



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution	Sinhgad Business School
• Name of the Head of the institution	Dr. Parag Kalkar
• Designation	Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02025434314
• Mobile no	9881000922
• Registered e-mail	director_sbs@sinhgad.edu
• Alternate e-mail	bharati.sbs@sinhgad.edu
• Address	19/15, Smt.Khillare Marg, Off Karve Road, Erandwane, Pune.
• City/Town	Pune
• State/UT	Maharashtra
• Pin Code	411004
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

- Financial Status **Self-financing**
- Name of the Affiliating University **Savitribai Phule Pune University**
- Name of the IQAC Coordinator **Dr Bharati Kumar**
- Phone No. **02025434314**
- Alternate phone No. **9764000437**
- Mobile **8999646283**
- IQAC e-mail address **bharati.sbs@sinhgad.edu**
- Alternate Email address **director_sbs@sinhgad.edu**

3. Website address (Web link of the AQAR (Previous Academic Year))

http://www.sinhgad.edu/2021/SBS/NAAC-2022/AQAR_Uploaded_NAAC_2020-21.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://drive.google.com/file/d/1SJHEF4vq_noD6K-bodM6PXNUUwwJxhUV/view

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	B++	Nil	2017	02/11/2018	01/11/2023

6. Date of Establishment of IQAC

17/09/2019

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
0	0	0	0	0

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- 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

- If yes, mention the amount

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

Updation of Digital Library post COVID 19 was continued. Sports day started in 2021. The teaching plan was modified to encourage students self-learning. A hybrid mode of teaching was implemented at the institute.

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
1. As per Government rules online sessions were conducted till Dec 2021 and from Jan 2022 as per new norms offline classes were conducted	1 Offline sessions and concurrent evaluation was successfully executed.
2.Faculty members will be publishing research papers in journals of repute	2. 90% faculty published paper in national & international journals. Few faculty members also published Books.
3. Keeping in mind the concept of learning by execution and keeping in mind the physical health of the students year marking sports day celebration was decided	3.Sports day was celebrated post covid in 25 Feb 2022

4. Keeping in mind the Multidisciplinary development of students introduction of virtual training sessions were decided to be included in the near future	4. MOU was signed with ExcelR solutions for student and Faculty development using online platform
5. All faculty members will attend webinars for understanding NEP guidelines so that the processes may be implemented smoothly next year.	5.All faculty members have attended webinar though all may not be related to NEP but related to quality education in PG institution
6.Since Pune University is going to conduct offline examination during the year, each faculty member should prepare a question bank of their subjects and ensure that all students are prepared in the same.	6. All faculty members prepared and shared with the students a question bank of their subject .
7.Concurrent evaluation to be revisited to incorporate online evaluation for assignments, tutorials and mid and end term examinations	7.Mode and implementation of concurrent evaluation was changed by every faculty after assessing the various online tools available. This ensured smooth submissions evaluation and sharing of feedback with students by faculty.

13. Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

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• if yes, whether it is uploaded in the Institutional website Web link:	https://drive.google.com/file/d/1SJHEF4vg_noD6K-bodM6PXNUUwwJxhUV/view				
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	B++	Nil	2017	02/11/2018	01/11/2023
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0	0	0	0	0	
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• Upload latest notification of formation of IQAC			View File		
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• Were the minutes of IQAC meeting(s) and compliance to the decisions have			Yes		

been uploaded on the institutional website?	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	20/01/2023
15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	

The Academic Bank of Credit referred to as ABC in short, is a virtual mechanism that will deal with the credits earned by students of Higher Education Institutes in India and which are recognised by the University Grants Commission (UGC).

The ABC will be entrusted with the responsibilities such as opening, closing, and verifying the individual academic accounts of students. It'll also be responsible to gather the academic credits earned by the students from their respective higher education institutions, verify the credits, store the credits, transfer or redeem such credits, and promote them as and when required among its stakeholders.

Students will have to manually open an account with the Academic Bank of Credit of India and abide by the standard operating procedures as communicated to them by the ABC along with a unique ID that identifies a student's account with the ABC.

Almost 90% students of Sinhgad Business School have created the ABC account.

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1

1

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

File Description	Documents
Data Template	View File

2.Student

2.1 575

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 150

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

File Description	Documents
Data Template	View File

2.3 286

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 17

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 30

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	1
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	575
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	150
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	286
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	17
File Description	Documents
Data Template	View File

3.2	30
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	15
Total number of Classrooms and Seminar halls	
4.2	7 cr
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	154
Total number of computers on campus for academic purposes	

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

The institute regards effective delivery of curriculum as the most vital curricular aspect. It follows the curriculum prescribed by Savitribai Phule Pune University (SPPU).

- Institute follows the Academic calendar issued by the University (SPPU) & DTE and executes it rigorously.
- The Time Table is prepared by Time table committee.
- The Time Tables are displayed on the Notice Board and sent on Mail.
- Teaching plan is prepared by faculty members at the beginning of academic year.
- Periodic assessment of curriculum delivery is conducted.

- The faculty engages extra periods as and when necessary.
- Optimum utilization of well-equipped Computer labs.
- The faculty uses charts, models and specimens along with the internet, LCDs & white boards.
- Methods like seminar, group discussion, quiz, case study, Guest Lectures for effective delivery.
- Library is maintained for referring books
- The books are issued to the students as and when needed.
- Institute encourages the faculty to participate in Orientation, Refresher courses, Workshops, FDPs to update their knowledge.
- Institute collects the feedback from the faculty, students, alumni and parents.
- The collected feedback is analysed
- Discrepancies identified are considered for correction.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://collegecircul ars.unipune.ac.in/sites/documents/Syllabus2020/MBA%20Revised%20Syllabus%202019%20Pattern%20_Sem%20I%20to%20IV_R2_25_7_2020_04.082020.pdf

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

The institution adheres to the academic calendar including for the conduct of CIE Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations.

Institute follows the calendar issued by the University strictly

and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute-level calendar. Institute calendar of events includes details like the total number of working days and holidays, CIE dates, dates for the Institute's flagship programs. The calendar also comprises guest lectures, workshops, industrial visits, other co-curricular and extra-curricular activities. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except unforeseen circumstances.

Coordinators closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Internal tests, assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. Conduction of lab experiments and viva, Submission of records are the major components of lab course evaluation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.sinhgad.edu/SinhgadManagementInstitutes/SBS-MBA/

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

B. Any 3 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	View File

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	View File
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	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

308

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

1.3 - Curriculum Enrichment

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

Institute integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. Actually, the university decides the syllabus and college has to follow it. But in this limitations college do its best for above said issues. Some of the steps taken are below:

1. Gender Programs are conducted such as dance competition, hemoglobin check up camps. The POSH committee organizes programs on Woman Empowerment, Laws for Woman, Women's Day, activities like Save girl child campaign, Essay and poster exhibitions, wall paper presentations, etc.

2. Environment and Sustainability Institute promotes environmental protection through tree plantation and other sustainable development programs. institute organizes environment related programs including tree plantation, village cleanliness, plastic free drive, Poster Competition, Debate Competition, biodiversity, environment and sustainability. The cleanliness program is organized to clean premises, watering plant, Celebration of various days like World Environment Day, etc. The institute has taken initiative in Tree plantation programs.

3. Human Values and Professional Ethics To create scientific approach and social awareness among the students, lectures and quiz, essay, etc. are organised by the institute. Institute takes efforts for integration of ethical and human values through extra-curricular activities also. Guest lectures on value education have been organized for students. Medical check-up camps, Voter's awareness program, Road safety Campaign, Blood donation camps, etc.

File Description	Documents
Any additional information	View File
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

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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

308

File Description	Documents
Any additional information	View File
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 **A. All of the above**

institution from the following stakeholders
Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Student's Feedback MBA 2021 22.pdf
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	View File

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	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Student's Feedback MBA 2021 22.pdf

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

312

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

150

File Description	Documents
Any additional information	View File
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

In order to assess the learning levels of the students, SBS organizes various programs. At the beginning of first semester 'Induction Program' is conducted to orient the students with the institute and to understand the various skills of the students through management games, 'Bridge course' finance for non-finance students is undertaken to provide conceptual base of finance to non-finance stream students, basic English communication course to excel in English speaking, writing and reading. Mentor Mentee Program is in place which serves as a platform to guide the students throughout the degree course duration.

Slow learners are encouraged to excel in academics and career by administering them with additional inputs, conducting extra classes and counseling sessions in areas of need.

Aptitude tests, Personal Interviews & GDs are conducted by the placement team to create awareness about interview process.

Advance learners are motivated to do additional value added certificate courses offered on online portals. Various awards are constituted by SBS to recognize and appreciate student's efforts and participation in academic, co-curricular and extra-curricular activities to promote healthy competition among students. Institute also motivates the students to participate in seminars and conferences and writing research papers

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/News_letter.pdf
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
575	17

File Description	Documents
Any additional information	View File

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

Students-centric methods used at Sinhgad Business School are as follows:

1. Participative learning:

- Interactive Lecture method: Various teaching methods such as presentations, videos, . group discussions, role plays, quiz, case studies, extempore, presentations, and management games are used to make lectures interactive.
- To keep students updated on current affairs, daily quiz (PEST) is conducted weekly.
- Simulation Activity: To give the students a feel of real business situations simulation activity on share market and business plan are also conducted
- Institute often indulge into student overall development related activities like Personal Interview, Aptitude, Excel skills are administered

2. Experiential learning:

- Internship enables to gain first-hand exposure of working in

the real world, connect & develop professional network . Students are encouraged to do projects in summer as well as in winter vacations. Students work independently to complete projects under the guidance of teachers for the subjects like BRM, IADR & EADR (I & II semester).

- **Guest sessions:** To incorporate knowledge about the corporate world & its current working processes

- **Industrial Visits:** Adopting industrial visits bridge the gap between theoretical training and practical learning in a real-life environment. Institute organizes various visits to various industries in & around Pune and outside Pune.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/News_letter.pdf

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

The presence of ICT in education allows for new ways of learning for students and teachers. E-learning or online learning is becoming increasingly popular, useful and necessary after the pandemic (COVID-19) for imparting education to students. ICT brings inclusion in the curriculum material and creates a score of learning beyond the classroom. There are many ICT tools used by the educator such as Projectors, FTP Server, Google doc, Forms, Sheets, ERP Software, Blogs, YouTube, Instagram etc. The ICT tools' literacy and capability depends on infrastructural collaboration and support such as availability of network, Wi-Fi, laptop etc. The constant innovation in the technological upgradation creates some challenges but the integration of technology with knowledge helps in personal growth, creativity and wealth. In the classroom, the teacher can integrate the technology with the present teaching pedagogy to impart knowledge in the better way.

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

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

17

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

17

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

10

File Description	Documents
Any additional information	View File
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

172

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 Coordinators of MBA and subject faculties prepare the scheme of internal assessment called as Comprehensive Concurrent Evaluation (CCE) before commencement of the term. After getting approval from director, it is displayed on the notice board and also hosted on website. Attendance record of all the sessions is maintained by every subject teacher in a standard excel format. Concurrent evaluation components comprises of attendance, written assignments, tutorials, case study evaluation, MCQ test, class test, subject presentations and Internal examination as mentioned in university syllabus. At the end of every semester Mid-term & End term examinations are conducted as per schedule by the exam team. Approved components of Comprehensive Concurrent Evaluation are spread through the entire duration of course and are conceptualized, executed, assessed and documented by every course teacher. Course wise assessment outcome of Comprehensive Concurrent Evaluation are shared with all students

and also displayed on the notice board. Course teachers guide the students about their performance on need basis.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/concurrent_evaluation_policy.pdf

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

The Coordinators of MBA and subject faculties prepare the scheme of internal assessment called as Comprehensive Concurrent Evaluation (CCE) before commencement of the term. After getting approval from director, it is displayed on the notice board and also hosted on website. Attendance record of all the sessions is maintained by every subject teacher in a standard excel format. Concurrent evaluation components comprises of attendance, written assignments, tutorials, case study evaluation, MCQ test, class test, subject presentations and Internal examination as mentioned in university syllabus. At the end of every semester Mid-term & End term examinations are conducted as per schedule by the exam team. Approved components of Comprehensive Concurrent Evaluation are spread through the entire duration of course and are conceptualized, executed, assessed and documented by every course teacher. Course wise assessment outcome of Comprehensive Concurrent Evaluation are shared with all students and also displayed on the notice board. Course teachers guide the students about their performance on need basis.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/EXAM_GRIVANCES_flowchart_SBS.pdf

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.

MBA is a two year degree program whose outcomes are divided into two clusters. First cluster is all about common subjects taught in the first semester and Second cluster trains students in

their chosen specializations in the remaining three semesters. The outcomes of this program are associated with the performer (The student), the performable (demonstration or assessment) along with the performance of students.

The outcomes of MBA program help students to possess generic and domain Knowledge which will make them able to articulate, illustrate, analyze, synthesize and apply the knowledge to real-world complex business issues. It will also help learners to prepare in problem Solving, Innovation, Critical Thinking and effective communication. - Ability to conduct investigation of multidimensional business problems using research based knowledge and research methods to arrive at data driven decisions. After completion of this program students will be equipped with leadership, entrepreneurship skills which will help them to be

socially responsible with sustainability.

The MBA Program has many courses taught under three heads namely; Generic, Elective (University & Institute) and specialization courses. The outcome of these courses prepares students to handle the complex world of business through the techniques of Remembering, Understanding, Applying, Analysing, Evaluating and Creating.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://collegecirculars.unipune.ac.in/sites/documents/Syllabus%202019/Forms/AllItems.aspx
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institute uses different means such as e-mail, notices, verbal communication, class-room interaction etc. to communicate the program outcomes, course outcomes and ensure the achievement of them by using best available techniques mentioned below: -

Summer Internship project exposes student to live working situation and application of learned concepts to prepare them for their career in national and international companies. Students' participation in various Co-curricular and Extra-curricular activities helps them to develop proactive and critical thinking with right attitude, knowledge and skills, to make them competent in business eco-system. The continuous watch of Guardian Teacher (Mentor) to track the progress and performance of students in University Exams, Internal Evaluation, Placement Preparation. Participation and Research and Business activities (Biz-Viz) extend students learning for decision making and entrepreneurship skills.

Institute provides effective learning to students and evaluate the attainment of outcomes by using various tools such as Case Study / Caselet / Situation Analysis, Class Test, Open Book Test, Field Visit / Study tour and report of the same, Small Group Project & Internal Viva-Voce, Group Discussion, Role Play / Story Telling, Individual Term Paper / Thematic Presentation, Written Home Assignment, Industry Analysis, Book Review, In-depth Viva, Quiz/MCQs and Student Driven Activities.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://collegecirculars.unipune.ac.in/sites/documents/Syllabus2020/Forms/AllItems.aspx

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

259

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	https://onlineresults.unipune.ac.in/Result/Dashboard/Default

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)

[http://www.sinhgad.edu/2022/SBS/NAAC-2022/Student's Feedback MBA 2021 22.pdf](http://www.sinhgad.edu/2022/SBS/NAAC-2022/Student's%20Feedback%20MBA%2021%2022.pdf)

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)	No File Uploaded

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

4

File Description	Documents
Any additional information	View File
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)	No File Uploaded
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

Entrepreneurship Development cell has been established in the institute since 2017. Several initiatives are taken by institute to ignite the young minds towards innovation. Competitions like i-2-e (Innovation to Enterprise) are now regularly organised in the institute where students participate in ideation in which they present their innovative ideas related to start-ups or social enterprise and then they present the business plan on converting this idea into an enterprise.

Competition like BizWiz (SBS Flea Market) are also organised regularly where students actually keep their products and services for sale for 2 days. They actually work like an entrepreneur where they have to create actual product or services at the stall on rent at institute, sell it and earn the income and profit.

Students guided by faculties developed a questionnaire on the basis of depth interviews and registered the same on small and micro entrepreneurs offline and presented their findings in the class . This objective of this activity was to understand the models of small and micro businesses and the risk associated with it.

Institute promotes and supports the entrepreneurship ventures of its alumni by showcasing their activities on our SBS Facebook pages.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/3.2.1_inovation_eco%20system.pdf

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

0

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)	No File Uploaded

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

9

File Description	Documents
URL to the research page on HEI website	http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/research.aspx
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

15

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)	No File Uploaded

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

Institute encourages students to participate in extension

activities and to help neighborhood community. Extension activities are carried out with the objective of, sensitizing students to social issues, for their holistic development, and impact thereof during the last year. Various events were organised successfully by the institute as

Helping hand to the old age

Donation of food grains

Tree Plantation

Fort cleaning

Awareness against Sexual Harassment of Women at Workplace

Awareness against Gender Discrimination

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/3.4.1_extension_activities.pdf
Upload any additional information	View File

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)	No File Uploaded
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

6

File Description	Documents
Reports of the event organized	View File
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

2

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

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

2

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	View File
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

4

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.

The institute has 13 Classrooms for teaching purpose which is fully equipped with LCD projector, speaker, Computer and internet connection with Audio Video aids. Students are provided with digital subject resources by the subject faculties which can be access by student in the classroom itself.

Computer Labs are equipped with a 50 MBPS internet speed which are check on regular basis and a Wi-Fi facility to access internet are made available to students which helps them to find, gather the resources required by the student.

Seminar Hall, Annex Hall , Syndicate rooms, Activity rooms are

made available to students for corporate guest sessions, Small group discussions , cubicles for student clubs , Entrepreneurial ship activities , any cultural or indoor sports activity. With the available facilities, it gives the feel of corporate culture with fine and eminent corporate personalities of high positions which are called to deliver sessions to the fellow students in the Institutes. Computer to Student Ratio and Internet Band Width is adequate with the Institute so that every student is in position to make maximum use of resources which hare made available to them by the Institute.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Class_Room.pdf

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

Institute has an activity center in place which is also used for cultural related programs. Indoor Games available at Institute are Table Tennis, Chess and Carom boards for the use of all students. These indoor sports facilities are used by students on regular basis.

Outdoor Games Available at Institute is Cricket, Football, Basketball, Volleyball, and swimming

A well equipped Gymnasium is also available for students. This gym helps the student to be fit physically. Yoga sessions are also organized in this activity area on regular basis to keep student fit mentally too. Institute is keen on making these future managers fit both physically and mentally so that they are ready to take up the corporate challenges once they are MBA graduates. Yoga day is performed in the institute to create awareness about yoga and fitness in the minds of students.

Various cultural activities like, Dancing, Singing, Fashion show, dramas, Street plays , Role plays are also organized by students and are executed in the activity area or on ground as per the requirements. This helps for Holistic Development of student.

Institute also organizes the Biz Wiz an Entrepreneurship Mela for student in this activity areas where student put up their food stalls, business stalls etc which provides the necessary Entrepreneurial platform to the students

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Activity%20Room Gym link%204.1.2.pdf

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

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Seminar_Hall.pdf
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

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
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)

GEMS support all library activities such as acquisition, cataloguing, circulation, issue-return, web -OPAC, journal record management. Etc. Library automation is done partially, all books data is stored in the GEMS software and barcodes are generated, which are useful for fast processing. Library is partially automated from 2007 using SLIM21 library management software. In the year 2013 we shifted to GEMS software which is developed by the Sinhgad Technical Education Society. From upcoming academic year institute has planned to shift entire library management system to Koha

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/4.2.1 Library is automated using Integrated Library Management System.pdf

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 **A. Any 4 or more 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)

0.8679

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

130

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

Institutes have adequate numbers of computers, Printers and Projectors. Every floor has a printer available for the faculties for printing purposes. Every classroom is equipped with projectors and a computer for digital learning experience.

The firewall software is updated on regular basis to prevent loss of any software and digital resources saved on each computer. The institute is Wi-Fi enabled. This helps the student and all stake holders to access the internet services free of cost

The Computer lab is fully under CCTV surveillance 24*7. The Institute does the updation of required IT infrastructure on regular basis like addition of printers, up gradation in internet speed, computers RAM card to increase the computer speed while operating and addition of latest Microsoft windows for smooth working etc.

Reprographic facilities are made available for student and staff for photocopying purposes. Subject notes, cases study for students, Latest University circulars, college notices etc are

photocopied through the available latest machines by the institute. Fast printing machines for university and internal exam question papers is made available to the exam team by the institute. These machines are only used specifically for exam purpose only.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Computer %20labs 3 and 4 Floor.pdf

4.3.2 - Number of Computers

210

File Description	Documents
Upload any additional information	View File
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	View File
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)

27.6074

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
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.

- There is an efficient and professionally managed Sinhgad Technical Education Society's Project Department that handles carpentry, plumbing, and civil works.
- There is 2 IT Maintenance staff that looks after the IT maintenance of the Institute . Whenever any issue related to Hardware or software arises, the IT personnel helps in to provide the assistance on regular basis.
- There are 2 Electrical Maintenance staff of Institutes that looks after the electrical maintenance of the Institute. Whenever there is any complaint register is made available for the employees by the institute.
- There are 8 dedicated housekeeping staff that are responsible for ensuring cleanliness of the entire Institute. The entire institute is cleaned on regular basis, the open area , Common area, classrooms, the staff cabins etc are cleaned on regular basis by the dedicated staff of each floor stationed at work
- Annual Maintenance Contracts are been made for Lifts, Fire Extinguishers, Pest Controls Etc which are renewed timely by the institutes

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sinhgad.edu/2021/SBS/NAAC-2021/4.4.2_physical_academic_and_support_facilities_-_laboratory_library_sports_complex_computers.p df

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

447

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

13

File Description	Documents
Upload any additional information	No File Uploaded
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

C. 2 of the above

File Description	Documents
Link to Institutional website	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Criteria_5.1.3.pdf
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

532

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

532

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	View File
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

113

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

2

File Description	Documents
Upload supporting data for student/alumni	View File
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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

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)

We at Sinhgad Business School with an objective to help students to pursue their hobbies and interests and to bring them

together, the student clubs are to be formed every year at the SBS. As a club member students knows about themselves, their interests and their goals. They can identify their strengths like multitasking, organization skills, team Building skills, leadership skills and service mindedness. They can also add skills to their repertoire. The clubs also help in pursuing an old hobby. Networking opportunity is the major benefit to the Club members developing the bond among them which help in growing the careers. Association of students with clubs help in showcasing ones domain interest, and balance between work and hobbies. Activities organized/participated as a club member also looks good on the students resume. In order to develop the skill, organize and participate in various events, students voluntary nominations are invited in attached form to be the member of the clubs.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Criteria_5.3.2.pdf
Upload any additional information	View File

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

380

File Description	Documents
Report of the event	View File
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

The Institute has a registered Alumni Association for building strong bond between alumni and present students. The alumni give support to the students through interaction, Placement, Industry guidance. Alumni meet is organized every year. Due to Covid-19 this year Alumni interaction was organized online for all the specialization students in which the Alumni had discussed about the working life at corporate sector to understand job profiles, skills, knowledge, etc. required for successful career.

Objectives of the Alumni association: To encourage and promote close relations between the Institution and its alumni and among the alumni themselves. To promote and encourage friendly relations between all members of the alumni body, an interest in the affairs and well-being of the Institution. To provide and disseminate information regarding their Institute, its graduates, Faculties and students, to the alumni. To initiate and develop programs for the benefit of the alumni. To serve as a forum through which alumni may support and advance the pursuit of academic excellence at the Institution. To guide and assist alumni who have recently completed their courses to obtain employment and engage in productive pursuits useful to society. To organize and co-ordinate reunion activities of the Alumni and let the Alumni acknowledge their gratitude to their Institution.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Criteria_5.4.1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year C. 3 Lakhs - 4Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	View File

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 governance of the institution is reflective of and in tune with the vision and mission of the institution. The Director as a head of the institute controls the entire academic & administrative activities by including all teaching & non-teaching staff. The Director with the help of College Development Committee (CDC) conducts the periodic meeting of the faculty members and staff members to decide the academic and administrative related policy of the institute. The standard operating procedures (SOPs) are formulated for smooth conduction of academic, administrative and infrastructural developments. The institute practices decentralization and participative Management in decision making as follows. Participative Management: a) After discussion with the staff members director of the institute formed various committees where decentralization is practiced with clear roles & responsibilities, & the work is distributed among all teaching & non-teaching staff to ensure smooth execution of academics and administrative activities: ? Admission Committee ? Administration Committee ? Grievance Redressal Committee ? Exam Committee ? Academic Committee ? Placement Committee ? Sports and Cultural Event Committee etc b) Entrepreneurial Development cell : The activities undertaken by Student Entrepreneurial cell virtually and physically also are guided and monitored by faculty members. This cell ensures Participation in business idea, Sports and Cultural events to explore student's talents.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.2_organogram_service_book.pdf
Upload any additional information	View File

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

The effective leadership is visible in various institutional practices such as decentralization and participative anagement. The institute practices decentralization and participative management in decision making wherein the Director,

Local Management Committee (LMC) later changed to College Development Committee (CDC) conducts the meeting of the faculty members and staff members to decide the academic and

administrative policy of the institute. The CDC plays a vital role in formulating the standard operating procedures (SOPs) for academics, administration and infrastructural augmentation. The academic and administrative leadership is in the hand of the Director .Participative Management: a) The following committees are formed to ensure smooth functioning of academics and administrative activities: Admission Committee Academic Committee Grievance Redressal Committee Placement Committee Sports and Cultural Event Committee Exam Committee Administration Committee, ED Cell b) Student Clubs: The activities undertaken by Student's Clubs are guided and monitored by faculty members. The following clubs ensure: Participation in Sport and Cultural events to explore Student's talents. Participation in skill development programs to prepare students for placements. Arranging Guest sessions as a part of industry- academia interface. Publishing newsletters containing the details of the events, achievements of the students 'etc. (National Yoga Day)

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/News_letter.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Sinhgad Business School, Erandwane, Pune is affiliated to the Savitribai Phule Pune University. The governing body and College Development Committee (CDC) is the supreme planning body of the institution, which discusses and develops strategic plans to match those of the University and Government.

The plan for the development activities of the college are initiated by the governing body of the institute. The management is committed in assuring quality service to all its stakeholders- students, alumni, employees, statutory bodies and the community. The strategy development plan of the institute is formulated based on the vision and mission of the institute. It is driven through entire organizational structure involving director, faculty and students. All the stakeholders are made aware about the strategy development plan through institute website, Institute newsletter and

other publications related to the institute. The strategy

development regarding "Teaching and learning", "Industry academia interface, "Research cell" & Student Training programme" "are deployed and reviewed by the information collected through various stakeholders like students, parents, industry, faculty and staff.

The institution always strives to improve its quality of programs through feedback mechanism.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.1 The institutional Strategic perspective plan is effectively deployed.pdf
Upload any additional information	View File

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.

Governing Body: is the apex body of the Institute, which is

constituted by Sinhgad Technical Education Society and the

representative from statutory bodies. **College Development Committee (CDC):** is responsible for deliberations and decision making at the institute level. It is constituted as per the Maharashtra University Act 1994.

Director:

Director acts as a liaison between top management and staff members. She is responsible for the execution of academics & administrative activities.

Role of IQAC:

To set & encourage quality improvement program in teaching learning pedagogy, research & administration.

Training and Placement:

Institute has central placement cell. The training and placement officer coordinates with the companies and alumni for the placements of our students. Several Initiatives has been taken by Placement departments for the skill evelopment of students in tune with the Industry. Recruitment and promotional policies: Roster (Service Rule) is centrally maintained by the society and the requirements of faculty and staff are published in the leading newspapers and on website. The selection of the candidate is done as

per the norms of SPPU. The performance appraisal system is tool for evaluation.

Grievance redressal Mechanism:

Institute has grievance cell at the institute to address the ragging, sexual harassment, women harassment complaints.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.2_service_book_as_a_additional_information.pDf
Link to Organogram of the institution webpage	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.2_organogram_service_book.pdf
Upload any additional information	View File

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	View File
Screen shots of user inter faces	View File
Any additional information	View File
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

1) **City Allowance:** Institute has policy to provide the city

Allowance to all the employees.

2) **Free Medical Treatment:** Each employee is provided the free medical treatment from STES's Medical college and Hospital.

3) **Maternity leave as per government norms:** As per the government's maternity rules, each lady employees who has completed two years of service entitles for the maternity leave.

4) **Employee Provident Fund (EPF):**The employees who are already registered with EPFO entitled to get the Employee Provident Fund.

5) **Gratuity:** The employees who has completed 5 years of tenure of services in the same organization receives gratuity after their discontinuation of service.

6) **Staff Quarters:** Institute provides the residential quarters to both teaching and non-teaching staff members.

7) **Cafeteria:** The institute has cafeteria in the campus.

8) **Students insurance, pro rata student welfare fund.**

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.3.1_STES_Rules.pdf
Upload any additional information	View File

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

16

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

0

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)	No File Uploaded

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

16

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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

Human Resource Management in STES, is the practice of managing people to achieve better performance. STES is always looking for their employees who fits the institute's culture, & stay longer,

and be more productive. Staff members are hired as as per the standard operating procedures established by STES , SPPU & AICTE , DTE , Government of Maharashtra.Roster (Service Rule) is centrally maintained by the society and the requirements of faculty and staff are published in the leading newspapers and on website. The selection of the candidate is done as per the norms of SPPU.The performance appraisal system is tool for evaluation.The process is handle by head of the institute / director on one on one basis.

All teaching & non-teaching staff fills the performance appraisal form & submitting it to the administrative staff .In this form all details regarding individual performance like achievements, any extracurricular activates done during the year are mentioned by the staff .The evaluation is based on it.

The objective of this activity is to groom the staff members & to motivate them

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.3.5_performance_appraisal_forms.pdf
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

Sinhgad Business School has regular practice of conducting the internal and external audit. The audited reports are maintained for each accounting year.

Audit Procedures and Practices:

Audit is "proprietary audit" that focuses on adherence to internal rules and procedures set for internal control within the organization. This audit aims at checking financial transactions.Authorization of various transactions is done as under:

Manual Cash Book: Check all receipts and payments, and also

check the correctness of accounts.

Bank Account: To verify all receipts and payments, and check bank reconciliation statement.

Checking Fees Reconciliation: All journals, vouchers, prospectus and bank reconciliation statement etc.

All Pay bills: Check increment calculations and salary disbursements.

Library: All books and periodicals purchased and accounted in "Accession Register".

The internal audit report is scrutinized by external auditor belonging to an authorized agency. The replies to the internal audit queries shall be given within 30 days from the receipt of audit report to Founder President, Secretary, Director (Finance) of STES.

The compliance is submitted to Joint Director (Accounts and Audits) through the Campus Account Officer.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.4.4.3_Institutional_strategies_for_mobilization_of_funds_and_the_optimal_utilization_of_resources.pdf
Upload any additional information	View File

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)	No File Uploaded

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

Resource mobilization policy and procedures of the HEI. Resource Mobilization Policy of and Procedure of Sinhgad Business School:

Sinhgad Business School, Pune is owned and managed by charitable educational trust Sinhgad Technical Education Society, Pune. Sinhgad Business School does not have a distinct identity different from Sinhgad Technical Education Society. All the policy decisions relating to finance and resource mobilization are taken at the head office of the Sinhgad Technical Society and as such Sinhgad Business

School does not have separate resource mobilization policy and procedure.

The institute conducts the internal and external audit. The internal audit and external audit is conducted periodically. The audited reports are maintained for accounting year April 2018 to March 2019.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.4.4.3 Institutional strategies for mobilization of funds and the optimal utilization of resources.pdf
Upload any additional information	View File

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

At Sinhgad Business School, Erandwane, Pune governing body and Internal Quality Assurance Cell (IQAC) are the supreme planning bodies of the institution. (IQAC) develops plans in accordance SPPU and Government to match with the current requirement of other stake holders.

Past Year 2020 posed huge challenges in basic delivery of syllabus to students as education had changed dramatically, using e-learning, whereby teaching was to be undertaken remotely on digital platforms. Great uncertainty was anticipated about its impact on the education. The activities executed for mitigation of the problematic situation initiated by the IQAC included:

1. Development of a digital library
2. Training and mock sessions of faculties before start of
3. the online sessions
4. Changes incorporated in the teaching plans encouraging
5. student self-learning
6. Changes incorporated in Online and concurrent evaluation process

Faculties perceiving their doctorate had requested IQAC to revised and upgrade their knowledge in research methodology and enlighten them on information to seek various research grants. IQAC responded positively to the demand and perceived the institute to arrange a faculty development program for entire teaching staff inviting eminent academicians. This program was planned and executed successfully from the 16th July 2021 to 21st June 2022.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/6.5.1_IQAC%20Meeting.pdf
Upload any additional information	View File

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 institute follows Savitribai Phule Pune University rules,

AICTE guidelines, and maintains standards in teaching-learning process, and conduct of examination and their evaluation. Academic calendar, time table, teaching plan are prepared at the commencement of the academic year. Course files are prepared by faculty members for their respective subjects to facilitate the teaching-learning

process. Institutes teaching-learning process is learner-centric and it includes Internships, Social Responsibility, Guest Sessions, Industrial Visits), and Learning through Problem Solving (Case Study Method, Research Based Learning). The IQAC reviews the academic progress at the end of the semester. The Syllabus completion review is taken from all faculty members. Based on review appropriate actions are taken. Student's feedback for each faculty member is taken at the end of semester and reviewed by IQAC to find out the areas of improvements in teaching-learning progress and the same improvements are communicated to the faculty members.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2018/SBS/NAAC-2018/Re_views-of-IQAC.pdf
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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.sinhgad.edu/2022/SBS/NAAC-2022/AnnualReport_2021-2022_IMMP013280.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
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

Annual gender sensitization action plan will include following activates

- Sexual Harassment of Women-11th March,2022,
- Gender Discrimination Video Discussion-11th March,2022,
- International Women's Day celebration-8th March 2022
- Nirbhay Kanya Abhiyaan Or Nirbhaya (Zero Violence against women program) -8th March 2022
- Workshop on 'A Healthy Lifestyle'-6th May, 2022

At SBS, we believe that Gender equality is a human right and that all genders should have equal rights, responsibilities, and opportunities and should strive for it. Safety and Security for Female Staff and Girl Students: The college has 24-hour CCTV camera surveillance and security personnel on the premises for safety and security. Programs on gender equity are being arranged, and a mentoring programme is being implemented for students to share their problems with the mentors and overcome them. Various committees like the "ICC," "grievances redressal committees," "anti-sexual harassment committee," and "anti-ragging committees" have been functioning to ensure the safety and security at SBS.

Counselling: SBS has organised counsellors for the students to offer assistance in identifying and clarifying issues. Counsellors are experts at uncovering and discovering options

for further course of action.

Girl's Common Room: The well ventilated girls' common room, which has washrooms, dressing mirrors, newspapers, a notice board, a complaint box, and a first aid box, is available at appropriate places for girl students to relax. There are female attendants to maintain cleanliness and ensure the safety of girls.

File Description	Documents
Annual gender sensitization action plan	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Annual_gender_sensitization_action_plan.pdf
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	http://www.sinhgad.edu/2022/SBS/NAAC-2022/7.1.1 the Institution for the promotion of gender equity.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The institute does not generate any biomedical, Hazardous chemical, or radioactive waste. Solid wastes generated in the institute include dry and wet waste only. The institute manages its disposition in the following manner:

Solid Waste Management: The Institute manages the management of solid waste disposal with a private agency and Pune Municipal

Corporation. Separate bins are arranged for Bio-degradable and Non-Bio-Degradable waste. Solid waste collected in the institute is disposed of on a daily basis through nominated PMC dumping grounds.

E-waste Management: The institute has a central policy for maintaining computers and their accessories. Efforts concentrate on enhancing the hardware life, thereby minimizing the up-gradation need and generation of e-waste. Obsolete hardware is disposed of through an E-waste management agency periodically.

Anti-Plastic Drive: A drive is conducted on the campus wherein the institute promotes the use of paper bags and promotes a plastic-free environment. Banners with the message "Today Is No Plastic Day" are put up at various locations on the premises.

Liquid waste management: Liquid waste coming from all floors of the campus building is collected in tanks built for managing liquid waste through proper drainage lines. The institute plan for the STP (sewage treatment plant) will be functional shortly.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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:

B. Any 3 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	View File
Any other relevant documents	View File

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

D. Any 1 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	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms

A. Any 4 or all 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	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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).

The institution believes in the equality of all cultures and traditions, and students here, belonging to different castes, religions, and regions, study without any discrimination. The institution does not encourage any intolerance towards cultural, regional, linguistic, socioeconomic, and other diversities. National festivals, birth anniversaries, and memorials of great Indian personalities are celebrated with great fervour. To build a nation of youth who are noble in their attitude and morally responsible, the institute organises and conducts several activities to build and promote an ethical environment. cultural and spiritual values among the students and staff, which include :

1) Cleanliness Drive for both staff and students on June 17th, 2022, to promote the importance of cleanliness as part of the "Swachh Bharat Abhiyan."

2) "Selfie With Bappa," an art competition at the Ganapati festival in August for both staff and students to promote unity and integrity. International Yoga Day: a short workshop for both

staff and students to promote emotional and physical health

4) **Enthusia 2022:** The Singhad business school, Erandwane, organised Enthusia, a cultural event for two days. Dr. Vijaya Puranik, Director of SBS, lit the lamp to begin the inaugural ceremony on May 26 at 10 a.m. On Day 1, there were traditional days as well as various games, dances, and singing competitions.

Day 2 Bollywood Day was held at the Seminar Hall from 10 a.m. to 2 p.m. Events such as the ramp walk and DJ night were organized.

5) On 18 Oct 2021, both staff and students will go to an NGO Aniket Sevabavi Sanstha, Bavdhan.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

The institute organises various programmes regularly for the promotion of constitutional values and the rights, duties, and responsibilities of citizens. The institute designs various activities to create awareness about the national identity and symbols. These are aimed at familiarising students with fundamental duties and rights. The institute celebrates Independence Day on the 15th of August every year. A flag-hoisting ceremony is organized, followed by the recitation of the National Anthem. Every January 26th, the institute observes Republic Day. The institute ensures that the students participate very enthusiastically in all such activities. The institute celebrates On November 26, 2021, Constitution Day, students competed in elocution, essay, and quiz contests, all of which contributed to the ideal constitutional values and the fundamental duties and rights of Indian citizens. The institute has organised a variety of academic and co-curricular activities to promote Indian citizens' Fundamental Duties and Rights. The students participated in a variety of academic programs, such as webinars, conferences, expert talks, Bright Talks, and so on, which increased their awareness of these issues. Constitutional Obligations: The institution has organised student-centric

activities like paper, poster, and essay competitions, which have always received huge participation from the students and promoted their awareness about various aspects of Indian citizenship. The institute thus ensures the delivery of values necessary to be inculcated in students to become responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.sinhgad.edu/2022/SBS/NAAC-2022/7.1.9 the Institution to the constitutional obligations values rights duties and responsibilities of citizens.pdf
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

A. All of the above

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

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

The institute celebrates national and international commemorative days, events, and festivals. The institute and its students are on a mission towards a better India by breaking the boundaries of religion and caste. Thoughts of great personalities were sown into the young minds through the activities and programmes conducted on these days. Every year, the institute hosts national festivals and commemorates the births and deaths of notable Indians. The institute celebrates Independence Day on the 15th of August every year. A flag-hoisting ceremony is organized, followed by the recitation of the National Anthem. Every January 26th, the institute observes Republic Day. Eminent personalities deliver their speeches on the significance of preserving constitutional rights and values. Every year in August, the institute organises "Selfie With Bappa," an art competition for students during the Ganapati festival. The institute organises a cleanliness drive to promote the importance of cleanliness and Mahatma Gandhi Jayanti on October 2. The institute celebrates International Day of Yoga with the theme "Yoga for Wellness," with a short workshop arranged for students and staff. On January 3, the institute will commemorate Krantijyoti Savitribai Phule Jayanti in order to raise awareness among stakeholders about the importance of education.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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.

The objective of the MBA program is to educate and prepare a diverse group of men and women with the knowledge, analytical ability, and management perspectives and skills needed to provide leadership to organizations competing in a world increasingly characterized by diversity in the workforce, rapid technological change, and a fiercely competitive global marketplace. Sinhgad Business School designed to prepare

students for careers in management and leadership in both the private and public sectors. Students acquire a comprehensive foundation in the fundamentals of business, the global environment in which they will function, and the analytical tools for intelligent decision-making.

Battle Intellect: Inter college management game competition where students from various colleges participate and compete with each other. These competitive games enhance student's analytical, leadership, public speaking decision making and communication skills.

Student Training Programme: Various activities are carried out by the faculty members for students to enhance their professional skills in classes which includes Group Discussion, Personal Interview, Reading Skills, Writing Skills, Case Study presentation, General Knowledge Quiz, Video C V etc

File Description	Documents
Best practices in the Institutional website	http://www.sinhgad.edu/2022/SBS/NAAC-2022/7.2_Best_Practices.pdf
Any other relevant information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Best_Practice_Any_other_Information.pdf

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

Psychometric tests are a standard and scientific method used to measure individuals' mental capabilities and behavioral style. Psychometric tests are designed to measure candidates' suitability for a role based on the required personality characteristics and aptitude (or cognitive abilities). They identify the extent to which candidates' personality and cognitive abilities match those required to perform the role. Employers use the information collected from the psychometric test to identify the hidden aspects of candidates that are difficult to extract from a face-to-face interview.

Once the Human Resources manager, or person/s in charge of hiring, ascertains that you have fulfilled the initial requirements for the position by reviewing your résumé, they

will then send out a letter with specific instructions for sitting the psychometric test. The prime objective of this is to identify at an early stage those job applicants who are unlikely to fill the requirements of the position on offer and consequently narrow the applications further.

Considering the importance of psychometric testing in students' career, SBS has decided to conduct Psychometric tests for its MBA first year students and to counsel them by the experts. We conduct these tests in the Induction program itself, so that the students can be counselled immediately in the first semester of the course. They get suggestions from the experts in the initial days of their course; therefore they can mold themselves, acquire essential knowledge, and learn new skills during the two years of the course.

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

The institute regards effective delivery of curriculum as the most vital curricular aspect. It follows the curriculum prescribed by Savitribai Phule Pune University (SPPU).

- Institute follows the Academic calendar issued by the University (SPPU) & DTE and executes it rigorously.
- The Time Table is prepared by Time table committee.
- The Time Tables are displayed on the Notice Board and sent on Mail.
- Teaching plan is prepared by faculty members at the beginning of academic year.
- Periodic assessment of curriculum delivery is conducted.
- The faculty engages extra periods as and when necessary.
- Optimum utilization of well-equipped Computer labs.
- The faculty uses charts, models and specimens along with the internet, LCDs & white boards.
- Methods like seminar, group discussion, quiz, case study, Guest Lectures for effective delivery.
- Library is maintained for referring books
- The books are issued to the students as and when needed.
- Institute encourages the faculty to participate in Orientation, Refresher courses, Workshops, FDPs to update their knowledge.
- Institute collects the feedback from the faculty, students, alumni and parents.

- The collected feedback is analysed
- Discrepancies identified are considered for correction.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://collegecirculars.unipune.ac.in/sites/documents/Syllabus2020/MBA%20Revised%20Syllabus%202019%20Pattern%20_Sem%20I%20to%20IV_R2_25_7_2020_04.082020.pdf

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

The institution adheres to the academic calendar including for the conduct of CIE Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations.

Institute follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute-level calendar. Institute calendar of events includes details like the total number of working days and holidays, CIE dates, dates for the Institute's flagship programs. The calendar also comprises guest lectures, workshops, industrial visits, other co-curricular and extra-curricular activities. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except unforeseen circumstances.

Coordinators closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Internal tests, assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. Conduction of lab experiments and viva, Submission of records are the major components of lab course evaluation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.sinhgad.edu/SinhgadManagementInstitutes/SBS-MBA/

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

B. Any 3 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	View File

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	View File
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	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

308

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

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

Institute integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. Actually, the university decides the syllabus and college has to follow it. But in this limitations college do its best for above said issues. Some of the steps taken are below:

1. Gender Programs are conducted such as dance competition, hemoglobin check up camps. The POSH committee organizes programs on Woman Empowerment, Laws for Woman, Women's Day, activities like Save girl child campaign, Essay and poster exhibitions, wall paper presentations, etc.

2. Environment and Sustainability Institute promotes

environmental protection through tree plantation and other sustainable development programs. institute organizes environment related programs including tree plantation, village cleanliness, plastic free drive, Poster Competition, Debate Competition, biodiversity, environment and sustainability. The cleanliness program is organized to clean premises, watering plant, Celebration of various days like World Environment Day, etc. The institute has taken initiative in Tree plantation programs.

3. Human Values and Professional Ethics To create scientific approach and social awareness among the students, lectures and quiz, essay, etc. are organised by the institute. Institute takes efforts for integration of ethical and human values through extra-curricular activities also. Guest lectures on value education have been organized for students. Medical check-up camps, Voter's awareness program, Road safety Campaign, Blood donation camps, etc.

File Description	Documents
Any additional information	View File
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

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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

308

File Description	Documents
Any additional information	View File
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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Student's_Feedback_MBA_2021_22.pdf
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	View File

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	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Student's_Feedback_MBA_2021_22.pdf

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

312

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

150

File Description	Documents
Any additional information	View File
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

In order to assess the learning levels of the students, SBS organizes various programs. At the beginning of first semester 'Induction Program' is conducted to orient the students with the institute and to understand the various skills of the students through management games, 'Bridge course' finance for non-finance students is undertaken to provide conceptual base of finance to non-finance stream students, basic English communication course to excel in English speaking, writing and reading. Mentor Mentee Program is in place which serves as a platform to guide the students throughout the degree course duration.

Slow learners are encouraged to excel in academics and career by administering them with additional inputs, conducting extra classes and counseling sessions in areas of need.

Aptitude tests, Personal Interviews & GDs are conducted by the placement team to create awareness about interview process.

Advance learners are motivated to do additional value added certificate courses offered on online portals. Various awards are constituted by SBS to recognize and appreciate student's efforts and participation in academic, co-curricular and extra-curricular activities to promote healthy competition among students. Institute also motivates the students to participate in seminars and conferences and writing research papers

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/News_letter.pdf
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
575	17

File Description	Documents
Any additional information	View File

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

Students-centric methods used at Sinhgad Business School are as follows:

1. Participative learning:

- **Interactive Lecture method:** Various teaching methods such as presentations, videos, . group discussions, role plays, quiz, case studies, extempore, presentations, and management games are used to make lectures interactive.

- To keep students updated on current affairs, daily quiz (PEST) is conducted weekly.

- **Simulation Activity:** To give the students a feel of real business situations simulation activity on share market and business plan are also conducted

- Institute often indulge into student overall development related activities like Personal Interview, Aptitude, Excel skills are administered

2. Experiential learning:

- Internship enables to gain first-hand exposure of working

in the real world, connect & develop professional network . Students are encouraged to do projects in summer as well as in winter vacations. Students work independently to complete projects under the guidance of teachers for the subjects like BRM, IADR & EADR (I & II semester).

- Guest sessions: To incorporate knowledge about the corporate world & its current working processes

- Industrial Visits: Adopting industrial visits bridge the gap between theoretical training and practical learning in a real-life environment. Institute organizes various visits to various industries in & around Pune and outside Pune.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/News_letter.pdf

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

The presence of ICT in education allows for new ways of learning for students and teachers. E-learning or online learning is becoming increasingly popular, useful and necessary after the pandemic (COVID-19) for imparting education to students. ICT brings inclusion in the curriculum material and create scope of learning beyond the classroom. There are many ICT tools used by the educator such as Projectors, FTP Server, Google doc, Forms, Sheets, ERP Software, Blogs, YouTube, Instagram etc. The ICT tools' literacy and capability depends on infrastructural collaboration and support such as availability of network, wi-fi, laptop etc. The constant innovation in the technological upgradation creates some challenges but the integration of technology with knowledge helps in personal growth, creativity and wealth. In the classroom, the teacher can integrate the technology with the present teaching pedagogy to impart knowledge in the better way.

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

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

17

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

17

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

10

File Description	Documents
Any additional information	View File
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

172

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 Coordinators of MBA and subject faculties prepare the scheme of internal assessment called as Comprehensive Concurrent Evaluation (CCE) before commencement of the term. After getting approval from director, it is displayed on the notice board and also hosted on website. Attendance record of all the sessions is maintained by every subject teacher in a standard excel format. Concurrent evaluation components comprises of attendance, written assignments, tutorials, case study evaluation, MCQ test, class test ,subject presentations and Internal examination as mentioned in university syllabus. At the end of every semester Mid-term & End term examinations are conducted as per schedule by the exam team. Approved components of Comprehensive Concurrent Evaluation are spread through the entire duration of course and are conceptualized, executed, assessed and documented by every course teacher. Course wise assessment outcome of Comprehensive Concurrent

Evaluation are shared with all students and also displayed on the notice board. Course teachers guide the students about their performance on need basis.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/concurrent_evaluation_policy.pdf

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

The Coordinators of MBA and subject faculties prepare the scheme of internal assessment called as Comprehensive Concurrent Evaluation (CCE) before commencement of the term. After getting approval from director, it is displayed on the notice board and also hosted on website. Attendance record of all the sessions is maintained by every subject teacher in a standard excel format. Concurrent evaluation components comprises of attendance, written assignments, tutorials, case study evaluation, MCQ test, class test, subject presentations and Internal examination as mentioned in university syllabus. At the end of every semester Mid-term & End term examinations are conducted as per schedule by the exam team. Approved components of Comprehensive Concurrent Evaluation are spread through the entire duration of course and are conceptualized, executed, assessed and documented by every course teacher. Course wise assessment outcome of Comprehensive Concurrent Evaluation are shared with all students and also displayed on the notice board. Course teachers guide the students about their performance on need basis.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/EXAM_GRIVANCES_flowchart_SBS.pdf

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.

MBA is a two year degree program whose outcomes are divided

into two clusters. First cluster is all about common subjects taught in the first semester and Second cluster trains students in their chosen specializations in the remaining three semesters. The outcomes of this program are associated with the performer (The student), the performable (demonstration or assessment) along with the performance of students.

The outcomes of MBA program help students to possess generic and domain Knowledge which will make them able to articulate, illustrate, analyze, synthesize and apply the knowledge to real-world complex business issues. It will also help learners to prepare in problem Solving, Innovation, Critical Thinking and effective communication. - Ability to conduct investigation of multidimensional business problems using research based knowledge and research methods to arrive at data driven decisions. After completion of this program students will be equipped with leadership, entrepreneurship skills which will help them to be

socially responsible with sustainability.

The MBA Program has many courses taught under three heads namely; Generic, Elective (University & Institute) and specialization courses. The outcome of these courses prepares students to handle the complex world of business through the techniques of Remembering, Understanding, Applying, Analysing, Evaluating and Creating.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://collegecirculars.unipune.ac.in/sites/documents/Syllabus%202019/Forms/AllItems.aspx
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institute uses different means such as e-mail, notices, verbal communication, class-room interaction etc. to

communicate the program outcomes, course outcomes and ensure the achievement of them by using best available techniques mentioned below: -

Summer Internship project exposes student to live working situation and application of learned concepts to prepare them for their career in national and international companies. Students' participation in various Co-curricular and Extra-curricular activities helps them to develop proactive and critical thinking with right attitude, knowledge and skills, to make them competent in business eco-system. The continuous watch of Guardian Teacher (Mentor) to track the progress and performance of students in University Exams, Internal Evaluation, Placement Preparation. Participation and Research and Business activities (Biz-Viz) extend students learning for decision making and entrepreneurship skills.

Institute provides effective learning to students and evaluate the attainment of outcomes by using various tools such as Case Study / Caselet / Situation Analysis, Class Test, Open Book Test, Field Visit / Study tour and report of the same, Small Group Project & Internal Viva-Voce, Group Discussion, Role Play / Story Telling, Individual Term Paper / Thematic Presentation, Written Home Assignment, Industry Analysis, Book Review, In-depth Viva, Quiz/MCQs and Student Driven Activities.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://collegecirculars.unipune.ac.in/sites/documents/Syllabus2020/Forms/AllItems.aspx

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

259

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	https://onlineresults.unipune.ac.in/Result/Dashboard/Default

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)

[http://www.sinhgad.edu/2022/SBS/NAAC-2022/Student's Feedback MBA 2021 22.pdf](http://www.sinhgad.edu/2022/SBS/NAAC-2022/Student's%20Feedback%20MBA%2021%2022.pdf)

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)	No File Uploaded

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

4

File Description	Documents
Any additional information	View File
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)	No File Uploaded
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

Entrepreneurship Development cell has been established in the institute since 2017. Several initiatives are taken by institute to ignite the young minds towards innovation. Competitions like i-2-e (Innovation to Enterprise) are now regularly organised in the institute where students participate in ideation in which they present their innovative ideas related to start-ups or social enterprise and then they present the business plan on converting this idea into an enterprise.

Competition like BizWiz (SBS Flea Market) are also organised regularly where students actually keep their products and services for sale for 2 days. They actually work like an entrepreneur where they have to create actual product or

services at the stall on rent at institute, sell it and earn the income and profit.

Students guided by faculties developed a questionnaire on the basis of depth interviews and registered the same on small and micro entrepreneurs offline and presented their findings in the class . This objective of this activity was to understand the models of small and micro businesses and the risk associated with it.

Institute promotes and supports the entrepreneurship ventures of its alumni by showcasing their activities on our SBS Facebook pages.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/3.2.1_inovation_eco%20system.pdf

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

0

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)	No File Uploaded

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

9

File Description	Documents
URL to the research page on HEI website	http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/research.aspx
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

15

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)	No File Uploaded

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

Institute encourages students to participate in extension activities and to help neighborhood community. Extension activities are carried out with the objective of, sensitizing students to social issues, for their holistic development, and impact thereof during the last year. Various events were organised successfully by the institute as

Helping hand to the old age

Donation of food grains

Tree Plantation

Fort cleaning

Awareness against Sexual Harassment of Women at Workplace

Awareness against Gender Discrimination

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/3.4.1_extension_activities.pdf
Upload any additional information	View File

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)	No File Uploaded
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

6

File Description	Documents
Reports of the event organized	View File
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

2

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

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

2

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	View File
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

4

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.

The institute has 13 Classrooms for teaching purpose which is fully equipped with LCD projector, speaker, Computer and internet connection with Audio Video aids. Students are provided with digital subject resources by the subject faculties which can be access by student in the classroom itself.

Computer Labs are equipped with a 50 MBPS internet speed which are check on regular basis and a Wi-Fi facility to access internet are made available to students which helps

them to find, gather the resources required by the student.

Seminar Hall, Annex Hall , Syndicate rooms, Activity rooms are made available to students for corporate guest sessions, Small group discussions , cubicles for student clubs , Entrepreneurial ship activities , any cultural or indoor sports activity. With the available facilities, it gives the feel of corporate culture with fine and eminent corporate personalities of high positions which are called to deliver sessions to the fellow students in the Institutes. Computer to Student Ratio and Internet Band Width is adequate with the Institute so that every student is in position to make maximum use of resources which hare made available to them by the Institute.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Class_Room.pdf

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

Institute has an activity center in place which is also used for cultural related programs. Indoor Games available at Institute are Table Tennis, Chess and Carom boards for the use of all students. These indoor sports facilities are used by students on regular basis.

Outdoor Games Available at Institute is Cricket, Football, Basketball, Volleyball, and swimming

A well equipped Gymnasium is also available for students. This gym helps the student to be fit physically. Yoga sessions are also organized in this activity area on regular basis to keep student fit mentally too. Institute is keen on making these future managers fit both physically and mentally so that they are ready to take up the corporate challenges once they are MBA graduates. Yoga day is performed in the institute to create awareness about yoga and fitness in the minds of students.

Various cultural activities like, Dancing, Singing, Fashion

show, dramas, Street plays , Role plays are also organized by students and are executed in the activity area or on ground as per the requirements. This helps for Holistic Development of student.

Institute also organizes the Biz Wiz an Entrepreneurship Mela for student in this activity areas where student put up their food stalls, business stalls etch which provides the necessary Entrepreneurial platform to the students

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Activity%20Room Gym link%204.1.2.pdf

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

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Seminar_Hall.pdf
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

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
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)

GEMS support all library activities such as acquisition, cataloguing, circulation, issue-return, web -OPAC, journal record management. Etc. Library automation is done partially, all books data is stored in the GEMS software and barcodes are generated, which are useful for fast processing. Library is partially automated from 2007 using SLIM21 library management software. In the year 2013 we shifted to GEMS software which is developed by the Sinhgad Technical Education Society. From upcoming academic year institute has planned to shift entire libraby management system to Koha

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/4.2.1 Library is automated using Integrated Li brary Management System.pdf

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

A. Any 4 or more 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)

0.8679

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

130

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

Institutes have adequate numbers of computers, Printers and Projectors. Every floor has a printer available for the faculties for printing purposes. Every classroom is equipped

with projectors and a computer for digital learning experience.

The firewall software is updated on regular basis to prevent loss of any software and digital resources saved on each computer. The institute is Wi-Fi enabled. This helps the student and all stake holders to access the internet services free of cost

The Computer lab is fully under CCTV surveillance 24*7. The Institute does the updation of required IT infrastructure on regular basis like addition of printers, up gradation in internet speed, computers RAM card to increase the computer speed while operating and addition of latest Microsoft windows for smooth working etc.

Reprographic facilities are made available for student and staff for photocopying purposes. Subject notes, cases study for students, Latest University circulars, college notices etc are photocopied through the available latest machines by the institute. Fast printing machines for university and internal exam question papers is made available to the exam team by the institute. These machines are only used specifically for exam purpose only.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Computer_%20labs_3_and_4_Floor.pdf

4.3.2 - Number of Computers

210

File Description	Documents
Upload any additional information	View File
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	View File
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)

27.6074

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
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.

- There is an efficient and professionally managed Sinhgad Technical Education Society's Project Department that handles carpentry, plumbing, and civil works.
- There is 2 IT Maintenance staff that looks after the IT maintenance of the Institute . Whenever any issue related to Hardware or software arises, the IT personnel helps in to provide the assistance on regular basis.
- There are 2 Electrical Maintenance staff of Institutes that looks after the electrical maintenance of the Institute. Whenever there is any complaint register is

made available for the employees by the institute.

- There are 8 dedicated housekeeping staff that are responsible for ensuring cleanliness of the entire Institute. The entire institute is cleaned on regular basis, the open area , Common area, classrooms, the staff cabins etc are cleaned on regular basis by the dedicated staff of each floor stationed at work
- Annual Maintenance Contracts are been made for Lifts, Fire Extinguishers, Pest Controls Etc which are renewed timely by the institutes

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sinhgad.edu/2021/SBS/NAAC-2021/4.4.2_physical_academic_and_support_facilities_-_laboratory_library_sports_complex_computers.p df

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

447

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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	
13	
File Description	Documents
Upload any additional information	No File Uploaded
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	C. 2 of the above
File Description	Documents
Link to Institutional website	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Criteria_5.1.3.pdf
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	
532	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
532	

File Description	Documents
Any additional information	View File
Number of students benefited 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	View File
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

113

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

2

File Description	Documents
Upload supporting data for student/alumni	View File
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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

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)

We at Sinhgad Business School with an objective to help students to pursue their hobbies and interests and to bring them together, the student clubs are to be formed every year at the SBS. As a club member students know about themselves, their interests and their goals. They can identify their strengths like multitasking, organization skills, team Building skills, leadership skills and service mindedness. They can also add skills to their repertoire. The clubs also help in pursuing an old hobby. Networking opportunity is the major benefit to the Club members developing the bond among them which help in growing the careers. Association of students with clubs help in showcasing ones domain interest, and balance between work and hobbies. Activities organized/participated as a club member also looks good on the students resume. In order to develop the skill, organize and participate in various events, students voluntary nominations are invited in attached form to be the member of the clubs.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Criteria_5.3.2.pdf
Upload any additional information	View File

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

380

File Description	Documents
Report of the event	View File
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

The Institute has a registered Alumni Association for building strong bond between alumni and present students. The alumni give support to the students through interaction, Placement, Industry guidance. Alumni meet is organized every year. Due to Covid-19 this year Alumni interaction was organized online for all the specialization students in which the Alumni had discussed about the working life at corporate sector to understand job profiles, skills, knowledge, etc. required for successful career. Objectives of the Alumni association: To encourage and promote close relations between the Institution and its alumni and among the alumni themselves. To promote and encourage friendly relations between all members of the alumni body, an interest in the

affairs and well-being of the Institution. To provide and disseminate information regarding their Institute, its graduates, Faculties and students, to the alumni. To initiate and develop programs for the benefit of the alumni. To serve as a forum through which alumni may support and advance the pursuit of academic excellence at the Institution. To guide and assist alumni who have recently completed their courses to obtain employment and engage in productive pursuits useful to society. To organize and co-ordinate reunion activities of the Alumni and let the Alumni acknowledge their gratitude to their Institution.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Criteria_5.4.1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

C. 3 Lakhs - 4Lakhs

File Description	Documents
Upload any additional information	View File

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 governance of the institution is reflective of and in tune with the vision and mission of the institution. The Director as a head of the institute controls the entire academic & administrative activities by including all teaching & non-teaching staff. The Director with the help of College Development Committee (CDC) conducts the periodic meeting of the faculty members and staff members to decide the academic and administrative related policy of the institute. The standard operating procedures (SOPs) are formulated for smooth conduction of academic, administrative and infrastructural developments. The institute practices decentralization and participative Management in decision making as follows. Participative Management: a) After

discussion with the staff members director of the institute formed various committees where decentralization is practiced with clear roles & responsibilities, & the work is distributed among all teaching & non-teaching staff to ensure smooth execution of academics and administrative activities: ? Admission Committee ? Administration Committee ? Grievance Redressal Committee ? Exam Committee ? Academic Committee ? Placement Committee ? Sports and Cultural Event Committee etc

b) Entrepreneurial Development cell : The activities undertaken by Student Entrepreneurial cell virtually and physically also are guided and monitored by faculty members. This cell ensures Participation in business idea, Sports and Cultural events to explore student's talents.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.2_organogram_service_book.pdf
Upload any additional information	View File

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

The effective leadership is visible in various institutional practices such as decentralization and participative anagement. The institute practices decentralization and participative management in decision making wherein the Director,

Local Management Committee (LMC) later changed to College Development Committee (CDC) conducts the meeting of the faculty members and staff members to decide the academic and administrative policy of the institute. The CDC plays vital role in formulating the standard operating procedures (SOPs) for academics, administration and infrastructural augmentation. The academic and administrative leadership is in the hand of the Director .Participative Management: a) The following committees are formed to ensure smooth functioning of academics and administrative activities: Admission Committee Academic Committee Grievance Redressal Committee Placement Committee Sports and Cultural Event Committee Exam Committee Administration Committee, ED Cell b) Student Clubs: The activities undertaken by Student's Clubs are guided and monitored by faculty members. The following clubs ensure:

Participation in Sport and Cultural events to explore Student's talents. Participation in skill development programs to prepare students for placements. Arranging Guest sessions as a part of industry- academia interface. Publishing newsletters containing the details of th events, achievements of the students 'etc. (National Yoga Day)

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/News_letter.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Sinhgad Business School, Erandwane, Pune is affiliated to the Savitribai Phule Pune University. The governing body and College Development Committee (CDC) is the supreme planning body of the institution, which discusses and develops strategic plans to match those of the University and Government.

The plan for the development activities of the college are initiated by the governing body of the institute. The management is committed in assuring quality service to all its stake holders- students, alumni, employees, statutory bodies and the community. The strategy development plan of the institute is formulated based on the vision and mission of the institute. It is driven through entire organizational structure involving director, faculty and students. All the stakeholders are made aware about the strategy development plan through institute website, Institute newsletter and

other publications related to the institute. The strategy

development regarding "Teaching and learning", "Industry academia interface, "Research cell" & Student Training programme" "are deployed and reviewed by the information collected through various stakeholders like students, parents, industry, faculty and staff.

The institution always strives to improve its quality of programs through feedback mechanism.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.1 The institutional Strategic perspective plan is effectively deployed.pdf
Upload any additional information	View File

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.

Governing Body: is the apex body of the Institute, which is constituted by Sinhgad Technical Education Society and the representative from statutory bodies. College Development Committee (CDC): is responsible for deliberations and decision making at the institute level. It is constituted as per the Maharashtra University Act 1994.

Director:

Director acts as a liaison between top management and staff members. She is responsible for the execution of academics & administrative activities.

Role of IQAC:

To set & encourage quality improvement program in teaching learning pedagogy, research & administration.

Training and Placement:

Institute has central placement cell. The training and placement officer coordinates with the companies and alumni for the placements of our students. Several Initiatives has been taken by Placement departments for the skill evelopment

of students in tune with the Industry. Recruitment and promotional policies: Roster (Service Rule) is centrally maintained by the society and the requirements of faculty and staff are published in the leading newspapers and on website. The selection of the candidate is done as

per the norms of SPPU. The performance appraisal system is tool for evaluation.

Grievance redressal Mechanism:

Institute has grievance cell at the institute to address the ragging, sexual harassment, women harassment complaints.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.2_service_book_as_a_additional_in formation.p Df
Link to Organogram of the institution webpage	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.2_organogram_service_book.pdf
Upload any additional information	View File

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	View File
Screen shots of user interfaces	View File
Any additional information	View File
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

- 1) **City Allowance:** Institute has policy to provide the city Allowance to all the employees.
- 2) **Free Medical Treatment:** Each employee is provided the free medical treatment from STES's Medical college and Hospital.
- 3) **Maternity leave as per government norms:** As per the government's maternity rules, each lady employees who has completed two years of service entitles for the maternity leave.
- 4) **Employee Provident Fund (EPF):**The employees who are already registered with EPFO entitled to get the Employee Provident Fund.
- 5) **Gratuity:** The employees who has completed 5 years of tenure of services in the same organization receives gratuity after their discontinuation of service.
- 6) **Staff Quarters:** Institute provides the residential quarters to both teaching and non-teaching staff members.
- 7) **Cafeteria:** The institute has cafeteria in the campus.
- 8) **Students insurance, pro rata student welfare fund.**

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.3.1_STES_Rules.pdf
Upload any additional information	View File

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

16

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

0

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)	No File Uploaded

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

16

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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

Human Resource Management in STES, is the practice of managing people to achieve better performance. STES is always looking for their employees who fits the institute's culture, & stay longer, and be more productive. Staff members are hired as as per the standard operating procedures established by STES , SPPU & AICTE , DTE , Government of Maharashtra.Roster (Service Rule) is centrally maintained by the society and the requirements of faculty and staff are published in the leading newspapers and on website. The selection of the candidate is done as per the norms of SPPU.The performance appraisal system is tool for evaluation.The process is handle by head of the institute / director on one on one basis.

All teaching & non-teaching staff fills the performance appraisalform & submitting it to the administrative staff .In this form all details regarding individual performance like achievements, any extracurricular activates done during the year are mentioned by the staff .The evaluation is based on it.

The objective of this activity is to groom the staff members & to motivate them

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.3.5_performance_appraisal_forms.pdf
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

Sinhgad Business School has regular practice of conducting the internal and external audit. The audited reports are maintained for each accounting year.

Audit Procedures and Practices:

Audit is "proprietary audit" that focuses on adherence to internal rules and procedures set for internal control within the organization. This audit aims at checking financial transactions. Authorization of various transactions is done as under:

Manual Cash Book: Check all receipts and payments, and also check the correctness of accounts.

Bank Account: To verify all receipts and payments, and check bank reconciliation statement.

Checking Fees Reconciliation: All journals, vouchers, prospectus and bank reconciliation statement etc.

All Pay bills: Check increment calculations and salary disbursements.

Library: All books and periodicals purchased and accounted in "Accession Register".

The internal audit report is scrutinized by external auditor belonging to an authorized agency. The replies to the internal audit queries shall be given within 30 days from the receipt of audit report to Founder President, Secretary, Director (Finance) of STES.

The compliance is submitted to Joint Director (Accounts and Audits) through the Campus Account Officer.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.4.4.3_Institutional_strategies_for_mobilization_of_funds_and_the_optimal_utilization_of_resources.pdf
Upload any additional information	View File

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)	No File Uploaded

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

Resource mobilization policy and procedures of the HEI. Resource Mobilization Policy of and Procedure of Sinhgad Business School:

Sinhgad Business School, Pune is owned and managed by charitable educational trust Sinhgad Technical Education Society, Pune. Sinhgad Business School does not have a distinct identity different from Sinhgad Technical Education Society. All the policy decisions relating to finance and resource mobilization are taken at the head office of the Sinhgad Technical Society and as such Sinhgad Business

School does not have separate resource mobilization policy and procedure.

The institute conducts the internal and external audit. The internal audit and external audit is conducted periodically. The audited reports are maintained for accounting year April 2018 to March 2019.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.4.4.3_Institutional_strategies_for_mobilization_of_funds_and_the_optimal_utilization_of_resources.pdf
Upload any additional information	View File

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

At Sinhgad Business School, Erandwane, Pune governing body and Internal Quality Assurance Cell (IQAC) are the supreme planning bodies of the institution. (IQAC) develops plans in accordance SPPU and Government to match with the current requirement of other stake holders.

Past Year 2020 posed huge challenges in basic delivery of syllabus to students as education had changed dramatically, using e-learning, whereby teaching was to be undertaken remotely on digital platforms. Great uncertainty was anticipated about its impact on the education. The activities executed for mitigation of the problematic situation initiated by the IQAC included:

1. Development of a digital library

2. Training and mock sessions of faculties before start of
3. the online sessions
4. Changes incorporated in the teaching plans encouraging
5. student self-learning
6. Changes incorporated in Online and concurrent evaluation process

Faculties perceiving their doctorate had requested IQAC to revised and upgrade their knowledge in research methodology and enlighten them on information to seek various research grants. IQAC responded positively to the demand and perceived the institute to arrange a faculty development program for entire teaching staff inviting eminent academicians. This program was planned and executed successfully from the 16th July 2021 to 21st June 2022.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/6.5.1_IQAC%20Meeting.pdf
Upload any additional information	View File

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 institute follows Savitribai Phule Pune University rules, AICTE guidelines, and maintains standards in teaching-learning process, and conduct of examination and their evaluation. Academic calendar, time table, teaching plan are prepared at the commencement of the academic year. Course files are prepared by faculty members for their respective subjects to facilitate the teaching-learning

process. Institutes teaching-learning process is learner-centric and it includes Internships, Social Responsibility, Guest Sessions, Industrial Visits), and Learning through Problem Solving (Case Study Method, Research Based Learning). The IQAC reviews the academic progress at the end of the semester. The Syllabus completion review is taken from all faculty members. Based on review appropriate actions are taken. Student's feedback for each faculty member is taken at the end of semester and reviewed by IQAC to find out the

areas of improvements in teaching-learning progress and the same improvements are communicated to the faculty members.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2018/SBS/NAAC-2018/Re_views-of-IQAC.pdf
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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.sinhgad.edu/2022/SBS/NAAC-2022/AnnualReport_2021-2022_IMMP013280.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
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

Annual gender sensitization action plan will include following activates

- Sexual Harassment of Women-11th March,2022,
- Gender Discrimination Video Discussion-11th March,2022,
- International Women's Day celebration-8th March 2022
- Nirbhay Kanya Abhiyaan Or Nirbhaya (Zero Violence against women program) -8th March 2022
- Workshop on 'A Healthy Lifestyle'-6th May, 2022

At SBS, we believe that Gender equality is a human right and that all genders should have equal rights, responsibilities, and opportunities and should strive for it. Safety and Security for Female Staff and Girl Students: The college has 24-hour CCTV camera surveillance and security personnel on the premises for safety and security. Programs on gender equity are being arranged, and a mentoring programme is being implemented for students to share their problems with the mentors and overcome them. Various committees like the "ICC," "grievances redressal committees," "anti-sexual harassment committee," and "anti-ragging committees" have been functioning to ensure the safety and security at SBS.

Counselling: SBS has organised counsellors for the students to offer assistance in identifying and clarifying issues. Counsellors are experts at uncovering and discovering options for further course of action.

Girl's Common Room: The well ventilated girls' common room, which has washrooms, dressing mirrors, newspapers, a notice board, a complaint box, and a first aid box, is available at appropriate places for girl students to relax. There are female attendants to maintain cleanliness and ensure the safety of girls.

File Description	Documents
Annual gender sensitization action plan	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Annual_gender_sensitization_action_plan.pdf
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	http://www.sinhgad.edu/2022/SBS/NAAC-2022/7.1.1_the_Institution_for_the_promotion_of_gender_equity.pdf

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	D. Any 1 of the above
--	------------------------------

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The institute does not generate any biomedical, Hazardous chemical, or radioactive waste. Solid wastes generated in the institute include dry and wet waste only. The institute manages its disposition in the following manner:

Solid Waste Management: The Institute manages the management of solid waste disposal with a private agency and Pune Municipal Corporation. Separate bins are arranged for Bio-degradable and Non-Bio-Degradable waste. Solid waste collected in the institute is disposed of on a daily basis through nominated PMC dumping grounds.

E-waste Management: The institute has a central policy for maintaining computers and their accessories. Efforts concentrate on enhancing the hardware life, thereby minimizing the up-gradation need and generation of e-waste. Obsolete hardware is disposed of through an E-waste management agency periodically.

Anti-Plastic Drive: A drive is conducted on the campus wherein the institute promotes the use of paper bags and promotes a plastic-free environment. Banners with the message "Today Is No Plastic Day" are put up at various locations on the premises.

Liquid waste management: Liquid waste coming from all floors of the campus building is collected in tanks built for

managing liquid waste through proper drainage lines. The institute plan for the STP (sewage treatment plant) will be functional shortly.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

D. Any 1 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	View File

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

A. Any 4 or all of the above

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	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File
<p>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).</p> <p>The institution believes in the equality of all cultures and traditions, and students here, belonging to different castes, religions, and regions, study without any discrimination. The institution does not encourage any intolerance towards cultural, regional, linguistic, socioeconomic, and other diversities. National festivals, birth anniversaries, and memorials of great Indian personalities are celebrated with great fervour. To build a nation of youth who are noble in their attitude and morally responsible, the institute organises and conducts several activities to build and promote an ethical environment. cultural and spiritual values among the students and staff, which include :</p> <p>1) Cleanliness Drive for both staff and students on June 17th, 2022, to promote the importance of cleanliness as part of the "Swachh Bharat Abhiyan."</p> <p>2) "Selfie With Bappa," an art competition at the Ganapati festival in August for both staff and students to promote unity and integrity. International Yoga Day: a short workshop for both staff and students to promote emotional and physical health</p> <p>4) Enthusia 2022: The Singhad business school, Erandwane, organised Enthusia, a cultural event for two days. Dr. Vijaya Puranik, Director of SBS, lit the lamp to begin the inaugural</p>	

ceremony on May 26 at 10 a.m. On Day 1, there were traditional days as well as various games, dances, and singing competitions.

Day 2 Bollywood Day was held at the Seminar Hall from 10 a.m. to 2 p.m. Events such as the ramp walk and DJ night were organized.

5) On 18 Oct 2021, both staff and students will go to an NGO Aniket Sevabavi Sanstha, Bavdhan.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

The institute organises various programmes regularly for the promotion of constitutional values and the rights, duties, and responsibilities of citizens. The institute designs various activities to create awareness about the national identity and symbols. These are aimed at familiarising students with fundamental duties and rights. The institute celebrates Independence Day on the 15th of August every year. A flag-hoisting ceremony is organized, followed by the recitation of the National Anthem. Every January 26th, the institute observes Republic Day. The institute ensures that the students participate very enthusiastically in all such activities. The institute celebrates On November 26, 2021, Constitution Day, students competed in elocution, essay, and quiz contests, all of which contributed to the ideal constitutional values and the fundamental duties and rights of Indian citizens. The institute has organised a variety of academic and co-curricular activities to promote Indian citizens' Fundamental Duties and Rights. The students participated in a variety of academic programs, such as webinars, conferences, expert talks, Bright Talks, and so on, which increased their awareness of these issues.

Constitutional Obligations: The institution has organised student-centric activities like paper, poster, and essay

competitions, which have always received huge participation from the students and promoted their awareness about various aspects of Indian citizenship. The institute thus ensures the delivery of values necessary to be inculcated in students to become responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.sinhgad.edu/2022/SBS/NAAC-2022/7.1.9 the Institution to the constitutional obligations values rights duties and responsibilities of citizens.pdf
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

A. All of the above

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

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

The institute celebrates national and international commemorative days, events, and festivals. The institute and its students are on a mission towards a better India by breaking the boundaries of religion and caste. Thoughts of great personalities were sown into the young minds through the activities and programmes conducted on these days. Every year, the institute hosts national festivals and commemorates the births and deaths of notable Indians. The institute celebrates Independence Day on the 15th of August every year. A flag-hoisting ceremony is organized, followed by the recitation of the National Anthem. Every January 26th, the institute observes Republic Day. Eminent personalities deliver their speeches on the significance of preserving constitutional rights and values. Every year in August, the institute organises "Selfie With Bappa," an art competition for students during the Ganapati festival. The institute organises a cleanliness drive to promote the importance of cleanliness and Mahatma Gandhi Jayanti on October 2. The institute celebrates International Day of Yoga with the theme "Yoga for Wellness," with a short workshop arranged for students and staff. On January 3, the institute will commemorate Krantijyoti Savitribai Phule Jayanti in order to raise awareness among stakeholders about the importance of education.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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.

The objective of the MBA program is to educate and prepare a diverse group of men and women with the knowledge, analytical ability, and management perspectives and skills needed to provide leadership to organizations competing in a world increasingly characterized by diversity in the workforce,

rapid technological change, and a fiercely competitive global marketplace. Sinhgad Business School designed to prepare students for careers in management and leadership in both the private and public sectors. Students acquire a comprehensive foundation in the fundamentals of business, the global environment in which they will function, and the analytical tools for intelligent decision-making.

Battle Intellect: Inter college management game competition where students from various colleges participate and compete with each other. These competitive games enhance student's analytical, leadership, public speaking decision making and communication skills.

Student Training Programme: Various activities are carried out by the faculty members for students to enhance their professional skills in classes which includes Group Discussion, Personal Interview, Reading Skills, Writing Skills, Case Study presentation, General Knowledge Quiz, Video C V etc

File Description	Documents
Best practices in the Institutional website	http://www.sinhgad.edu/2022/SBS/NAAC-2022/7.2_Best_Practices.pdf
Any other relevant information	http://www.sinhgad.edu/2022/SBS/NAAC-2022/Best_Practice_Any_other_Information.pdf

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

Psychometric tests are a standard and scientific method used to measure individuals' mental capabilities and behavioral style. Psychometric tests are designed to measure candidates' suitability for a role based on the required personality characteristics and aptitude (or cognitive abilities). They identify the extent to which candidates' personality and cognitive abilities match those required to perform the role. Employers use the information collected from the psychometric test to identify the hidden aspects of candidates that are difficult to extract from a face-to-face interview.

Once the Human Resources manager, or person/s in charge of hiring, ascertains that you have fulfilled the initial requirements for the position by reviewing your résumé, they will then send out a letter with specific instructions for sitting the psychometric test. The prime objective of this is to identify at an early stage those job applicants who are unlikely to fill the requirements of the position on offer and consequently narrow the applications further.

Considering the importance of psychometric testing in students' career, SBS has decided to conduct Psychometric tests for its MBA first year students and to counsel them by the experts. We conduct these tests in the Induction program itself, so that the students can be counselled immediately in the first semester of the course. They get suggestions from the experts in the initial days of their course; therefore they can mold themselves, acquire essential knowledge, and learn new skills during the two years of the course.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To modernize the curriculum to suit recent trends of the industry
- To improve industrial consultancy services
- To motivate and develop students for entrepreneurship
- To get funded research projects
- To maintain academic quality and excellence
- To recruit and retain well qualified motivated faculty.
- To provide amenities and sports facilities in harmony with nature.
- To provide holistic value based education and inculcate entrepreneurial abilities in students to face the challenges of corporate world.
- To arrange career guidance programmes.
- An effort to collaborate initiatives of Industry-Academia and Alumni for development of students.
- Organize various student and faculty development programme.
- To made placement more efficient. To Start Academy for

Competitive Examination and Students training program

- To initiate discussions and thinking on designing curriculum
- To introduce workshop on Design Thinking
- To conduct the soft skills training program for all students to equip them for internships
- To conduct a workshop for students on Fundamentals of Stock Market
- To conduct a national level students research competition
- To strengthen the placement opportunities
- To conduct training sessions for e-content development