



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>Sinhgad Business School</b>
• Name of the Head of the institution	<b>Dr.Vijaya Puranik</b>
• Designation	<b>Director</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>02025434314</b>
• Mobile no	<b>9657725091</b>
• Registered e-mail	<b>director_sbs@sinhgad.edu</b>
• Alternate e-mail	<b>vijayapuranik@gmail.com</b>
• Address	<b>19/15, Smt.Khिलारे Marg Off Karve Road Erandwane, Pune</b>
• City/Town	<b>Pune</b>
• State/UT	<b>Maharashtra</b>
• Pin Code	<b>411004</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>Savitribai Phule Pune University Pune</b>				
• Name of the IQAC Coordinator	<b>Dr.Bharati Kumar</b>				
• Phone No.	<b>02025431001</b>				
• Alternate phone No.	<b>9764000437</b>				
• Mobile	<b>8999646283</b>				
• IQAC e-mail address	<b>bharati.sbs@sinhgad.edu</b>				
• Alternate Email address	<b>bharatiattal@gmail.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/AQAR_Report%202_agar_report.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/AQAR_Report%202_agar_report.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/academic-calendar_jantomay_2013.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/academic-calendar_jantomay_2013.aspx</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B++</b>	<b>2.78</b>	<b>2018</b>	<b>02/11/2018</b>	<b>01/11/2023</b>
<b>6.Date of Establishment of IQAC</b>			<b>03/10/2017</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of			<a href="#">View File</a>		

IQAC		
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>Use of smart board for virtual teaching. Use of Telegram app has been introduced by SBS Library to make available e-content for students and faculty. Use of online platforms like google meet, zoom, Microsoft teams, webex,etc for conducting lectures and meetings. Identification and individualized grooming for fast and slow learners.</p>		
<b>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</b>		

Plan of Action	Achievements/Outcomes
<p>1. The faculty cabins in the institute were rearranged to ensure social distancing and faculty members and non-teaching staff attendance was scheduled with 50% of the total, as per government guidelines</p>	<p>1. All faculty members now have individual cabins to ensure social distancing</p>
<p>2. All provisions for health and safety of all members of SBS was implemented as per Health Ministry guidelines.</p>	<p>2. Sanitizing liquids and sprays were purchased and the non-teaching staff training in the use of the same.</p>
<p>3 Every faculty member will be publishing atleast 2 research papers in UGC listed or Scopus indexed journals.</p>	<p>3. 90% of the faculty members have published papers in reputed journals</p>
<p>4. FDP will be arranged of Research Methodology to guide the faculty members in the same.</p>	<p>4. FDP was arranged, though a little late June. It was an Offline FDP of 4 days.</p>
<p>5. All faculty members will attend webinars for understanding NEP guidelines so that the processes may be implemented smoothly next year.</p>	<p>5. All faculty members have attended webinar though all may not be related to NEP but related to quality education in PG institution</p>
<p>6. Since students are not present in the institute, sports and cultural program for the students may be arranged online</p>	<p>6. Cultural and sports days were celebrate online enthusiastically by the students</p>
<p>7. Increased use of technology has resulted in more students opting for technical subjects. A review of the institute level subjects to include more subjects related to analytics and digital platforms to be done</p>	<p>7. Domain wise interaction of faculty result in a review of institute level subject revision to include more subjects covering analytics and digital mode of operations e Digital Marketing was added as a subject w was not previously an elective at the institute.</p>
<p>8. Since Pune University is going to conduct online examination during the year,</p>	<p>8. All faculty members prepared and shared with the students a question bank of their subject</p>

each faculty member should prepare a question bank of their subjects with MCQ and ensure that all students are prepared in the same.	of MCQ.
9. To accommodate all difficulties of students related to bandwidth and use of mobile phones for attending online lectures, the timetable was redesigned to include more assignments and asynchronous mode of teaching.	9. Timetable was made with only 4-5 session online in a synchronous mode. Interactions small groups and assignments were increase ensure effective completion of syllabus an student learning.
10. To create digital library for students for access of everything from anywhere.	10. Digital library was created on Telegram app. All students and faculty members became members. This was used to share e-books an notes of various subjects with students
11. Concurrent evaluation to be revisited to incorporate online evaluation for assignments, tutorials and mid and end term examinations	11. Mode and implementation of concurrent evaluation was changed by every faculty me after assessing the various online tools available. This ensured smooth submissions evaluation and sharing of feedback with students by faculty.
<b>13. Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020	29/01/2020

## Extended Profile

<b>1.Programme</b>	
1.1	<b>80</b>
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	<b>544</b>
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2	<b>150</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>174</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>24</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	30
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	15
Total number of Classrooms and Seminar halls	
4.2	63.34
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

SBS is affiliated to Savitribai Phule Pune University and implements the syllabus prescribed by the University.

- At the beginning of the semester, meetings are held and academic calendars are prepared in line with the SPPU and institutional guidelines.
- Number of classes for each topic is decided according to the syllabus and credits per course assigned.
- Time table Committee draws up a detailed timetable which efficiently deploys well-constructed weekly Schedule for each semester to conduct the classes and co-curricular activities.
- Faculties prepare Teaching Plans according to the course/ subjects allotted.
- Classes held according to the time table under the supervision of overall coordinators.
- Various online teaching methods based on various needs of different courses used as it was the Covid -19 pandemic situation. This ensured effective delivery of curriculum.

- Special online talks by experts were also arranged in the guest sessions.
- Regular online class tests, Midterm examinations, End term examinations, regular assessment, viva-voce, were organized to keep track on the improvement of the students.
- SBS maintained the detailed record of the online classes, assessments, attendance, etc.

Remedial coaching given to slow learners and additional courses for fast learners.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://collegecirculars.unipune.ac.in/sites/documents/Syllabus2020/MBA%20Revised%20Syllabus%202019%20Pattern%20Sem%20I%20to%20IV_R2_25_7_2020_04.082020.pdf">http://collegecirculars.unipune.ac.in/sites/documents/Syllabus2020/MBA%20Revised%20Syllabus%202019%20Pattern%20Sem%20I%20to%20IV_R2_25_7_2020_04.082020.pdf</a>

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

- SBS follows the calendar issued by regulating bodies AICTE, DTE, SPPU and strictly plans all its activities to conduct of Continuous Internal Evaluation (CIE).
- Institute prepares an institute-level Academic calendar for Institute's programs, guest lectures, workshops, and industrial visits, co-curricular and extra-curricular activities.
- Academic Calendars helps the faculty members to plan CIE in advance. Every faculty member, in accordance with their subject select their activities for CIE. (i.e. Tutorial, Assignments, Presentation, Simulation based Activity, Role play, Case Study, Small Projects). These are incorporated in their lesson plans.
- Assignments and tutorials are the part of CIE. They are provided to students on the scheduled dates mentioned in the academic calendar. Every faculty conducts regular class tests consisting MCQs on the related topic for practice and revision with the help of Google forms.
- The Institute Exam department frames the guidelines for conducting the Midterm exams, End term exams and Viva-voce under CIE and results are displayed as per the schedule given in calendar.



File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/academic-calendar_jantomay_2013.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/academic-calendar_jantomay_2013.aspx</a>

**1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

**1**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

51

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

**Institution has taken following initiatives to address crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.**

- 1. Human Rights:** Human rights education lies at the heart of all efforts to develop a culture and a society that embraces dignity, inclusion, and equality. Human rights education contributes to social cohesion, democracy, conflict prevention & resolution, as well as understanding of diversity.
- 2. Art of living course:** This course was organized to help the participants to develop the yoga practice on daily basis which include some new power postures, Breath work and Meditation technique for increasing the lung capacity, eliminate the stress and enhancing their immunity.

3. **Cyber security** : Cyber security is the protection of internet-connected systems, including hardware, software and data, from cyber-attacks. The main aim of this course is to create awareness of information and cyber security among students.
4. **Skill Development**: All the MBA- II year students have to appear for the exam of additional half credit course Skill Development- I (394) and Skill Development- II (494) as additional half credit courses suggested by the university.
5. **German language course**: Main aim of this course is to kindle interest for a foreign Language amongst students. This also helps the students to add value to their CVs as Many German based companies conduct placement drive at STES level.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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	<a href="#">View File</a>

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

267

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/Student's_Feedback_MBA_2020_21.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/Student's_Feedback_MBA_2020_21.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/Student's_Feedback_MBA_2020_21.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/Student's_Feedback MBA 2020 21.pdf</a>

## 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**

262+274=536

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

128

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Write description in maximum of 200 words

In order to assess the learning levels of the students, SBS organizes various programs such as 'Induction Program' at the beginning of first semester to make the students familiar with the institute , 'Bridge course of finance' to provide conceptual base from various disciplines , basic English communication course to excel in English speaking, writing and reading. Psychometric Test and Counseling Session are organized for the students at the beginning of the first semester to make them understand their personality and analyze themselves.

Mentor Mentee Program is in place which serves as a platform to guide the students.

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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/2.2.1_Identification_and_treatment_slow_fast_learners.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/2.2.1_Identification_and_treatment_slow_fast_learners.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
262	24

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

At SBS, great emphasis is laid on learner-centered education through methodologies like experiential and participative learning such as Summer Internship Program mandated in SPPU syllabus makes learning more individualized, creative and dynamic. Student Clubs are formed for conducting events and activities at SBS. Social responsibility is inculcated through various CSR activities conducted by students under the guidance of faculty members. Experts are invited to deliver Guest lectures in online mode to augment the regular syllabi based teaching-learning process and bridge the gap between "Campus and Corporate". Asynchronous and Synchronous teaching methodology is adapted especially in this Pandemic situation. Pedagogies include group discussions, quiz, case studies, and debate, to make learning a knowledge-sharing process. Case method is considered as a robust

student-centric teaching pedagogy. Project based assignments useful in developing problem solving, research are undertaken through subjects like BRM, EADR. Students choose subject of specialization in the third semester cross specialization open elective facility. Selected courses are guided by respective subject faculties.

SBS has organized "AURORA" online game event for all students to imbue the spirit of team work, self and group motivations, leadership skills and decision making skills in the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/events.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/events.aspx</a>

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

Information Communication Technology has become an inevitable part of the teaching-learning process these days. Due to pandemic and work from home situation, the reliability and uses of ICT has increased a lot. All the faculty members in the campus have already been using the different ICT tools for teaching. Institute focused on providing the ICT tools to both faculties and students such as Educational CDs, Software, E - books, E- journals, Scanned notes, Digital library, and Smart Class room. However, in this year due to work from home situation Mobile phones have played a large role in teaching-learning process. E-resources and techniques have extended a big support to faculties in teaching learning process. Although, many tools provided by the institute such as Projectors, FTP Surver, ERP Gems, Blogs, LAN, Wi-fi, Computers. But the role played by the faculties is commendable as they have used many resources and technologies such as Google doc, Google Classroom, Google Forms, Sheets, Microsoft office, WhatsApp, Microsoft Teams, Google Meet, Zoom, You tube, Facebook, Recorded Video Lectures in the teaching-learning process. Institute has build up its own e- content with the help of faculty members and such content are made available to the student's through e-library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

12



File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

193

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

Internal assessment is done by every subject faculty based on attendance, concurrent evaluation components and internal examinations conducted towards the end of every semester.

**Mechanism and transparency related to internal assessment:**

Official WhatsApp groups are created for each batch by the coordinators for e-communication.

Attendance of all the sessions is maintained by subject teacher in standard excel format.

Each coordinator compiles the subject attendance sent by subject faculty and a Google sheet of the same is shared with the students. Concurrent evaluation component comprises submission of online assignments, tutorials, case study evaluation and online MCQ test.

The internal evaluation criteria are discussed with students by the

division coordinators as well as subject faculties during teaching sessions. A notice related to submission/conduction of CIE component is forwarded to student's official WhatsApp group. Mid-term & End term examinations are conducted as per schedule by the exam team once in every semester. Marks compilation including concurrent activity marks and test marks is filled in an excel template by every subject faculty for finalization of internal marks.

Subject wise Concurrent evaluation Scores of each components such as assignments, class tests, MCQ tests, case studies are shared with all students through Google sheet by every subject faculty. End term and Midterm exam scores are shared with students

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/Concurrent Evaluation IMPORTANT DATES.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/Concurrent Evaluation IMPORTANT DATES.pdf</a>

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

MBA programme comprises of internal (End term) examination and University examination. There is separate internal and university exam team appointed for smooth conduction of internal examination.

Mechanism and transparency related to end term examination

Mid-term & End term examinations are conducted as per schedule by the exam team once in every semester.

Notice and Time table of the same is emailed and sent on official what Sapp group prior to examination. Every subject faculty conducts their online MCQ exam by providing session link on official what Sapp group. All students are taken inside virtual classroom. They are instructed to keep their cameras on.

Link for MCQ exam is shared in the chat box and will be immediately closed as per the schedule.

Generated exam scores in an excel sheet are shared with the students.

Cumulative end term examination marks are compiled by the exam team and soft copy of the same is shared with the students.

Students can clarify their doubts related to internal marks with subject teacher any time.

Subject teachers also discuss shortcomings in performance with students to enable them to enhance their learning's and overcome the shortcomings during online sessions.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/EXAM_GRIVANCES_flowchart_SBS.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/EXAM GRIVANCES flowchart SBS.pdf</a>

## 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	<a href="#">View File</a>
Paste link for Additional information	<a href="http://collegecirculars.unipune.ac.in/sites/documents/Syllabus%202019/MBA_Revised%20Syllabus%202019%2023-10-19_24.102019.pdf">http://collegecirculars.unipune.ac.in/sites/documents/Syllabus%202019/MBA_Revised%20Syllabus%202019%2023-10-19_24.102019.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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	<a href="#">View File</a>
Paste link for Additional information	<a href="http://collegecirculares.unipune.ac.in/sites/documents/Syllabus%202019/MBA_Revised%20Syllabus%202019%2023-10-19_24.102019.pdf">http://collegecirculares.unipune.ac.in/sites/documents/Syllabus%202019/MBA_Revised%20Syllabus%202019%2023-10-19_24.102019.pdf</a>

### 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

440

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/Result_ledger.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/Result_ledger.pdf</a>

### 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/2021/SBS/NAAC-2021/Student's\\_Feedback\\_MBA\\_2020\\_21.pdf](http://www.sinhgad.edu/2021/SBS/NAAC-2021/Student's_Feedback_MBA_2020_21.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

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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

### Start-up and Innovation Cell

## Committee Members

Faculty Members - Dr Vishal Gaikwad, Dr. Prashant Kotasthane and Prof. Harshali Bhalerao

## Activities of the Cell

1. 5 days Online FDP on "Building Startup & Innovation Centres" organized by Faculty Development Centre, UGC-Human Resource Development Centre Savitribai Phule Pune University, Pune jointly by EDII-SPPU and Heads of Innovation Cells on 26th to 30th October, 2020 was attended by Dr. Vishal Gaikwad and Prof. Harshali Bhalerao.
2. Students conducted online interviews of various Entrepreneurs and presented them in the class. This objective of this activity was to understand the nitty-gritties of entrepreneurship directly from the horse's mouth.
3. Divyashree Bhise, Amit Gawali and Dilip Adsul from MBA First Year and Vishwanath Siddhe from MBA Second Year participated in the online ideation competition hosted by CII, SPPU.
4. Dr. Dhananjay Mandlik received Innovative Researcher (Business Analytics) and Best Academician Award.
5. Dr. Dhananjay Mandlik along with Dr. Parag Kalkar were in receipt of a patent in Computer Science on "Identification and Assignment of patient beds in Hospital environments by Bubble and Cluster sorting Techniques."
6. We promote and support the entrepreneurship ventures of our alumni by showcasing their activities on our SBS Facebook pages.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/3.2.1_Start_up_and_Innovation_Cell.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/3.2.1_Start_up_and_Innovation_Cell.pdf</a>

### 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

6

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

7

File Description	Documents
URL to the research page on HEI website	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/research.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/research.aspx</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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

16

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

An extension activity is an activity that extends the learning of the lesson. Extension activities can be done in small groups or by a single student. These extension activities are leveled to fit the student.

The reason regular education teachers must have enrichment and extension activities in their classrooms and part of their instruction is because students need to take what they know or what they learned and apply it to the next level. We at SBS conduct various extension activities. Students learn various managerial skills during the process.

The following types of activities were conducted by SBS students and staff in neighbourhood community:

1. Making children literate by teaching them to read and write.
2. Giving them general knowledge about spirituality, moral values and courtesy.
3. Papad making, application of mehendi.
4. Painting, card-making, making bags, wall hanging, slippers, purse etc.
5. Providing them computer training.
6. Training of trainers in the Blind School for technical training

File Description	Documents
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/Extension_Activities_H_P.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/Extension_Activities_H_P.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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

8

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

#### 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

187

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

## 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

11

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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, a Computer and internet connection. This helps the faculty to teach the student digitally.

Students are provided with digital subject resources by the subject faculties which can be access by student in the classroom itself. The ICT enabled Class Rooms helps the student to acquire all resources on a click.

Computer Labs are equipped with a 50 MBPS internet speed 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 are made available to students for corporate guest sessions, Small group discussions , cubicles for student clubs , Entrepreneurial ship activities and meetings are held in the available facilities for students which helps the overall and holistic development of student .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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/infrastructure-.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/infrastructure-.aspx</a>

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

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. A Student Activity Hall is available to carry out these indoor sports.

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.

Various cultural activities like, Dancing, Singing, Fashion show, dramas, Street plays are also organized by students and are executed in the activity area.

Institute also organizes the Market 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	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/4.1.2_cultural_activities_sports_games_indoor_outdoor_gymnasium_yoga_centre_etc.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/4.1.2_cultural_activities_sports_games_indoor_outdoor_gymnasium_yoga_centre_etc.pdf</a>

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	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/4.1.3_ICT_enabled_facilities_such_as_smart_classes_LMS_etc.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/4.1.3_ICT_enabled_facilities_such_as_smart_classes_LMS_etc.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

151.09

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 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.

4.2.2 Subscribed e journal "Academy of Management Journal" for the academic year 2020-21. Faculties are using Shodhganga & Shodhsindhu for research. Started SBS Digital library on telegram, e-books are uploaded for students to access them form their remote place.

4.2.4 Due to pandemic colleges were closed, so contents were shared online.

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

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

0.073

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/4.3.1%20Institution%20frequently%20updates%20its%20IT%20facilities%20including%20Wi-Fi.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/4.3.1 Institution frequently updates its IT facilities including Wi-Fi.pdf</a>

#### 4.3.2 - Number of Computers

210

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

12.25

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 STES' Project Department that handles carpentry, and civil works. The requirement of any of this work is provided to them and is done by the project department of STES as and when required
- There is 1 IT Maintenance staff that looks after the IT maintenance of the Institute also an Annual Maintenance Contract is made with an external agency which also provides their own staff for solving any IT related software and Hardware related query
- There are 2 Electrical Maintenance staff of Institutes that looks after the electrical maintenance of the Institute. A register is made available for the employees by the institute. The staff has to logged any complaint and or requirement of any electrical good in the register. The complaint is resolved and any electrical damaged goods is replaced by the electrical maintenance staff.
- 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
- Institute also has 6 Security Guard at various locations in the institute which takes care of institute security, during the Covid 19 pandemic and after that too all visitors, staff students etc are checked thermally , sanitized and then allowed to enter the institute premises.
- 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	<a href="#">View File</a>
Paste link for additional information	<a href="http://sinhgad.edu/2021/SBS/NAAC-2021/4.4.2_physical_academic_and_support_facilities_-_laboratory_library_sports_complex_computers.pdf">http://sinhgad.edu/2021/SBS/NAAC-2021/4.4.2_physical_academic_and_support_facilities_-_laboratory_library_sports_complex_computers.pdf</a>

## 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

388

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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

0

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)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/5.1.3 Capacity building and Skills enhancement initiatives taken by Institute.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/5.1.3 Capacity building and Skills enhancement initiatives taken by Institute.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**122**

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

**122**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **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**

**226**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### **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**

**4**

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**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)	<a href="#">View File</a>

**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.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)	<a href="#">View File</a>

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 one's domain interest, and balance between work and hobbies. Activities organized/participated as a club member also look good on the student's 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. Google link for Voluntary Registration for the membership of various Club and Committees.

File Description	Documents
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/5.3.2_co-curricular_and_extracurricular_activities.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/5.3.2_co-curricular_and_extracurricular_activities.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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

103

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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. To contribute in multiple ways for the development of Sinhgad Business School especially for the development of present students. Our alumni association works as partners to bridge the gap between the industry and academics. The mission of the Alumni Association is to foster a mutually beneficial relationship between the Institute and its alumni. 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. Date of Alumni Interaction Session: - 13th August, 2021 Time:-12 pm to 1 pm Mode of Interaction:- Online Zoom Meeting 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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/5.4.1 Alumni Association that contributes.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/5.4.1 Alumni Association that contributes.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**      **B. 4 Lakhs - 5Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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 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 had 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

b) Student Entrepreneurial cell : The virtual activities undertaken by Student Entrepreneurial cell 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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.1.1_The_governance_of_the_institution_is_reflective_of_and_in_tune_with_the_vision_and_mission_of_the_institution.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.1.1_The_governance_of_the_institution_is_reflective_of_and_in_tune_with_the_vision_and_mission_of_the_institution.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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 the events, achievements of the students' etc.

EXAMPLE ATTACHED ( National Yoga Day)

File Description	Documents
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.1.2The%20effective%20leadership%20is%20visible%20in%20various%20institutional%20practices%20such%20as%20decentralization%20and%20participative%20management.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.1.2The effective leadership is visible in various institutional practices such as decentralization and participative management.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.1%20The%20institutional%20Strategic%20perspective%20plan%20is%20effectively%20deployed.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.1 The institutional Strategic perspective plan is effectively deployed.pdf</a>
Upload any additional information	<a href="#">View File</a>

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 development 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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.2_service_book_as_a_additional_information.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.2_service_book_as_a_additional_information.pdf</a>
Link to Organogram of the institution webpage	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.2_organogram_service_book.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.2_organogram_service_book.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

#### 6.3 - Faculty Empowerment Strategies

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

1) **Group Insurance Scheme (GIS):** Institute provides Group insurance which is supplemental coverage to better ensure the physical, mental and financial health of insured members and their families.

- 2) **City Allowance:** Institute has policy to provide the city allowance to all the employees.
- 3) **Accident Insurance:** Accidental Insurance is provided to the employees under Group Insurance Scheme.
- 4) **Free Medical Treatment:** Each employee is provided the free medical treatment from STES's Medical college and Hospital.
- 5) **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.
- 6) **Employee Provident Fund (EPF):**The employees who are already registered with EPFO entitled to get the Employee Provident Fund.
- 7) **Gratuity:** The employees who has completed 5 years of tenure of services in the same organization receives gratuity after their discontinuation of service.
- 8) **Staff Quarters:** Institute provides the residential quarters to both teaching and non-teaching staff members.
- 9) **Cafeteria:** The institute has cafeteria in the campus.
- 10) **Students insurance, pro rata student welfare fund.**

File Description	Documents
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.3.1_STES_Rules.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.3.1_STES_Rules.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **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**

0

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)	No File Uploaded

### 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

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

4

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.3.5_performance_appraisal_forms.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.3.5_performance_appraisal_forms.pdf</a>
Upload any additional information	<a href="#">View File</a>



## 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	Nil
Upload any additional information	<a href="#">View File</a>

**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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.4.4.3%20Institutional%20strategies%20for%20mobilization%20of%20funds%20and%20the%20optimal%20utilization%20of%20resources.pdf">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</a>
Upload any additional information	<a href="#">View File</a>

## 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 .

- 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:
  - Development of a digital library
  - Training and mock sessions of faculties before start of the online sessions
  - Changes incorporated in the teaching plans encouraging student self-learning
  - Changes incorporated in Online and concurrent evaluation process
- Faculties perceiving their doctorate had requested IQAC to revise and upgrade their knowledge in research methodology and enlighten them on information to seek various research grants .IQAC reacted 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 July2021to 21st June 2021

File Description	Documents
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.5.1%20best%20quality%20initiative.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.5.1 best quality initiative.pdf</a>
Upload any additional information	<a href="#">View File</a>

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	<a href="http://www.sinhgad.edu/2018/SBS/NAAC-2018/Reviews-of-IQAC.pdf">http://www.sinhgad.edu/2018/SBS/NAAC-2018/Reviews-of-IQAC.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.5.3 Quality assurance initiatives of the institution include.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.5.3 Quality assurance initiatives of the institution include.pdf</a>
Upload e-copies of the accreditations and certifications	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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-04th January 2021,
- Gender Discrimination Video Discussion-8th February2021,
- International Women's Day celebration-8th March 2021

At SBS we believe that Gender equality is a human right and all genders should have equal rights, responsibilities and opportunities and strive for it. Safety and Security for Female Staff and Girl Students: The College has CCTV camera surveillance and security personnel 24 \* 7 in premises for the safety and security. Programs on gender equity are being arranged, Mentorship program is implemented for students to share their problems with the mentors and overcome them. Various committees like "ICC, Grievances redressal committees, Anti Sexual harassment committee, Anti Ragging committees have been functioning to ensure the safety and security at SBS.

Counseling: SBS has organized counselors for the students to offer assistance in identifying and clarifying issues. Counselors are experts to uncover and discover options for further course of action.

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

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/Annual_gender_sensitization_action_plan.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/Annual_gender_sensitization_action_plan.pdf</a>
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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/7.1.1_the_Institution_for_the_promotion_of_gender_equity.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/7.1.1_the_Institution_for_the_promotion_of_gender_equity.pdf</a>

**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	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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 chemicals, and 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:** 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 wastes. Solid waste collected in the institute is disposed of on a daily basis through nominated PMC dumping grounds.

**E-waste Management:** 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 the floors of the campus building is collected in tanks built for managing liquid waste through proper drainage lines. The institute plan for STP (sewage treatment plant) will be functional shortly.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

**A. Any 4 or all of the above**



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

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

The institution believes in equality of all cultures and traditions and students here , belonging to different caste, religion, regions study without any discrimination

The institution does not encourage any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. National festivals, birth anniversaries and memorials of great Indian personalities celebrated with great fervor. To build a nation of youth who are noble in their attitude and morally responsible, the institute organizes and conducts several activities to build and promote an environment for ethical. Cultural, and spiritual values among the students and staff which include :

1)Cleanliness Drive on 2nd October for both Staff and students to promote the importance of cleanliness

2)Roop Ganeshache an art competition Ganapati festival in August for both Staff and students to promote the unity and integrity

3)International Yoga Day a short workshop for both Staff and students to promote emotional and physical health

4)Krantijyoti Savitribai Phule Jayanti on 3rd January for both Staff and students to sensitize the staff and students about education

5)A visit to an old home on 29th Jan for both Staff and students to help the old age people

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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 organizes various programs regularly for the promotion of Constitutional values, rights, duties, and responsibilities of citizens. The institute designs various activities to create awareness about the national identity and symbols. These are aimed to familiarize its students about Fundamental Duties and Rights. The institute celebrates Independence Day on the 15th of August every year. Flag hoisting ceremony is organized followed by recitation of the National Anthem. Every year on 26th January, the institute celebrates Republic Day every year. Eminent personalities deliver their speeches on the significance of preserving constitutional rights and values. The institute facilitates Student Union's Election every year which is helpful in the promotion of democratic values in the institute. The institute organizes Cleanliness Drive on Mahatma Gandhi Jayanti on 2nd Oct. The drive is aimed to promote the importance of cleanliness. The institute celebrates International Day of Yoga with the theme 'Yoga for wellness', with a short workshop arranged for students and staff. The institute celebrates Krantijyoti Savitribai Phule Jayanti 3rd. Jan to sensitize the stakeholders about education and its importance. 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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/7.1.9_Sensitization_of_students_and_employees_of_the_Institution_to_the_constitutional_obligations_values_rights_duties_and_responsibilities_of_citizens.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/7.1.9_Sensitization_of_students_and_employees_of_the_Institution_to_the_constitutional_obligations_values_rights_duties_and_responsibilities_of_citizens.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code D. Any 1 of the above**

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

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institute Institution celebrates national and international commemorative days, events and festivals. The institute and its students are on a mission towards better India by breaking the boundaries of religion and caste. Thoughts of great personalities sowed into the young minds through the activities and programs conducted on these days. Every year the institute organizes national festivals and birth / death anniversaries of the great Indian personalities. The institute celebrates Independence Day on the 15th of August every year. Flag hoisting ceremony is organized followed by recitation of the National Anthem. Every year on 26th January, the institute celebrates Republic Day every year. Eminent personalities deliver their speeches on the significance of preserving constitutional rights and values. The institute organizes "Roop Ganeshache" an art competition for students in Ganapati festival in August every year. The institute organizes Cleanliness Drive on Mahatma Gandhi Jayanti on 2nd Oct to promote the importance of cleanliness. The institute celebrates International Day of Yoga with the theme 'Yoga for wellness', with a short workshop arranged for students and staff. The institute celebrates Krantijyoti Savitribai Phule Jayanti 3rd Jan to sensitize the stakeholders about

education and its importance.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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.

Sinhgad Technical Education Society, since its inception in 1993, has been continuously endeavoring to nurture the professional talent in the students. We understand the ever changing dynamics of industry and have been constantly interacting with the industry experts to get better ideas to prepare our students for today's dynamic world by inculcating the competitive attitude among them. In view of this, Students Training Program was designed by the expert & experienced team of faculties. The keen interest from the Vice President has made this program so special and unique among the fraternity and guided for professional preparedness of students. The team of STP consisted of expert faculties from the various institutes of STES including two experts from Sinhgad Business School. In a short span of time only, the STP became distinctive program given to students of Sinhgad Institutes along with their professional courses and made significant difference in the performance of students. STP program helps student to increase their domain knowledge, professional cognizance, communication & analytical skills through its different training modules. Different training modules planned under STP develop students' personality and making them industry ready by enhancing the required employability skills. Aurora is a mystical and romantic word for dawn, and the goddess of dawn in Roman mythology and Latin poetry. An aurora also refers to a natural light display in the Earth's sky called the Aurora Polaris. Entire students of the institute were to be integrated to the institute for the first time for such program of arts games and sports. Collective interaction and voluntary participation was absolutely essential for students as for the entire semester on line classes prohibited collective interaction of students

File Description	Documents
Best practices in the Institutional website	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/7.2_Best_Practices.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/7.2_Best_Practices.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

#### Objectives:

#### Testing

To find out students personality profile

To advise studentson areas relevant to management.

#### Counselling

To identify individual's strength and areas for improvement management kills

#### Context:

Relevant management attributes were identified through literature review on Organizational Behaviour and Psychology as:

1. Creativity
2. Interpersonal interaction
3. Personality-Extraversion
4. Motivation
5. Adjusting to change

The valid and reliable scoring of the tests ofstandardized relevant instruments for these attributes were identified and registered.

#### Execution/Practice:

- Testing (four tests) was conducted online on 4th and 9th February, 2021 by using Zoom, Google Meet, Etc just after induction due to pandemic situation with well-trained faculties.
- Experts in areas of counselling were and one-to-one online counselling was arranged for the students by using Zoom, Google Meet, etc. in the month of February, 2021.
- Identified expert Counsellors in psychology provided their guidance to the students. Which has been recorded and documented..

Evidence of Success:

Students attained

- Knowledge about their strengths and limitations
- Focus on their aim.
- Clarity in selection of specialization.

Resources Required

Well trained faculty members

Expert counsellors.

Students volunteers

Counsellor remuneration.

- Stationary and budget for printing scorecards
- Four cabins

Zoom, Google Meet, etc.

## 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

SBS is affiliated to Savitribai Phule Pune University and implements the syllabus prescribed by the University.

- At the beginning of the semester, meetings are held and academic calendars are prepared in line with the SPPU and institutional guidelines.
- Number of classes for each topic is decided according to the syllabus and credits per course assigned.
- Time table Committee draws up a detailed timetable which efficiently deploys well-constructed weekly Schedule for each semester to conduct the classes and co-curricular activities.
- Faculties prepare Teaching Plans according to the course/ subjects allotted.
- Classes held according to the time table under the supervision of overall coordinators.
- Various online teaching methods based on various needs of different courses used as it was the Covid -19 pandemic situation. This ensured effective delivery of curriculum.
- Special online talks by experts were also arranged in the guest sessions.
- Regular online class tests, Midterm examinations, End term examinations, regular assessment, viva-voce, were organized to keep track on the improvement of the students.
- SBS maintained the detailed record of the online classes, assessments, attendance, etc.

Remedial coaching given to slow learners and additional courses for fast learners.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://collegecirculares.unipune.ac.in/sites/documents/Syllabus2020/MBA%20Revised%20Syllabus%202019%20Pattern%20_Sem%20I%20to%20IV_R2_25_7_2020_04.082020.pdf">http://collegecirculares.unipune.ac.in/sites/documents/Syllabus2020/MBA%20Revised%20Syllabus%202019%20Pattern%20_Sem%20I%20to%20IV_R2_25_7_2020_04.082020.pdf</a>

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

- SBS follows the calendar issued by regulating bodies AICTE, DTE, SPPU and strictly plans all its activities to conduct of Continuous Internal Evaluation (CIE).
- Institute prepares an institute-level Academic calendar for Institute's programs, guest lectures, workshops, and industrial visits, co-curricular and extra-curricular activities.
- Academic Calendars helps the faculty members to plan CIE in advance. Every faculty member, in accordance with their subject select their activities for CIE. (i.e. Tutorial, Assignments, Presentation, Simulation based Activity, Role play, Case Study, Small Projects). These are incorporated in their lesson plans.
- Assignments and tutorials are the part of CIE. They are provided to students on the scheduled dates mentioned in the academic calendar. Every faculty conducts regular class tests consisting MCQs on the related topic for practice and revision with the help of Google forms.
- The Institute Exam department frames the guidelines for conducting the Midterm exams, End term exams and Viva-voce under CIE and results are displayed as per the schedule given in calendar.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/academic-calendar_jantomay_2013.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/academic-calendar_jantomay_2013.aspx</a>

### 1.1.3 - Teachers of the Institution participate

B. Any 3 of the above



**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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

51

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Institution has taken following initiatives to address crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

1. **Human Rights:** Human rights education lies at the heart of all efforts to develop a culture and a society that embraces dignity, inclusion, and equality. Human rights education contributes to social cohesion, democracy, conflict prevention & resolution, as well as understanding of diversity.
2. **Art of living course:** This course was organized to help the participants to develop the yoga practice on daily basis which include some new power postures, Breath work and Meditation technique for increasing the lung capacity, eliminate the stress and enhancing their immunity.
3. **Cyber security :** Cyber security is the protection of internet-connected systems, including hardware, software and data, from cyber-attacks. The main aim of this course is to create awareness of information and cyber security among students.
4. **Skill Development:** All the MBA- II year students have to

appear for the exam of additional half credit course Skill Development- I (394) and Skill Development- II (494) as additional half credit courses suggested by the university.

5. German language course: Main aim of this course is to kindle interest for a foreign Language amongst students. This also helps the students to add value to their CVs as Many German based companies conduct placement drive at STES level.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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	<a href="#">View File</a>

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

267

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/Student's Feedback MBA 2020 21.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/Student's Feedback MBA 2020 21.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/Student's Feedback MBA 2020 21.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/Student's Feedback MBA 2020 21.pdf</a>

#### 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**

262+274=536	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
128	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
Write description in maximum of 200 words	
<p>In order to assess the learning levels of the students, SBS organizes various programs such as 'Induction Program' at the beginning of first semester to make the students familiar with the institute , 'Bridge course of finance' to provide conceptual base from various disciplines , basic English communication course to excel in English speaking, writing and reading. Psychometric Test and Counseling Session are organized for the students at the beginning of the first semester to make them understand their personality and analyze themselves.</p> <p>Mentor Mentee Program is in place which serves as a platform to guide the students.</p> <p>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.</p> <p>Aptitude tests, Personal Interviews &amp; GDs are conducted by the</p>	

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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/2.2.1_Identification_and_treatment_slow_fast_learners.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/2.2.1_Identification_and_treatment_slow_fast_learners.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
262	24

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

At SBS, great emphasis is laid on learner-centered education through methodologies like experiential and participative learning such as Summer Internship Program mandated in SPPU syllabus makes learning more individualized, creative and dynamic. Student Clubs are formed for conducting events and activities at SBS. Social responsibility is inculcated through various CSR activities conducted by students under the guidance of faculty members. Experts are invited to deliver Guest lectures in online mode to augment the regular syllabi based teaching-learning process and bridge the gap between "Campus and Corporate". Asynchronous and Synchronous teaching methodology is adapted especially in this Pandemic situation. Pedagogies include group discussions, quiz, case studies, and debate, to make

learning a knowledge-sharing process. Case method is considered as a robust student-centric teaching pedagogy. Project based assignments useful in developing problem solving, research are undertaken through subjects like BRM, EADR. Students choose subject of specialization in the third semester cross specialization open elective facility. Selected courses are guided by respective subject faculties.

SBS has organized "AURORA" online game event for all students to imbue the spirit of team work, self and group motivations, leadership skills and decision making skills in the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/events.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/events.aspx</a>

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

Information Communication Technology has become an inevitable part of the teaching-learning process these days. Due to pandemic and work from home situation, the reliability and uses of ICT has increased a lot. All the faculty members in the campus have already been using the different ICT tools for teaching. Institute focused on providing the ICT tools to both faculties and students such as Educational CDs, Software, E - books, E-journals, Scanned notes, Digital library, and Smart Class room. However, in this year due to work from home situation Mobile phones have played a large role in teaching-learning process. E-resources and techniques have extended a big support to faculties in teaching learning process. Although, many tools provided by the institute such as Projectors, FTP Server, ERP Gems, Blogs, LAN, Wi-fi, Computers. But the role played by the faculties is commendable as they have used many resources and technologies such as Google doc, Google Classroom, Google Forms, Sheets, Microsoft office, WhatsApp, Microsoft Teams, Google Meet, Zoom, You tube, Facebook, Recorded Video Lectures in the teaching-learning process. Institute has build up its own e- content with the help of faculty members and such content are made available to the student's through e-library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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



12

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

193

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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.

Internal assessment is done by every subject faculty based on attendance, concurrent evaluation components and internal examinations conducted towards the end of every semester.

Mechanism and transparency related to internal assessment:

Official WhatsApp groups are created for each batch by the coordinators for e-communication.

Attendance of all the sessions is maintained by subject teacher in standard excel format.

Each coordinator compiles the subject attendance sent by subject faculty and a Google sheet of the same is shared with the students. Concurrent evaluation component comprises submission of online assignments, tutorials, case study evaluation and online

MCQ test.

The internal evaluation criteria are discussed with students by the division coordinators as well as subject faculties during teaching sessions. A notice related to submission/conduction of CIE component is forwarded to student's official WhatsApp group. Mid-term & End term examinations are conducted as per schedule by the exam team once in every semester. Marks compilation including concurrent activity marks and test marks is filled in an excel template by every subject faculty for finalization of internal marks.

Subject wise Concurrent evaluation Scores of each components such as assignments, class tests, MCQ tests, case studies are shared with all students through Google sheet by every subject faculty. End term and Midterm exam scores are shared with students

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/Concurrent_Evaluation_IMPORTANT_DATES.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/Concurrent_Evaluation_IMPORTANT_DATES.pdf</a>

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

MBA programme comprises of internal (End term) examination and University examination. There is separate internal and university exam team appointed for smooth conduction of internal examination.

Mechanism and transparency related to end term examination

Mid-term & End term examinations are conducted as per schedule by the exam team once in every semester.

Notice and Time table of the same is emailed and sent on official what Sapp group prior to examination. Every subject faculty conducts their online MCQ exam by providing session link on official what Sapp group. All students are taken inside virtual classroom. They are instructed to keep their cameras on.

Link for MCQ exam is shared in the chat box and will be immediately closed as per the schedule.

Generated exam scores in an excel sheet are shared with the students.

Cumulative end term examination marks are compiled by the exam team and soft copy of the same is shared with the students.

Students can clarify their doubts related to internal marks with subject teacher any time.

Subject teachers also discuss shortcomings in performance with students to enable them to enhance their learning's and overcome the shortcomings during online sessions.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/EXAM GRIVANCES flowchart SBS.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/EXAM GRIVANCES flowchart SBS.pdf</a>

## 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	<a href="#">View File</a>
Paste link for Additional information	<a href="http://collegecirculares.unipune.ac.in/sites/documents/Syllabus%202019/MBA_Revise%20Syllabus%202019%2023-10-19_24.102019.pdf">http://collegecirculares.unipune.ac.in/sites/documents/Syllabus%202019/MBA_Revise%20Syllabus%202019%2023-10-19_24.102019.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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	<a href="#">View File</a>
Paste link for Additional information	<a href="http://collegecirculars.unipune.ac.in/sites/documents/Syllabus%202019/MBA_Revised%20Syllabus%202019%2023-10-19_24.102019.pdf">http://collegecirculars.unipune.ac.in/sites/documents/Syllabus%202019/MBA_Revised%20Syllabus%202019%2023-10-19_24.102019.pdf</a>

### 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

440

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/Result_ledger.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/Result_ledger.pdf</a>

### 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/2021/SBS/NAAC-2021/Student's\\_Feedback\\_MBA\\_2020\\_21.pdf](http://www.sinhgad.edu/2021/SBS/NAAC-2021/Student's_Feedback_MBA_2020_21.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

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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

**Start-up and Innovation Cell**

**Committee Members**

**Faculty Members – Dr Vishal Gaikwad, Dr. Prashant Kotasthane and Prof. Harshali Bhalerao**

**Activities of the Cell**

1. 5 days Online FDP on “Building Startup & Innovation Centres” organized by Faculty Development Centre, UGC-Human Resource Development Centre Savitribai Phule Pune University, Pune jointly by EDII-SPPU and Heads of Innovation Cells on 26th to 30th October, 2020 was attended by Dr. Vishal Gaikwad and Prof. Harshali Bhalerao.

2. Students conducted online interviews of various Entrepreneurs and presented them in the class. This objective of this activity was to understand the nitty-gritties of entrepreneurship directly from the horse’s mouth.

3. Divyashree Bhise, Amit Gawali and Dilip Adsul from MBA First Year and Vishwanath Siddhe from MBA Second Year participated in the online ideation competition hosted by CII, SPPU.

4. Dr. Dhananjay Mandlik received Innovative Researcher (Business Analytics) and Best Academician Award.

5. Dr. Dhananjay Mandlik along with Dr. Parag Kalkar were in receipt of a patent in Computer Science on “Identification and Assignment of patient beds in Hospital environments by Bubble and Cluster sorting Techniques.”

6. We promote and support the entrepreneurship ventures of our alumni by showcasing their activities on our SBS Facebook pages.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/3.2.1_Start_up_and_Innovation_Cell.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/3.2.1_Start_up_and_Innovation_Cell.pdf</a>

**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**

6

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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**

7

File Description	Documents
URL to the research page on HEI website	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/research.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/research.aspx</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

16

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>



### 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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

An extension activity is an activity that extends the learning of the lesson. Extension activities can be done in small groups or by a single student. These extension activities are leveled to fit the student.

The reason regular education teachers must have enrichment and extension activities in their classrooms and part of their instruction is because students need to take what they know or what they learned and apply it to the next level. We at SBS conduct various extension activities. Students learn various managerial skills during the process.

The following types of activities were conducted by SBS students and staff in neighbourhood community:

1. Making children literate by teaching them to read and write.
2. Giving them general knowledge about spirituality, moral values and courtesy.
3. Papad making, application of mehendi.
4. Painting, card-making, making bags, wall hanging, slippers, purse etc.
5. Providing them computer training.
6. Training of trainers in the Blind School for technical training

File Description	Documents
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/Extension_Activities_H_P.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/Extension_Activities_H_P.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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

8

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

#### 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**

187

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

11

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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, a Computer and internet connection. This helps the faculty to teach the student digitally.

Students are provided with digital subject resources by the subject faculties which can be access by student in the classroom itself. The ICT enabled Class Rooms helps the student to acquire all resources on a click.

Computer Labs are equipped with a 50 MBPS internet speed 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 are made available to students for corporate guest sessions, Small group discussions , cubicles for student clubs , Entrepreneurial ship activities and meetings are held in the available facilities for students which helps the overall and holistic development of student .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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/infrastructure-.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sbs_mgt/infrastructure-.aspx</a>

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

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. A Student Activity Hall is available to carry out these indoor sports.

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.

Various cultural activities like, Dancing, Singing, Fashion show, dramas, Street plays are also organized by students and are executed in the activity area.

Institute also organizes the Market 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	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/4.1.2_cultural_activities_sports_games_indoor_outdoor_gymnasium_yoga_centre_etc.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/4.1.2_cultural_activities_sports_games_indoor_outdoor_gymnasium_yoga_centre_etc.pdf</a>

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	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/4.1.3%20ICT%20enabled%20facilities%20such%20as%20smart%20class%20LMS%20etc.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/4.1.3 ICT enabled facilities such as smart class LMS etc.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

151.09

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 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.

4.2.2 Subscribed e journal "Academy of Management Journal" for the academic year 2020-21. Faculties are using Shodhganga & Shodhsindhu for research. Started SBS Digital library on telegram, e-books are uploaded for students to access them from their remote place.

4.2.4 Due to pandemic colleges were closed, so contents were shared online.

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

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

0.073

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/4.3.1%20Institution%20frequently%20updates%20its%20I%20T%20facilities%20including%20Wi-Fi.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/4.3.1 Institution frequently updates its I T facilities including Wi-Fi.pdf</a>

#### 4.3.2 - Number of Computers

210

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

12.25

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 STES' Project Department that handles carpentry, and civil works. The requirement of any of this work is provided to them and is done by the project department of STES as and when required
- There is 1 IT Maintenance staff that looks after the IT maintenance of the Institute also an Annual Maintenance Contract is made with an external agency which also provides their own staff for solving any IT related software and Hardware related query
- There are 2 Electrical Maintenance staff of Institutes that looks after the electrical maintenance of the Institute. A register is made available for the employees by the institute. The staff has to logged any complaint and or requirement of any electrical good in the register. The complaint is resolved and any electrical damaged goods is replaced by the electrical maintenance staff.
- 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
- Institute also has 6 Security Guard at various locations in the institute which takes care of institute security, during the Covid 19 pandemic and after that too all visitors, staff students etc are checked thermally , sanitized and then allowed to enter the institute premises.
- 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	<a href="#">View File</a>
Paste link for additional information	<a href="http://sinhgad.edu/2021/SBS/NAAC-2021/4.4.2_physical_academic_and_support_facilities_-_laboratory_library_sports_complex_computers.pdf">http://sinhgad.edu/2021/SBS/NAAC-2021/4.4.2_physical_academic_and_support_facilities_-_laboratory_library_sports_complex_computers.pdf</a>

## 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

388

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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

0

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)	<a href="#">View File</a>
<b>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</b>	<b>A. All of the above</b>
File Description	Documents
Link to Institutional website	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/5.1.3 Capacity building and Skills enhancement initiatives taken by Institute.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/5.1.3 Capacity building and Skills enhancement initiatives taken by Institute.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
	<b>122</b>
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
	<b>122</b>
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<p><b>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</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

**226**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

**4**

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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)	<a href="#">View File</a>

### 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.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)	<a href="#">View File</a>

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. Google link for Voluntary Registration for the membership of various Club and Committees.

File Description	Documents
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/5.3.2_co-curricular_and_extracurricular_activities.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/5.3.2_co-curricular_and_extracurricular_activities.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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**

103

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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. To contribute in multiple ways for the development of Sinhgad Business School especially for the development of present students. Our alumni association works as partners to bridge the gap between the industry and academics. The mission of the Alumni Association is to foster a mutually beneficial relationship between the Institute and its alumni. 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. Date of Alumni Interaction Session: - 13th August, 2021 Time:-12 pm to 1 pm Mode of Interaction:- Online Zoom Meeting 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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/5.4.1%20Alumni%20Association%20that%20contributes.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/5.4.1 Alumni Association that contributes.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**B. 4 Lakhs - 5Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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 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 had 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

b) Student Entrepreneurial cell : The virtual activities undertaken by Student Entrepreneurial cell 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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.1.1%20The%20governance%20of%20the%20institution%20is%20reflective%20of%20and%20in%20tune%20with%20the%20vision%20and%20mission%20of%20the%20institution.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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 the events, achievements of the students' etc. EXAMPLE ATTACHED ( National Yoga Day)

File Description	Documents
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.1.2The_effective_leadership_is_visible_in_various_institutional_practices_such_as_decentralization_and_participative_management.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.1.2The_effective_leadership_is_visible_in_various_institutional_practices_such_as_decentralization_and_participative_management.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.1%20The%20institutional%20Strategic%20perspective%20plan%20is%20effectively%20deployed.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.1 The institutional Strategic perspective plan is effectively deployed.pdf</a>
Upload any additional information	<a href="#">View File</a>

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 development 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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.2_service_book_as_a_additional_information.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.2_service_book_as_a_additional_information.pdf</a>
Link to Organogram of the institution webpage	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.2_organogram_service_book.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.2.2_organogram_service_book.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

1) **Group Insurance Scheme (GIS):** Institute provides Group insurance which is supplemental coverage to better ensure the

physical, mental and financial health of insured members and their families.

2) City Allowance: Institute has policy to provide the city allowance to all the employees.

3) Accident Insurance: Accidental Insurance is provided to the employees under Group Insurance Scheme.

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

5) 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.

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

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

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

9) Cafeteria: The institute has cafeteria in the campus.

10) Students insurance, pro rata student welfare fund.

File Description	Documents
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.3.1_STES_Rules.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.3.1_STES_Rules.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **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**

0

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)	No File Uploaded

### 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

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

4

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.3.5_performance_appraisal_forms.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.3.5_performance_appraisal_forms.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 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	Nil
Upload any additional information	<a href="#">View File</a>

#### 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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.4.4.3%20Institutional%20strategies%20for%20mobilization%20of%20funds%20and%20the%20optimal%20utilization%20of%20resources.pdf">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</a>
Upload any additional information	<a href="#">View File</a>

## 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 .

- 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:
  - Development of a digital library
  - Training and mock sessions of faculties before start of the online sessions
  - Changes incorporated in the teaching plans encouraging student self-learning
  - Changes incorporated in Online and concurrent evaluation process
- Faculties perceiving their doctorate had requested IQAC to revise and upgrade their knowledge in research methodology and enlighten them on information to seek various research grants .IQAC reacted 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 July2021to 21st June 2021

File Description	Documents
Paste link for additional information	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.5.1_best_quality_initiative.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.5.1_best_quality_initiative.pdf</a>
Upload any additional information	<a href="#">View File</a>

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	<a href="http://www.sinhgad.edu/2018/SBS/NAAC-2018/Reviews-of-IQAC.pdf">http://www.sinhgad.edu/2018/SBS/NAAC-2018/Reviews-of-IQAC.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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**

**A. All of the above**

**international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.5.3%20Quality%20assurance%20initiatives%20of%20the%20institution%20include.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/6.5.3 Quality assurance initiatives of the institution include.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**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 activities

- Sexual Harassment of Women-04th January 2021,
- Gender Discrimination Video Discussion-8th February 2021,
- International Women's Day celebration-8th March 2021

At SBS we believe that Gender equality is a human right and all genders should have equal rights, responsibilities and opportunities and strive for it. Safety and Security for Female Staff and Girl Students: The College has CCTV camera surveillance and security personnel 24 \* 7 in premises for the safety and security. Programs on gender equity are being arranged, Mentorship program is implemented for students to share their problems with the mentors and overcome them. Various committees like "ICC, Grievances redressal committees, Anti Sexual harassment committee, Anti Ragging committees have been functioning to ensure the safety and security at SBS.

Counseling: SBS has organized counselors for the students to offer assistance in identifying and clarifying issues. Counselors

are experts to uncover and discover options for further course of action.

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

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/Annual_gender_sensitization_action_plan.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/Annual_gender_sensitization_action_plan.pdf</a>
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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/7.1.1_the_Institution_for_the_promotion_of_gender_equity.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/7.1.1_the_Institution_for_the_promotion_of_gender_equity.pdf</a>

**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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The institute does not generate any biomedical, Hazardous chemicals, and 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:** 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 wastes. Solid waste collected in the institute is disposed of on a daily basis through nominated PMC dumping grounds.

**E-waste Management:** 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 the floors of the campus building is collected in tanks built for managing liquid waste through proper drainage lines. The institute plan for STP (sewage treatment plant) will be functional shortly.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**A. Any 4 or all of the above**



**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution believes in equality of all cultures and traditions and students here , belonging to different caste, religion, regions study without any discrimination

The institution does not encourage any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. National festivals, birth anniversaries and memorials of great Indian personalities celebrated with great fervor. To build a nation of youth who are noble in their attitude and morally responsible, the institute organizes and conducts several activities to build and promote an environment for ethical. Cultural, and spiritual values among the students and staff which include :

1)Cleanliness Drive on 2nd October for both Staff and students to promote the importance of cleanliness

2)Roop Ganeshache an art competition Ganapati festival in August for both Staff and students to promote the unity and integrity

3)International Yoga Day a short workshop for both Staff and students to promote emotional and physical health

4)Krantijyoti Savitribai Phule Jayanti on 3rd January for both Staff and students to sensitize the staff and students about education

5)A visit to an old home on 29th Jan for both Staff and students to help the old age people

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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 organizes various programs regularly for the promotion of Constitutional values, rights, duties, and responsibilities of citizens. The institute designs various activities to create awareness about the national identity and symbols. These are aimed to familiarize its students about Fundamental Duties and Rights. The institute celebrates Independence Day on the 15th of August every year. Flag hoisting ceremony is organized followed by recitation of the National Anthem. Every year on 26th January, the institute celebrates Republic Day every year. Eminent personalities deliver their speeches on the significance of preserving constitutional rights and values. The institute facilitates Student Union's Election every year which is helpful in the promotion of democratic values in the institute .The institute organizes Cleanliness Drive on Mahatma Gandhi Jayanti on 2nd Oct. The drive is aimed to promote the importance of cleanliness. The institute celebrates International Day of Yoga with the theme 'Yoga for wellness', with a short workshop arranged for students and staff. The institute celebrates Krantijyoti Savitribai Phule Jayanti 3rd. Jan to sensitize the stakeholders about education and its importance. 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	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/7.1.9_Sensitization_of_students_and_employees_of_the_Institution_to_the_constitutional_obligations_values_rights_duties_and_responsibilities_of_citizens.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/7.1.9_Sensitization_of_students_and_employees_of_the_Institution_to_the_constitutional_obligations_values_rights_duties_and_responsibilities_of_citizens.pdf</a>
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**

**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

**The institute Institution celebrates national and international commemorative days, events and festivals. The institute and its students are on a mission towards better India by breaking the boundaries of religion and caste. Thoughts of great personalities sowed into the young minds through the activities and programs conducted on these days. Every year the institute organizes national festivals and birth / death anniversaries of the great**

Indian personalities. The institute celebrates Independence Day on the 15th of August every year. Flag hoisting ceremony is organized followed by recitation of the National Anthem. Every year on 26th January, the institute celebrates Republic Day every year. Eminent personalities deliver their speeches on the significance of preserving constitutional rights and values. The institute organizes "Roop Ganeshache" an art competition for students in Ganapati festival in August every year. The institute organizes Cleanliness Drive on Mahatma Gandhi Jayanti on 2nd Oct to promote the importance of cleanliness. The institute celebrates International Day of Yoga with the theme 'Yoga for wellness', with a short workshop arranged for students and staff. The institute celebrates Krantijyoti Savitribai Phule Jayanti 3rd Jan to sensitize the stakeholders about education and its importance.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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.

Sinhgad Technical Education Society, since its inception in 1993, has been continuously endeavoring to nurture the professional talent in the students. We understand the ever changing dynamics of industry and have been constantly interacting with the industry experts to get better ideas to prepare our students for today's dynamic world by inculcating the competitive attitude among them. In view of this, Students Training Program was designed by the expert & experienced team of faculties. The keen interest from the Vice President has made this program so special and unique among the fraternity and guided for professional preparedness of students. The team of STP consisted of expert faculties from the various institutes of STES including two experts from Sinhgad Business School. In a short span of time only, the STP became distinctive program given to students of Sinhgad Institutes along with their professional courses and made

significant difference in the performance of students. STP program helps student to increase their domain knowledge, professional cognizance, communication & analytical skills through its different training modules. Different training modules planned under STP develop students' personality and making them industry ready by enhancing the required employability skills. Aurora is a mystical and romantic word for dawn, and the goddess of dawn in Roman mythology and Latin poetry. An aurora also refers to a natural light display in the Earth's sky called the Aurora Polaris. Entire students of the institute were to be integrated to the institute for the first time for such program of arts games and sports. Collective interaction and voluntary participation was absolutely essential for students as for the entire semester on line classes prohibited collective interaction of students

File Description	Documents
Best practices in the Institutional website	<a href="http://www.sinhgad.edu/2021/SBS/NAAC-2021/7.2_Best_Practices.pdf">http://www.sinhgad.edu/2021/SBS/NAAC-2021/7.2_Best_Practices.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

#### Objectives:

##### Testing

To find out students personality profile

To advise studentson areas relevant to management.

##### Counselling

To identify individual's strength and areas for improvement management kills

#### Context:

Relevant management attributes were identified through literature review on Organizational Behaviour and Psychology as:

1. Creativity
2. Interpersonal interaction
3. Personality-Extraversion
4. Motivation
5. Adjusting to change

The valid and reliable scoring of the tests of standardized relevant instruments for these attributes were identified and registered.

**Execution/Practice:**

- Testing (four tests) was conducted online on 4th and 9th February, 2021 by using Zoom, Google Meet, Etc just after induction due to pandemic situation with well-trained faculties.
- Experts in areas of counselling were and one-to-one online counselling was arranged for the students by using Zoom, Google Meet, etc. in the month of February, 2021.
- Identified expert Counsellors in psychology provided their guidance to the students. Which has been recorded and documented..

**Evidence of Success:**

**Students attained**

- Knowledge about their strengths and limitations
- Focus on their aim.
- Clarity in selection of specialization.

**Resources Required**

Well trained faculty members

Expert counsellors.

Students volunteers

Counsellor remuneration.

- Stationary and budget for printing scorecards

- Four cabins

Zoom, Google Meet, etc.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

FUTURE PLANS for 2021-2022 SEM III and SEM I this academic year are scheduled to start offline from November 2021. Thus timetable, health care, attendance, lesson plans are now again oriented to Offline mode of teaching from November 2021. Orientation of the second year students for the subjects covered in online mode will be conducted. More activities , events and competitions will be planned for students. Anticipating a tremendous change in the industry working, more number of industry interactions will be planned through sessions, workshops, courses, projects and visits. Diversification being the demand of the industry academically and systemically cross and minor specialisations will be facilitated. Enrichment courses, developmental courses and foundation courses will be continued to be offered to the students from the platforms of Coursera, Udemy, Swayam, EDX. Focus on research activities will continue and faculty members will be encouraged to do quality research. A National Research Conference is being planned to give the opportunity for faculty members and students to participate. Faculty members are being encouraged to design short term courses to be run year round in the institute. Training for the non-teaching staff for increased involvement in teaching activities will be taken up.