conduct are organized

E. None of the above

4.

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

FCRIMS celebrates various national festivals and international commemorative days such as:

- **Independence Day:** FCRIMS celebrates every year on 15th August, India's Independence Day on campus by hoisting the National Flag. However, this year due to Covid-19 pandemic restrictions, it was celebrated online in which the Managing Director Rev Father Almeida addressed the faculty and staff..
- **Republic Day:** FCRIMS celebrates India's Republic Day on 26th January every year, on campus by hoisting the National Flag. All the Covid-19 vaccinated staff members came together to celebrate this occasion.
- **Yoga Day:** Due to the pandemic, yoga day was celebrated online on 21st June by FCRIMS. Rev. Fr. Ivon Almeida took an online session on meditation practices and the importance of yoga for the staff of Agnel Technical Education Complex and Agnel School. This event was hosted by FCRIMS.
- **Women's Day:** On 8th March 2021, staff and faculty members of FCRIMS celebrated women's day alongwith other members of the Agnel Technical Education Complex in online mode. Staff members showcased their talent and various games were organised for female staff of the Agnel family.
- **Van Mahotsav:** FCRIMS celebrates Van Mahotsav which is an annual, one week tree planting festival in India, is celebrated from 1st July to 7th July to spread awareness of forest conservation and to save the environment. This year due to a pandemic, the students planted trees in their respective

areas to commemorate this day.

- **Teacher's Day:** Due to the current pandemic, students of FCRIMS wished the faculty members by conducting an online event. During the online event, students showcase their talent by reciting poems and paying their gratitude to their teachers. Some students, residing near the college gathered in the institute with a cake, rose and momento for their teachers

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice 1. Management Ethics

FCRIMS believes in building ethical value system in the students. In order to inculcate these values in successful managers, we believe that students require understanding of ethical concepts that are best built and strengthened through exposure to case studies on ethics which is beyond the curriculum. This activity is aimed to develop ethical leadership and social responsibility among students. To achieve these objectives FCRIMS conducts sessions of case study relating to corporate values and ethics.

A group of students is given a corporate case study related to ethics that a particular company is facing. Students present after dissecting and analysing the case. They identify what went wrong with the company and also come up with solutions. This makes them understand the importance of corporate ethics. This activity helps in understanding management roles and developing the students to become ethical leaders /managers/entrepreneurs. This activity also 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 5 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.

Overall the institute strongly believes in imbuing ethical values and builds a healthy ecosystem in the minds of the students. This activity helps the students to become more competent in the corporate world.

Best Practice 2: Activity Based Learning

FCRIMS believes in all round development of students through 'Learning by doing' learning. Hence the institute has come up with the idea of activity based learning. The purpose of activity-based learning (ABL) was to enrich interaction and understanding of various dimensions of corporate world and improve the skills needed in business. These activities are listed as under:

Emotional Intelligence: With the theme of Emotions and Emotional Intelligence, many activities were conducted in the ABL session scheduled with the aim to facilitate learning through individual sharing, from peers in groups with a complete experiential approach. The sessions involved various exercises such as identifying triggers, working with core beliefs, mapping the emotions etc. using various tools like psychometric test, exercises, storytelling, videos, movies etc.

Ex Tempore: Each student was given a random topic to speak on for 2 to 3 mins. The topic would vary from current affairs to general knowledge and abstract topics. The student was given 1 minute to think and gather their thoughts and then speak. This activity helped understand the thought process of the students. Each student was given feedback on the quality and quantum of the content.

Netrutva (??????): This activity will make students aware of the prominent personalities in the field of business. Students are expected to do some online research about these leaders and create a document as specified by the faculty coordinator. In each slot of activity based learning, the student is supposed to present/discuss

the achievements, struggle of the business personality allotted to him.

Self-introspection: In an exercise of Self Introspection using SWOT Analysis, students identified their strengths, and, weaknesses. They identified the opportunities they can avail using their strengths. They also identified the threats they could face due to their weaknesses. The exercise was enjoyed by the students and they could identify the strengths to be sharpened and weaknesses to be worked upon.

Time Matrix: In an exercise of Time Matrix, they understood the importance of priority management and importance of proper utilization of time for their work life balance.

Overview of Financial Services Industry: This ABL on "Overview of Financial Services industry" introduces an understanding of various financial products and Institutions providing financial services, knowledge of which is essential for students of all specialization of MBA course. Students were given topic relating to financial services. Each group has to make a presentation on basics of their topic which includes concept, example and current news relating to that topic followed by a MCQ for attendees. After the student presentation and MCQ, Faculty member discusses topic and explains topic with an interesting video. This helps students to understand topic better.

Financial Literacy: The students were asked to pen down their income in terms of part time earnings, pocket money, income from any existing investments. They were also asked to record their expenses and make a monthly budget. Post making a budget they were sensitized to save and invest their savings. For investment of their savings, discussion on basic instruments was done along with the instrument's mechanism and the calculations.

World of Stock Trading and Investing: The students were explained some basics of stock trading and it was demonstrated via a virtual trading platform on how to do trade. They were asked to open a virtual trading account and trade. Topics on stock market concepts were given to the students in a group of 3 or 4 and were asked to do a presentation on it.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The COVID-19 outbreak has compelled many educational institutions to switch to the online mode of delivery of lectures which was difficult and stressful but as an institute FCRIMS implemented MS Teams as an online teaching platform. Our in-house faculty Dr. Manisha Karandikar took a training session for staff as well as the students for helping them understand the useage of MS Teams. Apart from this the institute sponsored a workshop on 'Online Teaching and E-content' by IIDE. All this helped the institute prepare for the transitioning from offline to online teaching. FCRIMS was one of the very few colleges who was successful in organizing 'Abstract'- the annual inter-collegiate festival online. This was for the first time in the history of FCRIMS that an event was hosted online despite the pandemic. Regardless of so many challenges online, the pandemic could not stop the zeal of the institute in organizing the event which comprised of management as well as cultural events. Right from the planning of the event, selection of the Abstract leaders as well as the execution of the events and the closing ceremony, everything was successfully done in an online manner.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Fr.C. Rodrigues Institute of Management Studies (FCRIMS) has transformation of students at the core of its vision statement. We believe that the students who become a part of its Master in Management (MMS) course should gain much more than a post graduate degree, they should become responsible corporate as well as social citizens. The main tool by which this can be achieved is a robust curriculum. Since MMS is a 2 year full time course affiliated to University of Mumbai, the curriculum is prescribed by Mumbai University and the responsibility of delivering the same lies with the institute and its faculty members. This pre defined syllabus however does not become a constraint for the institute, every faculty is encouraged to go beyond the specified curriculum and add relevant topics if the subject/course demands so. The faculty member is permitted to use the right pedagogy that makes the course interesting and helps in achieving outcomes.

The institute evaluates the skill set required for teaching a particular subject/course and matches them with that of the core faculty and accordingly subject allocation is done. Visiting faculty are identified for those subjects which the core faculty is unable to take either due to work load or due to lack of expertise. It is ensured that the visiting faculty has relevant corporate and/or teaching experience to take up the subject allotted to him. The visiting faculty is given appointment letter that specifies the expectations of the institute from the visiting faculty in terms of curriculum delivery and evaluation of the course.

The faculty (both core and visiting) design session plans and course outcomes on the basis of syllabus prescribed by University of Mumbai. This particular year was the year of pandemic and the lectures had to move to online mode, so the faculty members had to keep that in mind while designing the session plan. The time table was also tweaked keeping in mind online classes. Instead of a single weekly class of 3 hrs, there were 2 sessions of 90 minutes per week per subject. The session plans were then submitted by the faculty members to the faculty co-ordinator. 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. Course outcomes and session plans are shared with the students in the first couple of classes. The faculty is expected to adhere to the session plan

The faculty discusses on course outcomes that he intends to achieve in his class and ensures that the same are accomplished by him. All faculty members are 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.

Since experiential learning forms the core of the institute, faculty members are encouraged to use innovative practices such as role plays, case studies and other forms of experiential learning. Implementing these was a challenge in online classes but faculty members ensured that they are able to overcome these barriers. The internal assessments are designed in the manner that students are made to think of application of concepts. Group projects are encouraged as they go a long way in making them better team players. Presentations are encouraged in most of the subjects as they improve their confidence level and communication skills.

The institute has a practice of two structured feedbacks during the course. One of them is via a meeting between TAs 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic year 2020-2021 began with a lot on uncertainty due to the pandemic and hence planning the academic calendar was a challenge for the our institute as for any other institutes. The academic calendar was made keeping online mode of instruction in mind. There was a lot of ambiguity about admissions for the 2020 batch as the pandemic posed a threat for delay of graduation results as well as admissions for the upcoming batch. The extracurricular activities for the batch as well exams were planned in the online mode. The institute had revised its academic calendar as the admissions to the junior batch were majorly delayed and the semester I began in February 2021 as against the scheduled July 2020.

The internal evaluation comprised of mid term exam, assignments. Group projects/presentation and were conducted in online mode. The mid term and end term exams were held in accordance to the academic calendar while the other assignments were scheduled during the classes thereby ensuring Continuous Internal Evaluation. This was done for semester 3 and 4 for 2019- 2021 batch and for semester 1 for 2020-2022 batch.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://fcrims.com/sadmin/uploads/pdf_program/academic_calendar%202020_2021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

108

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Human values and professional ethics are of importance to the students in their functioning as corporate citizens as well as for in their day to day life. The institute attempts to integrate values in ethics in as many courses as possible. The students are encouraged to behave in an ethical manner while taking up various evaluation assignments and are encouraged to be fair in their tasks and help their classmates in every possible way. This not only builds a sense of culture and values but also bonds the students well thereby harbouring team work. Courses like Organisational Behavior, Human Resource Management, Financial Accounting, Strategic Management Consumer Behavior highlight the importance of values and professional ethics.

The institute took up a special initiative title 'Case Studies -- Ethics in Business'. The students were asked to read, analyse, discuss and present these real life cases from industry. The cases includes Maruti udyog, YES Bank, Volkswagen Emission Scandal, Harshad Mehta Scam and Satyam Computers. This gave the students a perspective towards and the importance of adhering to the same.

Organisational Behavior: This course helps students understand how and why people behave in organizations as they do, either as individuals or in groups and how their behaviors affect their performance and performance of the organization as a whole. It includes stereotypes and impact of such stereotypes and biases on perception and behavior. One of the stereotypes covered is gender. This helps the students to deal with customers, employees and society in general.

Human Resource Management: An important module in this subject is manpower planning wherein issues related to diversity are covered. It emphasizes on need for gender balance and its importance to organization and society at large. Issues of equity

and fairness are also discussed.

Financial Accounting: This course has a session on 'Ethical Issues in Accounting' that covers the professional ethics that an accountant has to follow for ensuring transparency and good governance in organization

Strategic Management: This course deals with the process of Strategy Formulation, Implementation & Evaluation. The course also covers importance of value system of individuals and organizations while developing the business strategy. The course also discusses the importance of merging CSR strategy with the Business Strategy so as to achieve sustainability and address environmental issues as well. **Marketing Strategy:** The course introduces the students to importance of planning, executing and monitoring in strategy (marketing) formulation. The course emphasizes on professional ethics and values that form the basic fabric of companies and the need for marketing strategy to align with the same.

Consumer Behavior: The course dwells on conceptual insights into key aspects such as social, psychological and other factors that influence consumer behavior. This subject also touches upon consumer rights and consumer welfare that is an essential aspect of code of ethics. The course deals with changing role of women as consumers and how their position and role has changed with time.

Trends in Marketing: The course develops an appreciation of the impact of rapidly changing environment on marketing strategies and giving insights to students to respond to these changes. The course includes a session on Green Marketing that drives home the point of environment sustainability and need to conserve environment. The course also includes a session on understanding women as consumers thereby acknowledging and identifying that the needs of women are different.

Financial Markets & Institutions: The course deals with different components of the Indian Financial system and their functions. Since financial markets have an enormous impact on the economy, it is regulated by various government bodies like SEBI. The course also touches on how human values and professional ethics play an important role for managers dealing with financial markets especially

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

13

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

108

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

C. Any 2 of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://docs.google.com/document/d/17xtSpJmencrnUjRsv3yilFvyOqfc9e4c/edit?usp=sharing&oid=110523460342926215192&rtpof=true&sd=true
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/document/d/17xtSpJmencrnUjRsv3yilFvyOqfc9e4c/edit?usp=sharing&oid=110523460342926215192&rtpof=true&sd=true

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

48

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

A student who has the ability to learn necessary academic skills, but at rate and depth below average same age peers is a slow learner. We believe in imparting additional help to them in classroom.

Faculty members are instructed by the Director to identify slow learners and advanced learners in their early interactions in the class. Around three weeks after the commencement of the first semester a faculty meeting is held to discuss these students. Thus the institution assesses and recognizes the learning levels of students after admission in the first few lectures. Subsequent performance of students in tests and assignments is also used to assess this

In FCRIMS, Tutorials were conducted for the students having different educational background and were facing difficulties in respective subjects. For students with commerce background, difficult sums were taken in the tutorial classes. For students having degree other than commerce, simple and moderate problems were taken in order to develop clarity and understanding about respective subjects. During Activity based learning, a module on Emotional Intelligence was taken to build confidence in them to handle emotional challenges.

Students who scored less than 50% marks in the midterm examination were identified. The concerned faculty of that particular course discussed with the identified slow learners and identified barriers to learning, if any. The counselling session for the slow learner were taken and follow up was taken for the

progress of the student

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
108	6

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

We appreciate the value of student centric learning methods as it enhances their learning experience.

Experiential learning methods deal with the process of 'learning through experience'. In participative learning methodology, learning and teaching is undertaken 'with' rather than 'for' students, and its process and outcomes are owned by the team. Our problem solving methodologies consists of teaching students the use of generic or ad hoc methods in a structured manner, for finding solutions to problems. As a part of student centric methods of teaching learning process, we followed the following pedagogy:

1. Activity based learning initiative was a part of their study in first and second semester wherein all faculty members were involved in conducting various sessions based on some or the other activity that added value to their personal as well as professional life
2. Role plays were conducted to develop insight into their respective subjects
3. Case studies on ethics were taken by all faculty and students were asked to present the analysis
4. Faculty was encouraged to use case study method in as many

topics as possible in their respective subjects.

5. Faculty members were advised to include projects as part of course- work in which students have to undertake real life assignments and execute them.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Response:

In FCRIMS, all faculty make use of ICT enabled tools. This tools include Microsoft Teams, and, ZOOM. Online teaching learning during COVID was done by using these tools. Internal examination was conducted by the faculty using these tools, that included MCQ Test and descriptive examination as well. Assignments were given to the students using these tools and their presentations were also taken using these tools. Presentations of the project work and Viva was also conducted with the help of these tools. Making use of these tools and making students comfortable in using these tools is bound to help value addition in their professional career

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

6

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

6

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

3

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

62

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institute follows the guidelines for assessment criteria laid down by Mumbai University and internal assessment is transparent. All the students are made familiar about the process of internal assessment by each faculty.

Different parameters for Internal Evaluation at FCRIMS are: Tests for individual assessment, Attendance, Class participation, and group/individual assessment of Projects/Presentation, Case discussion, etc. As per the policy of the institute, evaluations are done throughout the semester.

Student performance in tests is shared and answers discussed in the class so students are aware of the details of the assessments. The Institute makes every effort to give wide publicity to its assessment process. Attendance of students is closely monitored and attendance data of each student is put up on the notice board monthly.

The pattern, quality and correctness of the question papers prepared by the faculty members for the semester end examinations are verified by the Head of the Departments. Semester end examinations are conducted by the institution, overseen by the institute's examination cell ensuring that reforms are carried out for fair evaluation. To ensure proper conduct of semester end examinations, two invigilators are assigned to each hall. Assessment is done by the course handling faculty members within fifteen days from the date of examination.

Marks for the semester end examination are displayed on the notice boards within forty days of the examination. The semester

end university examinations are conducted for the university papers at a center other than this institution. The University level examinations are conducted with strict adherence to the prescribed norms under close supervision of the Director/controller of examinations. The assessment of university examinations are declared and displayed on university web site.

To ensure quality of final semester projects, the proposal seminars are conducted by Project Review Committee along with the project guides. The end examination for the summer internships/projects is conducted by internal examiners.

This pattern of assessments is used for improving teaching methods and enriching the curriculum. It also leads to designing the training programs at different competency levels for improved placements This Transparent and robust internal assessment in terms of frequency and variety monitors the scholastic and formative aptitude of the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Institute practices a transparent and effective grievance redressal mechanism. Grievances are received in writing and students need to fill the reexam form.

Institute level examination:

The institute level examination related grievances are handled by the Exam Cell to make it time bound and transparent. The marks awarded for the class test as well as semester end exams, which constitute the internal assessment component are shared with the students. The exam section displays the assessment report by cross checking the statement of marks as submitted by the respective faculty member of the department.

If a student has a grievance:

- The student is entitled to apply for retotaling/revaluation in written examination (end semester) within 5 days of declaration of results
- If any discrepancy is noticed, the faculty concerned may rectify and necessary corrections maybe made.
- The results is displayed on the notice board with the schedule of re-exam.
- The faculty sets a fresh question paper for the reexamination and the results are declared within a week of the reexam.
- The students are given marksheets for Sem1 and Sem 2 by the institute as these exams are conducted at the institute level.
- The entire process is monitored by the chief examination-in-charge.
- The entire process is done well before the deadline for submitting/uploading marks to the university.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The institute has clearly stated all program outcomes, program specific outcomes and course outcomes for each course.

Program Outcomes (PO) are what knowledge, skills & attitudes a student should have at the time of completion of course. The MMS Program Outcomes defined by us and are published on the college website www.fcrims.com and shared with the students during their induction/orientation programs. Program Outcomes are achieved through curricular and co-curricular activities.

We have also articulated Program Specific Outcomes for each specialization area. These are given to the students of respective specializations and discussed by the concerned faculty member in class.

Course Outcomes (CO) are statements that describe what students should be able to do at the end of the course. At the beginning of the semester, all the faculty members prepare course outcomes and session plan. Session Plan has to ensure that all course outcomes are attained at the end of the course. Each faculty takes responsibility as a mentor, counselor, facilitator, guide, assessor, and finally as a teacher in the teaching learning system. Course Outcomes are embedded in our syllabus and Session Plan for each course.

The course outcomes of each course are made known to the students and faculty. Hard and soft copies of the syllabus are distributed to all the students which contain details of the outcomes. University syllabus is also made available in the library for student to access it.

The faculty, industry and alumni are actively involved in suggesting program outcomes, program specific outcomes and course outcomes of all programs in the institution, apart from what is stated in university syllabus.

The institute collects the feedback regarding the syllabus from different stake-holders, whenever there is a change in syllabus, to establish quality and continuously improve the program.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://fcrims.com/mms.php
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The institute believes that POs, PSOs & COs are linked to each other. All Course Outcomes converge in Program Specific Outcomes that in turn converge into Program Outcomes.. Each faculty shares course-wise schedule for teaching, lesson plans, assignments, projects, field visits to facilitate the achievement of the intended outcomes.

The teaching, learning and assessment strategies are closely structured to achieve intended learning outcomes. Following means

are used by an institute for the attainment of Program outcomes and COs:

1. The faculty shares the Course Outcomes in the first lecture itself and students are advised to bring them in every class. The faculty explains in each lecture, about the Outcomes achieved in that lecture.
2. The lecture slides are expected to carry Course Outcomes in the beginning of the presentation.
3. The evaluations also mention the Course Outcomes that are being tested through them.
4. It is mandatory to specify attainment of which Course Outcome is evaluated through each question of the end term paper.
5. The faculty has to ensure that attainment of all Outcomes are ensured through internal and end term assessment.
6. A student who passes the course can be considered as having attained the prescribed Course Outcomes.
7. On similar lines, a student passing the MMS program can be considered as having attained the Program Specific Outcomes and Program Outcomes.
8. The performance of the student in the assessment is an indicator of the level of attainment of the Outcomes.

To summarize, each question in the assessment is for ensuring attainment of course outcomes. Further the Student feedback, also captures the coverage of syllabus and hence attainment of COs. Attainment of Course Outcomes is critical to attainment of Program Specific Outcomes & Program Outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

60

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://docs.google.com/spreadsheets/d/196sZsszx3huFvD40-OdKp58AUv-deeCP/edit?usp=sharing&ouid=110523460342926215192&rtpof=true&sd=true>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The institution has taken initial steps towards developing ecosystem for innovations and various knowledge transfer methods. FCRIMS promotes and facilitates knowledge creation, innovation and entrepreneurship activities. The institution recognizes the importance of research and development for the long term academic growth as a knowledge sharing method. Therefore, the faculty and students are encouraged to actively participate in research and publications.

The institution has an MoU with CIBA (Centre for Innovation and Business Incubation) to create an ecosystem for innovation and other initiatives for business start-ups. The MOU includes sharing and transfer of knowledge to encourage, educate the students and faculty by means of project works in the curriculum and off the curriculum.

An annual activity, Court Martial, is aimed at spurring

creativity and entrepreneurship as students prepare and fiercely defend business plans.

Faculty is motivated to undertake minor and major research projects from various funding agencies. Identification and assisting for finance from Management as well as from Mumbai University is under consideration.

FCRIMS addresses the issues of research and creates awareness among the students and faculty by motivating them to conduct/participate in workshops. Guidance for publication of papers/articles in reputed journals is imparted to faculty. Faculty is encouraged to increase their number of research publications and to organize seminars and workshops.

Coursework, literature and analysis of data for research require the students and faculty to make optimal use of the library, computer lab and other research facilities. Students are given class assignments which require utilization of the library and computer lab facilities. Faculty members are given an opportunity to contribute and publish research papers using the research facilities including MS Excel, SPSS, Excel packages, office 365.

The following facilities are made available for students and faculty members:

Library facility.

Software and statistical packages

Additional book borrowing facility

Sponsorships to participate in conferences

Facility to interact with the faculty who have an expertise/working on similar topics.

Training programs in Advanced Excel. Orientation in research methodology

Services such as High-speed Internet access, links to higher education resources (knimbus)

The library subscribes to e-journals and books in addition to the hard bound subscriptions.

More than 30 research papers are published by faculty members and students is an evidence of the utilization of the research facilities created in the institute.

We invite eminent personalities from small and large industries and organize seminars and workshops with them. The faculty and students are encouraged to visit various industries to interact with industrial experts regularly.

The institute has set up NISP and IIC from May 2020. This will give students, alumni and faculty members a platform to explore the feasibility of their business ideas.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Extension activities could not be conducted due to lockdown imposed by pandemic. However students were sensitised about covid

related issues by inviting a guest speaker Dr. Ashlesh Udhare form Lilawati Hospital Mumbai.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

48

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

1

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Report for NAAC on infrastructure & facilities at FCRIMS

Metric No

4.1.1

1) The institution has adequate facilities for teaching - learning, viz., classrooms, laboratories, computing equipment, etc.

Classroom: 5 AC classrooms, each class equipped with Computer, LCD projector, white board, comfortable desk/table and chairs, well painted and equipped with blinds giving an ambience conducive to learning.

Tutorial room: 1 AC Tutorial room with white board, comfortable table and chairs, well painted and equipped with blinds giving an ambience conducive to learning.

Exam Control room: 1 AC Exam control room, comfortable table and chairs, well painted and equipped with blinds giving an ambience conducive to monitor exam related work confidentially.

Central Library : 1 AC Central Library (shared facility in our complex, with exclusive section for FCRIMS) for issuing books, house 8924 Management books, 13 National Journals and 13 Popular Journals/ reports. It is managed by a full time qualified Librarian. The Institute subscribes to E-Journals - EBSCO.

Computer Centre : (The Computer Centre has computers, internet and printing facilities, - Moodles and Office 365 is available for students and staff for which they can take help of Lab Assistant to access the same by creating their official email ID

- a) 13 PCs for teachers/ staff and 5 PCs in class rooms. .
- b) WIFI access to internet from anywhere in the floor for use on students' laptops and mobile phones. In addition we have a Reliance Jio 4G Wi-Fi to high speed internet access.

Summary of the facilities is in the table below:

As per requirements

Actual as on 31-3-2020

Student - Teacher ratio

20:1

20:1

Class room and tutorial room

6

6

Computer Centre

1

1

Computers

30

33

Printers

2

5

Scanners

1

2

Xerox equipment

1

1

It may kindly be observed that the facilities available are more than the facilities required.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

1) The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga center etc.) and cultural activities

Upload a description of adequacy of facilities for sports, games and cultural activities which include specification about area/size, year of establishment and user rate.

1) Sports facilities - There are many sports facilities which are managed by Agnel Charities for the whole education complex. They are available to our students who visit and are briefed on them at their orientation.

Area/size

Year of establishment

Gymnasium

2500 sqft.

1999

Facility for outdoor sports

19520 sqm

1984

Facility for Indoor sports

3441 sqm

2007

- Health Club -Gymnasium with a trained instructor and facilities for Table-tennis, Aerobics, Sauna & Steam bath. Established 1996.
- Basket Ball Ground -of International standards where National tournaments are often held. Established 1996.
- Foot Ball Ground - a flood-lit astro-turf, has been operational since 2010, it is used by our students every year during the college Festival.
- Swimming Pool - A half Olympic size pool along with an Indoor sports Complex

Housing a Gymnastic Centre, Table Tennis Courts and a Shooting club. Established 2008.

- Medical Centre- with free consultation of a qualified doctor everyday between

4.30 pm to 6.00 pm. Establishment in the year 1999, usage as and when required

by staff and students.

2) Other Facilities:- For cultural and other activities

a) 200 seat Auditorium (shared facility in the Complex.) Used by our students several times a year e.g. Art of Survival, Abstract, Alumni Meet, and Budget Dissertation.

b) Entrance Foyer and open space for outdoor events like Abstract, Fabs Market, and Flash Mob.

c) For smaller indoor events our large class room can seat up to 150 people.

d) Yoga centre/Meditation room (shared facility) Established 1982, consisting of 121.61 sqm area.

e) Clouds Cafe - Provides snacks and beverages to students with streaming on-line Radio for news. Established 2001, usage approximately 40 to 50 students per day.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

6

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0.51

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Agnel Charities'

Fr. C. Rodrigues Institute of Management Studies,
Vashi, Navi-Mumbai

Name of ILMS software: KOHA

The Library is providing access to KOHA Online Public Access Catalogue through out the campus and out of the campus. Students and faculty members can make search by author, title, subject and also barcode. For the year 2014-2015, 2015-2016, 2016-2017 there was a Inhouse software LRMS with the version VB6 SQL Server. KOHA started from 2017 onwards.

Nature of automation: Partially

Library is automated through KOHA software. Transaction of books is based on barcoded student's I-cards and barcode on books. Barcode scanners are available at the circulation section to scan the barcodes of books as well as student's I-cards to make Issue and Return of the books. Cataloguing of books, Report generation is done through KOHA accurately.

Version: 18.11.02.000

Year of Automation: 2017 (KOHA)

1. Details of library holding as on 26/08/2021

Items

Number

Titles

2873

Volumes

8924

1. Number of books added during last five years

Year

Title

Volume

2016-17

118

265

2017-18

40

99

2018-19

129

300

2019-20

460

3787

2020-21

1

3

Total

748

4454

Year

ILMS

Automation

Version

2016-2017

LRMS Inhouse Software

Partially

VB6 SQL Server

2017-2018

KOHA Open Source



Partially

16.11.01.000

2018-2019

KOHA Open Source

Partially

18.11.02.000

2019-2020

KOHA Open Source

Partially

18.11.02.000

2020-2021

KOHA Open Source

Partially

18.11.02.000



1. Initiatives to render library services

- Library is providing text books and reference books to students as per prescribed syllabus. Apart from text books and reference books, library is having collection of Motivational Books, Competitive Examination, GATE, Encyclopaedia, Dictionaries, Communication Skills, Religious Books.
- All books are arranged subject wise according to Dewey Decimal Classification 21st edition, for easy retrieval of books.
- Due to pandemic, students could not access physical books from library, hence upon student's request, we mailed them the scanned copies of the relevant study material from various sources. Apart from this they were encouraged to use e-resources

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.5

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

16

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

We, frequently Update our IT Facilities Including Wi-Fi

Computer : Computer Lab Having total 33 Computers (Client)which was connected virtually to Virtual server but due to Poor performance we installed SSD Hard disk to all computer and

connected in LAN for better Performance.

Internet: we Installed WI-FI Router to all FCRIMS Floor and for better and smooth performance we increased Internet Bandwidth Speed from 20 MBPS TO 50 MBPS.

During Online classes Microsoft Team ID's were created for All Teachers, Visiting Faculties, Guest Speakers and Students. Online meetings were scheduled for Guest and Visiting Faculties.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

58

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

0.93

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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, Basket-ball, foot-ball, swimming and other facilities

Physical & Academic Facilities - UTILISATION

- Class rooms
- Five in number, are titled LH1 - LH5 and vary by size and seating capacity.
 - LH1 is allotted for MMS 1st year
 - LH2 is allotted for common classes for MMS 2nd year as well as specialization classes for specialization with maximum students in that batch
 - LH 3 4 & 5 are allotted by the Director to the other three specialisations based on the number of students in that specialization area.
 - Exam Control room is monitored by Director for all exam related matters including University exam and Internal exams.
 - Tutorial Room is used for subject related tutorials by students and faculty.
 - Board Room is used for all committee meetings.
- 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.

o

i. Central Library situated on the first floor is usually available from 8.00 am till 1100 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
 - o Up to 2 Books may be borrowed against ID cards for a duration of 7 days at a time
 - o Fines are levied on students for not return books in time

ii. 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.

c. COMPUTER CENTRE

The Computer Centre has computers, internet and printing facilities,

- Moodles and Office 365 is available for students and staff for which they can take

help of Lab Assistant to access the same by creating their official email ID .

- It is available for use by students during notified timings. Staff is permitted to use it for official use.
- A fee is charged to students and staff for prints required for personal use.

PS: All 'fees' and payments are made to the Accounts Department of Agnel Technical Complex, which issues a token/voucher.

d. Other spaces for students' use: All these facilities are available during the working hours. The timings are notified. The college may place some restrictions on their use by students when classes are on.

- Hangouts: covered terrace, available during working hours
- Wash-rooms and common rooms - separate for male and females
- Clouds Café
- Syndicate discussion rooms: these are available on request from students.

e. Offices: Spaces and offices are assigned to those staff requiring it.

- : Elevators, air-conditioning, lights: The institute is centrally air-conditioned and has an elevator for its exclusive use. Every room and corridor has adequate lighting. The institute also enjoys the facility of a Diesel Generator which services all institutions in the complex.

Physical & Academic Facilities - MAINTENANCE

- Shared facilities: Maintenance is carried out at the level of the Complex. The Director make recommendations / seek services of Central Services should there be any requirement.
- Infrastructure directly under FCRIMS:
 - Cleaning: designated staff is assigned to clean offices / other spaces regularly.
 - All equipment (except that in the personal custody of a particular staff member) is checked and, where required undergoes preventive maintenance before the start of the academic year.
 - Equipment mal-function during the year:the concerned staff / student inform the Director who gets it attended to.
 - Where internal resources are available in the Institute or Complex, facilities maintenance is done in-house (example air-conditioning).Else, it is outsourced.
 - Statutory Inspection/ maintenance: AMC (Annual Maintenance contract)
 - Girl's common room is available to all girls for any problem related to health issue. In case of sickness bed is available and first aid facility is given. Medical assistance is also available at the Medical centre if required.
 - Boy's common room is available for all boys.

SPORTS FACILITIES

These are managed and maintained by Agnel Charities and are available to FCRIMS students.

a. Proper schedule is maintained for sports for all MMS students by putting up notices.

Responsibilities

Staff using the facilities are responsible for:

- Proper utilization of the facility by them.
- Recommending / requesting required changes in this policy and its contents, to the extent that it relates to their work / functioning.
- Reporting any observed misuse to the director.

Authorities

- Infrastructure under FCRIMS:

- All decisions related to allotment and utilization of infrastructure is taken by the Director.

- All decisions regarding acquisition and maintenance of infrastructure are taken by Director.

- Shared Infrastructure: Suggestions / Recommendations are made by Director, FCRIMS. Decisions are taken by Managing Director (ATEC) on utilization and maintenance of infrastructure

Policy prepared by:

Name: Shrabani Walke

Designation: Registrar

Signature:

Policy approved by:

Name: Dr.Sujata Chincholkar

Designation: Director

Signature:

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

22

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

2

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://drive.google.com/file/d/1U6fZAI9QEWRHgHMTADULM8g8HzlbYs6c/view?usp=sharing
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

Nil

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

40	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

0.0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

2

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

5.3 - Student Participation and Activities

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

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

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

FCRIMS has a very active Students' Council which consists of General Secretary, Cultural head, Sports Head and other members. The Student Council 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 helps in organizing various college events. They also motivate students to participate in intercollegiate events.

In addition to student council, each batch has two Team Leaders (TL) elected by the student body. They act as a bridge between the Faculty and the Students. They are members of Students Council, IQAC, anti-Ragging and Grievance redressal committee.

Apart from TLs, other students are also part of different committees which is discussed below:

1. Placement and Guest Lecture Committee work towards

achieving the desired placement and internship for the students and are also responsible for arranging guest lecturer.

2. Alumni Committee organizes Alumni Meet and keep record of all Alumni's.
3. Social Media Marketing is responsible for updating contents on social media pages of college and develop content relating to advertising.
4. Events Committee plan and organize different events throughout the year.
5. CSR Committee organizes various CSR activities.
6. Sports Committee organizes various sports activity.
7. Library creates awareness of available resources of the library among students and gives suggestions for improvement in library facilities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

24

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development

of the institution through financial and/or other support services

In the year 2018-2019, steps were taken to have a registered Alumni Association for FCRIMS.

For this a discussion was held and the Director Dr. Sujata Chincholkar advised to nominate alumni members from different batches i.e. one member each from one particular batch.

Based on this calling was done by Bindal Totlani, Assistant Professor to some selected alumni from different batches (names as suggested by the Director) to get their consent.

Post this the consent was received from the following alumni who agreed to be a part of the alumni association which will be registered soon:

Sr.No.

Name

Designation

1

Amol Mahale

President

2

Deepak Garera

Treasurer

3

Bindal Totlani

Member

4

Dr.Sujata Chincholkar

Member

5

Neeta Keswani

Secretary

6

Ruchir Khare

Member

7

Amey Naik

Member

8

Sachin Nachnani

Member

9

Dhananjay Sahasrabuddhe

Member

10

Monil Shah

Member

11

Ajinkya Sawant

Member

Post this a MOU for registering the Alumni Association was drafted by Amol Mahale, a Company Secretary as well as an alumnus

of the institution.

The next step was to get the association registered. So in the year 2019-2020 FCRIMS appointed Lawyer Nilesh Bhojane, who was appointed the task to register the alumni association.

Under the guidance of the Lawyer, PAN Card and Aadhar Card copies of all the above members as well as other required documents were collected and a file was prepared for the registration process. This file was handed over to the Lawyer so that he can proceed with the registration process. Apart from PAN and Aadhar card, electricity bills in the name of Neeta Keswani were emailed to the lawyer.

We at FCRIMS are awaiting the registration offices to open since there was a lockdown post the documents were handed over to the Lawyer due to the Covid -19 pandemic.

The registration offices have been functional now with certain restrictions and we are expecting the alumni association registration should happen soon.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution ensures that its mission and vision are the guiding lights in its governance and operations. The activities of the institute are planned such that we transform our students in responsible corporate managers. The students are exposed to

initiatives that allow them to hone their skills of decision making. Further the experiential learning activities implemented as part of their course work give them the confidence to execute their plans. The limited intake of students helps the institute to provide individualized attention to each student. This is reflected not only in terms of their learning levels in classroom but also encourages them to participate in college events. The mentorship program of the institute further builds up the trust among the faculty and the students. The institute has an initiative through which the spirit of business ethics is inculcated in the students. This initiative exposes them to various scams and their impact on the business and society in general. This sensitizes them to the outcomes of faulty decisions of the business managers and thereby encourages them to be responsible managers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The leadership style at the institute is decentralised and participative. Since the institute, Fr.C.Rodrigues Institute of Management Studies is the part of Agnel Charities, this leadership style is visible right from the level of Managing Director. Our managing director, Fr.S.Almeida offers autonomy to the institute when it comes to planning as well as execution. The institute is allowed to chalk its own growth plan and create their revenue streams. The institute budgets its requirements and then ensures that it is within its revenues. The trust plays the role of a guiding force and merely ensures that the plans are in light with the missions and vision of the institute.

The institute also believes that it can sustain and grow only when its stakeholders believe that their participation is valued. The institute has faculty meetings at regular intervals wherein all faculty members are encouraged to share their ideas for new initiatives and the same are discussed elaborately. The semester planning is also done in such meetings. Since we have limited intake of students, the faculty intake is also limited leading to each member contributing to ensure sustainability and growth of

the institute. There are various committees which are formed with students and a faculty member like Library committee, corporate interface committee, social media marketing committee, Sports committee, Alumni committee. The students and faculty members work towards strengthening these aspects of the institute. They plan activities, create budgets for these and the same are put up to director for approval. The director discusses the ideas with students and faculty members and approves them if they are feasible.

The budget of the institute is chalked out after submission of the resource requirement of each department thereby ensuring that all functions have a say in the same. The critical functions like Admissions and Placements are handled faculty members and staff as a team. When it comes to admissions, all faculty members and staff remain in touch with prospective candidates or connect with leads generated through social media and act as spokesperson of the college. In case of placements, it is everybody's responsibility. The faculty members train the students for interviews with specific organisation, thereby giving them confidence and improving their chances of getting placed.

Thus, we not only teach decentralised and participative management but also implement the same in our institute.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute plans to increase the intake of the students in the coming years and is already working in that direction. The pre requisite for increasing the intake is NBA accreditation and the institute has initiated the work on those lines. In addition to these pre requisites, it is important that the institute creates a preference for itself amongst the potential students and is accordingly using social media platforms like Facebook, Instagram & LinkedIn to connect with students and alumni. The institute believes that these actions are important to boost admissions

once we increase our intake of students.

In addition the institute has taken up Minor Research Projects with University of Mumbai, this will help the faculty members focus on research and publication. The faculty members are also encouraged to take up such similar projects.

The institute has planned to organise its first International Research Conference in the academic year 2021-2022. This will not only give the institute visibility in the research fraternity and also an opportunity for the faculty to publish their research.

The institute also intends to create more revenue streams by conducting Management Development Programs for SMEs

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institute has active committees that function as per the laid down rules and regulations.

The Governing Council meets regularly and deliberates the performance of the institute on various parameters like financial, placements, image building activities, future plans.

The Internal Quality Audit Committee focusses on improvement of the quality of various processes followed by the institute. It suggests and spearheads initiatives that can improve the quality of activities conducted by the institute. The Students Council, Sports Head and Cultural Head also performs its role with great diligence.

The institute has an University of Mumbai approved director and faculty members. The recruitment of faculty members is done as per the guidelines of University of Mumbai and AICTE. The service rules are applicable as specified by the institute that are drafted keeping in mind the university rules and regulations.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institute believes in Vasudhaiva Kutumbakam and believes that the world is one family. It has measures in place for its teaching and non teaching staff. The institute provides medical insurance for its staff as well as for students. Since the institute belongs to the Agnel Charities Trust, it has institutes like Engineering, Polytechnic, ITI, Law College and a school. The employees of both teaching as well as non-teaching staff can get their children admitted to these institutes and get a discount in the prescribed fees. The institute provides training to teaching as well as non teaching staff at regular intervals so as to ensure that they remain updated. The institute had conducted covid 19 vaccination camp for its employees and students. The institute also provides gratuity and Provident Fund to its employees

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

1

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

4

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The institute has a systematic Performance Appraisal system in place for teaching and non-teaching staff.

The teaching staff uses the Performance Appraisal has various

sections like General Information, Academic Performance Indicators, Research Publications & Academic Contributions, Research Guidance etc. The form is adapted from the one prescribed by University Grants Commission for teaching staff of the institute. The form is filled by the faculty member at the end of each academic year and submitted to the office. The director/Head of the Institute then goes through the form and puts her comments on the same. The comments are then discussed with individual faculty members. The form is very comprehensive and thereby gives the members a chance to track their performance year on year and attempt to do better each year as compared to the previous one.

The Non-teaching staff also follows an appraisal form which is designed by the institute. They also follow the similar cycle of filling the form at the end of the academic year and the director/Head of Institute puts her comments and discusses the same with the members of non-teaching staff

Overall the system is robust and fulfills its objective well.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institute has regular cycles of financial audit. 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institute has three major sources of funds:

1. Student fees: The fee structure followed at FCRIMS is the one prescribed by Mumbai University. The proposal for fees is sent to Fee Regulatory Authority and once the approval for the same is obtained, fees are accordingly collected from students.

2. Consultancy to corporates: Faculty members are encouraged to offer their expertise to corporates in the form of consultancy services. 40% of the consulting fee derived from these consultancy projects is shared with the faculty members.

3. Faculty Development Program: The institute conducts Faculty Development Programs and the proceeds from the same act as additional resources for the institute.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) of the institute is fully functional and formed as per the requirements of NAAC. The IQAC meets once every quarter to assess the quality of various functions of the institute and deliberates on ways and means of improving the quality of inputs and activities of the institution.

The major contributions of IQAC include the following:

1. Adapting the teaching and classes to online mode. The institute was using Zoom platform earlier from March 2020 when the lockdown stuck. The members of IQAC discussed various options and decided to use Microsoft teams as it was a superior platform compared to other existing online platforms and the institute already had a license for the same. The institute conducted a training session for the full time and visiting faculty so that they are comfortable using MS teams
2. The institute believes that the PG prog of Masters in Management Studies should provide inputs beyond curriculum and hence it was decided to include Activity Based Learning as a part of the time table and faculty members had to plan for various activities that would add value to the students. The same was initiated in Sem1 for 2020-2021 batch and later continued in upcoming semesters as well.
3. Library had moved online with pandemic and the IQAC members believed that there should be some activities that need to be planned so that usage of library would increase, which in turn will benefit students. It was decided to be a member of National Digital Library of India and plan activities under that banner so as to promote library activities among students,
4. The spirit of entrepreneurship is important among the students and the IQAC decided that institute should provide

a platform for the same to the students. Institute is now a part of National Innovation & Start up Policy and thus conducts programs on Innovation and creativity to boost entrepreneurship amongst students, alumni and faculty members. The institute has NISP policy in place and has been shared with students, alumni and faculty members by using various means like seminars, posters etc. The institute has initiated Institution Innovation Council (IIC), an initiative of MHRDM to create a vibrant local innovation ecosystem. Various activities were undertaken under this initiative.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The review of teaching learning process was critical this year as the classes moved online and teachers as well as students had to adapt to this new mode.

The classes were conducted online and instead of one class of 180 minutes, which was the norm, 2 sessions of 90 minutes were conducted every week for every subject in online classes.

IQAC discussed with the faculty mentors as they were advised to be in touch with their mentees and collect feedback from the students for online classes. It was decided that the faculty would keep their camera on while conducting classes and encourage the students for the same. However it was not made compulsory as the students may face band width issues.

The mid term was conducted for 20 marks as per the university guidelines and as per previous IQAC meeting, each subject should have some MCQs as the part of evaluation. The University of Mumbai had conducted online quiz for its paper but members of IQAC contemplated on the same and decided that the end term paper would be a combination of MCQ and subjective exam. The modalities of conducting the exam were discussed and it was decided that channels would be created on MS Teams so that invigilation would

be easy and students would be asked to keep camera on while they appear for exam and submit the scanned copy of the paper later.

It was stressed that for the mid term exam it is advisable to use applied questions so that it tests the understanding of the students rather than testing their memory.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Safety and Security:

1. Cameras are installed at FCRIMS for security and safety

2. Peon present all time to keep a watch on the corridor activities.
3. Agnel Technical Education complex has separate wings for boys and girls hostel.
4. FCRIMS has an anti-ragging policy in place.
5. Every year institute organizes Art of Survival workshop for the female students for stress management as well as self defence. The same was postponed due to the ongoing pandemic.
6. There is a sanitary napkin machine installed.

Counselling: As FCRIMS, we have an annual gender sensitization plan in place which consists of:

1. Ladies staff complaint redressal committee and Sexual harassment committee which consists of staff member as well as an NGO representation which addresses gender equity and issues related to sexual harassments on the campus.
2. Equal opportunities are given to both the genders when it comes to election of class representatives for the batch, event heads of yearly festival, student council heads and other committees of the institute.

Common Rooms: FCRIMS has separate common rooms for boys and girls which addresses gender specific facilities such as recreation, for medical emergencies, events as well as day to day gender specific activities.

File Description	Documents
Annual gender sensitization action plan	Art of Survival September 2021
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Common Room for Girls and cameras installed in common area

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Liquid waste management/ Waste recycling system:

FCRIMS has always been focused towards green initiatives. We have a Sewage Treatment Plant (STP) in the Fr. Agnel School, Sector 10 in Vashi, the Agnel Sports Complex and the Agnel Technical Education Complex.

Sewage Treatment is a process in which physical, biological and sometimes chemical methods are used to remove the pollutants from water. Its aim is to produce environmentally safe sewage water, called effluent, and a solid waste called sludge or bio solids for suitable disposal or reuse.

To make waste water acceptable for reuse and for returning to the environment, STP was installed in the Year 2009 in the Agnel Technical Education Complex. Fr. Agnel's Group of institutions also has the STP installed in the Sports complex and the Fr. Agnel School, Sector 10, Vashi. (Ground Floor, back side near the

mosque) .

Advantages of STP:

- ? Compact
- ? Portable
- ? Minimum civil works
- ? Good aesthetics
- ? Economical
- ? Minimum supervision
- ? Higher efficiency

We use the recycled water for toilet flush and gardening.

E- Waste Management: - While procuring new electronic items, vendors offering exchange of old with new are preferred.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms	C. Any 2 of the above

Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our Institute's logo describes our belief of Unity in Diversity through the three religions symbols of Hinduism, Christianity and Islam. FCRIMS follows the concept of 'Vasudhhaiva Kutumbakamm' which means entire world is one family.

All student and staff members at FCRIMS who are from diverse cultures and religions work under one roof together, thus justifying the message put forth in the Institute's logo. The institute follows a culture in which there is no discrimination based on religion, caste or gender.

The social media committee greets and wishes every stakeholder of the institute for all important festivals of each religion such as Eid, Diwali, Christmas, etc. The online flyers designed for the respective occasions by FCRIMS are posted on the college's website.

FCRIMS every year celebrates traditional day in which students get dressed in the traditional dresses of their respective states and share the uniqueness of their culture and state. However, this year due to pandemic we were not able to celebrate this

event .

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

FCRIMS has take the following initiatives towards values, rights, duties & responsibilities of citizens:

1. Covid Vaccination Drive - FCRIMS in association with MGM hospital, Vashi conducted a covid vaccination drive for age groups from 18 to 44 yrs on 12 June 2021.
2. The institute follows strict covid 19 protocols of wearing masks, social distancing and santization. It is mandatory to have the Argya Setu app before entering the campus. Also temperature check is done at the main gate entrance.
3. The B School conducted an awareness program on COVID 19 during the annual B School fest.

Dr.Ashlesha Udare MBBS , MD Radiology working at Lilavati Hospital, Bandra was the chief guest and she explained the importance of safety measures to be adhered to during the ongoing pandemic.

1. National Festivals - During the pandemic , FCRIMS continued celebrating Independence Day online where all the staff members and students were present.
2. The institute logo includes the symbols of all three religions indicating that entire world is our family. (Vasudhaiva Kutumbhakam)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

E. None of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

FCRIMS celebrates various national festivals and international commemorative days such as:

- Independence Day: FCRIMS celebrates every year on 15th August, India's Independence Day on campus by hoisting the National Flag. However, this year due to Covid-19 pandemic restrictions, it was celebrated online in which the Managing Director Rev Father Almeida addressed the faculty and staff..

- **Republic Day:** FCRIMS celebrates India's Republic Day on 26th January every year, on campus by hoisting the National Flag. All the Covid-19 vaccinated staff members came together to celebrate this occasion.
- **Yoga Day:** Due to the pandemic, yoga day was celebrated online on 21st June by FCRIMS. Rev. Fr. Ivon Almeida took an online session on meditation practices and the importance of yoga for the staff of Agnel Technical Education Complex and Agnel School. This event was hosted by FCRIMS.
- **Women's Day:** On 8th March 2021, staff and faculty members of FCRIMS celebrated women's day alongwith other members of the Agnel Technical Education Complex in online mode. Staff members showcased their talent and various games were organised for female staff of the Agnel family.
- **Van Mahotsav:** FCRIMS celebrates Van Mahotsav which is an annual, one week tree planting festival in India, is celebrated from 1st July to 7th July to spread awareness of forest conservation and to save the environment. This year due to a pandemic, the students planted trees in their respective areas to commemorate this day.
- **Teacher's Day:** Due to the current pandemic, students of FCRIMS wished the faculty members by conducting an online event. During the online event, students showcase their talent by reciting poems and paying their gratitude to their teachers. Some students, residing near the college gathered in the institute with a cake, rose and memento for their teachers

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice 1. Management Ethics

FCRIMS believes in building ethical value system in the students. In order to inculcate these values in successful managers, we believe that students require understanding of ethical concepts that are best built and strengthened through exposure to case studies on ethics which is beyond the curriculum. This activity is aimed to develop ethical leadership and social responsibility among students. To achieve these objectives FCRIMS conducts sessions of case study relating to corporate values and ethics.

A group of students is given a corporate case study related to ethics that a particular company is facing. Students present after dissecting and analysing the case. They identify what went wrong with the company and also come up with solutions. This makes them understand the importance of corporate ethics. This activity helps in understanding management roles and developing the students to become ethical leaders /managers/entrepreneurs. This activity also 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 5 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.

Overall the institute strongly believes in imbibing ethical values and builds a healthy ecosystem in the minds of the students. This activity helps the students to become more competent in the corporate world.

Best Practice 2: Activity Based Learning

FCRIMS believes in all round development of students through

'Learning by doing' learning. Hence the institute has come up with the idea of activity based learning. The purpose of activity-based learning (ABL) was to enrich interaction and understanding of various dimensions of corporate world and improve the skills needed in business. These activities are listed as under:

Emotional Intelligence: With the theme of Emotions and Emotional Intelligence, many activities were conducted in the ABL session scheduled with the aim to facilitate learning through individual sharing, from peers in groups with a complete experiential approach. The sessions involved various exercises such as identifying triggers, working with core beliefs, mapping the emotions etc. using various tools like psychometric test, exercises, storytelling, videos, movies etc.

Ex Tempore: Each student was given a random topic to speak on for 2 to 3 mins. The topic would vary from current affairs to general knowledge and abstract topics. The student was given 1 minute to think and gather their thoughts and then speak. This activity helped understand the thought process of the students. Each student was given feedback on the quality and quantum of the content.

Netrutva (??????): This activity will make students aware of the prominent personalities in the field of business. Students are expected to do some online research about these leaders and create a document as specified by the faculty coordinator. In each slot of activity based learning, the student is supposed to present/discuss the achievements, struggle of the business personality allotted to him.

Self-introspection: In an exercise of Self Introspection using SWOT Analysis, students identified their strengths, and, weaknesses. They also identified the opportunities they can avail using their strengths. They also identified the threats they could face due to their weaknesses. The exercise was enjoyed by the students and they could identify the strengths to be sharpened and weaknesses to be worked upon.

Time Matrix: In an exercise of Time Matrix, they understood the importance of priority management and importance of proper utilization of time for their work life balance.

Overview of Financial Services Industry: This ABL on "Overview of Financial Services industry" introduces an understanding of various financial products and Institutions providing financial

services, knowledge of which is essential for students of all specialization of MBA course. Students were given topic relating to financial services. Each group has to make a presentation on basics of their topic which includes concept, example and current news relating to that topic followed by a MCQ for attendees. After the student presentation and MCQ, Faculty member discusses topic and explains topic with an interesting video. This helps students to understand topic better.

Financial Literacy: The students were asked to pen down their income in terms of part time earnings, pocket money, income from any existing investments. They were also asked to record their expenses and make a monthly budget. Post making a budget they were sensitized to save and invest their savings. For investment of their savings, discussion on basic instruments was done along with the instrument's mechanism and the calculations.

World of Stock Trading and Investing: The students were explained some basics of stock trading and it was demonstrated via a virtual trading platform on how to do trade. They were asked to open a virtual trading account and trade. Topics on stock market concepts were given to the students in a group of 3 or 4 and were asked to do a presentation on it.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The COVID-19 outbreak has compelled many educational institutions to switch to the online mode of delivery of lectures which was difficult and stressful but as an institute FCRIMS implemented MS Teams as an online teaching platform. Our in-house faculty Dr.

Manisha Karandikar took a training session for staff as well as the students for helping them understand the useage of MS Teams. Apart from this the institute sponsored a workshop on 'Online Teaching and E-content' by IIDE. All this helped the institute prepare for the transitioning from offline to online teaching. FCRIMS was one of the very few colleges who was successful in organizing 'Abstract'- the annual inter-collegiate festival online. This was for the first time in the history of FCRIMS that an event was hosted online despite the pandemic. Regardless of so many challenges online, the pandemic could not stop the zeal of the institute in organizing the event which comprised of management as well as cultural events. Right from the planning of the event, selection of the Abstract leaders as well as the execution of the events and the closing ceremony, everything was successfully done in an online manner.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plan for next academic year:

1. Plan and organise an International Research Conference during 2021-2022
2. Conduct various activities unders NISP and iic
3. Activate NDLI club and organise various activities
4. To increase interaction with alumni using online platforms
5. To develop metrics for measuring contribution of students beyond academics
6. To target new companies for placements
7. Faculty to focus on research and publications