

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

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

MISSION

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

Value Framework

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

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

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Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

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

Operational Features of the IQAC

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

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

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

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

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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

Shri Vile Parle Kelavani Mandal's Narsee Monjee Institute of Management Studies (Deemed to be University)

1.2 Address Line 1

V. L. Mehta Road, Vile Parle (W)

Address Line 2

City/Town

Mumbai

State

Maharashtra

Pin Code

400056

Institution e-mail address

registrar@nmims.edu

Contact Nos.

02242355555

Name of the Head of the Institution:

Dr. Rajan Saxena

Tel. No. with STD Code:

02242355502

Mobile:

9833725699

Name of the IQAC Co-ordinator:

Dr. Meena Chintamaneni

Mobile:

9920150060

IQAC e-mail address:

meena.chintamaneni@nmims.edu

1.3 NAAC Track ID (For ex. MHCOGN 18879)

13025

1.4 NAAC Executive Committee No. & Date:

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

1.5 Website address:

www.nmims.edu

Web-link of the AQAR:

http://www.nmims.edu/docs/iqac_report-2015-16.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle			2003	3
2	2 nd Cycle			2006	5
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

04/06/2005

1.8 AQAR for the year (for example 2010-11)

2015-16

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

- i. AQAR 2012-13 14/08/2013
- ii. AQAR 2013-14 21/08/2014
- iii. AQAR 2014-15 19/08/2015
- iv. AQAR 2015-16 30/08/2016

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Pharmacy, Architecture & Economics

1.12 Name of the Affiliating University (for the Colleges)

NA

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="4"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="5"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="2"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="13"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Enhance use of ICT (increase in no. of licenses)
- Creation of smart classrooms

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none">• Renewal of Blackboard licences• Renewal of Activity Insight's Digital Measures application use of AACSB accreditation• IT budgeted enhancement	<ul style="list-style-type: none">• New Schools also could avail the benefits of Blackboard• Recording of research and other data of faculty members of School of Business Management in a more structure way.• Incorporate latest ICT for improving technology and learning methodology

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- Management suggested means to enhance quality and employment
- Budget for enhancing IT and Research

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	6	1	7	
PG	27	3	19	
UG	27	4	12	
PG Diploma	16	1	16	
Advanced Diploma	1	0	1	
Diploma	10	1	11	
Certificate	10	0	10	
Others	2	0	7	
Total	97	10	107	
Interdisciplinary		5	5	
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All UG programs
Trimester	All PG programs
Annual	

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

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

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

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

Yes. Every School conducts their own Board of Studies meetings twice a year. The Board of Studies comprises of industry experts and academicians from institutions

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

School of Liberal Arts

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
491	325	67	64	35

2.2 No. of permanent faculty with Ph.D.

118

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
84	109	15	72	19	23	17	7	135	211

2.4 No. of Guest and Visiting faculty and Temporary faculty

139

429

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	91	55	
Presented papers	91	55	
Resource Persons	8	15	

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

- i. Development of an Academic Information System, which monitors and continuously reviews the performance and the delivery of the courses as per the academic plan of the Schools. The focus has been to ensure that no class gets cancelled or that at the end of the term the required numbers of sessions in each course/ program/ school are held as per schedule
- ii. At NMIMS schools have one week fully fledged orientation programme to debrief and refresh first year students about the course which helps them to understand the subjects clearly
- iii. Experiential learning approach through management cases, role plays, simulation exercises, web-based exercises, interactive programmes, and live organization based projects

2.7 Total No. of actual teaching days 236
during this academic year

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 61

2.10 Average percentage of attendance of students 94%

2.11 Course/Programme wise distribution of pass percentage: **We follow 4 point Cumulative Grade Point Average System**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MBA						

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

- End Semester review / Academic review
- Faculty and course feedback taken every end semester on Blackboard

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty/staff benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	29
Orientation programmes	5
Faculty exchange programme	
Staff training conducted by the university	34
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	29
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	496	43	67	-
Technical Staff	103	10	24	-

Criterion – III

3. Research, Consultancy and Extension

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

To enhance research, the University has announced Research Promotion Policy. This policy has 3 components:

- Provision of seed grants
- Incentivisation of research
- Facilitation of filing patents

In order to encourage research, the University has recently introduced research policy, which entitles each faculty member for a grant of Rs. 1,00,000/-

Also, research assistants in the form of Research Associates has been provided

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	21		
Outlay in Rs. Lakhs	3.80	118.36		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	1	36	
Outlay in Rs. Lakhs	0.98	2.80	30.25	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	114	14	
Non-Peer Review Journals	3	4	
e-Journals			
Conference proceedings	2		

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Sr. No.	Name of consulting project	Name of sponsoring organization	Date & Duration	Total outlay (Rs)	Grant sanctioned
				Rs.	Rs.
1.	Effect of Bauhinia variegata (Caesalpiniaceae): a phytomedicine in diabetes and its complications.	Grant Dst Inspire Faculty Grant	2015-16	7,00,000	35,00,000
2.	Application of radiotracer in evaluating the therapeutic potential of morinda genus for dementia	DAE	2015-16	10,53,906	24,86,350
3.	“Novel Intranasal Delivery of Antiparkinson Agents” from Council of Scientific & Industrial Research (CSIR), Govt. of India (Project Order No. 27(0296)/13/EMR-II dated 08.10.2013)	CSIR	2015-16	4,78,444	20,00,000
4.	Design and Development of Novel Inhibitors of Inosine 5'-Monophosphate Dehydrogenase II (IMPDH II) as Anti-inflammatory Agents	SERB	2015-16	6,50,000	25,75,903
5.	Investigation on Pharmacodynamic and Pharmacokinetic interaction of unani Plants (anti-deiabetic potential) with hypoglycemic drugs	CCRUM	2015-16	17,40,000	31,80,000
6.	"Development of polyherbal preparation to treat ethanol abstinence syndrome"	SERB	2015-16	1,58,812	1,88,400

7.	Preclinical Studies on Triphala for its Possible Effects in Treatment of Microvascular Complications of Diabetes.	AYUSH	2015-16	8,80,800	36,64,000
8.	“Innovative approach to target Type 2 Diabetes Mellitus: CB2 agonist combined with L-Arginine”	SERB	2015-16	9,50,000	22,81,000
9.	Discovery of small molecule activators of sirtuin 1 for cardioprotection	SERB	2015-16	3,50,000	16,50,000
10.	Evaluation of Herbal Formulations in Animal Models of Thrombosis, Hyperlipidemia, Atherosclerosis and Hypertension: Pharmacological and Molecular Studies	Madhavbaug (Cardiac Rehabilitation Center), Khopoli	2015-16	3,00,000	5,00,000
11.	Evaluation Of Fracture Healing Activity Of Polyherbal Formulation In Femoral Dexter Osteotomy Induced Experimental Model Of Fracture In Rats.	Charak Pharma Pvt. Ltd. IV project	2015-16	51,200	1,01,200
12.	Pharmacological Evaluation of Sedative & Hypnotic Activity of Polyherbal Formulation in Experimental Model of Rats	Charak Pharma Pvt. Ltd. V project	2015-16	98,340	98,340
13.	Evaluation of BILAGYL, a Herbal Formulation, in Experimental Models of Diarrhea Predominant Irritable Bowel Syndrome (IBS-D).	Sandu Pharma	2015-16	83,490	1,39,150
14.	Design and Development of Anticancer Agents (Consultancy Proj I)	Godavari Biorefineries Ltd. PROJ I	2015-16	2,00,000	20,00,000
15.	Comparative Evaluation of Microcrystalline Cellulose (MCC) from Bagasse with Pharmaceutical Grade MCC	Godavari Biorefineries Ltd. PROJ II	2015-16	1,00,000	1,00,000
16.	Design and Development of Anticancer Agents (Consultancy Proj II)	Godavari Biorefineries Ltd. PROJ III	2015-16	1,00,000	40,00,000
17.	Formulation and development of Generic products (for US market)	Intelliscend Pharma	2015-16	2,00,000	4,00,000
18.	Targeting therapy- resistant stem cell-rich cancers	GRANT BIPP	2015-16	3,00,000	10,00,000
19.	Evaluation of formulation for its antimicrobial activity against Gardnerella vaginalis, Candida albicans, Trichomonas vaginalis, and Chlamydia trachomatis	DABUR INDIA LTD PROJECT I	2015-16	1,03,152	1,50,000

20.	Evaluation of formulation for its COX inhibition potential by in-vitro and in-vivo models - Herbal Pain Killer	DABUR INDIA LTD PROJECT II	2015-16	3,14,614	4,50,000
21.	Isolation, Characterization and Evaluation of Anit-Inflammatory Compounds Isolated from Marin Sponges of Maharashtra Coastal Regions”	DBT	2015-16	13,11,375	35,68,175
22.	Grant IKST RESEARCH	INDO-Korean Science & Technology Centre	2015-16	75,531	
23.	Grnt GOI-DST-IFPhdPr	DST	2015-16	8,08,936	
24.	Grant JRF-Aparna Kha		2015-16	1,61,298	
25.	Grnt-Nano.StemCellAK	DST	2015-16	8,00,000	
26.	Grant-DAE Prof.Turel	DAE	2015-16	2,75,000	
27.	Grant from BARC L.G.	BARC	2015-16	15,487	
28.	Grant WRC/ICSSR DMH	ICSSR(WR)	2015-16	55,000	1,00,000
29.	Grant from IITBombay	IIT Mumbai	2015-16	2,80,000	2,80,000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	1	19	1		
Sponsoring agencies	NMIMS				

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	4
	Granted	1 (Provisional)
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College
23	2	14			1	6

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: **NA**

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS: **NA**

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

- We Care Project
- Awareness about chronic diseases and preventive workshops

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (sq. ft.)	548636.05	30227	Trust / Fees	578863.05
Class rooms	139	17		156
Laboratories	36	18		54
Seminar Halls / Conference Halls	-	3		3
No. of important equipment purchased (≥ 1-0 lakh) during the current year.		44		
Value of the equipment purchased during the year (Rs. in Lakhs)		1300.44		
Others				

4.2 Computerization of administration and library

Dedicated digital lab of 39 machines for digital database access and internet
WiFi enabled library
CCTV installed in library
No. of database subscribed during the year : 1 (AMOS:SPSS)
Reprographic facility

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	61,944	295,35,386	4,290	16,72,510	66,234	312,07,896
Reference Books	10,694	198,19,119	877	25,13,846	11,571	223,32,965
e-Books	1,23,116	27,09,379	8,903	5,66,780	1,32,019	32,76,159
Journals	229	376,09,401	-21	20,64,145	208	396,73,546
e-Journals	29,077	292,06,624	7,016	40,95,843	36,093	3,33,02,467
Digital Database	21	957,05,572	1	191,32,733	22	1148,38,305
CD & Video	2,576	26,69,526	476		3,052	26,69,526
Others (Institutional Membership IIT,BCL)		10,53,540		41,000		10,94,540

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	2312	19	1194 mbps	7	3	4	9	
Added	1010	3	180 mbps	-	-	2	-	
Total	3322	22	1374 mbps	7	3	6	9	

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

Blackboard (LMS) training given to faculty and staff & e-database training given to the students
--

4.6 Amount spent on maintenance in lakhs :

i) ICT	944.77
ii) Campus Infrastructure and facilities	6455.35
iii) Equipments	49.22
iv) Others	659.49
Total :	8108.83

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation sessions were conducted by the Counsellor for the newly admitted students in all the Schools
- Each School organized and encouraged students for many activities

5.2 Efforts made by the institution for tracking the progression

- Analysis of results was done
- Remedial coaching was conducted after tracking
- Bridge / extra lectures for better understanding planned

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5390	4154	165	849

(b) No. of students outside the state

5030

(c) No. of international students

3

Men	No	%	Women	No	%
	7451	67.79		3541	32.21

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
10099	77	17	482		10675	10558	50	9	335		10992

Demand ratio 1:22 Dropout % 2%

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

NA

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

NMIMS has an in-house qualified student counsellor who counsels the students on various aspects like, anxiety, confusion, anger management and depression.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
578	1730	1670	NA

5.8 Details of gender sensitization programmes

Each School was asked to include a task on gender sensitization including the inclusion of this in SBM admission process.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level	<input type="text" value="9"/>	National level	<input type="text" value="3"/>	International level	<input type="text"/>
Cultural: State/ University level	<input type="text" value="1"/>	National level	<input type="text" value="10"/>	International level	<input type="text" value="12"/>

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	15	17.15 Lakhs
Financial support from government	13	2.97 Lakhs per month
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level	<input type="text"/>	National level	<input type="text" value="8"/>	International level	<input type="text"/>
Exhibition: State/ University level	<input type="text"/>	National level	<input type="text"/>	International level	<input type="text"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: 2

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision

NMIMS will define the 21st Century Technological, Management and Organisational Research, and educate with a view to impact global developments and cadre of employable individuals.

Our Mission

NMIMS's mission is to provide to the nation, good quality trained human resources who are socially sensitive, have inquisitive minds and the persistence to change their own and organisation's lives, and contribute to making India a knowledge super power and the world a better place to live.

This we seek to achieve through educational excellence, innovative and relevant research, promoting social equality and an outreach program to ensure global access of our learning resources to all students and faculty.

6.2 Does the Institution has a management Information System

Yes.

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

6.3.1 Curriculum Development

A persistent effort and communication with all stakeholders – management, faculty, staff, students and society at large is being undertaken by NMIMS to develop and upgrade the curriculum. NMIMS received research grant under Newton-Bhabha Scheme to upgrade curriculum, faculty development and development of industry interface. Contemporary curriculum benchmarked against the best Universities has been introduced.

6.3.2 Teaching and Learning

Teaching learning process has an extensive use of computers. IT skills has been introduced as a part of the curriculum.

6.3.3 Examination and Evaluation

- For the purpose of bringing parity in the evaluation of answers carried out by different faculty, the examiners concerned have been directed to discuss the contents of the synoptic answers in a meeting before they start the evaluation of the answers.
- The rules, processes, categories of offences and corresponding penalties relating to adoption of unfair means by students during University examinations were reviewed and subsequently revised to deter the students from adoption of Unfair Means during the University examinations.

6.3.4 Research and Development

Professional Development Fund
Faculty Seminars
Research Partnerships
NMIMS University Seed Funding

6.3.5 Library, ICT and physical infrastructure / instrumentation

NMIMS Resource Centre has a rich collection of books, journals (National/International), audio-visuals, CDs, VCDs, annual reports, management games, newsletters, etc. The Resource centre has a collection of more than 50,000+ books covering not only all aspects of business and management but also including related areas like Economics, Behavioural Sciences, IT, Law, Engineering, etc. It subscribes to about 80+ National and International periodicals spanning all aspects of management with back issues of some important journals.

Dedicated digital library with around 40 machines is part of our resource centre. Where students can access databases and A-V material. Centre has 20 seater conference room for meetings and training programs. The centre has institutional membership with BCL (British Council Library), BMA (Bombay Management Association), MANLIBNET (Management Library Network), and Indian Institutes of Technology (IIT) Bombay.

NMIMS Schools are equipped with all learning aids that are required for effective learning. NMIMS is the first Indian educational institution to introduce SAP (System Application and Products for Data Processing) for its academic administration. The University has in place Blackboard Learning Management System (BBLMS), used by the faculty members regularly. BBLMS helps students to download standard courseware, exercises and assignments and extra courseware. The Blackboard is automated and personalized, so that courseware applicable to each student is available. NMIMS houses a state-of-the-art Management Development Program (MDP) hall. MDPs for the companies are a regular feature of the institute's interaction with the corporate world. Programs are custom designed to suit the requirements of individual organizations and also retailed.

6.3.6 Human Resource Management

- SAS training conducted for faculty
- SAS base and VA
- Hadoop
- Verification of prospective employee credentials by a professional agency

6.3.7 Faculty and Staff recruitment

- New Bye-laws implemented
- Tie-up with 2 placement agencies

6.3.8 Industry Interaction / Collaboration

The University aims to create a learner centric environment. This we strive to achieve through the following initiatives:

- **Industry Institute Partnership Cell (IIPC Cell)**
- **Alumni Cell**
- **Corporate Relations and Placement Cell**
- **Consulting assignment with the industry**

6.3.9 Admission of Students

- Entrance exam for the under graduate programs (NPAT) was conducted by TCS

6.4 Welfare schemes for

Teaching	
Non teaching	2
Students	2

6.5 Total corpus fund generated

Rs. 5 Crores

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	√	A special committee constituted		
Administrative	√			

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

For UG Programmes Yes No

For PG Programmes Yes No

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

Under the Grievance Redressal Process, photocopy of the answer book is supposed to be collected by the respective student in person. It was later decided that the answer book under this process could be either scanned and sent to the respective student's email ID, or a person authorized by the student concerned should be given the photocopy of the answer book on receipt of application with fees applicable only when the results of final / re-examinations of final trimesters / semesters are declared and when students are not expected to be on campus.

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

NA

6.11 Activities and support from the Alumni Association

Alumni Association is strong entity with crossing more than 2000 lifetime Member. We take pride in having our alumni working in different array of corporate and Start up and at a very prestigious level. We have had many events in the year 2015-16 which are as follows:

- 6 chapter meets in Delhi, Chandigarh, Chennai, Kolkata and Bangalore
- 3 coffee meets in the cities like Delhi, Ahmedabad and Pune
- Grand Alumni Mumbai Meet held at Novotel Hotel on 21st November, 2015

This year we saw an increase in the number of applicants for Lead the Way mentorship programme which can be attributed to the growing interest in the alumni circles to mentor the current batch of students and also the students' interest in getting guidance from the industry.

Among other initiatives, "Lend a Hand" scholarships would give an opportunity to help profusely the students with limited financial means to a MBA degree.

We conduct many workshops for First year students and also for Alumni who wants to have their start up and simple wants to enhance their skills and network. We have our foot prints globally also like we had meets in Dubai, Boston and twice in Singapore.

NMIMS's SPPSPTM has an Alumni portal – Alma Connect for sharing Job opportunities for Alumni career progression, achievement and campus related information with Alumni. The Alumni achievements are also highlighted from time to time on the School's Facebook page. Alumni are invited to provide their inputs on the curriculum based on their industry experiences. Feedback from Alumni is collected during the Alumni meets

6.12 Activities and support from the Parent – Teacher Association

No formal PTA. However, feedback is taken from parents during various interactions

6.13 Development programmes for support staff

Fire fighting training was conducted for security staff, housekeeping staff and liftmen.

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

Green audit planned

Criterion – VII

7. Innovations and Best Practices

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

- Periodic reviews for introspection of working of each department with the Deputy Registrar has been initiated. This helped the department functions more efficiently.

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

Department-wise workflow in detail was generated to identify the delay in the process if any. This increases the accountability by setting up individual responsibilities.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Partnering with GMAC, NMIMS has made a global brand. Business Schools in India, Africa and China have shown interest in accepting NMAT. Admissions are through a Computer based Admission Test. The ability and aptitude of students are tested while admitting them for a particular Programme.
- NMIMS has been focused on building skills in technical, managerial and interpersonal relations. It also focuses on developing socially sensitive and ethical managers, technocrats, entrepreneurs and business leaders.

7.4 Contribution to environmental awareness / protection

- E-waste to be disposed in the appropriate manner
- All ACs to be properly serviced by giving AMC and maintaining temperature at 24° C
- Green audit to be conducted

7.5 Whether environmental audit was conducted? Yes No

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

Would be included in the SSR

8. Plans of institution for next year

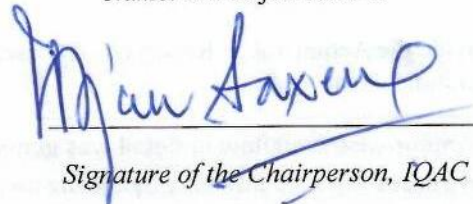
- Inter-disciplinary courses to be enhanced
- More verticals in emerging areas
- SAP to be more working friendly

Name: Dr. Meena Chintamaneni



Signature of the Coordinator, IQAC

Name: Dr. Rajan Saxena



Signature of the Chairperson, IQAC

Abbreviations:

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