



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT
Name of the head of the Institution		Dr. Rajashree Shinde
Designation		Director
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		020-24354036
Mobile no.		8975769599
Registered Email		director_sknsbm@sinhgad.edu
Alternate Email		rajashreeashinde@gmail.com
Address		S.N. 10/1 , Ambegaon(BK)
City/Town		Pune
State/UT		Maharashtra
Pincode		411041

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Rural</b>
Financial Status	<b>private</b>
Name of the IQAC co-ordinator/Director	<b>Dr. Shalaka Rahul Sakhrekar</b>
Phone no/Alternate Phone no.	<b>02024354036</b>
Mobile no.	<b>9922402945</b>
Registered Email	<b>shalakasakhrekar.sknsbm@sinhgad.edu</b>
Alternate Email	<b>sakhrekar@yahoo.co.in</b>

**3. Website Address**

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.sinhgad.edu/2018/SKNSSBM/NAAC-2018/AOAR_2018-2019.pdf">http://www.sinhgad.edu/2018/SKNSSBM/NAAC-2018/AOAR_2018-2019.pdf</a>
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<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
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if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.sinhgad.edu/2018/SKNSSBM/NAAC-2019/Academic_Calendar_2019-20.pdf">http://www.sinhgad.edu/2018/SKNSSBM/NAAC-2019/Academic_Calendar_2019-20.pdf</a>
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**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B</b>	<b>2.06</b>	<b>2018</b>	<b>02-Nov-2018</b>	<b>01-Nov-2023</b>

<b>6. Date of Establishment of IQAC</b>	<b>02-Aug-2017</b>
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>Workshop of Business</b>	<b>17-Jan-2020</b>	<b>31</b>

Analytics	2	
COVID awareness quiz	12-May-2020 1	1560
Road Safety Awareness programme	07-Oct-2019 1	157
Induction meet	16-Sep-2019 2	300
Seminars and webinars	15-Oct-2019 7	600
National Research Conference	17-Feb-2020 2	170
Orientation of new Syllabus	17-Sep-2019 2	300
Submission of AISHE	13-Jan-2020 1	0
Workshop of Business Analytics	17-Jan-2020 2	31
Placement Orientation	18-Sep-2019 1	300

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	nil	2020 00	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

4

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

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

**11. Whether IQAC received funding from any of**

No

the funding agency to support its activities during the year?

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

Details given in file.

[View Uploaded File](#)

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

Plan of Action	Achivements/Outcomes
To motivate the faculty for Research Publication and research paper presentation in various seminars and conferences.	1. The college has provided financial support to faculty members. All faculty members participated in seminars and conferences, FDP. 2. The college is providing all possible facilities for research like computers, internet, journals
To conduct skill based courses	The college has organized various programmes, lectures for employability enhancement.
To carry performance appraisal of teaching and nonteaching staff.	Implementation of the suggestions given by the committee to the teaching and nonteaching staff in current academic year.
Financial Audit of the Institute	Implementation of the suggestions given by the auditor to institute has already started in current academic year.
Proposal submitted to SPPU , under Quality Improvement Programme for organization of seminar / conference	1. National Level conference organized by the college and more than 100 participants are benefitted. 2. Published research papers in peer review UGC care research journal
To conduct awareness about Gender sensitization	1. Follow the gender practices on regular basis. Induction meet with students successfully increasd the confidence level among the girls and boys students. 3. Womens' day celebration 4. Opportunities and responsibilities are shared by women and men in equal measures. 5. Invited some experts for increasing the awareness of Indian laws for women.
To conduct awareness about Green sensitization	1. Follow green practices on regular basis. 2. Students are made aware about waste management 3. There has been put ban on plastic. 4. On various occasion college is giving tree plants as a token of gift in place of other

	precious things. 5. Organized Tree plantation programs 6. Stakeholders are made aware about paperless communication.
To conduct Alumni and Parents Meet	The problems and development issues of the students and college has discussed with Alumni and Parents. And suggestions have been implemented.
To create awareness and organized programme, related to Environment and Social Issues.	The college organized different programmes on Environment and Social Issues like : - Tree Plantation, - Cleanliness Campaign, - Flood relief activities in Sangali Kolhapur, - Plastic Ban.
To create awareness and organized programme related to Health	1. Celebrated International Yoga Day to increase the awareness. 2. Invited dieticians for guest lecture to fulfill the requirement of Fit India movement. 3. Invited doctors in Induction programme for lectures.
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
IQAC Surveillance Committee	21-Apr-2020

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2020
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Date of Submission	13-Jan-2020
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Management Information System Institute has Management Information System (MIS) for effective and efficient functioning and administration of organization. Database Creation, Circulation, Cataloguing, OPAC (Online Public Access Catalog), Stock Verification activities of library have been fully automated through MIS. All the library material
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is barcoded and is circulated through the software. The software has an inbuilt OPAC which can be viewed by staff members and students in library as well as from remote place. The OPAC has enabled members of the library to get detailed information about the collection and books issued till date instantly. Students and teachers can get access to various databases like ProQuest, IEEE, Science Direct. Facilities like Printing, Scanning are also available. MIS based activities are used for administrative purpose too. Some of the administrative tasks carried out by MIS software include assigning roles to access MIS reports as per hierarchy, Icard generation for students, Academics Employees Leave, ICard, Library, Biometric attendance monitoring for Employees and Students, Late mark report, In/Out time record, this module also helps in monthly salary payment of all employee of the institute. Academic Event Calendar displays the events planned for the entire academic year on the website. Purchase Requirements are planned and monitored using MIS. Finance and accounts section uses Tally and excel for carrying out various accounting activities. Accounting activities carried out using Tally software are:

- a. Cheque printing
- b. Cash Book/Bank Book maintenance
- c. Maintenance of ledger
- d. Fees register
- e. Bank reconciliation statements (BRS).

Following tasks are executed using Microsoft Excel: Preparation of salary bills, Preparation and maintenance of student's fees record, TDS Return filing, TDS Challan printing, Professional tax challan printing. The MIS helps in admission process of students of the institute and is used to complete the admission formality by filling up online admission forms by writing all the academic and other information on this form. The College allows student to use Computer Lab Facility to fill University Exam Form and for the Examinations of Swayam Courses. The college website displays the academic calendar stating the exam dates for unit test, University Term end exam, Student Can Pay Examination fees through online payment options. Quality library services using MIS are

provided such as Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Electronic Document Delivery Service, Multimedia Service, CD Rom Service, Online Database Service, Web OPAC, Internet Service, Reprography Services, Online Reservation Service. Resource sharing facility has also been made available at Central Library through which any student and teacher can issue books of any discipline from any sectional libraries. For example, management student can get an engineering book, engineering student can have architecture book and architecture student can get book of law issued.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

Curriculum Planning & Implementation: Being an affiliated institute, we follow the curriculum designed by Savitribai Phule Pune University. The Institute adheres to the guidelines given by AICTE/UGC and other relevant regulatory bodies. Phase I: Planning 1. At the beginning of each semester, subject choices are taken from faculties. Allocation of subject, lecture schedule and evaluation parameters are finalized. The entire planning and organizing of sessions schedule is displayed on noticeboards. 2. Faculty prepares the teaching plan for the subjects allocated to them by considering academic calendar. Every faculty prepares a detailed course file which includes syllabus, Individual timetable, Academic Calendar, teaching plan, evaluation parameters, class notes, question banks, Question papers of SPPU, List of Assignments, Lecture PPTs, MCQs., List of Different learning resources. As per SPPU PO's, PSO's, CO's are set for continuous assessment to assess the skills acquired by students and ensure to achieve the same and monitoring is done by academic coordinator with respect to delivery of sessions & internal evaluations. 3. Activity based and participative teaching process. 4. Consistent efforts for enhancement of employability of students. 5. All time enrichment of curriculum by conducting Institutional activities and offering infrastructural support institute arranges Induction program which includes institute academic culture, curriculum norms, examination pattern and code of conduct for students. 6. Critical analysis of feedback of stakeholders and timely changes in curriculum planning. 7. Various value-added activities regarding human rights, moral & ethical values, career options, CSR. 8. Value addition in the university curriculum by incorporating business communication, general awareness, aptitude, guest lectures, Group discussions and Personal Interviews at Institute level for personality development. 9. Mentor-Mentee system is followed. And internship guide allocation is done. 10. Institute tries to follow paperless environment with the help of ICT. Due to this pandemic situation we have shifted to online classes so, for this ZOOM, Microsoft Teams, platform is used. For the evaluation & assessment purpose Google classroom is created by faculty for their subjects. Phase 2: Implementation 1. Institute motivates faculty to adopt innovative teaching practices viz. Use of Project based learning; case-based

learning, role play etc. 2.Faculty focuses on quality delivery & active participation of student in the entire curriculum, cocurricular and extracurricular activities. 3.Evaluation parameters are set for continuous assessment to assess the skills acquired by students. 4.Monitoring is done by academic coordinator with respect to delivery of sessions & internal evaluations. 5.The effective implementation of curriculum is ensured by supplementing classroom teaching with sessions conducted by eminent personalities from other Institutes / universities, Industries. 6.The institute arranges the remedial classes for slow-learners & encourages meritorious students to mentor weaker students. 7.Students are asked to provide faculty feedback, & based on that analysis and corrective actions are taken at the end of semester. 8.Institute follows cafeteria approach - by providing generic core/ elective subject in each semester. The students have flexibility to choose any one specialization from offered specializations, and for that Institute is conducting Orientation Programme. 9.Regular absent students are identified by the mentors and the same is informed to the parents through telephonic conversation, SMS alert or if required by post. Students are allocated to faculty guides for internship. The institute premise is equipped with Wi-Fi connectivity. For effective teaching learning process all classrooms are equipped with LCD.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Business Analytics	Nil	17/01/2020	2	Employability	Skill Development
Human Rights Indian Judiciary System The Constitution of India	Nil	18/10/2019	1	Employability	Skill Development
Swayam	Nil	01/08/2019	30	Employability	Skill Development
Human rights	Nil	02/08/2019	30	Employability	Skill Development
Cyber security	Nil	02/08/2019	30	Employability	Skill Development
Bloomberg Market Concepts	Nil	15/10/2019	2	Employability	Skill Development

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting	Programme Specialization	Date of implementation of
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CBCS		CBCS/Elective Course System
MBA	MBA-Operations Management-IB	01/07/2019
MBA	MBA-BA-IB	01/07/2019
MBA	MBA-Marketing-Rural Agribusiness Management (RABM)	01/07/2019
MBA	MBA-Finance-RABM	01/07/2019
MBA	MBA-HR-RABM	01/07/2019
MBA	MBA-OSCM-RABM	01/07/2019
MBA	MBA-BA-RABM	01/07/2019
MBA	MBA -Marketing	01/07/2019
MBA	MBA -Finance	01/07/2019
MBA	MBA -HR	01/07/2019
MBA	MBA -Operations Management	01/07/2019
MBA	MBA-Business Analytics	01/07/2019
MBA	MBA -Marketing-Finance	01/07/2019
MBA	MBA-Marketing-HR	01/07/2019
MBA	MBA-Finance-HR	01/07/2019
MBA	MBA- Marketing -Operations Management	01/07/2019
MBA	MBA- Marketing -BA	01/07/2019
MBA	MBA-Finance -Operations Management	01/07/2019
MBA	MBA-Finance-BA	01/07/2019
MBA	MBA-HR-Operations Management	01/07/2019
MBA	MBA-HR-BA	01/07/2019
MBA	MBA-Operations Management-BA	01/07/2019
MBA	MBA-Marketing-IB	01/07/2019
MBA	MBA-Finance-IB	01/07/2019
MBA	MBA-HR-IB	01/07/2019

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

	Certificate	Diploma Course
Number of Students	300	0

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Cyber security 1	02/08/2019	300
Cyber Security II	01/01/2020	300

Human Rights I	02/08/2019	300
Human Rights II	01/01/2020	300
Skill Development I	02/07/2019	244
Skill Development II	01/01/2020	244
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Marketing	104
MBA	Finance	76
MBA	HR	38
MBA	Operations	8
MBA	IT	1
MBA	IB	1
MBA	SCM	1
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p><b>Analysis of Feedback:</b> The SKNSSBM Institute has its Stakeholders feedback policy and receives feedback from various stakeholders namely Students, Teachers, Employers, Alumni, and Parents. This feedback plays a critical part in the design, development and implementation of the Curriculum, Objective: 1. To provide students with the opportunity to comment on the quality of their learning experiences 2. To assess the success of academic provision in relation to the expectations of Stakeholders 3. To provide feedback to teachers in order to improve delivery and/or content of the Curriculum 4. To enhance and enrich the overall learning experience of students. Process for Feedback Collection: Process followed in institute is we circulate hardcopy/Google form of feedback form to all stakeholders it contains parameters related to MBA curriculum. All stakeholders rate the parameters as per the scale, if in case of any explanation required by any of the stakeholders, we clarify their queries. After collecting the feedback from stakeholders, we analyse the feedback and represent it through graphical representation. Based on the graphical representation we can understand the parameter which requires improvement. Action Taken: Based on Feedback given by various Stakeholders we have arranged session by Industry expert in order to bridge gap between Industry requirement and Skills developed by students. Another feedback given by stakeholders is regarding one than one specialization during the course so as per the new</p>

guidelines given by university, we are offering Major-Minor specializations to our students. We have conducted various workshop like Business Analytics, Human Rights Olympiad etc in order to increase the skillset of students. Our students have enrolled for various Swayam courses for Skill enhancement. We focus on skill development and skill building by add-on courses like Soft skill and Human rights through presentations and group activities. For Industry exposure we take students to different industries. We call our alumni for guiding students on industry requirement and regarding skills competencies expected from students. feedback Analysis: • Emphasis on research by undertaking live projects in Industries • Create Industry linkage to increase exposure of students to industries. • Call Industry experts for practical implementation. • New trends technologies to be included in the syllabus.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	Marketing Management , Financial Management, Human Resource Management, Operations Management , Business Analytics, International Business , Supply Chain Management , Information Technology	300	335	300
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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	0	302	0	21	21

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
21	21	22	10	0	18

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

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

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

Mentoring system adopted by SKNSSBM is unique, interactive and target oriented system. It involves students to address common issues, student concerns from anxiety, stress, fear of change, homesickness and other academic queries. It is a process of creating a supportive relationship with teachers, parents and students aiming at holistic development of the students. After enrollment of students in the institute for the first year of MBA, each student (mentee) is assigned to a faculty (Mentor). Mentors should work as per the guidelines given below. Mentors are required to counsel the mentees assigned them with regard to their personal and academic issues. Mentor should maintain record in prescribed format of "Student Counseling Form". The details of each mentee which consist students basic information, Academic strengths, personal concerns, health details etc. Regular interactions, meetings are conducted with Mentee by their Mentors and discussion is made regarding student's requirement for their performance improvement. Student's attendance, performance in internal examination / University examination, participation in various institute level activities / events is monitored keenly through Mentor and Mentee scheme or grooming for placements. In case of poor attendance or performance, reasons for the same are discussed empathetically and remedies for improvement are suggested. Parents are also informed regarding the same, through personal interaction or through telephonic discussion. Student's feedback and suggestions about the teacher learning process and institutional facilities are taken and conveyed to Director in regular meetings for necessary corrective measures. Mentor can extend their guidance to Mentees for the selection of their specialization (Major and minor) according to preferences. After that final specialization form is filled and submitted to placement cell. Guidance is given to as and when required by mentee for learning tools like MS Excel, MS Word, and Power-point Presentation etc. Mentor takes proactive steps for grievance redressal of Mentees. Mentors should extend all their support and guidance to mentees in their placements namely mapping job profile with skill sets, preparing them for Aptitude Tests, Group Discussions and Personal Interviews. Mentors need to interact with the Alumni's and analyze the expectations of the industries so as to incorporate these changes and groom the mentees accordingly. With active mentor-mentee coordination project work, vocational training, workshops should be undertaken. Mentor will be also the respective guide for Summer Internship Programmes and Dissertation and support them to accomplish their projects successfully. Once a week session / meeting are allotted for Mentor and Mentee counseling session and considered in the Time-Table. All the issues of students are tried to solve whenever they come with issues. Frequency of meeting with mentors and mentees is once but they can contact their mentors as and when they are required for any issues.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
302	21	1 : 14

**2.4 – Teacher Profile and Quality**

**2.4.1 – Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	21	9	4	8

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Rajashree Shinde	Director	Yashwantrao Chavan Maharashtra Open Univeristy, Nashik YCMOU
2019	DR.D.P. RANE	Assistant Professor	Resource Person Refresher course

			Programme in Commerce and Management organised by Department of Management Science in association with UGC HRD Centre and SPPU and Resource Person on Innovation for Socio Economic Changes organised by i-Nurture Ed
2019	Prof.Roza A.Parashar	Assistant Professor	FDP-Indian Institute of Management-Ahmedabad ,Module 2 The General Management Module 3rd July 2019 to 31st August 2019
2019	Prof.Roza A.Parashar	Assistant Professor	Resource person on Soft Skill Trainer
2019	Dr.Shalakha Sakhrekar	Associate Professor	SWAYAM ARPIT ONLINE COURSE CERTIFICATION
2020	Dr.Rajashree Shinde	Director	E-Cell IIM Calcutta 17 18 January 2020
2020	Dr.Sadhana Ogale	Assistant Professor	SPPU-Orientation Programme -UGC HRDC from 7th Jan to 27th Jan 2020
2020	Dr.Rajashree Shinde	Director	Certificate of Appreciation- INTERNSHALA create awareness about Summer Internships
2020	Prof.Manjula Dhulipala	Assistant Professor	Resource person on Soft Skill Trainer
2020	Prof.Pravin Bodade	Assistant Professor	Registration fee for FDP program at D.Y. Patil Institute ,Pune dated 06.7.19
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	MB6741	2019	05/06/2020	15/12/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institute is affiliated to Savitribai Phule Pune University (SPPU) and needs to follow reforms done by SPPU timely. Institute follows latest revised syllabus of 2016 and 2019 pattern. In revised syllabus 2019, SPPU changed the system of evaluation for continuous evaluation throughout the semester. SPPU has given certain suggestive parameters for concurrent continuous internal evaluation (CCIE).The institute implement these norms rigorously. In addition to these norms and parameters provided by SPPU, we at the institute level adopted suggestive methods of continuous internal evaluation like Poster Presentation, Research paper, end term examination, home assignment ,Quiz etc. In the Semester, Appointment of internal examiners by institute and external examiners by SPPU for evaluation of the Summer Internship Projects, Dissertations. Mini Projects, Industry Personnel interaction, theme presentations, Role Plays and Field based assignments, mini projects assigned to students by related subject faculty. Emphasis is given to the research component for evaluation in many of the courses. Students are encouraged to write a research paper based on SIP and Dissertation which also prepares them for different competitions and publishing the same. Thus, the internal marks for SIP, Dissertation and Research Methodology have an evaluative component. The institute has adopted reforms in continuous internal evaluation (CIE) based on curriculum prescribed by SPPU to assess the progress of students in their capabilities in terms of knowledge, skills and attitude. Faculty members had been a part of all these reforms initiated by SPPU throughout the course. Subject teachers at the institute use different evaluative criteria for CIE as per uniform policy for the particular subject (course). This is arrived at after discussion / meeting of teachers of each course before the semester starts and prepared Rubrics for subjects. Subject teachers give consideration for development of different skills in framing criteria for CIE for the respective courses. Based on the expected learning outcomes, subject teachers provide appropriate weightage for student's participation in seminars, co-curricular activities, extracurricular activities related to the course. For e.g. Students prepare Research proposal in BRM subject this activity is included in the internal evaluation of respective course. The institute has made Case Study evaluation as a standard component in many courses. The suggested components of the CIE by SPPU are as follows: 1. Case Study / Caselet / Situation Analysis - (Group Activity or Individual Activity) 2. Class Test 3. Open Book Test 4. Field Visit / Study tour and report of the same 5. Small Group Project Internal Viva-Voce 6. Group Discussion 7. Role Play 8. Individual Term Paper / Thematic Presentation 9. Written Home Assignment 10. Industry Analysis - (Group Activity or Individual Activity) 11. Literature Review / Book Review 12. Model Development / Simulation Exercises - (Group Activity or Individual Activity) 13. Quiz 14. Creating and Presenting Posters 15. In-depth Viva Academic calendar prepared and adhered for conduct of Examination and other related matter

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

The institute prepares the academic calendar with reference to the dates declared by Savitribai Phule Pune University for commencement and conclusion of

the semester / term. The respective circular / academic calendar of SPPU is referred for the holidays during the semester and accordingly, academic calendar of institute is prepared. The Academic Calendar of the institute has the details of tentative schedule of all curricular, co-curricular and extracurricular activities, tentative schedule of online, end-term and viva voce examinations. It is displayed on institute notice board and also on the college website. With reference to the academic calendar of the institute, the internal exam team at the institute plans and conducts the internal end term examinations on the dates mentioned in the institute calendar. The time tables of internal end term exam are prepared and displayed on institute notice board.

Similarly, respective subject teachers prepare and display the schedules of their continuous internal evaluation (CIE) for the courses they teach. Care is taken to schedule the CIE, be it mid-term, end term exam (or any component of CIE), not to clash with University Exam schedule. Only in case, the University declares the time-table of the examinations which clashes with CIE, accordingly the institute / concerned subject teacher, as it may be applicable, change the schedule of CIE and informed to the students through notice boards. The external exam team of the institute keeps the students informed about different announcements of the University through notice board ,social media and emails. The students are informed about the URL of University official website and page-link of Examination department of University for referring to schedules of exam form filling, time tables of online / theory examinations, declaration of result, re-evaluation. They are encouraged to visit this website from time to time for latest updates on all examination related notices / circulars by University. In the Pandemic, Online sessions were conducted with the help of zoom application, google meet .Dissertation viva was conducted online. Assignments and Online quiz was conducted with the help of e-sources.

## 2.6 – Student Performance and Learning Outcomes

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

[http://www.sinhgad.edu/2018/SKNSSEBM/NAAC-2019/MBA\\_Syllabus\\_2019\\_Pattern\\_Sem\\_I\\_to\\_IV.pdf](http://www.sinhgad.edu/2018/SKNSSEBM/NAAC-2019/MBA_Syllabus_2019_Pattern_Sem_I_to_IV.pdf)

### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MB6741	MBA	Marketing Management, Financial Management, Human Resource Management, Operations Management , International Business , Supply Chain Management , Information Technology	250	248	99.20

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## 2.7 – Student Satisfaction Survey

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

[http://www.sinhgad.edu/2018/SKNSSBM/NAAC-2019/Student\\_Satisfaction\\_survey\\_2019-2020.pdf](http://www.sinhgad.edu/2018/SKNSSBM/NAAC-2019/Student_Satisfaction_survey_2019-2020.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Projects sponsored by the University	730	Savitribai Phule Pune University, Pune	0.6	0.2
<a href="#">View Uploaded File</a>				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Entrepreneurship Workshop- INNOVATIVE PRACTICES IN ENTREPRENEURSHIP	MBA	30/01/2020
IPR	MBA	01/06/2020
Entrepreneurship Opportunities in Stock Market	MBA	26/06/2020
Business Skills Workshop	MBA	03/10/2019
National Conference CONFLUENCE 2020	MBA	17/02/2020
Basic Orientation to Entrepreneurship	MBA	23/09/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	Nil	Nil	Nil	Nil
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	Hindurao Khade	Agricultural consulting and Trading	03/01/2020
NA	NA	NA	Karveera	Fashion Brand	05/02/2020



NA	NA	NA	Shubham Pakave	Electrical and Electronics	18/06/2020
NA	NA	NA	Pramila Pote	Trading Manufacturing and Service Providers	17/06/2020
NA	NA	NA	Pavan Zende	Travel Agency Activities	01/06/2020
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
05	03	01

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

Name of the Department	Number of PhD's Awarded
0	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	MBA	6	6.3
International	MBA	3	4.9
<a href="#">View Uploaded File</a>			

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

Department	Number of Publication
MBA	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
SME Exchange boon for Small and Medium Scale Organisation: Case Study on BSE SME in India March 2020	Dr.Sadhana Ogale Dr.Sanket Charkha	Studies in Indian Place Names (SIPN)	2020	1	S.K.N. Sinhgad School of Business Management	1

[View Uploaded File](#)

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
SME Exchange boon for Small and Medium Scale Organisation: Case Study on BSE SME in India March 2020	Dr.Sadhana Ogale Dr.Sanket Charkha	Studies in Indian Place Names (SIPN)	2020	1	1	S.K.N. Sinhgad School of Business Management

[View Uploaded File](#)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	17	3	26
Presented papers	3	9	0	0
Resource persons	0	3	2	2

[View Uploaded File](#)

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Human Rights Indian Judiciary System The Constitution of India	Savitribai Phule Pune Univeristy NSS Unit	2	86

[View File](#)

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	Nil	Nil	Nil

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#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Regional Language	S.K.N.Sinhgad School of Business Management	Marathi Bhasha Pandharwada	10	11
Safety	S.K.N.Sinhgad School of Business Management RTO	Road Safety Awareness	13	180
Gender Equity	S.K.N.Sinhgad School of Business Management	Womens Day	19	65
Community Services	S.K.N.Sinhgad School of Business Management	Flood Relief Donation	20	15
Harit Kranti	S.K.N.Sinhgad School of Business Management	Tree Plantation	20	100

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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange	3	paid leave	7

[View File](#)

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Training Programme on Fundamentals of Equity, commodity and Derivative	Training	U-Turn Financial Solutions (N IFM, Maharashtra)	08/08/2019	08/08/2019	110
Develop Business Analytics Skills amongst students.	Training	Knowledge Solutions India A Microsoft AEP (Authorized	05/09/2019	05/09/2019	92

		Education partner)			
1. Internship Placements of students 2. Roadmap to Internship 3. Internshala Student Program	Internship	Scholiverse Educare Private Limited, Gurgaon (Internshala)	12/03/2020	12/03/2020	374
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Knowledge Solutions India A Microsoft AEP (Authorized Education partner)	05/09/2019	Develop Business Analytics Skills amongst students.	31
Internshala	12/03/2020	1. Internship Placements of students 2. Roadmap to Internship 3. Internshala Student Program	374
U-Turn Financial Solutions (NIFM, Maharashtra)	08/08/2019	Training Programme on Fundamentals of Equity, commodity and Derivatives	110
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3.3	0.43

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Laboratories	Existing

Seminar Halls	Existing
Class rooms	Existing
Video Centre	Existing
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
GEMS	Fully	In-House	2013

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	301	76755	20	11692	321	88447
Reference Books	6308	1797951	310	131429	6618	1929380
Journals	60	145814	6	21740	66	167554
CD & Video	155	0	0	0	155	0
Others(s pecify)	3	590	0	0	3	590
Others(s pecify)	1	8500	1	1000	2	9500
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Shalaka Sakharekar	MIS	Swayam	19/01/2019
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	118	60	118	2	25	8	13	32	10
Added	0	0	0	0	0	0	0	0	0
Total	118	60	118	2	25	8	13	32	10

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

## 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Recording facility MCQs	<a href="https://www.youtube.com/watch?v=lJN0xpH7Fy8">https://www.youtube.com/watch?v=lJN0xpH7Fy8</a>

## 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3.16	0.9	3.3	0.43

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

The Institute ensures optimal utilization of physical, academic and support facilities which are available as per the requirements of the regulatory institutions/ bodies. Laboratory: Institute has appointed a System Administrator to maintain the computer lab and networking system. Repairing and maintenance of Lab equipments, Electrical equipments, and Furniture fixture are done by the technicians and specialist in the respective area. The Register has been maintained for the verification of Dead stock. Library: Institute has appointed Librarian and the staff to maintain the Library. The requirement of books suggested by the subject teacher and the students are submitted to the Librarian. The final list of required books is duly approved and signed by Director and the President of the Institute. Library card has been issued to all teacher and students to maintain the record of books. Book issuing and returning policies are in place for book record keeping. Reading Room is available for the students. Digital Library is also available. Library is open 24/7 hours for students. For the safety of books Pest control is done from time to time. Computers: Centralized computer laboratory established for teacher and students. Internet and WIFI facility is available in the campus. Open access journals are available. Register has been maintained for the students and faculties who are availing the library facilities. Classrooms: Administrative officer take care of all physical facilities and the maintenance of the Classroom furniture and equipments. Regular cleaning of classrooms and passage area is done by the housekeeping team. Cleaning of washrooms, corridor, office, seminar halls, staffrooms, etc. is done by housekeeping team every day. Periodically cleaning is done of water tanks and water cooler. Also take care of garbage disposal, gardening, landscaping, maintenance of parking area and the cleanliness of the premises. Regularly institute is maintaining the Lift and Ramp which is available for the physically disabled students.

[http://www.sinhgad.edu/2018/SKNSSBM/NAAC-2018/4\\_4\\_2.pdf](http://www.sinhgad.edu/2018/SKNSSBM/NAAC-2018/4_4_2.pdf)

**CRITERION V – STUDENT SUPPORT AND PROGRESSION****5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees

Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	Freeships and Scholarships	502	26071669
b) International	NIL	0	0
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft skill Development	10/10/2019	557	My Growth Zone, CPC-STES, SKNSSBM,
Remedial Coaching	26/08/2019	65	SKNSSBM
Language Lab	03/09/2019	103	SKNSSBM
Bridge Courses	20/08/2019	47	SKNSSBM
Yoga Meditation	25/02/2020	37	Sahaja Yoga Kendra Pratishtan
Personal counselling and Mentoring	01/08/2019	545	SKNSSBM
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Details available in attached excel file	545	545	1	152
<a href="#">View File</a>					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
11	11	3

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations	Number of students	Number of students placed	Name of organizations	Number of students	Number of students placed

visited	participated		visited	participated	
62	412	46	90	213	106
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	13	MBA	MANAGEMENT	SKNSSBM	MBA Dual
2019	1	MBA	MANAGEMENT	Unitech Institute of Technology, Newzeeland	Diploma in Business (HRM)
2020	1	MBA	MANAGEMENT	SPPU	Ph. D
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
Any Other	1
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Details Available in attached excel file	Inter Institute Level	127
<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 national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Details available in attached excel file	National	Nil	2	PDCYA19, GBAPY19, AYCPB19	Details are given in Excel file
<a href="#">View File</a>						

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

5.3.2 – Activity of Student Council representation of students on academic administrative bodies/committees of the institution (maximum 500 words) SKNSSBM has an active student council. The student members of this council actively participate in various activities organized by the institute. College provides necessary support to the council members in organizing coordinating the events. The council student members work as mediators between the teachers in the college and the students. The council members encourage the student



representatives to develop their leadership skills all the time. They make the student members to take initiative part in all the activities and also train them to motivate other students as well. They become 'student buddies' and help the other students. Student members in this council can become real heroes and competent managers in future by learning all the skills. Members of SKNSSBM's Student Council are as follows for the academic year 2019-20 S.No Designation Member 1 Chairman of the Council Mrs. Ajita More - Teaching faculty 2 Head of the Council Mr. Abhilash Rajput - MBA-II student 3 Secretary of the Council Ms. Ritu Das Gupta - MBA-1 student 4 Member - Academics Shivani Ramteke - MBA-1 student 5 Member- Seminars/Guest Lectures Suraj Lodha - MBA-1 student 6 Member- Sports/Cultural activities Shruti Arghode - MBA-II student 7 Member- Spectrum/Industrial Visits Akash Shelake - MBA-II student

The SSC comprises of total 7 members. There is a senior faculty as Chairman of the Council who provides her/his guidance to all the student representatives in the council. Council has one Student Head (MBA-II), one Student Secretary (MBA-1) and 4 student representative members (2 from MBA-1 2 from MBA-2 ). All the Student representatives of the council are selected based on the following criteria 1) Leadership skills 2) Good communication skills (verbal and written) 3) Planning Organizational skills 4) Problem solving Reasoning skills 5) Interpersonal skills

Role Responsibilities of the SSC members: 1) Organizing and participating in the meetings along with the faculty members 2) To work as a conduit between Students, Faculty College administration. 3) To serve as a liaison in bringing any issues/suggestions/feedback related to the academics and students' welfare to the administration in meetings. 4) To convey key messages from the faculty administration to the students (College also forwards such important messages to the students through official email service and whatsapp service).

#### 5.4 – Alumni Engagement

##### 5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes. SKNSSBM has registered alumni association in the year of 2015 and its Registration number is 003273, 1548/2015/Pune.(Maharashtra). It comprises total eleven members which include a Director, Dean, Secretary, a Treasurer and other members. Sr.No Name Designation 1 Dr.Rajashree Shinde Director 2 Prof.Yatin Bokil Dean 3 Dr.Rahul Wagh Member 4 Dr.Shalaka Sakharekar Member 5 Prof. Manjula Dhulipala Member 6 Prof.Sambhaji Pawar Member 7 Dr.Sadhana Ogale Treasurer 8 Prof.Mayuri Yadav Secretary 9 Dyaneshwar Pailwan Member 10 Pratik Mate Member 11 Bhushan Wagh Member 12 Swati Barodiya Member 13 Anjum Khoja Member 14 Prakash Laddha Member

Growing strength of our Alumni is contributing to the betterment of SKNSSBM and its students in terms of various non-financial support activities. Our Alumni contribution strengthens the institute in various ways. Alumni association's role in various activities: The connection between alumni and the students is one of the major goals of the Alumni Association formed at SKNSSBM. Institute organizes frequent alumni interaction programs with existing students, which help the students to keep a good connect with the alumni, to mentor the students in terms of choosing a good job profile, preparing for interviews, getting tips to be placed in good companies, knowing about the challenges in business corporate world etc. Alumni help the students in various ways. By interacting them, students would be knowing about the required skills of the employees in various jobs, for getting placed in good companies. Students clear their doubts by asking the alumni regarding various issues related to their career. Alumni counsel and motivate the students to develop their skills, knowledge and abilities. They provide practical exposure to the students by sharing their work experiences. SKNSSBM's alumni are invited as judges to evaluate the performance of the students in various activities. Institute invites them as guest speakers to share their

knowledge with the existing students. Social Initiatives: As a part of Alumni Association activities, the members participate in social awareness programmes conducted by SKNSSBM. They also encourage the existing students to participate in various activities like plastic free environment, road safety awareness etc.

5.4.2 – No. of enrolled Alumni:

296

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

35000

5.4.4 – Meetings/activities organized by Alumni Association :

Total - 3. General Body Meetings:2, Annual gathering :1

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

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

The Vision and Mission of Institute is communicated to all the students, teachers, administrative and support staff and other stake holders. The head of the institution i.e. Director administers all the activities and plays a leading role in governance and management of the institution. All activities are planned as per the suggestion of the governing body and other committees. The meetings of all faculty members are regularly conducted for the effective working of the institute. Internal Quality Assurance cell (IQAC) formulates perspective plan taking into consideration inputs from all stake holders. This plan is presented and deliberated in Institute Development Committee under the chairmanship of Principal to get consensus. This plan is forwarded to the governing body for approval. The Institution policy believes involvement of all staff in decision making and implementing the decentralized decision policy. To streamline the same, various committees at Institute level are formed which look after academic and administrative activities which lead to the realisation of vision and mission of the Institute. Institute provides multiple responsibilities for faculty to ensure participative management by giving them various portfolios. The management has given autonomy to the Director, faculty and administrative authorities for the overall progress and development of the institute in terms of academic and administrative matters. Multiple committees formed in the institute play important role in various institutional functions.

A detailed academic plan is prepared at the start of each semester which includes all academic, co-curricular and extra-curricular activities to meet the institutional objectives. The plan is prepared in line with the Savitribai Phule Pune University (SPPU) academic calendar. Institute has developed Case Study Module in association with Harvard Business School Publishing (HBSP) as a key aspect of teaching learning process. Institute has taken an initiative to run innovative programmes like Student Training Program (STP) aimed at achieving excellent placement for its students. Comprehensive student development incorporates not only learning academic knowledge and skills, but also inculcating other aspects of students as a human being. While doing so, institute as responsible stakeholder in the field of management education is striving to implement unique value system, transparent work culture, excellent academic and physical environment favorable to learn, create and transfer knowledge and induce ethical standards and professionalism.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
<p style="text-align: center;">Research and Development</p>	<ul style="list-style-type: none"> <li>• Organisation of annual national research conference</li> <li>•Funding from SPPU for organization of all of the national research conferences under the quality improvement programme of Savitribai Phule Pune University (SPPU).</li> <li>•Publication of peer reviewed research journal SANKALAN (ISSN No. 2454-9266)</li> <li>•Awarding three non-compounded increments to faculty in recognition of acquiring Ph.D.</li> <li>•Financial assistance to faculty to participate in conferences and seminars and present their research papers</li> <li>•Support to faculty to apply for and execute sponsored research projects</li> <li>•Internal courses focusing on development of research acumen (Enterprise Analysis Desk Research (EADR), Industry Analysis Desk Research (IADR)).</li> </ul>
<p style="text-align: center;">Industry Interaction / Collaboration</p>	<ul style="list-style-type: none"> <li>o The college organizes Industrial visits for students to various organization to increase their knowledge.</li> <li>o The college organizes various guest lecture series / workshops for staff and students to hone their skills and to develop additional skills that would be helpful for them to gain Additional edge in industry</li> <li>o Leading brands from industry support and Sponsor College for various events.</li> <li>o The College Have Placement Cell Which Interact with industry and Provided Placement opportunities to students.</li> <li>o Industry experts are also called upon to be a part of sensory evaluation team during major activities conducted by the college.</li> </ul>
<p style="text-align: center;">Library, ICT and Physical Infrastructure / Instrumentation</p>	<ul style="list-style-type: none"> <li>o Annual budgets is provided by the college for purchase of new volumes, titles, National and International journals</li> <li>Purchase of books is done as per the recommendations of the subject experts to ensure availability of all required teaching resources.</li> <li>o The library operates from 8am till 8pm. This is extended library hours especially for students.</li> <li>o The faculty teaching the Subject also sends notes to the students through email / ERP by subject faculty.</li> <li>o Student assignments bank are available in library with model answers.</li> <li>o Most of the classroom</li> </ul>

sessions are conducted with the use of LCD Projectors. o Library also maintains a Bank of power point presentation for core subjects. o Annual purchases carried out to upgrade the infrastructure and equipment. o Annual maintenance contracts (AMC's) are done for infrastructure and critical equipment. o Cleaning and maintaining of common / public areas is outsourced and monitored by inhouse housekeeping Personnel. o Utmost care is taken of critical equipment's and their maintenance with the help of Log books, history cards and Breakdown registers. o Breakdown procedures are followed to ensure repairs are carried out on time to avoid inconvenience. o Sufficient budgets are allocated for repairs and maintenance.

Examination and Evaluation

The examinations for the programmes offered is conducted by the University and hence, the college has no control over the evaluation. However, for the internal evaluation, the college has developed the strategies for quality improvement: 1. Question papers are prepared by faculty appointed by the examination department. 2. The question papers are printed by the examination department. 3. The unit test is conducted as per the procedure. 4. The paper is assessed by the concerned faculty. 5. Assignments are given to the students failing in the internal examinations. 6. Internal marks are divided into Internal Exam, assignments and attendance as per university guidelines 7. Internal audits of Examination procedure is conducted to ensure continual improvement. 8.University appoint the External Exam Controller at exam center.

Curriculum Development

The Institute follows the curriculum approved by SavitribaiPhule Pune University (SPPU). Our faculty members participate at various bodies of the university such as Academic Council, Board of Studies (BOS), and Subject Chairmen who contribute in framing of syllabus regularly. Institute has its own stakeholder's feedback policy in place. The purpose of this Policy is to provide a framework for obtaining, summarizing and documenting information on student and stakeholder perceptions of the quality and effectiveness of the

Institute's curriculum. All the feedbacks received from various stakeholders are summarized and analysed. The recommendations are communicated to the BOS for curriculum revision.

Teaching and Learning

Academic coordinator of the department monitors the teaching learning process and prepares a report which is periodically shared with the Institute Academic Coordinator. The academic coordinator monitors the following teaching learning activities:

1. Conduct of lectures and practicals as per the time table
2. Preparation of the list of defaulters whose attendance is less than 75
3. Conduct of makeup classes for the defaulters
4. Coverage of the curriculum as per the syllabus
5. Continuous assessment (CAS) of the practicals
6. Conduct of project and seminar presentations
7. Conduct of the unit tests as per the plan
8. Analysis of test results
9. Assignments as per the plan

Activities of the Academic monitoring are periodically reviewed by the Director and corrective actions taken.

Human Resource Management

Key points of human resource management of the college are as follows

Recruitment through the Local Staff Section Committee Staff requirements are obtained from all Heads of Department and reviewed by the Principal Approval is taken from the management Advertisement in leading newspapers and Institute website Conducting interviews by Local Staff Section Committee Annual appraisal of all faculties done by HOD and reviewed by the Principal Promotions of the faculty decided through the Staff Selection Committee Annual increment decide by management based on annual appraisals.

Admission of Students

To improve admissions, following salient activities are being done:

Banners are placed a prominent locations around Pune Advertisements in leading newspapers Brochure of the Institute is prepared Department Newsletters are prepared ,Institute brochure and newsletters are shared with parents and students during the CET exam Counseling of students and parents is done Faculty counseling to the Junior colleges at various

locations. Maharashtra MBA Selection Process There are three ways in which a candidate in Maharashtra is selected to get admission in MBA colleges of the state. Candidates must go through the following selection processes to get a clearer understanding. Selection Process for Maharashtra Admissions DTE CAP MAH CET 2020/ CAT/ GMAT/ CMAT • DTE Maharashtra will commence the registration process for CAP (Centralised Admission Process). • Candidates with a valid MAH CET / CAT/ GMAT/ CMAT score are eligible to register for DTE CAP. • The selection process is based on the MBA/ MMS merit list released by DTE Maharashtra. • The seat allocation will be based on rank or merit of the candidates in the entrance exams. • During the counselling process, the candidates will have to exercise web options. • Based on the rank and college preferences, DTE will allocate the seats. • Usually, DTE Maharashtra conducts four rounds of CAP, and the candidates who are not able to secure a seat in the first round of CAP can take part in subsequent rounds. • Students of Maharashtra domicile are eligible to take part in DTE CAP. Selection Process for Maharashtra Admissions based on Other Entrance Exams • Students who are not interested to take part in DTE CAP can apply for popular B-Schools individually with a state or national level entrance test core. • These institutes may shortlist the candidates based on their entrance test scores. • The shortlisted candidates will have to take part in other stages of the selection process that involve Group Discussion/ Written Ability Test/ Personal Interview. • The institutes will decide the mode of the selection process. • The final selection for MBA/ MMS course is based on the candidate's performance in all stages of the selection process. Direct MBA Admission/ Management Quota Admission • Students who did not take part in DTE CAP or were unable to secure seats can approach the private colleges and deemed universities directly for admission under management quota. • The individual institution decides the eligibility criteria for management quota admission. • DTE sanctioned 20 of

seats to each private management institute that can be filled through management quota. The Institute has surrendered this management quota seats to DTE.

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

E-governance area	Details
Administration	ERP based activities are used for administrative purpose too. Some of the administrative tasks carried out by ERP software include assigning roles to access ERP reports as per hierarchy (GFM, Head, etc.), Icard generation for students, (Academics Employees Leave, ICard, Library, Biometric attendance monitoring for Employees and Students, Late mark report, In/Out time record, this module also helps in monthly salary payment of all employee of the institute.
Planning and Development	Academic Event Calendar displays the events planned for the entire academic year on the website. Academic Plan states the faculty subject allotment and administrative duties for the academic year. Purchase Requirements are planned and monitored using ICT. A perspective plan is made by the college which acts as a blue print for the year. The same is uploaded on the college website for reference. Academic Event Calendar displays the events planned for the entire academic year on the website.
Finance and Accounts	Finance and accounts section uses Tally and excel for carrying out various accounting activities. Accounting activities carried out using Tally software are: a. Cheque printing b. Cash Book/Bank Book maintenance c. Maintenance of ledger d. Fees register e. Bank reconciliation statements (BRS) Following tasks are achieved using microsoft excel: a. Preparation of salary bills b. Preparation and maintenance of student's fees record. TDS Return filing, TDS Challan printing, Professional tax challan printing.
Student Admission and Support	1. This ERP modules helps in admission process of students of the institute and is used to complete the admission formality by filling up online admission forms writing all the academic and other information on this

	forms. Maintain admission date, enquiry date, Application forms. Maintain alumni data, student data. Promote the student in second year, demote the students from second year to first year in the case of year down result. Library automation, Management of books, Issue /return work, Library books acquisition.
Examination	The College allows student to use Computer Lab Facility to fill University Exam Form and for the Examinations of Swayam Courses. The college website displays the academic calendar stating the exam dates for unit test, University Term end exam, Student Can Pay Examination fees through online payment options.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Prof.Sanchit Pansare	FDP at IICMR	IICMR, Pune	200
2019	Prof.Pravin Bodade	FDP at D.Y.Patil Intitute of Management Studies	D.Y.Patil Intitute of Management Studies, Pune	200
2019	Dr.Sadhana Ogale	FDP at Rajgad Institute of Management	Rajgad Institute of Management, Pune	200
2019	Prof.Kalpana Sayankar	FDP at AISSMS Institute	AISSMS Institute, Pune	200
2019	Prof.Mayuri Yadav	FDP at AISSMS Institute	AISSMS Institute, Pune	200
2019	Dr.Sangita Gorde	FDP at D.Y.Patil Intitute of Management Studies	D.Y.Patil Intitute of Management Studies, Pune	200
2019	Prof.Manjula Dhulipala	FDP Program at S.B. Patil Institute of Management	S.B. Patil Institute of Management, Pune	200
2019	Prof.Ajita More	FDP Program at S.B. Patil Institute of Management	S.B. Patil Institute of Management, Pune	200
2019	Prof. Roza	IIM,	IIM,	127440



	Parashar	Ahmedabad Faculty Development Programme	Ahmedabad
<a href="#">View File</a>			

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	State Seminar	Training of Apex Software	07/10/2019	08/10/2019	16	3
2020	National Conference	Training of Relyon Software	06/02/2020	07/02/2020	18	3
<a href="#">View File</a>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FPD on Soft Skills	1	08/12/2020	17/12/2020	9
e FDP on NAAC Accreditation by DIMR, Balewadi, Pune	3	21/07/2020	27/07/2020	7
SME Exchange boon for Small and Medium Scale Organisation: Case Study on BSE SME in India	1	03/03/2020	03/03/2020	1
FDP at IICMR	1	13/07/2019	13/07/2019	1
FDP Program at S.B. Patil Institute of Management	2	03/07/2019	03/07/2019	1
IIM, Ahmedabad Faculty Development Programme	1	03/07/2019	31/08/2019	59

FDP at D.Y.Patil Institute of Management Studies	2	06/07/2019	06/07/2019	1
FDP at AISSMS Institute	2	10/07/2019	10/07/2019	1
FDP at Rajgad Institute of Management	1	28/06/2019	28/06/2019	1
online FDP WITH ASSOCIATION OF IIT Bombay training on PHYTHON SOFTWARE	1	03/05/2020	07/05/2020	5

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	10	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• Employee Provident Fund (EPF) • Gratuity for all staff • Group insurance scheme. • Accidental insurance • Staff quarters • Free medical treatment in 1000 bedded hospital owned by STES • Free dental treatment in dental hospital owned by STES • Registration fee for FDP programs. • Maternity leaves are provided as per the Government and University rules. • 24 Hours security in campus</li> <li>• Indoor and outdoor games facility</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Provident Fund (EPF) • Gratuity for all staff • Group insurance scheme. • Accidental insurance • Staff quarters • Free medical treatment in 1000 bedded hospital owned by STES • Free dental treatment in dental hospital owned by STES • Registration fee for Training programs. • Maternity leaves are provided as per the government and University rules. • Uniform for security guards • 24 Hours security in campus</li> <li>• Indoor and outdoor games facility</li> </ul>	<ul style="list-style-type: none"> <li>Medical insurance . Students insurance. Free medical treatment in 1000 bedded hospital owned by STES • Free dental treatment in dental hospital owned by STES • Registration fees for students competitions • Indoor and outdoor games facility</li> </ul>

**6.4 – Financial Management and Resource Mobilization**

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

Institution conducts internal and external financial audits regularly Response: Institute implements two level financial audit mechanisms as follows 1) Internal audit 2) External audit 1. Internal Audit Procedure The auditor looks over the information contained in the documents and plans out how the audit

will be conducted. An audit plan is then drafted. This audit is proprietary audit. Its focus is on adherence to internal rules and procedures set for internal control within the organization. Following steps are followed for systematic audit procedure and practice. Object of the Audit: To check financial propriety of transactions. Authorization of various transactions, whether proper procedure is followed.

1. Manual Cash Book: Check all Receipts and Payments and to see the correctness of account.

1. Bank Account: To verify all the receipts and payments. During auditing of vouchers to see that all procedures regarding purchases followed. To check bank Reconciliation.

1. Checking of fee Reconciliation, All Journal Vouchers Prospectus Reconciliation etc.

1. All Pay Bills: To see increment drawn properly. All recoveries effected properly.

1. Library Section: All books purchased accounted for in Accession Registered. All periodicals received.

1. Yearly verification of books has been done otherwise. Mechanism for settling audit objections During internal financial audit, auditors raise objections related to finance and stock related records, giving an opportunity to the Institute to address and rectify the same. They also give necessary guidance for improvement in account maintenance. These measures ensure no further discrepancies in the records that can be objected to by the external auditors.

2. External Audit Indicative Statutory Audit Checklist:

1. Cash book checking

2. Bank book checking

3. Journal Prior period entries if any to be noted.

1. Fees Reconciliation Statements

2. Bank Reconciliation Statements -

3. Branch Division Balances of various branches within Campus should tally with balances as per respective Campus Books of A/c

1. Bank Transaction -

2. Sundry creditors having debit balances:-

3. Advances to staff- Year wise breakup of such advances

1. Fees receivable from students- Year wise list of students and o/s amount

2. Fee receivable from Social Welfare

3. Prepaid expenses verification with period.

4. Classification / Proper Account of Capital Expenditure and Revenue Expenditure.

5. Scrutiny of Long outstanding debit and credit balances

6. Comparative statement of Income and Expenditure and Balance sheet with the previous year 2018-19

7. Physical verification Report of stock and cash balances from Accounts Officers

8. Verification of Investments

9. Checking of Depreciation sheet

10. Checking of Following Registers:-

1. Fixed Assets Register

2. Printing and Stationary Register

3. Stock Register

1. Statements of statutory dues duly verified by the campus accounts officers

2. Other Earmarked funds - University Ordinance No. 171.

3. Interest charged by the bank:-

4. List of outstanding debit and credit entries - Obtain confirmation from respective parties.

5. Grant, university fees, examination fees, eligibility fees, university pro-rata fees

6. See and check properly the following:

1. Year End Provision for all types of expenses

2. Allocation of expenditure

3. Allocation of Loan

4. Allocation of Assets

5. Allocation of Interest

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Maddy Fruti Kulfi	10000	Organization of cultural event
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

40000
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External	Internal
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	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC Surveillance Committee
Administrative	No	Nil	Yes	IQAC Surveillance Committee

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

1) To provide parents the forum to receive information regarding the institute and communicate with teachers, Parents meet is arranged. 2) Under Stakeholders feedback policy we Collect feedback from Parents. 3) To enhance and enrich the overall learning experience of students we have Implemented suggestions that are given in Parents-Teacher meet.

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

1. Training on Talley software 2. Training on Apex software 3. Training on Relyon software

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

1. Organizing National Research Conference and State Level Seminar 2. Specializationwise Foundation Programme for students 3. Installation of Apex and Relyon software for effective information system management

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Womens Day	03/09/2019	03/09/2019	03/09/2019	47
2019	Tree Plantation	19/08/2019	19/08/2019	19/08/2019	120
2019	Flood Relief Donation	18/08/2019	18/08/2019	21/08/2019	35
2019	Yoga Day	23/06/2019	23/06/2019	23/06/2019	80
2020	Road Safety Awareness	10/01/2020	10/01/2020	10/01/2020	180
2020	Marathi Bhasha Pandharwada	27/02/2020	27/02/2020	27/02/2020	111
2019	Gandhi Jayanti	02/10/2019	02/10/2019	02/10/2019	54

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

## 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Woman's Day Celebration	09/03/2020	09/03/2020	91	14
Group Formation	12/08/2019	17/03/2020	53	217
Class Representative Selection	12/08/2019	25/03/2020	5	5
Sport and Cultural Programs	08/01/2019	11/03/2019	45	73
Admission Process	12/08/2019	25/11/2019	53	217

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

#### Percentage of power requirement of the University met by the renewable energy sources

1. Solar systems for water heating and street lights 2. Institute has implemented GEMS ERP system for the academic, purchase and stores, finance, and other activities, with which the paper waste is limited. 3. Environmental clearance from the respective state pollution boards is taken. 4. Independent sewage treatment plant to treat the sewage generated from campus and the treated water is used for gardening. 5. The garbage generated from Campus is segregated within our area and sent to the designated areas through outsourced parties as per the directions of pollution board. 6. The wet garbage generated from campus especially through the both the dining halls is fed into a bio gas plant to generate gas which in turn is used for Institute cafeteria. 7. Tree plantation is carried out during monsoon period every year to plant new or to replace the deceased plants. 8. CFL replacement with LED lights.

### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	300
Provision for lift	Yes	300
Ramp/Rails	Yes	300
Rest Rooms	Yes	300
Scribes for examination	Yes	10
Special skill development for differently abled students	Yes	50
Any other similar facility	Yes	50

### 7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of
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	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2020	1	1	08/05/2020	1	COVID Awareness	Awareness creation on precautions to be taken for COVID Prevention	1701
2019	1	1	19/08/2019	1	Tree Plantation	Environmental conservation	120
2019	1	1	27/08/2019	2	Flood relief	Helping the citizens suffering from flood	35

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	16/03/2020	The code of Conduct regarding Human Values and Professional Ethics is made known to all the stakeholders and the importance of following the same is duly emphasized.

**7.1.6 – Activities conducted for promotion of universal Values and Ethics**

Activity	Duration From	Duration To	Number of participants
Independence Day Celebration	15/08/2020	15/08/2020	12
Vallabhbhai Patel Jayanti	31/10/2019	31/10/2019	63
Gandhi Jayanti	02/10/2019	02/10/2019	54
Womens Day	09/03/2020	09/03/2020	47

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

1. Energy conservation a. Use of Energy Efficient Equipment b. Insulation of Hot Water Pipes c. Use of CFL/LED and Energy Rated equipment's and fixtures d. Master Switches for each Room to shut down power of entire room when not in use

e. CRT monitors being replaced with LCD/LED Monitors

2. Use of renewable energy: Solar Powered Street Lighting Solar Powered Water Heating System, The hostels are provided with solar water heaters to harness the solar energy. The power control centers are provided with capacitor bank to maintain the power factor unity to reduce the losses. The portion of Campus Street light and medical Centre are connected with three hybrid power system of 5 kW each i.e. power generated by solar. The hostels are provided with solar water heaters. Some standalone street lights are powered with solar panels in specific junctions.

3. Water harvesting- a. Institute building is equipped with Rain Water Management System with Channelized Drain Pipe Network, Rain Water Holding Tank, Pumps and Ground Water Recharge Pits. b. Approx. 2km of Storm Water Drain Line is also provided with four rain water recharge pits c. Rain Water Harvesting Recharge Pits are provided at numerous locations of the campus.

4. Efforts for Carbon neutrality- Tree plantation is carried out to achieve carbon neutrality to cover the most open areas. Institute residents are encouraged to use cycle as a transport medium within the campus. All the wastes generated in the campus are taken care of as per norms. Decrease in electrical usage by substitution with renewable sources of energy.

5. Plantation - Every year we have plantation drives to increase the greenery with the replacement of deceased plants. We have self-sufficient staff in house as well as through external housekeeping contractors for maintenance of landscape.

6. Hazardous waste management - This factor has been taken care of in an adequate manner to provide an eco-friendly environment within the campus

7. E-waste management - e-waste generated is collected and sent either to an e-waste dealer or to the collection point prescribed by pollution board.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice: 1 Title- Student Training Program (STP) Development and implementation Students who are pursuing MBA program are from different socio, economic background and belong to mostly to towns and rural areas of state of Maharashtra and Rest of India. So it is necessary to bring all the students in terms of knowledge and skills and attitude. Therefore training session need to be conducted for developing communication skill, reading writing skill, assessing the economic environment and career opportunities has become necessary. Best Practice 2: Title : Industry Engagement as a curricular aspect SKNSSBM has an educational philosophy that establishes a dialectical link between theory and practice. The institute curriculum is continuously being innovated upon and refreshed to reflect the latest developments in technology and trends within industry. Pure academics are supplemented by pervasive industry engagement through the Practice School.

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

[http://www.sinhgad.edu/2020/SKNSSBM/NAAC-2020/Best\\_Practises.pdf](http://www.sinhgad.edu/2020/SKNSSBM/NAAC-2020/Best_Practises.pdf)

## 7.3 – Institutional Distinctiveness

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

The establishment of the SKN Sinhgad School of Business Management symbolizes the ascendance of plateau of achievement of academic excellence, in dissemination of quality education from pre-primary to collegiate level by

Sinhgad Technical Education Society, ensconced at Pune, by Prof. M. N. Navale Sir. SKN Sinhgad School of Business Management is committed to usher in socio-economic transformation by providing inclusive innovative quality education of global standards to fully meet the expectations of the stake holders as initiated by the founding fathers. To recruit and retain well qualified motivated faculty and staff and provide adequate infrastructure, equipment and machinery. To provide amenities and sports facilities in harmony with nature. Industry institute interaction to provide adequate exposure to the students to the world of work. Enrich library and provide latest teaching gadgets and process to promote effective teaching, learning. To provide holistic value based education and inculcate entrepreneurial abilities so that the students are well groomed in knowledge, skills and values to have the ability to face the challenges of the corporate world and life. Silent features of institute: • Institute provided inclusive technical education so that a deserving student is not denied an opportunity for technical education solely on socio economic constraints. • Institute provided holistic education to develop skills, knowledge and values through well-structured curriculum and instructions. • Made students readily acceptable to the corporate world and promote entrepreneurship. • The academic vigilance Committee headed by the Director. • Disciplinary Committee to look into the in disciplinary Acts Ragging. • Power backup given on the campus. • The institute takes conscious efforts to create awareness about energy conservation and renewable energy usage among students. Solar panels are used in the hostel and the college campus. • Institute is friendly for Differently Abled. • Significant career guidance programs arranged by institute to guide rural area students by arranging campaigns nearby villages. • Round the clock internet connectivity through dedicated 40 mbps Lease Line. • Various Social events carried out for enrichment of students. • Mentoring scheme has developed systematic road map for improving the different aspects of personality developments, Communication Skill, Presentation Skill, Team Work, leadership qualities, resume writing, etc. and make them ready to face the challenges in industry. • Internal complaint committee has established to prevent sexual harassment. • Institute provided students prerequisite training for building and developing competencies for the placement. • Various personality development programs and health check-up camps are conducted under women's development committee. • Institute has provided career development services to students with respect to higher Education, opportunities for growth. • Institute has provided user Education and References Service to the teachers in order to maximize the use of the resource of the Library. Institute has been initiating and implementing various activities to assure and improve quality in the different aspects of academics, curricular and extracurricular activities, and faculty development.

Provide the weblink of the institution

[http://cms.sinhgad.edu/sinhgad\\_management\\_institutes/sknssbm\\_mgt/aboutus.aspx](http://cms.sinhgad.edu/sinhgad_management_institutes/sknssbm_mgt/aboutus.aspx)

## **8.Future Plans of Actions for Next Academic Year**

Institute has been initiating and implementing various activities to assure and improve quality in the different aspects of academics, co-curricular and extracurricular activities, faculty development. Another aspect, institute is focusing is social exposure to students and faculty by conducting extension activities. In view of the vision, mission and core values, institute has planned for following initiatives. 1. Enhancing academic excellence. 2. Development of skills of the students by inculcating core values among them further by imparting value-based education. 3. Institute is planning to Organize more community service activities to contribute to the wellness of the society. 4. Firm up collaborations to bridge the gap between academia and industry. Industry is the major stake holder of Management institution. Continuous interaction between management institution and industry is an essential requirement to enhance an



employability of management students. Institute has been in association with various industries and providing very good industrial exposure to the students. In order to sustain and enhance the interaction with the industries, Institute has planned to focus on interaction with industry with the involvement of every faculty and students as well. More focus through interaction with industry will be to motivate students for industrial internships and employment. 5. Intensive training for preparing students for competitive examinations. 6. To promote entrepreneurship and innovation through skill development. Institute has developed "Entrepreneurship Cell" and planning for enhanced activities in this area. Skill development will be the focused area for enhancing employability of students. 7. Institute is planning to have teachers and student exchange programme with other educational institutions.