



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

S.K.N. SINHGAD SCHOOL OF BUSINESS
MANAGEMENT

- Name of the Head of the institution **Dr. Prachi Pargaonkar**
- Designation **Director**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **02024354036**
- Mobile no **8975769599**
- Registered e-mail **director_sknsbm@sinhgad.edu**
- Alternate e-mail **drprachipargaonkar.sknsbm@sinhgad.edu**
- Address **S.N. 10/1, Ambegaon(BK)**
- City/Town **Pune**
- State/UT **Maharashtra**
- Pin Code **411041**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Self-financing**
- Name of the Affiliating University **Savitribai Phule Pune University**
- Name of the IQAC Coordinator **Dr. Shalaka Rahul Sakhrekar**
- Phone No. **02024354036**
- Alternate phone No. **02024354036**
- Mobile **9922402945**
- IQAC e-mail address **shalakasakhrekar.sknsbm@sinhgad.edu**
- Alternate Email address **sakhrekar@yahoo.co.in**

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

http://www.sinhgad.edu/2018/SKNSSBM/NAAC-2019/AQAR_2019-20.pdf

4. Whether Academic Calendar prepared during the year?

Yes

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

http://www.sinhgad.edu/SinhgadManagementInstitutes/SKNSSBM-MBA/pdf/Academic_Calendar_2020_21.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.06	2018	02/11/2018	01/11/2023

6. Date of Establishment of IQAC

02/08/2017

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	nil	nil	0

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

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

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

1. To carry performance appraisal of teaching and non-teaching staff.

2.Financial Audit of the Institute

3. Proposal submitted to Savitribai Phule Pune University , under Quality Improvement Programme for organization of seminar / conference

4. To conduct awareness about Gender sensitization

5.To conduct awareness about Green sensitization

6.To conduct Alumni and Parents Meet

7.To create awareness and organized programme, related to Environment and Social Issues.

8.To motivate the faculty for Research Publication and research paper presentation in various seminars and conferences.

9.To conduct skill based courses

10.To create awareness and organized programme related to Health

11.To motivate students and faculty members about moocs, SWAYAM courses.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
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.
To conduct awareness about Gender sensitization	<ol style="list-style-type: none"> 1. Follow the gender practices on regular basis. 2. Induction meet with students successfully increased 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	<ol style="list-style-type: none"> 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	The college organized different

organized programme, related to Environment and social issues	programmes on Environment and Social Issues like : - Tree Plantation, Road safety awareness, Poster series to spread awareness about COVID-19, Digital literacy, Cyber crime awareness, Startup schemes in India, Stress related diseases and techniques to overcome stress.
To conduct skill based courses	The college has organized various programmes, lectures for employability enhancement.
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.

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
IQAC Surveillance Committee	22/04/2021

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

1.Name of the Institution	S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT
• Name of the Head of the institution	Dr. Prachi Pargaonkar
• Designation	Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02024354036
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• Upload latest notification of formation of IQAC			View File		
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
IQAC Surveillance Committee	22/04/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	22/12/2021
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	

17.Skill development:**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):****20.Distance education/online education:****Extended Profile****1.Programme**

1.1	109
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	328
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	128
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	281
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Number of outgoing/ final year students during the year						
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td>View File</td> </tr> </tbody> </table>			File Description	Documents	Data Template	View File
File Description	Documents					
Data Template	View File					
3.Academic						
3.1 Number of full time teachers during the year		23				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td>No File Uploaded</td> </tr> </tbody> </table>			File Description	Documents	Data Template	No File Uploaded
File Description	Documents					
Data Template	No File Uploaded					
3.2 Number of sanctioned posts during the year		30				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td>View File</td> </tr> </tbody> </table>			File Description	Documents	Data Template	View File
File Description	Documents					
Data Template	View File					
4.Institution						
4.1 Total number of Classrooms and Seminar halls		12				
4.2 Total expenditure excluding salary during the year (INR in lakhs)		22.18501				
4.3 Total number of computers on campus for academic purposes		118				
Part B						
CURRICULAR ASPECTS						
1.1 - Curricular Planning and Implementation						
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process						
<p>Being an affiliated institute, we follow the curriculum designed by Savitribai Phule Pune University. Phase I: Planning Preparation of Academic calendar, allocation of subject based on preference given, lecture schedule and evaluation parameters are finalized.</p>						

Preparation of teaching plan & course file by faculty members. Various value-added activities regarding human rights, moral & ethical values, career options, CSR are planned. For enrichment of curriculum institute organizes Induction program. Activity based and participative teaching process for enhancement of employability of students. Value addition by organizing guest lectures & student training program. Mentor-Mentee system is followed. Institute tries to follow paperless environment with the help of ICT. Critical analysis of feedback of stakeholders and timely changes in curriculum planning. Because of pandemic situation online classes through ZOOM, Microsoft Teams & assessment by Google Classroom.

Phase 2: Implementation Faculty adopt innovative teaching practices viz. Use of Project based learning; case-based learning, role play etc. Faculty focuses on quality delivery & active participation of student. Evaluation parameters are set for continuous assessment. Implementation of curriculum is ensured Online teaching, Guest lectures etc. The institute follows cafeteria approach, conducts orientation program for Specializations, arranges the remedial classes, SIP guidance, takes feedback from students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://docs.google.com/document/d/1w3VIogMdjZg_kvb2vmwYEMnMGKLxYL17/edit?usp=sharing&oid=117039650130571524098&rtpof=true&sd=true

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

The institute is affiliated to Savitribai Phule Pune University (SPPU) and needs to follow reforms done by SPPU timely and accordingly design Academic calendar which includes Continuous Internal evaluation.

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). As per academic calendar Induction program is organised for new students. Lectures are scheduled as per timetable. The institute implement the 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, cocurricular 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.sinhgad.edu/SinhgadManagementInstitutes/SKNSSBM-MBA/pdf/Academic_Calendar_2020_21.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

1

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

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

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

6

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

242

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

1.3 - Curriculum Enrichment

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

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum by the subjects like Introduction to Human Rights and Duties, Human rights of vulnerable and disadvantaged groups, Indian Ethos & Business Ethics and Corporate Social Responsibility & Sustainability

Introduction to Human Rights and Duties the basic aim of the course is to introduce the students, the values and culture of human rights, and to make them aware the benefits we get out of it by strict adherence to tenets of them.

Human rights of vulnerable and disadvantaged groups The basic aim of the course is to introduce the students the meaning and idea of vulnerable and disadvantaged groups. It will focus on the Social, Economic and Cultural problems generally faced by these groups and which are rights available for them. Human rights education is a vital tool to address many problems in any society and equipping the younger generations would indeed, strengthen the justice delivery system in a more coherent manner.

Indian Ethos & Business Ethics The basic aim of the course is to facilitate the students ethical business behavior and promote sustainable business ecology, improve profitability, foster business relation and employee productivity and to elaborate student about Ethical dilemmas in different business areas of marketing, HRM and Finance and ADAPT dilemma resolution interventions by referring to certain norms, theories and models of Eastern Management.

Corporate Social Responsibility & Sustainability The basic aim of the course is to introduce the students the different concepts, legislative provisions, environmental aspects, best practices, complexity, scope, reports, social framework etc. related to CSR, business ethics & sustainability development. This subject helps students to understand Sustainability and its impact on corporate culture & society at large.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year**1**

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

1.3.3 - Number of students undertaking project work/field work/ internships**272**

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://drive.google.com/file/d/1LxLsGDTmwOb_Edk1wWsha04w7p-rVjnT/view?usp=sharing
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://drive.google.com/file/d/1LxLsGDTmwOb_Edk1wWsha04w7p-rVjnT/view?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

328

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

187

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

After the Induction Programme, under the Mentoring scheme students are assigned to mentors ,to understand their Strengths and Weakness for Academic and Personal issues. Throughout the academic year mentors help learners by counseling session, organizing extra sessions. Subject specialization wise Orientation program, Foundation course, Placement Enhancement Training programmes , Seminars were organized to understand various opportunities in each specialization and to develop general as well as domain knowledge of the students. Student Training Programme (STP) is continuing process. Different test were conducted. With the help of evaluation sheets and feedback from mentors, faculties the students are identified as fast learners or slow learners.

Students are encouraged towards entrepreneurship development with the help of E-Cell .Soft skill development, Aptitude Test, Group Discussion, etc. were organised after getting the feedback or suggestions from Placement Cell .Advance learners encourage for professional Certification courses, MOOC courses , live projects, participation in various development activities.

For slow learners extra sessions and remedial classes were conducted to bridge the gap between understanding level, like Finance for Non Finance, decision science, mathematics of Finance etc. Every subject teacher counsels the students who are weak in a particular subject to improve his/her performance.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/u/1/folders/1VLxis0tZJoLF6HKW9ytWW6fFqTtPBaEY
Upload any additional information	View File

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

Number of Students	Number of Teachers
609	23 22

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

SKNSSBM provides Students centric methods which is a right blend of traditional and modern techniques. Following student centric methods were adopted to ensure the holistic development of students and facilitate lifelong learning.

Experiential learning-Problem based, case based, project based, inquiry based, computation-based, corporate social responsibility based activities were applied. Students are encouraged to take up innovative projects, mini projects and desk research. It includes design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions. Students are motivated to involved in various stimulations like stock Mind Competition, best out waste activities etc. Cultural activities, yoga sessions, stress relief session, Heath wellness programs were organized to remove fear, tension, and deterring emotions.

Participative learning: Students are involved to discuss solution for real time cases through group analysis, brainstorming etc. Proficiency in soft skills develops through skill development program and student training program. Alumni were participated in development of student on various grooming sessions. Pre-employment training provided through Place Enhancement activity. Guest lectures were organized to enhance employability skills. Students are motivated to give presentation on various subjects for transformation of knowledge sharing among the students. It helps students to remove stage fear and improve communication skill.

Problem solving - Assign various assignments & quizzes, Case Study discussion & analysis , Group Discussion, Debates , Industry analysis , enterprise analysis activities.

Various seminars on problem based situations were organized like Cyber security, Investor Awareness Program, Intellectual Property rights , introduction to Indian Constitution , awareness about digital Banking and Frauds in banking sector , Digital Marketing etc.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/drive/u/1/folders/1sAqPujPbCXWTDmzbi5ZHOrakBsNTufpb

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

Effective content delivery by using ICT tools in the class room for better understanding and reinforcement of the concepts and problem-solving is adopted by all the faculties of the institution. ICT tools complement the traditional teaching learning methods. The institute is highly interested in providing innovative methods for enriching the learning experience through ICT. The institution has the needed resources which include wide availability of computers in institute, library resources, high speed internet access and general ICT knowhow among the students and the faculty. The faculties are trained for the efficient use of tools through training sessions at the institute .Faculties and students are encourage to participate in various training conducted by various reputed institute on ICT.

ICT enabled Teaching-Learning Process is supported with Regular Practical Sessions, access to Digital Library, Online Courses (MOOCS, Swayam, TCS ION, NPTEL), online journals, Online tests, Use of LCD projectors for seminars and workshops, productive use of educational videos, and accessibility of nonprint material for students of different disciplines. Communication skills training is enriched with ICT tools to make the students acquire proficiency in listening, speaking, reading and writing skills.

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

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

2.3.3.1 - Number of mentors

17

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

2.4 - Teacher Profile and Quality

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

23

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

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

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

11

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

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

2.4.3.1 - Total experience of full-time teachers

6

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

2.5 - Evaluation Process and Reforms

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

SKNSSBM is affiliated to Savitribai Phule Pune University (SPPU) and follow reforms done by SPPU. 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. Institute follows latest revised syllabus of 2019 pattern. Institute follows CIE norms and implement rigorously. Institute adopted experiential, participative and suggestive teaching and learning methods along CIE.

In the proces of CIE faculty members prepared rubrics before the semester starts and communate the same to the students for transfarant evaluation of respective subject. CIE is based on the expected learning outcomes, subject teachers provide appropriate weightage for student's participation in seminars, co-curricular activities, onlice courses & certifications and extracurricular activities related to the course. In rubric various parameters are

considered like Poster Presentation, End Term Examination, Home assignment, Quiz, role play, Mini research project etc.

Based on information provided, faculty member do the assesment of the students. Due to pandemic situation evaluation made through online platforms.

Internal Examination committee takes care of collection of internal marks, marks entry on university portal for all subjects. Summer Intership Project evaluation made by internal and external examiners.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/drive/u/1/folders/1fUz4Y_jq5Lx-05iirgV_qV6NaFo2q29k

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

SKNSSBM is affiliated to Savitribai Phule Pune University (SPPU) and follow reforms done by SPPU. The internal assessment mechanism at S.K.N. Sinhgad School of Business Management is in well-structured form. The Director holds meetings of the Internal Examination Committee and faculties and directs them to ensure effective implementation of the evaluation process. List of the assessment parameters displayed on Notice board. Due to pandemic situation in the year 2020-2021 information was circulated through google classroom and email. internal examination is continuous process in includes structured session plan which specifies topic wise distribution, allotted time for the course delivery. The contents of the course file include session plan, rubric along with assessment details, notes, study material and tentative schedules for evaluation.

Institute follows latest revised syllabus of 2019 pattern. Institute follows CIE norms and implements thoroughly. CIE is based on the expected learning outcomes, subject teachers provide appropriate weightage for student's participation in seminars, co-curricular activities, online courses, assignments, certifications and extracurricular activities related to the course. In rubric various parameters are considered like End Term Examination, Home assignment, Multiple Choice Questions Test MCQ, role play, Mini research project, Open book Test, Case Study Write up, etc. Based

on information provided, faculty member do the assessment of the students.

Each subject has different method of evaluation with certain set of criteria along with remedial action if any shortfall comes. Internal Examination committee takes care of collection of internal marks, marks entry on university portal for all subjects by the allotted faculty members. Internal examination committee handle grievances received from student time to time. If any issue occurred internal examination committee discuss the issue with committee members and resolved the issue under guidance of committee head and director of the institute by informing assessment made by respective subject teacher. For efficiency of internal mark uploading, HOD's created for every subjects and assigned responsibility of marks entry by Internal examination committee. After marks entry HOD have to submit hardcopy of the subject marks filed and signed to the Internal Examination Committee.

Internal Examination head verify the marks entries of every subject and maintain record in systematic way. If any grievances raised internal examination committee resolved issues based on information received from HOD of the subject under guidance of director.

In this way mechanism of internal assessment is transparent, grievance free, time bound and efficient.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/drive/u/1/folders/1fUz4Y_jq5Lx-05iirgV_qV6NaFo2q29k

2.6 - Student Performance and Learning Outcomes

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

In S.K.N School of Business Management Pune; follow rules prescribed by Savitribai Phule Pune University (SPPU). Therefore Programme Outcomes (POs) of MBA are:

1. Universal and Domain Knowledge

2. Problem Solving & Innovation
3. Critical Thinking
4. Effective Communication
5. Leadership and Team Work
6. Global Orientation and Cross-Cultural Appreciation
7. Entrepreneurship
8. Environment and Sustainability
9. Social Responsiveness and Morals
10. Lifetime Learning

Programme Educational Objectives (PEOs):

11. PEO1: MBA Graduates will successfully integrate management Knowledge in real world practices in all aspects
12. PEO2 MBA Graduates will possess excellent communication skills.
13. PEO3: MBA Graduates will be appreciative of the significance of Indian ethos and values in managerial decision making as leader.
14. PEO4: MBA Graduates will be ready to engage in successful career pursuits covering a broad spectrum of society.
15. PEO5: MBA Graduates will be recognized in their chosen fields for their managerial competence, creativity & innovation, integrity & sensitivity.

Our institute has defined Programme Specific Objectives (PSO) for All Specialisation.

Attainment of course outcomes is monitored by faculty members course wise (Rubric) after considering all parameters like submission of assignment project , participation in various activities, contribution in research , exam performance and placement.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.sinhgad.edu/2018/SKNSSBM/NAAC-2019/MBA_Syllabus_2019_Pattern_Sem_I_to_IV.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

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

SKNSSBM affiliated to Savitribai Phule Pune University (SPPU) and follow the curriculum (Revised 2019 Pattern) designed by SPPU .

Procedure for attaining COs, POs/PSOs and PEOs:

Attainment of Programme outcomes and course outcomes are evaluated by the institution in the following manner:

Step 1: The Program Outcomes (POs) and Program Specific Outcomes (PSOs) are accomplished through curriculum delivery and result of examination.

Methods for Assessment, Evaluation and Measurement of POs are given below:

- Methods for Assessment, Evaluation and Measurement of POs :-
 - Direct Assessment methods
 - Concurrent Internal Examination (CIE) parameters as per rubric taken from SPPU syllabus.
 - External Examination conducted by SPPU .The questions in semester end examinations are tested pertaining to all COs, in varying Blooms Taxonomy Levels.
 - Indirect Assessment methods
 - Programme - Exit survey,
 - Alumni Survey,
 - Placement record and higher education
 - Extracurricular and co-curricular activities

1. Curriculum delivery Planning Process:

- Academic calendar was prepared and approved by Director of the Institute. Allocation of subject based on preference given by Faculty .
- Preparation of rubric, teaching plan & course file by faculty members.
- Communicate CIE to the Students.
- Arrangement of various programmes, activities like seminars, Induction program, foundation courses ,workshops etc.during the course.
- Con-Current Evaluation shall be spread through the duration of course and shall be conceptualized, executed, assessed and documented by the course teacher along with student-wise and class-wise attainment levels of the COs and the attainment levels of the course.
- Critical analysis of feedback of stakeholders like student, alumni , parents ,faculty.

2. Curriculum delivery implementation Process:

- Faculty adopt innovative teaching practices viz. Use of Project based learning; case-based learning, role play etc. Faculty focuses on quality delivery & active participation of student.
- Evaluation parameters are set for continuous assessment. Implementation of curriculum is ensured Online teaching, Guest lectures etc. The institute follows modern approach, conducts orientation program for Specializations, arranges the remedial classes, Summer Internship Program guidance.
- After examination and declaration of result by SPPU result analysis was done subject wise and specialization wise.

Step 2: Course Outcomes (COs) are defined for each course and they are mapped to POs and PSOs.

1. The course teacher shall prepare the scheme of Comprehensive Concurrent Evaluation (Formative Assessment) before commencement of the term. The scheme of Comprehensive Concurrent Evaluation shall explicitly state the linkages of each CCE with the Course Outcomes and define the targeted attainment levels for each CO.

2. The Director shall approve the scheme of Comprehensive Concurrent Evaluation with or without modifications.

3. The course teacher shall display, on the notice board, the approved CCE scheme of the course and the same shall also be hosted on the website, not later than the first week of the term.
4. Each CCE item shall be of minimum 25 marks.
5. For a 3 Credit Course there shall be a MINIMUM of three CCE items. The final scores shall be converted to 50, using an average or best two out of three formula.
6. For 2 Credit Course there shall be a MINIMUM of two CCE items. The final scores shall be converted to 50.
7. For a 1 Credit Course there shall be a MINIMUM of one CCE item.
8. CCE shall be spread through the duration of course and shall be conceptualized, executed, assessed and documented by the course teacher along with student-wise and class-wise attainment levels of the COs and the attainment levels of the course
9. The assessment outcome of each CCE shall be duly signed by the course teacher, and the Director of the Institute.
10. A copy of the duly signed CCE outcome shall be displayed on the notice boards, within a week of the assessment and course teachers shall guide the students on a need basis.
11. Institute may conduct additional make up / remedial CCE items at its discretion.
12. At the end of the term aggregate CCE scores / grades shall be calculated and the CO attainment levels shall be calculated by the course teacher.

The same shall be displayed on the notice board

Step 4 : attainment of COs provides an evidence of attainment of POs and PSOs at the end of the course.

A common format of programmed excel sheet will be used for finding the average attainment of Cos.

The following table shows the three target levels: Low, Moderate and High attainment for direct and indirect methods.

Level Average- % Level

1-Low 41-50%

2-Moderate 51-60%

3-High 61% and above

Target level for attainment of Cos will be set based on average marks of that course in the previous academic year.

Attainment Level Calculation for each CO= 80% of direct level + 20% of indirect level of that CO

Assessment of course Outcome:

The student performance is varies for each parameter describe in rubric.

CO Assessment direct = number of students reached in completing describe method of evaluation / number of student attempted.

Procedure for attainment of POs:

Direct Attainment: We will consider all the courses which are mapped to a particular PO. Then the direct attainment value will be calculated based on the following formula:

Direct PO Attainment =Sum of the average attainment level of the course outcome mapped to PO / Total number of Courses

Indirect Attainment: In this method, we consider the feedbacks of students, parents, alumni on the framed questionnaires.

PO direct Assessment = level of mapping of PO with CO*Average of CO attainment / Level of mapping of PO with CO

Step 5 : Remedial action will be taken for non-attainment course objectives .The courses having CO attainment level less than Level-2 shall be addressed by remedial measures such as assignments, tutorials, exercise and remedial coaching.

PO Attainment= 80% (Average attainment level by direct method) + 20% (Average attainment level by indirect method).

In addition to above attainment of CO's are mapped with placement or startup of the students and higher education.

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

2.6.3 - Pass percentage of Students during the year

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

273

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

http://www.sinhgad.edu/2021/SKNSSBM/NAAC-2021/AQAR_2021/final_Student_Satisfaction_Survey_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

0

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

3.2 - Innovation Ecosystem

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

Innovation initiative is taken to bridge the gap between academic skills and demand of the Industry. Innovation initiatives

comprises of developing a research culture related to specific industry and companies as well as products and services likely to be sought by the market in future ahead. This is done through E-Cell (Entrepreneurship Cell).

MBA course content is taught with applied knowledge of case studies, caselets, Industrial Visits and contemporary Business challenges faced nationally and globally.

To strengthen the efforts of Government of India to promote entrepreneurship across various Industries SKNSSBM has also focused on extending support to micro requirement of entrepreneurship. It includes research, Business Project and Financial feasibility, Marketing and promotion requirements along with distribution and supply chain using analytical knowledge.

The collaborative activities undertaken which includes interaction of MBA students with alumina working in various job profiles to gain the insights of the functioning of corporates.

Alumnus also works as counselor for carrier progression and up skilling. MOUs are also done with the various organization with the intent to share or exchange resources for mutual benefits of knowledge and skill sharing.

Students are trained and guided to pursue emerging technology skills for business development like Digital Platform, Business Analytics, Data Science, and Block chain in order to enrich the skill sets and get certified credentials for the same.

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

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

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

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

2

File Description	Documents
URL to the research page on HEI website	http://www.sinhgad.edu/SinhgadManagementInstitutes/SKNSSBM-MBA/NAAC.html
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

8

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

In the Year 20-21, we had experienced an unforeseen situation due to pandemic and turned the society and trade and commerce upside down. In spite of this, SKNSSBM had continued un-interrupted with its extension activities.

1. Tree Plantation activity-

On 22nd January Friday 2021, SKNSSBM, successfully completed the event of Tree Plantation at college campus premises done by faculty members of the institute. Students participated through online mode. Participated students planted saplings in their respective native place and sent photographs of activity to the coordinators. The objective of activity is to create awareness about green environment practices because trees are the foremost source for producing the oxygen in environment, they help to reduce the level of carbon dioxide.

2. CSR Activities-

On 27th and 28th March 2021, SKNSSBM successfully completed the CSR activities for these students participated through online mode. Participated students completed CSR activities assigned to their division by preparing posters of assigned activity and pasted that at public places and after completion of activity they sent photographs to the coordinators. The objective of these activities is to create awareness about Cyber-crime, Preventive measures of COVID-19, Stress related diseases and techniques to overcome stress, Government schemes related to startups in India and Digital payments.

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

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

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

1

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

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

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

1

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

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

242

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

3.5 - Collaboration

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

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

0

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

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

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

1. The Institute has adequate infrastructure and physical, academic and support facilities for teaching- learning as per the requirements of the statutory bodies.
2. Classrooms: Institute has 10 classrooms which has sitting capacity of 60 students; equipped with LCD projector, white board, Internet facility, adequate sunlight and fresh air. Wi-Fi facility is available in the campus.
3. Seminar hall: Two seminar halls are available with sitting arrangements of 250 students. Seminar hall No. 1 is regularly utilized for Induction programme, weekly guest lecture, seminars, workshops, conference and Management games. It is equipped with LCD Projector, Internet Facility, Audio-Video facility, Fans and Chairs. Natural fresh air and sunlight is also good enough in the hall. Seminar hall No. 2 is utilized for Yoga & Meditation, Indoor games, Management games and various meetings.
4. Laboratories and computing equipments: Computer Laboratory with 60 computers is available for the students. Subject teacher uses this lab to conduct the lecture for practical oriented subjects, e.g., Cyber Security, MS Excel, Financial Modeling etc. MBA II students use this lab for making their Summer Internship Project Report. It is also useful to conduct MCQ test, online courses and research work.

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

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

Cultural Activities: Institute organizes many cultural activities time-to-time. Seminar hall is used for internal activities. Sinhgad has its own Cultural Centre for Inter College and State or National level Cultural Programmes. Because of the Pandemic period in 2020-21 it was not possible. Institute has conducted online activities and Webinars in that period.

Sports, Games, Gymnasium: Institute has a Cricket Ground, Gymnasium Hall and Indoor- Outdoor games facilities for the students. Because of the Pandemic period it was not possible in the academic year 2020-2021 to conduct all those activities.

Yoga Centre: Institute has a Seminar hall No. 2 for Yoga & Meditation. Because of the Pandemic period in the academic year 20220-2021 institute has conducted online Yoga sessions for students and faculty members.

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

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

12

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

22.18501

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

4.2 - Library as a Learning Resource

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

Institute has Integrated Library Management System (ILMS)

Name of ILMS Software: GEMS ERP Software

Nature of automation (Fully/ partially): Fully

Version: In-House

Year of automation: 2013-14

SKNSSBM Library used GEMS - ERP Software to issue and return books, it can search history of transaction, fine for late return etc. By using this software it is possible to maintain subject wise book list, search the books and add the new books entry.

Member registration: All faculty members and students are registered through this ERP system. Every year new students should be registered by using this software.

OPAC: GEMS software provides web- OPAC. User can search their requirements of books and check availability by Title, Author, Subject.

Stock Verification: GEMS provides yearly stock verification facility.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://drive.google.com/file/d/1dqIz0Es7HXXPEnNiB_AbFCDrXJItmdN/view?usp=sharing

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

C. Any 2 of the above

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

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

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

.23369

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

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

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

40

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

4.3 - IT Infrastructure

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

1. **IT Facilities including Wi-Fi:** Internet and Wi-Fi facility is available in the campus. Institute has established computer Lab in 2011-12. Total 118 computers are available in the institute; out of these 60 computers are for students in the Computer Lab, 10 computers in the classroom, 2 computers in the Seminar halls, 20 computers for the Language Lab, 26 computers for Director, Faculty members and administrative staff. Institute has appointed a System Administrator to maintain the computer lab and networking system. 32 MBPS Bandwidth are available of internet connection in the institution. It has been updated yearly.

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

4.3.2 - Number of Computers

118

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

22.18501

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

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

The Institute ensures optimal utilization of physical, academic and support facilities which are available as per the requirements of the regulatory institutions/ bodies.

Laboratory: System Administrator maintains the computer lab and networking system.

Repairing and maintenance of Lab equipments, Electrical equipments, and Furniture fixture are done by technicians. The Register has been maintained for the verification of Dead stock.

Library: Librarian and the staff maintains the library. 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. Library is open 24/7 hours for students.

Computers: Computer laboratory established for teacher and students. Internet and Wi-Fi facility is available in the campus.

Classrooms: Administrative officer takes care of all physical facilities and the maintenance of the classroom furniture and equipments.

Cleaning: Regular cleaning of classrooms and passage area, washrooms, corridor, office, seminar halls, staffrooms, etc. is done by housekeeping team. Periodically cleaning is done of water tanks and water coolers. Institute takes care of garbage disposal, gardening, landscaping, maintenance of parking area and the cleanliness of the premises.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

519

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

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

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

0

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

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

B. 3 of the above

File Description	Documents
Link to Institutional website	http://www.sinhgad.edu/2021/SKNSSBM/NAAC-2021/AOAR_2021/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

260

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

260

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

74

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

4

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

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

1

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

5.3 - Student Participation and Activities

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

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

2

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

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

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.

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) To suggest, develop and implement solutions to problems related to campus life. 6) To collaborate with students to coordinate various events & activities to enhance the skills of students and build confidence in them. 7) To bring to the notice of the faculty regarding their academic problems and to give suggestions. 8) To coordinate with the faculty & college administration, in maintaining peaceful environment by encouraging the students to follow the Institutional procedures.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SKNSSBM/NAAC-2021/AQAR_2021/5.3.2.pdf
Upload any additional information	View File

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

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

4

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

5.4 - Alumni Engagement

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

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services

The Institute has a registered Alumni in the year 2015 and its Registration number is 003273, 1548/2015/Pune.(Maharashtra). The Institute has a registered Alumni Association for building strong bond between alumni and present students. The alumni give support to the students through interaction, guidance and placement. The mission of the Alumni Association is to foster a mutually beneficial relationship between the Institute and its alumni.

Objectives of the Alumni association:

- To encourage and promote close relations between the Institution and its alumni and among the alumni themselves.
- To promote and encourage friendly relations between all members of the alumni body, an interest in the affairs and well-being of the Institution.
- To initiate and develop programs for the benefit of the alumni.
- To serve as a forum through which alumni may support and advance the pursuit of academic excellence at the Institution.
- To guide and assist alumni who have recently completed their courses to obtain employment and engage in productive pursuits useful to society.

Activities and Contributions:

- SKNSSBM's Alumni contribution happens in various nonfinancial forms. Alumni are invited to the institute for the benefit of the juniors. They involve in grooming the students for the placements, conduct mock interviews, and discuss business career and entrepreneurship opportunities.
- Alumni share their personal experiences with students regarding the work in the organizations, Career opportunities for the fresh Post graduate students, challenges to be faced etc., They visit campus at regular intervals to support the existing batch of students in planning and organizing events. Alumni who are entrepreneurs provide inputs to the students on how to start a new venture and turning them in to job providers.

SKNSSBM's Alumni students are invited to counsel the students to choose good career opportunities. They are invited as judges to evaluate the performance of the students who participate in various activities. They also actively participate in social service activities along with the existing students. Alumni extend their support for campus placements and summer and winter

internships for the students of SKNSSBM.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SKNSSBM/NAAC-2021/AOAR_2021/5.4.1.pdf
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

Vision

To be a renowned management institute of academic excellence and responsible leadership, which is Indian in character & global in relevance.

Mission

Holistic development of students and teachers is what we believe in and work for. We strive to achieve this by imbibing a unique value system, transparent work culture, excellent academic and physical environment conducive to learning, creativity & technology transfer. Our mandate is to generate, preserve and share knowledge for developing a vibrant society.

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.

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 programs 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.

Perspective Plan of the Institute:

The Institute has a perspective plan focusing on the current position and desired goals to achieve growth and development of institution where the short-term and long-term goals are stated. From the perspective of development, the institute focuses on:

1. Development of excellent infrastructure for education, research and entrepreneurship.
2. Training & developing the employees to improve quality by imparting new skills.
3. National and international collaboration for exchange of ideas and skills.
4. Promote extensive use of ICT in all academic and administrative processes.

5.Aligning institute's activities with social needs

6.Institute plans to get approval for Research Center from the affiliating University.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SKNSSBM/NAAC-2021/AOAR_2021/6.1.1.pdf
Upload any additional information	View File

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

The Institute promotes participative management. Ideas pertaining to academic goals, organizational progression and better campus life are collected from all stakeholders to promote efficient functioning of the Institute. The staff and other stakeholders help in infusing a positive attitude that leads to increased efficiency, improved communication, heightened morale, motivation and job satisfaction. The Institute's management has adopted a decentralized and participative style of functioning. This is ensured through periodical review meetings of various committees constituted for bringing improvement in the Institute's functioning. The teaching and non-teaching staff are involved in various committees. The students are also assigned various responsibilities and their active participation is encouraged.

The organisation of Faculty Development Program is one of the examples of decentralization and participative management. To enhance the quality of faculty a Faculty Development Program (FDP) was organized by the institute from 15th to 23rd December 2020. Considering the COVID-19 situation, the FDP was conducted through online mode. For the successful organization of the FDP, multiple committees involving teachers, students, administrative staff, support staff were formed and responsibilities were delegated. Participation of faculties - The FDP was organized to acquaint teachers with research process, to make faculty equip with various tools, techniques required for research, and to develop and improve research skills of faculty members. The extensive efforts of the coordinating teams resulted into overwhelming response for the FDP. Faculties from various management institutes participated in the FDP.

Coordination with Resource Persons - The team of faculties coordinating the identification and finalization of resource persons ensured that experienced and expert resource persons guided the participants in the FDP.

Contents of FDP - The topics on which the Resource Persons guided the participants included the following: formulation of research title, objectives, hypothesis; writing of 'introduction' of the study; literature review and Mendeley software; formulation of questionnaire by using appropriate scale; deciding sample size, sampling techniques. and sampling errors; introduction to SPSS analysis; generation of plagiarism report, bibliography, indexing; report writing and research publication.

Resource Persons - The Resource Persons who guided the participants in the FDP included Dr. Pradeep Kumar, Shahu Institute of Business Education and Research, Kolhapur; Dr. Manisha Paliwal, VAMNICOM; Dr. Shailesh Kasande, Suryadutta Institutes; Dr. Mohammed M. Ali, Shahu Institute of Business Education and Research, Kolhapur; Dr. Amar Ekal, Shahu Institute of Business Education and Research, Kolhapur; and Dr. Umesh Deshmukh, Shahu Institute of Business Education and Research, Kolhapur.

Coordination for online sessions - The arrangements for online sessions by Resource Persons were coordinated by teams of teachers, students and support staff.

Financial management - With the optimal utilization of resources, the participation of faculties was made possible at the minimal registration charges. The tasks of identification of resource speakers and subsequent coordination with them, certificates preparation and distribution were executed successfully by the coordinating teams of teachers, students and support staff.

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SKNSSBM/NAAC-2021/AOAR_2021/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute's quality policy is well conveyed from its vision and mission statements. Strategic plan and perspective plan are designed in such a manner that this quality policy is driven and deployed during every process. Each process is regularly reviewed by a monitoring mechanism. Developing, reviewing, and improving systems, policies, and procedures is carried out on continuous basis. Decentralization and participative management bring effectiveness in organisation's functioning and aids employee development. Students Training Program (STP) is one of the examples of deployment of strategic/ perspective plan.

It is a known fact that there is a wide gap between what the corporate world expects from management graduates and what they get. The employability skill of student is one of the important issues faced by the institute when they appear for campus placement during second year. There is huge gap between the expectations of corporate world and skill sets of management graduate and every year the competition is getting tougher. Hence it was decided to start a modular course titled 'Student Training Program (STP)' from the first semester itself so as to enhance the employability skills of students by imparting additional skill sets from first semester onwards.

This program enhances various skills of students and grooms them for excellent placement. Skill sets imparted to students help them in developing themselves for the corporate career. STP is spread over three semesters and begins at induction i.e., from the first year of the MBA program.

This program develops the communication skills, aptitude, and Interview skills by conducting GD & PI and value addition program. Periodically tests are conducted. Institute has provision for allocation of budget as well as time in the regular Time-Table for the effective implementation of this program. Initially to implement the program rigorous effort was required while designing the program and considering the motivation of students to acquire the training. A good blend of the classroom and hands-on training is provided by expert faculty.

Regular feedback from the stake holders is taken to evaluate the progress of the program. As the program is carried out over the period of time, it made a positive impact on student preparedness for the campus interviews. The program has helped the students in motivating and preparing the students for better employment during placement. The program has been found to have a positive impact on

the placement of the students.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.sinhgad.edu/2021/SKNSSBM/NAAC-2021/AOAR_2021/6.2.1.pdf
Upload any additional information	View File

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

The organogram of the institute is uploaded on the link provided and also uploaded under additional information.

The organizational structure of the institute constitutes of the parent organization i.e., Sinhgad Technical Education Society, Governing Body of the institute, Director and Academic Monitoring Committee.

The Institute has formed the various bodies and committees for the purpose of smooth functioning of the institute which will ultimately contribute towards the achieving the organizational goals. The formed committees/bodies conduct the regular meetings and take necessary actions for the purpose of improvement.

The institute has formed the below mentioned committees/ bodies:

1. Local Management Committee
2. Anti -Ragging Committee
3. Anti- Ragging Squad
4. Examination Coordination Committee
5. Internal Complaint Committee (ICC),
6. Women Grievance Cell for Sexual Harassment
7. Student Grievances Redressal Cell
8. Editorial Board

9. Industry-Interaction committee

10. Cultural/Sports Committee

11. Alumni Association

12. Entrepreneurship Development Cell

13. SC/ST Cell

14. SKNSSBM Student Council

15. Stock Verification Committee

The institute has its well-defined service rules as per the norms of the regulatory authorities of the institute. The service rules are well defined in the appointment order of every employee of the institute.

The recruitment of faculty and staff is as per the AICTE/UGC/SPPU guidelines. The Institute appoints teachers based on student strength and workload calculation. The roaster for the teaching employees' recruitment is well prepared and always approved by the Assistant Commissioner, Reservation Cell Pune and Govt. of Maharashtra State as per the requirement of regulatory bodies.

The institute publishes the advertisement in the newspaper and invites the applications from the prospective candidates. Technical and personal interviews of the candidates are carried out by the selection committee appointed by Savitribai Phule Pune University (SPPU). The list of selected candidates with necessary documents of the candidates is forwarded to the SPPU for the approval after the joining of the candidate to the institute.

The institute has well-defined policies for faculty recruitment and promotion. Institute facilitates advancement in qualification improvement program. Through the performance appraisal, institute reviews the performance of the faculty. These appraisals are designed considering various parameters.

Improvement in the qualification is appropriately appreciated through scale improvement and promotion.

A Grievance Redressal Committee at the institute level has been formed to address the grievances of faculty, staff and students.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1CNDdva4puSc-Aq0G3J7Q09dErG4W4XrP/view?usp=sharing
Link to Organogram of the institution webpage	http://www.sinhgad.edu/2021/SKNSSBM/NAAC-2021/AOAR_2021/6.2.2.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

List of the existing welfare measures for teaching and non-teaching staff

1. Employee Mutual Biennial Fund (EMBF)
2. Provident Fund (PF)
3. Gratuity
4. Free medical facilities for all staff
5. Maternity leave
6. Uniform for security guards
7. Provision for qualification improvement
8. Staff quarters
9. Admission to the wards of staff at schools and colleges

File Description	Documents
Paste link for additional information	http://www.sinhgad.edu/2021/SKNSSBM/NAAC-2021/AQAR_2021/6.3.1.pdf
Upload any additional information	View File

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

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

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

2

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

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

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

6

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

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

The performance appraisal system consists of self-appraisal and appraisal by reviewing officer.

Performance appraisal system for teaching staff:

Annual self- assessment for the performance-based appraisal system is adopted. Hence it is ensured that information on multiple activities is appropriately captured. The information includes

Part A: General information and academic background, courses / STP / seminars / workshops attended during the year, teaching - learning and evaluation related activities, co-curricular, professional development related activities, research, publication and academic contributions.

Part B: Remarks by Director for Part A which is filled by individual faculty.

Part C: Final Review by accepting authority.

Performance appraisal system of the non- teaching staff:

Annual assessment for performance-based appraisal system is adopted. Hence it is ensured that information on multiple activities is appropriately captured. The information includes

Part A: General information and academic background, Date of Joining, Improvement in Qualification, Nature of Duties performed, Officiating designation etc.

Part B: Remarks by Administrative Officer in Part A which is filled by individual staff. Director as the case may be, shall give justification for his remarks if remarks of Administrative Officer in Part B is not satisfactory.

Part C: Director as the case may be; shall give justification for his remarks if he is not satisfied with the remarks of Administrative Officer in Part B.

Part D: Final Review by accepting authority.

Director submits the report duly completed in all respect to the Founder President / Founder Secretary as the case may be for final review so as to complete process in due time.

As part of the outcome of the review of the performance appraisal reports by the management, the comments and feedbacks given by Director and AMC are available to faculty for their improvements. Annual increments and promotions are given to staff for satisfactory appraisal.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/18BVgPdWfjiX-yFxo9VRwLRL9BH732137/view?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Institute implements two level financial audit mechanisms as follows

1) Internal audit

2) External audit

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.

Objective of the Audit:

To check financial propriety of transactions, authorization of various transactions, and whether proper procedure is followed.

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

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

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

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

Library Section: All books purchased accounted for in Accession

Registered, all periodicals received, yearly verification of books has been done otherwise.

2. External Audit

Indicative Statutory Audit Checklist:

Cash book checking

Bank book checking

Journal prior period entries if any to be noted.

Fees Reconciliation Statements

Bank Reconciliation Statements: Branch Division Balances of various branches within Campus should tally with balances as per respective Campus Books of A/c

Bank Transactions

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1bml1z037BtAtLGTIjliUJYKR82z1KdRV/view?usp=sharing
Upload any additional information	View File

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

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

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

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

The major source of receipts is Tuition Fees and Development fees from the students. Deficit if any is taken care by the STES through corpus fund. The additional fund is received from the SPPU / BCUD etc. for conducting different seminars, workshops, conferences, research activity and equipment purchase through Quality Improvement Program (QIP).

The Institute follows a proper budgeting system, with adequate resources for non-recurring expenses, recurring expenses (e.g., salary, faculty, enrichment, maintenance etc.), learning resources (e.g., books, and periodicals- both print and online versions), and developmental purposes (e.g., addition of new equipment and materials).

The procurement section of the Institute circulates a prescribed format (received from the Institute management) for the budgetary requirement. The format is distributed in February - March of each year. The Institute budget is then prepared and approved in three stages.

Following the approval of the Director, the budgetary proposals are sent to the college management for further consideration.

The Governing Body of the institute is the final decision-making authority for budgetary approval based on recommendations given by the LMC.

This decision is made in consultation with the Director to ensure that the requirements stated in the budget are given proper justification.

Following approval, a standard operative procedure is followed for procuring and purchasing.

Budgets are prepared for both recurring and capital expenditure. However, budget for immovable assets is prepared by the Institute Management following assessment of the funds available, after providing for recurring expenditure, movable assets.

Provision is made for any additional requirement of capital for emergency expenditure.

Regular review by Director for effective utilization of budget with account section of the institute is conducted.

A review on budget utilization by LMC and GB is held twice in a year.

Also, if any emergency expenditure is required Director requests the President, Secretary and Vice President for instant approval.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/13P-zzyHfg_hYGa6Jq00fIObJamznmNc8K/view?usp=sharing
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

1. Knowledge Resources Management through Information and Communications Technology (ICT)

Institute has automated the knowledge resource management services and activities using GEMS ERP. Database Creation, Circulation, Cataloguing, OPAC (Online Public Access Catalog), Stock Verification activities of library have been fully automated. All the library material is bar-coded 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, which helps in significantly enhancing efficiency and effectiveness. Knowledge resources include 'Digital Library' for downloading e-journal articles and various paid and free databases. Students and teachers can get access to various databases like ProQuest, IEEE, Science Direct. Facilities like Printing, Scanning are also available. Due to the application of ICT, the nature and functioning of housekeeping operation of library has been totally transformed. Quality library services using ICT 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 issued book of law.

2. Promotion of Research

Institute has a multidimensional focus on promotion of research. A national research conference is being organized annually since 2011 under the quality improvement programme of Savitribai Phule Pune University (SPPU). The institute has received funds from SPPU for organization of these conferences. In recognition of teacher acquiring Ph.D., three non compounded increments are awarded to him / her. Teachers are encouraged to apply for sponsored research projects. The faculties of the institute have been involved in SPPU funded research projects. Research papers of faculties have been published in international and national journals and conference proceedings. The focus on research of the institute has helped in increase of number of research publications both in journals and conferences and the average citation index of the institute's teachers has also gone up. The staff members are provided financial assistance to participate in conferences and seminars and present their research papers. All the students who are admitted to the institute are made aware of the importance of research in management education. The institute strives to inculcate research attitude and culture among the students in various ways. There is a full course on Business Research Methods. Several other courses such as Enterprise Analysis Desk Research (EADR), Industry Analysis Desk Research (IADR), Excel Lab, Contemporary Marketing Research (CMR), Summer Internship Project, Dissertation etc. also have elements of research aptitude.

In addition to this : Performance appraisal, Financial Audit, Alumni and parent meet and similar activities. remaining information is given in attached file.

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

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

The following are incremental improvements made during the last five years for the purpose of enhancing the overall quality of the institute in the area of academics and administration.

Case Study Module

Project based learning

Student training Programme (STP)

Modernization of the classrooms for online teaching

Entrepreneurship Development Cell Activities

Soft Skills Training

Lectures of experts from the industry for insightful learnings from the industry

Alumni experience sharing sessions for the students

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.sinhgad.edu/2018/SKNSSBM/NAAC-2019/AQAR_2019-20.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institute has a policy of faculty responsibility allocation and faculty recognition without gender bias. Women faculty are nominated as coordinators and members of various committees and discharge their duties efficiently. Education deals with formation of habits of human beings. If so, we need education seriously to focus on promoting the equal participation of women and men in making decisions; reducing enrolment gap between women's and men's access; giving equality in learning process, educational outcomes and external results; and providing equal benefits for both sexes. Gender equity in education means that males and females have equal opportunities in terms of economic, social, cultural, and political developments. Safety of girls is a top priority at college campus. Institute provides a comprehensive range of security amenities especially for girls within the premises, through a dedicated team of security personnel. CCTV surveillance is maintained in the institute campus. International Women's Day is celebrated every year. For promotion of gender equity an orientation session on Gender Equity is being conducted from the current academic session. Students are encouraged to attend workshops and seminars on Gender Equity, Gender Sensitization conducted on University level and institution level too.

File Description	Documents
Annual gender sensitization action plan	http://www.sinhgad.edu/2021/SKNSSBM/NAAC-2021/AQAR_2021/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	A. 4 or All of the above
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------

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

<p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p> <p>SKNSSBM under the Sinhgad Technical Education Society facilitates several techniques for the management of degradable and non-degradable waste. The primary focus is to reduce, reuse and recycle the waste.</p> <p>For solid waste management different bins have been placed at different departments. This ensures that solid waste segregated at the source. It is also ensured that the recycling of all these components is done in minimum cost and labour. Suitable techniques are applied for disposing of solid waste. The garbage generated is preferably treated at the site of generation.</p> <p>For biomedical waste there is a classification of the waste in hazardous and non-hazardous or infectious and other hazardous. Since, STES has a primary health center and dental hospital therefore, the waste like plastic disposables, liquid waste and other things are again segregated then collected and kept in a</p>

storage then transported and finally sent for the treatment of the disposal.

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

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

A. Any 4 or All of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above										
<table border="1"> <thead> <tr> <th data-bbox="86 441 539 506">File Description</th> <th data-bbox="539 441 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 539 645">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 506 1436 645" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 645 539 748">Certification by the auditing agency</td> <td data-bbox="539 645 1436 748" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 748 539 851">Certificates of the awards received</td> <td data-bbox="539 748 1436 851" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 851 539 916">Any other relevant information</td> <td data-bbox="539 851 1436 916" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	View File	
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Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	View File										
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above										
<table border="1"> <thead> <tr> <th data-bbox="86 1471 539 1536">File Description</th> <th data-bbox="539 1471 1436 1536">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1536 539 1639">Geo tagged photographs / videos of the facilities</td> <td data-bbox="539 1536 1436 1639" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1639 539 1778">Policy documents and information brochures on the support to be provided</td> <td data-bbox="539 1639 1436 1778" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1778 539 1881">Details of the Software procured for providing the assistance</td> <td data-bbox="539 1778 1436 1881" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1881 539 1946">Any other relevant information</td> <td data-bbox="539 1881 1436 1946" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	View File	Policy documents and information brochures on the support to be provided	No File Uploaded	Details of the Software procured for providing the assistance	No File Uploaded	Any other relevant information	No File Uploaded	
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Details of the Software procured for providing the assistance	No File Uploaded										
Any other relevant information	No File Uploaded										
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other											

diversities (within 200 words).

The institute celebrates various cultural and regional festivals. Motivational lectures of eminent persons of the field are arranged for all-round development of the students and to make them responsible citizens who follow the national values of social and communal harmony and national integration. The institute takes efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socio economic, and other diversities. To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducted several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. Commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation but also to generate the feeling of oneness and social harmony. Blood donation camp is annually organized where students, faculty and staff contribute voluntarily by donating blood for the noble cause of serving society and proudly adorn the badge of a blood donor. The institute is proactively taking efforts in providing an inclusive environment. The College encourages the students to organise and participate in different programmes to sensitize them towards cultural, regional, linguistic, communal and socio economic diversities.

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

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

Constitution Day Celebration - Constitution Day is celebrated on 26th November every year. The programme initiates with Preamble reading of the constitution followed by lectures on the sensitization of students on responsibility towards the constitutional values, rights, duties and responsibilities of citizens.

Celebration of National Days - Every year Institute celebrates Republic Day, Maharashtra Day and Independence day on January 26,

May 01 and August 15 respectively. The celebration is attended by Students, Teaching and Non-teaching Staff. Flag hoisting with national anthem is the regular decorum of the programme.

Blood Donation Camp - Every year institute organizes blood donation camp. The students are sensitized on the importance of the activity and are encouraged to participate in saving the life of citizens of India.

The students are encouraged to participate in the activities of spreading the awareness among citizens on social issues like road safety.

Tree Plantation - Students consistently and regularly participate in the tree plantation activity.

Students are made aware about the code of ethics, human values, rights, duties and responsibilities as a citizen of India during induction as well as other programmes throughout year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.sinhgad.edu/2021/SKNSSBM/NAAC-2021/AQAR_2021/7.1.9.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

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

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

Institution celebrates / organizes national and international commemorative days, events and festivals. Our institution celebrates these events with great enthusiasm to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness.

The institution celebrates Republic day on 26th January every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world. This is a day to remind the students about the constitution of the country and the need to abide by it at all times. Independence Day is celebrated every year on 15th of August, parades and flag hoisting is organized and is celebrated to mark freedom of India from British rule. The institution encourages students to remember our national leaders and their sacrifices. Gandhi Jayanti is celebrated every year on 2nd October. Sadbhavana Diwas celebrated on 20th August every year to commemorate the birth Anniversary of Sardar Vallabh Bhai Patel. International Yoga day is celebrated on 21st June every year.

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

7.2 - Best Practices

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

1: Development and Implementation of Student Training Program (STP)

This program enhances various skills of students and grooms them for professional competence. The program also augments their employability. Skill sets imparted to students help them in developing themselves corporate ready. A gap is observed between the expectations of corporate world and skill sets of management graduates. Thus in order to meet the demands of recruiting companies, STP was developed. STP is spread over three semesters and begins at induction i.e. from the first year of the MBA program. This program aims to develop the communication skills, aptitude, and interview skills by conducting GD & PI and the value addition programs. Periodically tests are conducted. Institute has provision for allocation time in the regular time-table for the effective implementation of this program. It is evident from the better placement of the students that STP is being implemented effectively. Students who are pursuing MBA program are from different socio, economic background and belong to mostly to towns and rural areas. So it is necessary to develop the students in terms of knowledge, skills and attitude. Therefore training sessions are conducted for developing communication, reading and writing skills.

2: Industry and Alumni Engagement

The institute regularly invites experienced and knowledgeable resource persons from the industry to interact with the students through Guest Lectures. The institute has established Innovation & Start-up Cell as per the norms of Centre for Innovation, Incubation & Linkages at Savitribai Phule Pune University, Pune. The connection between the alumni and the students is one of the major goals of the Alumni Association formed at SKNSSBM. Institute organizes frequent interaction of alumni with existing students, which helps 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 guidance to be placed in good companies, knowing the challenges in corporate world etc. Alumni help the students in various ways. By interacting with them, students would be knowing about the required skills in various jobs and 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. Our Alumni, who are placed in different national and multinational organizations at different positions, help the students to get placed for summer internship programmes and also help the students in their final placements. Alumni entrepreneurs also provide jobs to the students of SKNSSBM. They are invited as Guest speakers to give guidance to the existing students to develop their career.

File Description	Documents
Best practices in the Institutional website	http://www.sinhgad.edu/2021/SKNSSBM/NAAC-2021/AQAR_2021/7.2.1.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The institute's distinctive area is the mentoring of students by our faculty. The mechanism of identifying the students' capabilities begins from the day when students are introduced to the institute. We conduct various tests during Induction programme. Based on their SWOT analysis they are mentored to prepare for getting excellent placement. Students are expected to prepare rigorously throughout the semester for different areas like Group Discussion, Personal Interview, and the Aptitude Test. This in turn allows students to chisel their skills. Students are concurrently evaluated and are expected to hone their proficiency with the help of faculty. Based on evaluation, institute periodically conducts remedial sessions as well. Mentoring is not only done for their academic performance or career refurbishing but also for their holistic development. Mentoring sessions are allocated in regular time table and each faculty is dedicatedly expected to counsel the students at personal and professional level. It is expected from the mentor to be concerned and connected to the students on a regular basis. The results of this

mentoring program are evident through the students' development and their better placement. Students demonstrate their acumen and strive to develop themselves as successful professional and also as a dependable individual.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the 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. Institute is also focusing on providing 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 employability of management students. Institute has been associated with various industries and provides comprehensive 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 is expected to motivate students for industrial internships and employment. 5. 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.