

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT

S.NO. 10/1, AMBEGAON BK. PUNE
411041

http://cms.sinhgad.edu/sinhgad_management_institutes/sknssbm_mgt/aboutus.aspx

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BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

SKN Sinhgad School of Business Management (SKNSSBM) is an AICTE approved Management Institute affiliated to Savitribai Phule Pune University; offering 2 Year Full Time MBA (Master in Business Administration) Program with an intake of 300 students. SKNSSBM was established in the year 2010 and ever since its inception has shown exponential growth in quality of business professionals given to the industry. Distinguished and highly experienced faculty, form the core of this learning process. The institute stands equipped with the best academic facilities accompanied with the state-of-the-art infrastructure.

At SKN SSBM, we believe in developing a sense of the value of individual achievement and also teach our students, teamwork, interpersonal skill, communication and other life management skills. We strive to create responsible leaders who are not only an asset to their organization but also to the society and nation. Thus stressing those great ideas can be accomplished through concerted actions with others.

We also provide appropriate Academic- Industry interface, so that the students meet the exact requirements of the organization. We also take interest in research and extension, so that the students can develop their views regarding the business environment. SKNSSBM has win-win alliances with industry which help bridge the gap between theory and practice. Seamless interface through a convergence of in-house and out-bound learning programs warrants creation of industry-ready management graduates, in turn, providing learners with a solid foundation for corporate careers.

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.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Experienced and highly qualified faculty
2. State of the art library with rich collection of books and journals open 24X7 for 365 days of year
3. 24 X7 free medical facility for all is available
4. Enormous placement opportunities are made available to the students through Central Placement Cell.

5. Guidance to students and support for their progression through mentor-mentee programme
6. 10 Faculty members and Librarian have been awarded with Ph.D. degree
7. Strong brand image and industry connect with multiple MOU's
8. State of the art infrastructure with 100% ICT enabled classrooms, tutorial rooms and seminar halls
9. High quality sports infrastructure
10. Establishments of Internal Quality Assurance Cell (IQAC)
11. Student Training Program (STP) aimed at comprehensive development of students
12. Entrepreneurship Development Cell (EDC)
13. Support to faculty for their professional development
14. Regular internal and external financial audits
15. Harvard Business School Publishing (HBSP) Case Study Module
16. Affiliation with Savitribai Phule Pune University (SPPU)
17. Core values - Inventive Education, Character Building

Institutional Weakness

1. Consultancy and patents
2. Limited scope for modification in Savitribai Phule Pune University (SPPU) syllabus & curriculum.
3. No funded projects from non-government sector
4. Non availability of elevator
5. Renewable energy adoption

Institutional Opportunity

1. Developing a strong research base for faculty as well as students
2. Improving the industry interaction further to enhance the learning outcomes of various courses.
3. Conduction of various curricular and co-curricular activities to support Continuous Internal Evaluation (CIE)
4. Providing new edge technology in the classroom like smart classrooms, virtual lectures
5. Implementation of solar energy facility

Institutional Challenge

1. Managing diversity of students
2. Development of students' communication and personality to make them employable
3. Intense competition from multiple business management schools

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

SKN Sinhgad School of Business Management (SKNSSBM) is a self- financing institution and affiliated to Savitribai Phule Pune University (SPPU). The Institute has been making consistent and concerted efforts to supplement the University's Curriculum to ensure that the academic programme and Institution's goals and

objectives are integrated. Conscious efforts are being made for providing exposure to the students to other institutions and industries. Eminent faculty, resource persons, social workers and activists are called for series of class room seminars, workshops and interfaces.

The Institute is engaged in continuous dialogue with industries through its faculties who are mentors and internal guide of students' for various projects and field works. This enables collection of feedback about curriculum & its implementation. These issues along with the other stakeholders' views (Students, Alumni & Faculty) are discussed in internal meetings and takes the steps to overcome such deficits without waiting for a change in the University syllabus (as such change is a time consuming process).

The various value-added courses/enrichment programmes are offered to ensure holistic development of students. Cross cutting issues, environmental sustainability, moral and ethical values are imparted through curriculum based activities and regular community orientation. Career guidance is regularly provided for employability enhancement and life skills. The Institute not only concentrates on offering job opportunities to students but also encourages self-employability by conducting Entrepreneurship Development Programs. Institute is also having separate E-cell for same purpose.

Teaching-learning and Evaluation

The admission process of Institute is transparent and well-administered complying with the directives of All India Council for Technical Education (AICTE), Directorate of Technical Education (DTE) and Savitribai Phule Pune University (SPPU). The admissions are done as per the allotment by DTE. The Institute takes efforts to maintain equity in terms of intake of students considering their background. The learning levels of students are assessed immediately after the admission, during Induction programme, and based on the outputs of these assessment, certain programs are arranged for slow and advanced learners.

The competent faculty use different teaching methodologies, which are innovative in nature with the proper use of ICT. A student-centric approach is well adopted by the faculty to make student learning very effective and easy. The faculty as mentors provides a good hand-holding to their mentees throughout their MBA programme. There are many faculty members who have completed their PhD and others in the process of doing their PhD.

Based on the guidelines of University, the Institute strictly adheres to the Continuous Internal Evaluation (CIE) system. The CIE system is comprehensive in nature, with proper blending of conventional and modern teaching-learning methodology. The assessment system is not only robust but also transparent. The Institute has devised a grievance redressal system to resolve any kind of student grievances regarding internal evaluation. Over the years, the Institute has maintained a good passing percentage of students, ranging from 85% to 93% throughout all semesters as well as final semester of their MBA programme.

Research, Innovations and Extension

Institute encourages to students and faculty members for research. In last five years Institute obtained 6 funded research projects worth Rs. 2.97 lac. from government and non-government agencies. Institute has 2 Ph.D. Research Guides and 4 Research Scholars have completed their Research work under them. Institute has an ecosystem for innovation - incubation center. National level Research Conferences are conducted and research papers are published in own Journal bearing ISSN :2454-9266. 32 workshops/seminars were conducted to strengthen Industry Interface. 40 research papers were published by faculty members in last five years. Institute

has mechanism to check plagiarism (Turnitin).

Institute is focused to contribute towards neighborhood community and conducted 18 extension activities in last five years i.e. Swachhatha Abhiyan, Blood Donation Camp and Road Safety Awareness programme where 1558 students participated in the successful conduction of above activities. Institute also received 12 awards and recognitions received for extension activities from Government /recognized bodies during the last five years.

Institute also encourages students for field trips, on the job training as a vital part of student development and in this regard institute conducted 51 different activities i.e personality development initiative under student exchange program, Interview techniques and Communication skills session.

Institute also signed 17 MOUs with institutions of national, international importance, other universities, industries and corporate houses during the last five years including National Entrepreneurship Network for guidance for start-ups, STES Rwanda for Faculty Exchange Programme and Harvard Business Publishing for getting appropriate guidance to strengthen case based teaching methodology.

Infrastructure and Learning Resources

The adequacy and optimal use of the facilities available in an institution has ensured maintaining the quality of academic and other programmes in the institution. The growth of infrastructure has kept pace with the academic developments in the institution. The institute has classrooms enabled with multimedia facilities, seminar halls with ICT facilities, well equipped computer centers, language lab and Wi-Fi facility.

Institution Library has latest books and journals, consisting of 6601 books with 1330 titles & 60 National and International journals and comprehensive digital resources. Automation of library, use of e-journals and books, providing remote access to e-resources in the library play a key role in enhancing the quality of the institution.

The institution has adopted policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and employs ICT for a range of activities.

Indoor games facilities are also available in the campus which includes Table Tennis, Carom, and Chess. The campus has sports facilities like cricket ground, basketball court, lawn tennis court, volley ball ground and well equipped gymnasium. An amphitheater is available in the campus where cultural activities are conducted which is situated at the Centre place. Along with having adequate infrastructure, regular maintenance and periodic replenishment of infrastructure is ensured for effective institutional functioning.

Student Support and Progression

For student support and progression, the Institute has facilitating mechanisms like placement cell, grievance redressal mechanism and welfare measures. Specially designed inputs are provided to the needy students with learning difficulties. Students are getting benefited through scholarships, free -ships and other means.

A well-structured, organized guidance and counseling system is in place for development of students. Students' participation in activities is encouraged thereby facilitating development of various skills and competencies and fostering holistic development. The Alumni are a strong support to the institution. The institution nurtures the alumni association to facilitate them to contribute significantly to the development of the students.

Institute help the students to develop their leadership skills and decision making skills through the activities like case discussion, Industrial visits, participating in various competitions etc. It counsells the students through mentor-mentee programs and provide guidance. It invites External guest speakers to give guidance about their careers. Institute invites eminent personalities.

Institute provides the facility of language lab for the students, which helps them to develop their communication skills. More than 200 students benefited by availing these facilities during the span of five years between 2012-2017.

Institute has a student council having total 7 members. Through this council, students participate in many more activities and also in decision making process of the institute. They voluntarily take initiative part in giving many suggestions for the improvement of academics.

Governance, Leadership and Management

The philosophy of governance has been to create a student centric organization by institutionalizing quality assurance strategies and through active participation of all the stakeholders viz., students, parents, alumni, industry, employers, professional bodies and society. The leadership strives to formulate and execute strategic plan in congruence with the vision, mission and quality policy of the institution. The conducive environment for learning created through state of the art infrastructure, ICT enabled facilities, modern teaching pedagogy including Harvard Business School Publishing (HBSP) Case Study Module, strong industry connect for placement and multiple quality improvement initiatives have the underpinning of leadership and management's consistent commitment and focus.

The institute consciously aims to generate resources in a proactive manner and its optimal utilization. There are established processes for planning and allocation of financial resources and internal and external financial audits are conducted regularly. Transparency is ensured in financial management of the institution. The management's focus has been on quality recruitment, planning for staff's professional development, comprehensive performance appraisal, and proactively seeking feedback from stakeholders. Decentralization has been integrated into institutional work culture with the belief that autonomy inculcates a culture of accountability and commitment.

The institution has well designed mechanisms for academic and administrative auditing and quality improvement. The institution has established an Internal Quality Assurance Cell (IQAC) and adopts a participative management approach in execution of the strategic plan. Comprehensive quality improvement

initiatives are undertaken aimed at achieving excellence and developing quality culture.

Institutional Values and Best Practices

The Institute is resolute about its values and the social responsibilities. In pursuit of achieving the same Institute has adopted various practices. The Institute is steadfast in terms of gender sensitivity and gender equality. Institute conducts various programs and facilitates the staffs and students to maintain gender equality and also sensitize them for the same. With regard to its environmental consciousness and sustainability various initiatives are taken such as for Solid, Liquid and E-Waste Management a concrete mechanism is in practice.

Institute engages itself for local community and simultaneously it provides locational advantages by conducting various activities. To imbibe good values among its students and staffs, our Institute has Handbook for code of conduct which addresses to all these stakeholders and help them to maintain human values and professional ethics. Institute is dedicated to augment consciousness about national identities and symbols. Also, it accentuates on creating awareness amongst students regarding the fundamental duties and rights of Indian citizens and other constitutional obligations. The Institute operates as per the professional code of regulatory authorities AICTE, SPPU etc.

Institute lays its emphasis on its best practices through various facets, by accentuating on value addition programs such as STP (Students Training Program), SPECTRUM (A Management Fest), mentor- mentee program, entrepreneurship development, research etc. Students Training Program has impacted students and the result is evident in terms of their employability skills and their overall development. Mentor- Mentee program is significantly developing students professionally and also it has helped in developing holistically.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	S.K.N. Sinhgad School of Business Management
Address	S.No. 10/1, Ambegaon Bk. Pune
City	Pune
State	Maharashtra
Pin	411041
Website	http://cms.sinhgad.edu/sinhgad_management_institutes/sknsbm_mgt/aboutus.aspx

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Rajashree Shinde	020-24354036	8975769599	020-2024354036	director_sknsbm@sinhgad.edu
IQAC Coordinator	Shalaka Sakhrekar	020-24364036	9922402945	020-2024354036	shalakasakhrekar.sknsbm@sinhgad.edu

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-06-2010

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition

Under Section	Date
2f of UGC	
12B of UGC	

Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	30-03-2017	12	

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	S.No. 10/1, Ambegaon Bk. Pune	Rural	2.9	5072.74

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
PG	MBA, Master Of Business Administration	12	UG	English	300	300

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	3				9				27			
Recruited	1	0	0	1	1	4	0	5	7	9	0	16
Yet to Recruit	2				4				11			
Sanctioned by the Management/Society or Other Authorized Bodies	1				0				8			
Recruited	1	0	0	1	0	0	0	0	2	6	0	8
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				21
Recruited	15	6	0	21
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	4	0	2	0	0	7
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	5	8	0	13

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	6	0	8

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		7	1	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	180	23	0	0	203
	Female	88	9	0	0	97
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	27	10	0	0
	Female	14	7	0	0
	Others	0	0	0	0
ST	Male	1	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	64	47	0	0
	Female	25	8	0	0
	Others	0	0	0	0
General	Male	90	126	0	0
	Female	45	49	0	0
	Others	0	0	0	0
Others	Male	21	26	0	0
	Female	13	3	0	0
	Others	0	0	0	0
Total		300	276	0	0

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 446

Number of self-financed Programmes offered by college

Response : 1

Number of new programmes introduced in the college during the last five years

Response : 0

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
577	572	559	565	472

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
88	72	55	44	109

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
239	247	234	262	139

Total number of outgoing / final year students

Response : 1121

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
25	22	21	20	18

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
25	22	21	20	18

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
40	40	40	40	32

Total experience of full-time teachers**Response : 593.7****Number of teachers recognized as guides during the last five years****Response : 2****Number of full time teachers worked in the institution during the last 5 years****Response : 106****3.4 Institution****Total number of classrooms and seminar halls****Response : 12****Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
245.62796	173.21796	124.94312	163.11433	535.81673

Number of computers

Response : 116

Unit cost of education including the salary component(INR in Lakhs)

Response : 88235

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 35981

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

Being an affiliated Institute, we follow the curriculum designed by the Savitribai Phule Pune University. The Institute adheres to the guidelines given by AICTE/UGC and other relevant regulatory bodies.

1.1 : Curriculum Planning And Implementation :

Phase I : Planning

1. At the beginning of each semester, subject choices are taken from faculties. Allocation of subject, lecture schedule and evaluation parameters are finalized. The entire planning and organizing of sessions schedule is displayed on noticeboards.
2. Faculty prepares the teaching plan for the subjects allocated to them by considering academic calendar. Every faculty prepares a detailed course file which includes syllabus, Individual timetable, Academic Calendar, teaching plan, evaluation parameters, class notes, question banks, Question papers of SPPU, List of Assignments, Lecture PPTs , MCQs., List of Different learning resources.
3. Activity based and participative teaching process.
4. Consistent efforts for enhancement of employability of students.
5. All time enrichment of curriculum by conducting Institutional activities and offering infrastructural support. Institute arranges Induction program which includes institute academic culture, curriculum norms, examination pattern and code of conduct for students.
6. Critical analysis of feedback of stakeholders and timely changes in curriculum planning.
7. Various value added activities regarding human rights, moral & ethical values, career options, CSR.
8. Value addition in the university curriculum by incorporating business communication, general awareness, aptitude, guest lectures, Group discussions and Personal Interviews at Institute level for personality development.
9. Mentor-Mentee system is followed. And internship guide allocation is done.
10. Institute tries to follow paperless environment with the help of ICT.

Phase 2 : Implementation

1. Institute motivates faculty to adopt innovative teaching practices viz. Use of Project based learning; case based learning, role play etc.
2. Faculty focuses on quality delivery & active participation of student in the entire curriculum, co-curricular and extra curricular activities.
3. Evaluation parameters are set for continuous assessment to assess the skills acquired by students.
4. Monitoring is done by academic coordinator with respect to delivery of sessions & internal

evaluations.

5. The effective implementation of curriculum is ensured by supplementing classroom teaching with sessions conducted by eminent personalities from other Institutes / universities, Industries.
6. The institute arranges the remedial classes for slow-learners & encourages meritorious students to mentor weaker students.
7. Students are asked to provide faculty feedback, & based on that analysis and corrective actions are taken at the end of semester.
8. Institute follows cafeteria approach – by providing Generic Core/Elective subject in each semester. The students have flexibility to choose any one specialization from offered specializations, and for that Institute is conducting Orientation Programme.
9. Regular absent students are identified by the mentors and the same is informed to the parents through telephonic conversation, SMS alert or if required by post. Students are allocated to faculty guides for internship.
10. ERP is promoted for paperless activities (GEMS), The institute premise is equipped with Wi-Fi connectivity. For effective teaching learning process all classrooms are equipped with LCD Projectors and LCD Screens. The classrooms are also facilitated with LAN.

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 30

1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
06	06	06	06	06

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 100

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
25	22	21	20	18

File Description	Document
Any additional information	View Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

<p>1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years</p> <p>Response: 100</p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 446</p>	
File Description	Document
Details of the new courses introduced	View Document
Any additional information	View Document

<p>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>Response: 100</p>	
<p>1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.</p> <p>Response: 1</p>	
File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

<p>1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</p> <p>Response: 6.16</p>
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1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
32	33	53	35	18

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

1.3 Curriculum Enrichment

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

Response:

The curriculum offered by the Savitribai Phule Pune University includes the various courses to address the cross cutting issues are mentioned below:

- **Human Rights-I&II:** Conceptual perspectives play a significant role for the promotion and realization of human rights. It promotes dignity, tolerance, peace, defend and advocate for their rights.
- **Information Security:** Students understood the perspectives, approaches of Information Security risks and techniques
- **Cyber Law:** Students understood the legal provisions of Information Technology Act, Case Law.
- **Personality Development Lab:** Students developed business etiquettes for meetings, entertaining, telephone, and Internet business .
- **Leadership Lab:** Students got hands on experience in empowering, motivating and inspiring others through gaining insight into their patterns, beliefs and attitude.
- **Human Resource Management:** Students understood the role of HRM in an organization to gain competitive advantage through people by studying HRM system.
- **Organizational Behaviour:** Students gained a solid understanding of human behavior in the workplace from an individual, group, and organization perspective..
- **Emotional Intelligence and Managerial Effectiveness Lab:** To equip students with individual and group learning methods. To understand intelligence and develop emotional competence.

Institute is also conducting different activities for the same as follows:

Gender related initiatives:

Institute organizes various awareness programmes such as street plays, poster competition, debates to address issues like gender inequality and Prevention of sexual harassment on women's grievances & empowerment. For the same, personalities like Prof. Shilpa Gaikwad (Professor at Law College) was invited. Institute follows co-education practices to provide equal opportunities to all activities such as coordinators /volunteers / participants/ placement.

In the cultural events, girls are encouraged to participate. Institute also arranges free health check up camp and Diet Counseling sessions.

The Internal Complaint Committee conducts meeting regularly to resolve the Grievances of Female staff and students if any.

Institute also has Grievance Redressal Committee to resolve the complaints of the students, parents and employees if any.

Mentors help every student for their academic performances as well as to understand and counsel their personal problems if any.

Environmental and sustainability related initiatives:

Institute takes efforts for participation of students in the activities such as Save Tree, Save Electricity and Save Water. Students also participate in the Tree plantation Activity which is conducted on several occasions. STES has a vision to develop a green campus and following initiatives are taken such as Sewage treatment plant, Tree plantation, Solid and liquid waste handling, E-Scrap handling, solar water heaters and LED lamps.

- **Human Values and Professional Ethics related initiatives:**

Institute imparts human values and professional ethics through its curriculum. MBA is professional course which imparts the punctuality, discipline, professional ethics and human values. Institute regularly conducts events on Constitution Day, Yoga Day, Teachers Day, Women day, Spiritual Talk, Meditation sessions. Students participate in blood donation camp, Swachata Abhiyan, Road safety and cyber-crime awareness, Heritage Orientation programmes which improve their point of view towards social causes. The College provide barrier-free infrastructure for differently abled persons. The institute has formed an Anti-ragging Committee to ensure a ragging free environment.

File Description	Document
Link for Additional Information	View Document

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 31

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five

years	
Response: 31	
File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships	
Response: 100	
1.3.3.1 Number of students undertaking field projects or internships	
Response: 576	
File Description	Document
Institutional data in prescribed format	View Document
List of students enrolled	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise A.Any 4 of the above B.Any 3 of the above C. Any 2 of the above D. Any 1 of the above Response: A.Any 4 of the above	
File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 12.6

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
57	60	67	99	62

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 96.27

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
290	290	291	273	300

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
300	300	300	300	300

File Description

Document

Any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 100

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
88	72	55	44	109

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

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

During the Induction Programme, students are put through some tests to understand their skills. According to the mentor-mentee programme, certain numbers of students are assigned to every teacher on the basis of student-teacher ratio. Using the results of the tests and feedback of mentors, the students are identified as advance learners or slow learners. Some activities/initiatives are carried out in the Institute for these different categories of students, which are mentioned below –

For advanced learners –

- Tie-up with Harvard Business School Publishing (HBSP), provides an access to the learning material like case studies, magazines, articles, which helps the students enhance their knowledge.
- Students are encouraged to participate in various conferences, workshops, in-house as well as outside the Institute.
- To develop research interest in students, they are encouraged to write research papers under the guidance of faculty member and get it published in Conference proceedings or journals.
- Certification courses like Six Sigma, Digital Marketing etc. are arranged to make the students professionally ready.
- Students are given opportunities to interact with corporate personalities and alumni to strengthen their understanding about the corporate world through seminars, guest lectures and competitions.
- Mentors groom the students by continuously monitoring their performance and provide them with necessary inputs.
- Foundation course is a course conducted for students which covers the basic fundamentals of specializations offered to the students. This gives a chance to the students to gain domain

knowledge, which helps them in making their choice of specialization to be opted in second year as well as prepare them for the same.

For slow learners –

- Additional sessions are conducted for students to bridge the gap between undergraduate and post graduate programme, which include Accounts sessions taken for non-commerce background students.
- Every subject teacher counsels the students who are weak in a particular subject, to improve his performance and thus confidence in that subject.
- Remedial classes are conducted for students who face difficulty in understanding the subjects, like Decision Science, Financial Management etc. and require additional coaching.
- Students are provided with opportunities to improve their marks in internal evaluation.
- Additional sessions are taken for students to develop their soft skills and improve their communication abilities, like English speaking sessions are taken for students weak in English.
- Students are counseled for placement by the mentors.

File Description	Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 14.4

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.17

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Any additional information	View Document

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

Response:

Students are the important stakeholders and all the efforts of the Institute are centered on them. The Institute has designed its learning environment in such a way that nurtures critical thinking within the students through various activities as detailed below:

Curricular Activities

- Preparation of teaching plan by all faculty member
- Preparation of course objective and the objectives of individual unit.
- Continuous Internal Evaluation of students on the basis of submission of assignments, End term Examinations, Class tests etc.
- Open Book tests for numerical subjects.
- Thematic Presentation
- Presentation of seminars on selected topic, group discussions, participation in various events organized by institute.

Co-Curricular Activities

- Guest lectures, Industrial Visits
- National Conferences
- Project Presentation, Mock viva-voce for Summer Internship Project (SIP)
- Case study methods for problem solving
- Book-review
- Role Plays, Poster Making , Simulations
- Training and Placement Activities
- Interactive sessions with Alumni
- Financial Budget analysis
- K point platform and e-learning
- Workshops on various subjects.

Extra-Curricular Activities

- Quiz competition
- Spectrum- which include various management games.
- NEON- various cultural activities.
- Debate competition
- Role Play

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 62.5

2.3.2.1 Number of teachers using ICT

Response: 25

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 23.04

2.3.3.1 Number of mentors

Response: 25

File Description	Document
Any additional information	View Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Students are motivated towards thinking beyond curriculum and become lifelong learners in many ways:

- Experiential Teaching-learning Method

An oral lecture method is widely followed method for imparting knowledge. In our institute faculty members ensures interactive as well as Experiential learning methods for students. While teaching subjects

like Business Research Methods various small research projects are given to group of students. They are guided to collect the primary data by preparing questionnaire and other techniques like observations, interviews with real time experience. To provide the practical orientation of subjects like Business Law and Labor Laws, lawyers are invited for special lectures and real time cases are discussed. To make the subject interesting, various computer aided tools are used.

- E-learning

Teachers and students are widely following various e-learning applications e.g. YouTube, Google, e-journals, TED (Technology, Entertainment and Design) talks, K-point platforms for making teaching-learning process more effective. The main focus is on updating current trends that are going on in management world. Teachers give preference to recommended websites from SPPU for the subjects they are teaching.

- Students Training Program (STP)

Students Training Program aimed at individual development of the student. Under STP many activities are taken viz. Preparing the students for Aptitude test, Group Discussions, Personal Interviews, General Knowledge Quiz, Writing skills viz. Report writing, Resume Building, Application writing etc. Efforts are also taken to make them well versed with software tools viz. MS word, Excel, Power point, Access.

- Caselets/ Case study methods

While teaching Business Research Methods, Accounting for Business Decisions, Financial Management, Decision Science, International Finance simple caselets are discussed to explore practical significance to subjects. Few cases from HBSP (Harvard Business School Publishing) are mapped with the syllabus of subjects like Organizational Behavior, Human Resource Management, Marketing Management etc. and discussed in the class.

- Enhancing Research

The institute provides various platforms to students to enhance their research orientation. Various workshops, Seminars are organized for it. Field research projects, Paper presentation and publishing in journals (in coordination with student & faculty), Case study discussions are encouraged for all specialization.

- Entrepreneurship Development among students

Institute has established entrepreneurship cell to develop the business acumen among the students. The objective of this cell is to provide training and orientation of self-employment. Institute has signed MOU with National Entrepreneurship Network (NEN) to provide certification program (4 levels). This programme is also supported by Learnwise Application (<https://learnwise.org>), conducted in various stages by the students. After completion of the program, Institute has created a platform in association with industry to give the practical orientation through live projects. It enables the students for their own startups. Once the students initiate their startups the e-cell does hand holding with them through small in-house incubator.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 55.25

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 17.71

2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	5	3	2	1

File Description	Document
Any additional information	View Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience of full time teachers in number of years

Response: 14.84

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document
Any additional information	View Document

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 1

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	1	0

File Description	Document
e-copies of award letters (scanned or soft copy)	View Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 7.25

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	3	2

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The institute is affiliated to Savitribai Phule Pune University (SPPU), and needs to follow reforms done by SPPU time to time. Institute follows latest revised syllabus of 2016 and 2013 pattern. In revised syllabus 2013 and 2016, SPPU changed the system of evaluation from traditionally one time evaluation by pen & paper to continuous evaluation throughout the semester. SPPU has given certain suggestive parameters for continuous internal evaluation (CIE). The institute follows these norms rigorously. In addition to these norms and parameters provided by SPPU, we at the institute level adopted some new methods of continuous internal evaluation like –

- Poster presentation, presentation of review of research paper for BRM subject,
- Change in pattern of term end examination,
- Additional MCQ examination in the Semester,
- Appointment of panels as internal examiners for evaluation of the Summer Internship Projects [SIP], Dissertations, Mini Projects,
- Involvement of industry personnel, alumni in evaluating presentations, role plays, field based assignments in related subjects.

This motivates students for pursuing different career avenues. In the process, some of the students receive direct job offers through the industry persons coming for judging the presentations. Emphasis is given to include 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 of research paper.

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 through the meetings conducted for Syllabus revision. 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. Subject teachers give consideration for development of different skills in framing criteria for CIE for the respective courses. Based on the expected learning outcomes, subject teachers provide appropriate weightage for student's participation in seminars, co-curricular activities related to the course. For e.g. every year Budget Session of Finance Ministry is live telecasted in the institute and the students have to prepare a report on it. 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. Learning Diary
7. Scrap Book
8. Group Discussion
9. Role Play / Story Telling
10. Individual Term Paper / Thematic Presentation
11. Written Home Assignment
12. Industry Analysis – (Group Activity or Individual Activity)
13. Literature Review / Book Review
14. Model Development / Simulation Exercises – (Group Activity or Individual Activity)
15. In-depth Viva
16. Quiz
17. Student Driven Activities
18. Newspaper reading

According to SPPU, for continuous internal evaluation, a minimum of three components mentioned above are adopted of full credit course and a minimum of five components for half credit course.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

- Evaluation parameters for each subject / course are decided by concerned faculty members through a meeting prior to commencement of the semester.
- These evaluation parameters are mapped with the subjects keeping in view the learning outcomes and referring the suggestive list of University curriculum.
- Every subject teacher discusses the evaluation parameters in the class and the students are notified

about it through notice boards displayed in classrooms.

- As decided and made known to students, the respective subject teacher conducts the particular activities like tests, assignments, case study analysis etc. for student evaluation.
- Within a time span of maximum of 7 days of conducting a particular activity the marks are communicated to the students.
- The marks for any particular activity are displayed on the classroom notice board.
- In case of class tests or assignments, model answers are discussed in class by the subject teacher, which helps the students to rectify their mistakes and improve their writing skills.
- Opportunities are given to students scoring less by making them do additional assignments or any other subject related activity.
- Based on the University pattern Mid-term / End term examination is conducted.
- Marks of the Mid-term / End term examination shared with the students by displaying them on the notice board.
- The answer sheets of Mid-term / End term examination are also shown to students and discussed, so that they can understand the assessment methodology and improve accordingly.
- By the end of Semester, all subject teachers compile all activity marks (Continuous Internal Evaluation) and communicate it to the students in the respective subject.
- After finalization of all subject marks they are compiled by the class coordinators and displayed on the notice board.
- This provides a complete transparency in the entire process of evaluation at the same time gives an opportunity for the students to take necessary measures to improve their performance.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Institute Level:

- As mentioned earlier, Institute strictly adheres to the norms laid by University and continuous internal evaluation (CIE) for each subject is conducted accordingly.
- Every subject teacher shares the marks scored by the students as and when a particular activity is completed.
- The faculty provides timely guidance and support to students to improve their performance.
- In case of any grievance regarding the marks in a particular subject, the Institute has developed a time-bound mechanism for its resolution.
- The student first contacts the mentor for his/her grievance, who then directs him/her to the concerned subject teacher.
- If in case, the student's grievance is not addressed satisfactorily by the subject teacher in a day or two, then it goes to class coordinator.

- If the grievance is not redressed by the class coordinator in a day or two, then the student contacts Internal Exam Team.
- Finally, if the grievance is not resolved in a day or two by the Internal Exam Team, the matter is put up in front of the Director, who does the needful.
- The mentor is informed and involved in all stages of the grievance procedure.

University Level:

- In case of any query regarding the marks in University examination, the students follow a mechanism as developed by University for its redressal.
- Firstly, the student has to apply online for a photo-copy of his/her answer sheet.
- On receiving the photo-copy from the University, the student discusses it with the concerned subject teacher, keeping the mentor informed about it.
- In case of discrepancy/doubt, the student applies for revaluation of the paper.
- The results of the revaluation process are sent by the University to the Institute, which is displayed on the notice board & mailed to students for their information.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The institute prepares the academic calendar with reference to the dates declared by Savitribai Phule Pune University for commencement and conclusion of the semester/term. The respective circular / academic calendar of SPPU is referred for the holidays during the semester and accordingly, academic calendar of institute is prepared. The Academic Calendar of the institute has the details of tentative schedule of all curricular, co-curricular and extra-curricular activities, tentative schedule of online, end-term and viva-voce examinations. It is displayed on institute notice board and also on the college website. With reference to the academic calendar of the institute, the internal exam team at the institute plans and conducts the internal end term examinations on the dates mentioned in the institute calendar. The time tables of internal end term exam are prepared and displayed on institute notice board. Similarly, respective subject teachers prepare and display the schedules of their continuous internal evaluation (CIE) for the courses they teach. In general, care is taken to schedule the CIE, be it mid-term, end term exam (or any component of CIE), not to clash with University online Exam schedule. Only in case, the University declares the time-table of the online examinations which clashes with CIE, accordingly the institute / concerned subject teacher, as it may be applicable, change the schedule of CIE through institute / class room notice boards. The external exam team of the institute keeps the students informed about different announcements of the University through notice board and emails. The students are informed about the URL of University official website and page-link of Examination department of University for referring to schedules of exam form filling, time tables of online / theory examinations, declaration of result, re-evaluation. They are encouraged to visit this website from time to time for latest updates on all examination related notices / circulars by

University.	
File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The Institute is affiliated to Savitribai Phule Pune University and hence follows the Choice Based Credit System and Grading System. The program outcomes, program specific outcomes and course outcomes are defined according to SPPU syllabus. The students are oriented about the learning outcomes in the Induction Programme. In addition to this all subject teachers communicate the learning outcomes of their respective course to the students during their sessions. The faculty members include the learning outcomes in their teaching plan and strictly adhere to it.

For e.g. In the course Business Research Methods, students are exposed to the concepts of business research, tools & techniques of conducting business research. And to meet the learning outcome, a group activity is carried out by the subject teacher, wherein the students have to prepare a small business project on the basis of research. These projects are then presented by the students to the entire class which gives more understanding of the concepts. Similarly, in the course MS Excel and Advanced Excel Lab, the students are familiarized with the use of Excel by classroom sessions followed by Lab sessions, which help them get an hands-on experience on MS Excel utilities and its applications for Data Management and Reporting.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The Institute follows the guidelines given by Savitribai Phule Pune University for Concurrent Evaluation. Depending on the program outcomes, program specific outcomes and course outcomes to be achieved every subject teacher decides the component to be considered for evaluation of these outcomes. The

components to be used for evaluation are communicated by the subject teacher for their respective course at the start of the course itself. The student's performance is continuously monitored by the subject teacher through these different components of evaluation. The various components of evaluation include –

- Case Study Analysis
- Class Test (Descriptive / MCQ)
- Open Book Test
- Role Playing
- Assignment
- Presentation
- Industry Analysis and many more.

For e.g. for the course – Organizational Behaviour, Harvard and other cases are mapped with the syllabus and after the completion of a particular topic the case analysis is taken in class. The students are expected to read and analyze the case based on the concepts taught in class. The participation of students in case analysis in terms of case discussion, analysis is evaluated by the respective teacher. In this way, the achievement of various outcomes is ensured by the teacher, which is continuously monitored. For course like Legal Aspects of Business, role playing is taken in class, to enable the students to understand the legal positions in certain business scenarios. Towards the end of the semester, end-term examination is conducted based on the University exam pattern.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 88.34

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

Response: 1121

2.6.3.2 Total number of final year students who appeared for the examination

Response: 1269

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process**Response:**

File Description	Document
Database of all currently enrolled students	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 2.98

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.30	0.59480	0.0	0.0	2.08036

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 5

3.1.2.1 Number of teachers recognised as research guides

Response: 2

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

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0.06

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 6	
File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

E-Cell was formed on January 2017 with the vision to develop entrepreneurship spirit in student with leadership qualities using innovative and ethical business practices to create the impact. It will instill the passion and spirit among students to pursue entrepreneurship. We want to develop more job creators than job seekers.

Institute joined the National Entrepreneurship Network of 470 top tier academic institute across the country. Faculty member Ms. Prajakta Joshi have certified to be the NEN campus advisors after successful completion of 3 days FDP during 2016 held in YMCA, Pune.

Ongoing NEN Support for member academic institutes includes the following:

- Faculty Development programme (FDP): This is designed and delivered by leading Indian and international faculty in Entrepreneurship.
- 4 Level of certificate programs for students
- Network with mentors, VCs and angel investors
- Intern and job fair for start ups
- E-Leader Programme: This targets students heading campus based E-Cells (Entrepreneurship Cells). The E-Cell of our college aims to expand its membership base in order to spread the entrepreneurial spirit across the various departments in the college.
- NEN Resources: Member institutes have access to teaching materials, including case studies, exercises and videos, on entrepreneurship education through LMS.

Following in the link of LMS.:

<https://learnwise.org/>

Students also use application based learning. Learnwise app can be downloadable through google play store.

With the objective of encouraging students to take up entrepreneurship, the Institute has established an in-house incubator in association with Kirti Management Solutions Pvt. Ltd. (Director: Mr. Swapnil Kabra) , as a part of well-thought-of incubation-cum-entrepreneurial eco-system. This facility is going to be made available to the students and to the faculty of the institute.

The following facilities may be provided to students who enroll as entrepreneurs in singles or teams and for a period of upto 2 years, to start with:

1. Limited office and work space in the premises
2. Internet facility, electricity, and water facility of the institute
3. Computer Laboratory and workshop facilities
4. Mentoring services and venture funding linkages
5. Live project
6. Potential of earning from 1st month
7. Students can initiate start up with expert's support and guidance

Incubator along with industry experts will support students to create well defined business plan and marketing strategy based on extensive market research.

By providing compressive business training. Various activities like market research, competitive analysis, Go to market and product launching strategy. Incubator will be the help to identify strategic partnership identification and introduction, lead generation and sale support.

The incubator will provide following services to student participants:

1. Business and Marketing Strategy Services
2. Business operation Services
3. Legal Services
4. New Media Marketing Services
5. Traditional Marketing Services
6. Accounting, Tax & Financial Management Services
7. Training Services

Institute follows all the guidelines laid by SPPU to organize the research proposal submission for encouraging research among teaching staff.

SANKALAN: International Multidisciplinary Peer Review Research Journal ISSN NO. 2454-9266

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 45

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
16	8	8	10	3

File Description	Document
List of workshops/seminars during the last 5 years	View Document
Report of the event	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
List of Awardees and Award details	View Document
e- copies of the letters of awards	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 2

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 4

File Description	Document
Any additional information	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.36

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	8	18	2	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.35

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	5	9	6	11

File Description	Document
Any additional information	View Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Various extension activities were conducted in the neighborhood community. They are as follows;

Sai Seva Dham:

A CSR activity in Sai Seva Dham, (Old Age Home) was conducted. Students were motivated by Teachers to connect with the inmates of Old Age Home emotionally and share their feelings. The volunteers carried some sweets which were offered to the inmates. The students realized the responsibility towards society.

Ambegaon Swacchata Saptah

A CSR activity was conducted where students cleaned campus area. Students understand the importance of cleanliness to avoid environmental hazards

Swachhatha Abhiyan Ambegaon

Activity was conducted at Ambegaon in association with Sinhgad Arts, Science and Commerce College, Ambegaon (Bk) Pune for cleanliness drive in and around campus.

Utthan- Haath Se Haath

These activities were conducted in association with village Panchayat Chandus & Khadakwasla. One such activity was conducted in association with Village Grampanchayat Chandus (60 Km. from Pune). Institute adopted the village for three months to create awareness regarding importance of Girl education and Financial Literacy specifically targeted at creating awareness of savings.

Another activity was carried out at Village Khadakwasla to create awareness about dreadful diseases such

as Dengue, Chikan Guniya, TB, AIDS, Malaria, Leprosy etc.

Blood Donation Camp:

In Association with Srimati Kashibai Navale Medical College Blood Bank, Pune, Blood donation camp were organized on various occasions'. Large number of students, faculty, and villagers voluntarily donated the blood. They contributed in saving life of community.

Hariyali Utsahvardhan Abhiyan 2017

Tree plantation is a regular activity in the campus on various occasions like Republic Day, Independence Day, Environmental Day, Foundation Day etc. The students realized the importance of Tree Plantation in Climate Change.

Road Safety Awareness Programme

In association with RTO Pune Road Safety Awareness programme was organized on various occasions to educate students and local community on the issues of Road Safety and Safety Rules & Regulations.

"Plastic-Free Forest " Campaign at Taljai

A campaign was organized to create the awareness among the locals to avoid the use of plastic which is hazardous to environment.

Women Empowerment & Women's safety

Every year Women's Day is celebrated in our Institute for educating women on various safety issues. Guest lectures are conducted on regular basis for empowering women with all their rights they should have in the family, society, school, college and country just like a man. This is possible only if she gets respect and dignity, she lives her life independently according to her own lifestyle whether at home or outside, she feels free to take her own decision according to her choice, she gets equal rights in the society like a man, she does not feel gender discrimination in any field, she feels safe and secure whether at home or outside at

work place, street, etc.

Above activities have contributed minimizing Gender discrimination , understanding responsibility towards community & environment.

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 12

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	4	2	3	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 18

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	4	3	1	0

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Reports of the event organized	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 39.62

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
560	302	247	23	0

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document
Report of the event	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 51

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
18	6	9	6	12

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 17

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	3	1	3	3

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

As stated in mission statement the Institution provides excellent academic and physical environment conducive for learning. The institute follows the norms laid down by regulatory bodies. According to AICTE facilities are divided into following heads i.e. Instructional Facilities, Administrative Facilities and other amenities.

Instructional Facilities:

The Instructional Facilities comprises Classrooms, Tutorial rooms, Seminar Halls, Computer Centers, Library and Reading Rooms.

- There are 10 classrooms and 03 tutorial rooms for seating capacity of 60 students and 30 students respectively, all are equipped with desks, a platform, white board and enabled with multimedia facilities like LCD projection with audio system.
- Institution has 02 numbers of seminar halls equipped with the LCD projection, public addressing system, whiteboard and ICT facility with seating capacity of 250 and 100 students respectively.
- Computer Centers are equipped with latest configured desktops and software's.
- Institution Library has latest books and journals, consisting of 6601 volumes with 1330 titles & 60 National and International journals. Institution also has digital library; newspapers etc. Reading room has a seating arrangement for 100 students.
- 24x7 Wi-fi facility and Multimedia room
- Language Lab is available

Administrative Facilities:

- The administrative facilities include director office, board room, and administrative office with all modern amenities.
- The institute has separate cabins for faculties and head of the departments as well as facilities like central store, maintenance & housekeeping, pantry for staff etc.
- The exam control room with CCTV camera is also available.
- A separate training & placement office with necessary infrastructure is available.

Other Amenities:

The institute has sufficient separate toilets for ladies and gents. Boy's and Girl's common rooms are also there in the institute. The first-aid cum sick room is also available in the institute. Separate boys and girls hostels are also available in the campus with all modern amenities. The institute also has a cafeteria. A stationery stores are also available in the campus for the students.

Details of Infrastructure**Instructional area**

Sr. No.	Description	Nos		Area (in
		Reqd.	Avail	Reqd.
Classrooms	Equipped with Whiteboard and LCD projection	8	10	594.20
Tutorial rooms	Equipped in all respect to conduct tutorials.	2	3	143
Computer Centre	Equipped with latest configured desktops and software	1	1	150
Seminar Hall	2 Seminar halls with Seating capacity of 250 and 100 students each with LCD projectors, Public Addressing system, and Whiteboard.	1	2	264
Library & Reading Room	Well equipped with reference books, journals, science direct, newspaper etc.	1	1	100

Administrative Area

Sr. No.	Description	Reqd.	Available Area (in Sq.m.)
1	Director Office	20	30.42
2	Board Room	20	42
3	Office All Inclusive	150	150
4	Training Placement Office	50	75
5	Central Store	30	75

Amenities

Sr. No.	Description	Reqd.	Available Area (in Sq
1	Boys Common Room	75	75
2	Girls Common Room	75	75
3	Cafeteria	150	222
4	Stationery Store	10	37
5	First aid cum Sick Room	10	11
6	Toilets		475.11

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities**Response:**

The institute encourages and provides facilities for students to participate in various extracurricular activities to inculcate team spirit and leadership qualities.

Indoor Games:

Different indoor games facilities are also available in the campus which includes Table Tennis, Carom, and Chess etc. These facilities are available throughout the year.

Outdoor Games:

The Institute has a sports facility which includes cricket ground, basketball court, lawn tennis court, volley ball ground, etc. Students are encouraged to play and participate in different sports.

Gymnasium for Boys and Girls: Separate well equipped gymnasium facility for boys and girls is available in the campus. Two gymnasiums are available for boys while for girls, one gymnasium is available near girl's hostel. Gymnasium facility is also available for the staff along with their family members.

Yoga Centre:

Yoga and meditation facilities are available in the campus for boys, girls and staff. Yoga and meditation sessions are conducted for the students and staff separately in the campus premises.

Cultural Activities:

An Amphi theatre is available in the campus where cultural activities are conducted which is situated at the Centre place. Institute organizes a grand cultural event i.e. "Sinhgad Karandak" which provides a platform to showcase the extra- curricular talents and organization skills of the students. It comprises events in the form of competitions and stage performances such as, Mr. & Miss SKNSSBM, solo singing and duet singing competition, dance competition, street play, art gallery, fashion shows etc.

Details of Facilities available in the institute:

Sr. No	Facility	Details of Facility Available
1.	Cricket Ground	One Cricket Ground Utilized for various tournaments
2.	Play ground	Basket Ball, Volley ball, Lawn Tennis and Foot Ball
3.	Indoor Games	Tables Tennis, Chess, Carom board
4.	Open Air theatre	Ample space with Dias, Chairs, Lights, fans, LCD Projector and 1500 sitting capacity for audience.
6.	Swimming Pool	Swimming Pool is available for students and there is a special batch for ladies
7.	Gymnasium	Gymnasium is available for students
8.	Cultural Activities	Every year, a cultural programme named "SINHGAD KARANDAK" is encourage the students to participate in performing arts. This program is v bring out hidden talent of students.
9.	Newspaper at Library	English, Marathi newspapers are made available in the central library.
10.	Hair dressing Facility	Hair dressing facility is available for students and staff in campus.
11.	Fruit Centre	More than two fruit centers are available for students and staff in campus.
12.	Milk Parlor	More than two milk parlors are available for students and staff in campus.
13.	Medical Store	One Medical Store is available for students and staff in campus.
14.	General Stores	Three general stores with various facilities are available in the campus.
15.	Campus Clinic	It is available for all students, faculty and staff.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

File Description	Document
any additional information	View Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 21.6

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
7	2.5	1.5	15	500

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

SKNSSBM Library was set up in the year 2010. The library is situated in the heart of STES campus surrounded by beautiful trees and greenery. Library provides open access facility and has accessible 24 x 7 to cater the information need of Students, Researchers, Teachers, Non-Teaching staff and other user community.

Library Automation:

The SKNSSBM Library is automated since its inception i.e. in the year 2010 and has automated the library services and activities using ERP-GEMS. Presently Database Creation, Circulation, Cataloguing, OPAC, 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 (Online Public Access Catalogue) which can be viewed by staff members and students on Library as well as remote place. The OPAC has enabled members of the library to get detailed information about the collection, books issued, till date at their fingertips, which helped in saving their precious time. The lift facility is available for the convenience and comfort of the students and staff members.

Library collection:

SKNSSBM library has enormous collection of books, As on today, library holds 6601 volumes of books, 60 National & International Journals, 150 CD's etc. To cope up with the electronic information need of its user library has procured various E-journals & E-books.

Digital Library:

As far as Information and Communication Technology (ICT) is concern library is well equipped with ICT infrastructure. Library has a Digital Library for downloading e-journal articles and various paid and free databases. There are 30 computers with modern infrastructure. Students and faculty can get access to various databases like Proquest, IEEE, Science Direct, are given. Facilities like Printing, Scanning are also available.

Library Services:

Due to the application of ICT, the nature and functioning of in housekeeping operation of SKNSSBM Library have been totally changed and considering this library provides quality

library services using ICT 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, Question Papers, Project Reports etc.

Resource Sharing facility/ Inter Library Loan:

The resource sharing facility has also made available at Central Library through which any students and faculty members can borrow any discipline books from any sectional libraries. For example Management student can borrow Engineering books, Engineering student can borrow Architecture book similarly Architecture student can borrow book of Law.

Academic Year	Name of the ILMS software	Nature of automation (fully or partially)	Edition /
2016-17	ERP-GEMS	Fully	Educati
2015-16	ERP-GEMS	Fully	Educati
2014-15	ERP-GEMS	Fully	Educati
2013-14	EASYLIB	Fully	Educati
2012-13	EASYLIB	Fully	Educati

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Library collection is continually updated as per the collection and development policy of library. Library collection is comprised of printed books, printed journals, digital collection, newspapers and reports. A good collection of knowledge resources is available in the library.

LIST OF RARE BOOKS

Sr. No.	Name of the Book / Manuscript	Name of the Publication	Name of the Authors	No. Copi
1	HARVARD BUSINESS REVIEW ON MEASURING CORPORATE PERFORMANCE	HARVARD BUSINESS SCHOOL PRESS USA	HARVARD BUSINESS SCHOOL	1
2	HARVARD BUSINESS REVIEW ON CORPORATE STRATEGY	HARVARD BUSINESS SCHOOL PRESS USA	HARVARD BUSINESS SCHOOL	1
3	HARVARD BUSINESS REVIEW ON SALES & SELLING	HARVARD BUSINESS SCHOOL PRESS USA	HARVARD BUSINESS SCHOOL	1
4	HARVARD BUSINESS REVIEW ON BREAKTHROUGH LEADERSHIP	HARVARD BUSINESS SCHOOL PRESS USA	HARVARD BUSINESS SCHOOL	1
5	HARVARD BUSINESS REVIEW ON CRISIS MANAGEMENT	HARVARD BUSINESS SCHOOL PRESS USA	HARVARD BUSINESS SCHOOL	1
6	HARVARD BUSINESS REVIEW ON MAKING SMARTER DECISIONS	HARVARD BUSINESS SCHOOL PRESS USA	HARVARD BUSINESS SCHOOL	1

7	HARVARD BUSINESS REVIEW ON MANUFACTURING EXCELLENCE AT TOYOTA	HARVARD BUSINESS SCHOOL PRESS USA	HARVARD BUSINESS SCHOOL/HARVARD BUSINESS SCHOOL	1
8	CLASSIC DRUCKER FROM THE PAGES OF HARVARD BUSINESS REVIEW	HARVARD BUSINESS SCHOOL PRESS USA	DRUCKER, PETER F.	1
9	CASES IN ENTREPRENEURSHIP : THE VENTURE CREATION PROCESS	SAGE PUBLICATIONS INDIA. PVT. LTD. NEW DELHI	MORSE, ERIC A.	1
10	CASES IN LEADERSHIP	SAGE PUBLICATIONS INDIA. PVT. LTD. NEW DELHI	ROWE, GLENN W.	1
11	CONCISE ATLAS OF THE WORLD	DORLING KINDERSLEY LONDON	DORLING KINDERSLEY	1
12	HARVARD BUSINESS REVIEW ON PROFITING FROM GREEN BUSINESS	HARVARD BUSINESS SCHOOL PRESS USA	HBS	1
13	THE CASE STUDY HAND BOOK: ELLET, WILLIAM.	HARVARD BUSINESS SCHOOL PRESS USA	ELLET, WILLIAM	1
14	HOW TO WRITE A MARKETING PLAN: WESTWOOD,JOHN.	KOGAN PAGE NEW DELHI	WESTWOOD,JOHN.	1
15	HOW TO WRITE A BUSINESS PLAN: FINCH, BRIAN.	KOGAN PAGE NEW DELHI	FINCH,BRIAN.	1
16	DEVELOP YOUR LEADERSHIP SKILLS: ADAIR,JOHN.	KOGAN PAGE NEW DELHI	ADAIR, JOHN	1
17	IIM AHMEDABAD BUSINESS BOOKS STRATEGIS FORNOIDA GROWTH: GHOSH ATANU.	RANDOM HOUSE INDIA	GHOSH, ATANU.	1
18	THE MARKETING WHITE BOOK	ABP PUBLICATION NEW DELHI	BUSINESSWORLD	1
19	HBR'S 10 MUST READS ON MANAGING YOURSELF	HARVARD BUSINESS SCHOOL PRESS USA	HBR	1
20	HBR GUIDE TO MANAGING STRESS AT WORK	HARVARD BUSINESS SCHOOL PRESS USA	HBR	1
21	HBR'S 10 MUST READS ON MANAGING PEOPLE	HARVARD BUSINESS SCHOOL PRESS USA	HBR	1
22	HBR'S 10 MUST READS ON CHANGE MANAGEMENT	HARVARD BUSINESS SCHOOL PRESS USA	HBR	1
23	HBR'S 10 MUST READS ON MAKING SMART DECISIONS	HARVARD BUSINESS SCHOOL PRESS USA	HBR	1
24	HBR'S 10 MUST READS ON STRATEGY	HARVARD BUSINESS SCHOOL PRESS USA	HBR	1
25	HBR'S 10 MUST READS ON COMMUNICATION	HARVARD BUSINESS SCHOOL PRESS USA	HBR	1
26	HBR'S 10 MUST READS ON	HARVARD BUSINESS	HBR	1

INNOVATION	SCHOOL PRESS USA
File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Any additional information	View Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 3.71

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
3.58245	2.20996	2.39360	4.27421	6.07404

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library	
Response: Yes	
File Description	Document
Details of remote access to e-resources of the library	View Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students	
Response: 21.92	
4.2.6.1 Average number of teachers and students using library per day over last one year	
Response: 135	
File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi
Response:
Institution frequently updates its IT facilities including Wi-Fi Upload a description of IT facilities including Wi-Fi with date of updating and nature of updating.
<ul style="list-style-type: none"> • Up gradation of IT infrastructure and associated facilities is a regular process in this institute. • The Number of PCs to student's ratio at present is 1:6 which more than the norms laid down by AICTE is. • The institute upgrades the configuration of the computer systems as per the requirements of the SPPU syllabus and advancement in the technology. • All the classrooms of the institute are equipped with ICT facilities. • The institute provides Wi-Fi facility for staff and students. • Depending on the strength and advancement in the technology institute always strives for better IT infrastructure and associated facilities such as internet, printers, scanner, reprographic machines,

and software accordingly.

- LCD projector is available in the computer laboratories for on-line demonstrations of teaching and learning for computer languages.
- Institute has facilitated to the SPPU evaluation patterns by providing online platform to students such as e-exam portal.
- Internet connectivity facility is available in classrooms for online demonstration to students.
- Dedicated 32 Mbps leased line is available for using internet and Wi-Fi.
- All computers in the institute are connected to the Internet.
- Every hostel in the campus is equipped with 24 X 7 - Wi-Fi facility.
- The institute has a digital library for internet access and Wi-Fi facility in the campus.
- Institute purchases computers as well as other peripherals and equipment's with latest technology whenever required. In the annual budget adequate provisions are made for the same. Institute also renewed licenses of software at regular intervals.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 4.97

File Description	Document
Student - Computer ratio	View Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: 20-35 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 99.84

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
245.31651	173.02683	124.66654	163.00558	534.36348

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during last five years (INR in lakhs)

2016 - 2017	2015 – 2016	2014 - 2015	2013 - 2014	2012 - 2013
-------------	-------------	-------------	-------------	-------------

45.69	35.11	48.47	86.78	457.67	
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File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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

- Institute is assigning the staff for maintain the register of Repairs & Maintenance and assign staff for verification of Dead stock and maintain Dead stock register.
- Institute has appointed a System Administrator and Trainee System Administrator to maintain the Computer lab and networking and taking care of repairs & maintenance of Equipment and Tools, Furniture fixture, Electrical maintenance, and Electrical equipment.
- Cleaning and maintaining corridor, classrooms, washrooms, office, seminar hall etc. is done by peon and housekeeping team every day.
- Library is well maintained by Library staff and pest control for library books is done by time to time.
- For any medical emergency there is provision of 24/7 ambulance facility available in the campus as well as dispensary.
- Estate office is taking care security and effective maintenance work of Providing Power backup, Carpentry, Electricity, Gardening and cleaning parking area of our institute.
- Institute is utilize budget sanctioned by Head office for maintaining Building, Computers, Printing and Stationery, Equipment's and official Traveling exp. Etc.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 43.56

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
275	237	199	234	244

File Description

Document

Any additional information

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching

- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Any additional information	View Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 75.28

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
497	470	427	415	275

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 46.44

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
284	278	264	289	170

File Description

Document

Any additional information

[View Document](#)

Details of the students benefitted by VET

[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description

Document

Any additional information

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 53

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
145	125	122	121	77

File Description	Document
Self attested list of students placed	View Document
Any additional information	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 0

5.2.2.1 Number of outgoing students progressing to higher education

File Description	Document
Any additional information	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	1	2	2

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 2

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	1	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

SKNSSBM has an active student council (SSC) with Student representatives of MBA 1st & 2nd year. These Student representatives actively take part in academic work as well as administrative work of the institute. They are the mediators between students, faculty and the institute administration.

Members of SKNSSBM's Student Council are as follows.

1) Chairman of the council (Faculty)

- 2) Head of Council (MBA-II student)
- 3) Secretary (MBA-I student)
- 4) Member - Academics (MBA-I student)
- 5) Member - Seminars/Guest Lectures (MBA-1 student)
- 6) Member - Sports/Cultural (MBA-II student)
- 7) Member - Spectrum/Industrial Visit (MBA-II student)

The SSC comprises of total 7 members. There is a senior faculty as Chairman of the Council who provides his guidance to all the student representatives in the council. Council has one Student Head (MBA-II), one Student Secretary (MBA-1) and 4 student representative members (2 from MBA-1 & 2 from MBA-2). All the Student representatives of the council are selected based on the following criteria;

1. Leadership skills

- 2) Good communication skills (verbal and written)
- 3) Planning & Organizational skills
- 4) Problem solving & Reasoning skills
- 5) Interpersonal skills

Role & Responsibilities of the SSC members:

- 1) Organizing and participating in the meetings along with the faculty members once or twice in a month.
- 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.

Role & Responsibilities of Institute:

1. To understand the issues raised by the student representatives of the council
2. To give freedom to the students for discussing the issues and suggest proper solutions.
3. To encourage the students in implementing the right decisions.
4. To provide necessary support to the council members in co-ordinating various programmes like guest lectures, seminars, industrial visits, Spectrum , Karandak and Neon etc.
5. Providing quick solutions to the problems of students to keep up trust among the students

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 19.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
20	19	14	26	17

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document
Report of the event	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Yes. SKNSSBM has registered alumni association in the year of 2015 and its Registration number is 003273, 1548/2015/Pune.(Maharashtra).

Growing strength of our Alumni is contributing to the betterment of SKNSSBM and its

students in terms of various non-financial support activities. Our Alumni contribution strengthens the institute in various ways.

SKNSSBM organizes various activities and events including 'Alumni Meet' every year. Alumni Association of SKNSSBM, facilitates get-togethers, outings with family & friends, organizes student alumni interaction sessions and maintaining the database of alumni etc. They facilitate Faculty and student interaction sessions too.

Alumni Student Interaction: The connection between the alumni and the students is one

of the major goals of the Alumni Association formed at SKNSSBM. Institute organizes a

frequent alumni interaction programs with existing students, which help the students to keep a good connect with the alumni, to mentor the students in terms of choosing a good job profile, preparing for interviews, getting tips to be placed in good companies, knowing about the challenges in business corporate world etc. Alumni help the students in various ways. By interacting them, students would be knowing about the required skills of the employees in various jobs, for getting placed in good companies. Students clear their doubts by asking the alumni regarding various issues related to their career. Alumni counsel and motivate the students to develop their skills, knowledge and abilities. They provide practical exposure to the students by sharing their work experiences. SKNSSBM's alumni are invited as judges to evaluate the performance of the students in various activities. Institute invites them as guest speakers to share their knowledge with the existing students.

Social Initiatives:

Beyond the regular frame of work of the Alumni Association activities, the Association

has been taking up various social initiatives related to the alumni and the society at large.

The alumni members support & participate in various social awareness programmes conducted by SKNSSBM. They encourage the existing students also to involve in the activities.

Alumni Participation in Placement: Our Alumni, who are placed in different National

and Multinational organizations at different positions, help their juniors 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 choose good career.

To Sum up: SKNSSBM's Alumni maintains a very good social network to communicate with the students of SKNSSBM. They give guidance to the students through emails, whatsapp, facebook, Linkden, yahoo and Google groups. They post their articles on various topics, their achievements, advancements and career opportunities.

File Description	Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years <1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: ? 5 Lakhs

File Description	Document
Alumni association audited statements	View Document
Any additional information	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 3

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Report of the event	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

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 programmes like Student Training Program (STP) aimed at achieving excellent placement for its students.

Comprehensive student development incorporates not only learning academic knowledge and skills, but also inculcating other aspects of students as a human being. While doing so, institute as responsible stakeholder in the field of management education is striving to implement unique value system, transparent work culture, excellent academic and physical environment favorable to learn, create and transfer knowledge and induce ethical standards and professionalism.

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	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Organisation of National Conference 2017 and Publication of Special Issue of Conference Research Journal

- To promote research and thereby contribute towards strengthening quality culture, a national research conference 2017 was organized by the institute on 16th & 17th February 2017.
- For the successful organization of the conference and publication of special issue of institute's research journal, multiple committees involving teachers, students, administrative staff, support staff were formed and responsibilities were delegated.
- Association with Savitribai Phule Pune University (SPPU) – A team consisting of teachers and staff from finance and accounts department successfully completed the application process for obtaining the financial grant from SPPU for organizing conference. Institute received a grant of Rs. 1,61,294 for organizing this conference.
- Participation of authors – The extensive efforts of the coordinating teams resulted into overwhelming response for the conference and journal. Along with authors from Maharashtra, the authors for this conference and the journal included researchers from 8 states namely Madhya Pradesh, Chhattisgarh, Jharkhand, Tamilnadu, Gujarat, Andhra Pradesh, Uttar Pradesh and Delhi. Researchers from IIM, Raipur, Tata Institute of Social Sciences, Symbiosis Institute of Management Studies and many other reputed institutes sent their Papers for the Conference and the journal. Although this was a national conference one international Paper was received from Bahrain.
- Review of Papers and coordination with authors – The team of teachers coordinating paper review process ensured that all the papers published in the journal were blind peer reviewed. The review report by the reviewer, based on blind review, was sent to the authors requesting for necessary revisions. The revised paper received from the authors was verified regarding whether the suggested revisions have been incorporated in the Paper. In case there was need for further revision, the same was communicated to author. The outcome of this review process was the final manuscript of the Paper for publication in journal.
- Publication of Journal - This meticulous, time bound and rigorous review process made it possible to publish the special issue of institute's peer reviewed journal SANKALAN, with 112 papers, in the inaugural programme of the conference.
- Paper presentations – The arrangements for track wise paper presentations were coordinated by teams of teachers, students and support staff. It ensured presentations of research papers and subsequent deliberations.
- Students' participation - The responsibilities like hospitality, compeering, report preparation, venue arrangements, accommodation arrangements for outstation participants were handled competently by students.
- Financial management – With the aid of financial grant received from SPPU and optimal utilization of resources, the participation of authors was made possible at the minimal registration charges and

without compromising the quality of the conference or the journal.

- The tasks of identification of resource speakers and subsequent coordination with them, refreshment arrangement, certificates preparation and distribution, kit distribution, mementoes for speakers and authors were executed successfully by the coordinating teams of teachers, students and support staff.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Student Training Program

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	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Organogram/ organizational structure of the institute as follows:

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 Re-dressel 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 roster 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 programme. 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	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination
A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document
ERP Document	View Document
Screen shots of user interfaces	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Inception of Entrepreneurship Development Cell

- To foster the culture of entrepreneurship and to provide self-employment to students, it was decided in the Academic Monitoring Committee meeting of the institute to establish Entrepreneurship Development Cell (EDC). Accordingly EDC has been established in January 2017.
- The objectives of Entrepreneurship Development Cell (EDC) include inculcating within the faculty and the students the need and importance of Enterprise Development, promoting culture of innovation to enterprise among the students, enabling students to remain self-reliant in their employment. The EDC fosters within the academic community the ability to provide innovative technological and business ideas and connect them to peers, mentors and incubators.
- Institute joined the National Entrepreneurship Network (NEN) of 470 top tier academic institutes across the country by signing memorandum of understanding (MoU). Faculty member Ms. Prajakta Joshi is certified to be the NEN campus advisor after successful completion of 3 days FDP during 2016 held in YMCA, Pune.
- In EDC training is provided to the students as per the requirement of the industry and market. The students are encouraged to become self-employed through various hands on workshops. Trainers and entrepreneurs are invited to train the students as well as teachers. Efforts are undertaken to make students familiar with the current situation and scenario in the industry through the trainings by industrial personnel. Student performance is checked by the trainers and assessors and required guidelines are given.
- With the objective of encouraging students to take up entrepreneurship, the Institute has established an in-house incubator in association with Kirti Management Solutions Pvt. Ltd. (Director: Mr. Swapnil Kabra) as a part of well-thought-of incubation-cum-entrepreneurial ecosystem. This facility is going to be made available to the students and to the faculty of the institute.
- Support is provided to students regarding information of national and state government entrepreneurship programs and access to enabling resources. Faculties introduce the domain related industries to the interested students, as well as help them in the initial stages of the enterprise.
- Special focus is on early stage ideas and innovations which can be definitely converted to the products. Government schemes for funding are introduced to the students by the trainers and necessary advocacy is been provided.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

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

Sr. No.	Welfare Schemes
1	Group Insurance Scheme (GIS)
2	Employee Mutual Biennial Fund (EMBF)
3	Provident Fund (PF)
4	Gratuity
5	Accidental Insurance
6	Free medical facilities for all staff
7	Maternity leave, extended maternity leave and permission to leave early or extended lunch
8	Uniform for security guards
9	Provision for qualification improvement
10	Staff quarters
11	Admission to the wards of staff at schools and colleges

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 6.6

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	0	0	1	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	2

File Description	Document
Any additional information	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 28.71

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	4	4	9	6

File Description	Document
Any additional information	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

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

Performance appraisal system of the faculty:

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	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Institute implements two level financial audit mechanisms as follows

- 1) Internal audit
- 2) External audit

1. Internal Audit Procedure

The auditor looks over the information contained in the documents and plans out how the audit will be conducted. An audit plan is then drafted.

This audit is proprietary audit. Its focus is on adherence to internal rules and procedures set for internal control within the organization. Following steps are followed for systematic audit procedure and practice.

Object of the Audit: To check financial propriety of transactions. Authorization of various transactions, whether proper procedure is followed.

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

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

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

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

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

1. Yearly verification of books has been done otherwise.

Mechanism for settling audit objections

During internal financial audit, auditors raise objections related to finance and stock related records, giving

an opportunity to the Institute to address and rectify the same. They also give necessary guidance for improvement in account maintenance. These measures ensure no further discrepancies in the records that can be objected to by the external auditors.

2. External Audit

Indicative Statutory Audit Checklist:

1. Cash book checking
2. Bank book checking
3. Journal

- Prior period entries if any to be noted.

1. Fees Reconciliation Statements
2. Bank Reconciliation Statements -
3. Branch Division

- Balances of various branches within Campus should tally with balances as per respective Campus Books of A/c

1. Bank Transaction -
2. Sundry creditors having debit balances:-
3. Advances to staff-

- Year wise breakup of such advances

1. Fees receivable from students- Year wise list of students and o/s amount
2. Fee receivable from Social Welfare
3. Prepaid expenses verification with period.
4. Classification / Proper Account of Capital Expenditure and Revenue Expenditure.
5. Scrutiny of Long outstanding debit and credit balances
6. Comparative statement of Income and Expenditure and Balance sheet with the previous year 2013-14
7. Physical verification Report of stock and cash balances from Accounts Officers
8. Verification of Investments
9. Checking of Depreciation sheet
10. Checking of Following Registers:-

1. Fixed Assets Register
2. Printing and Stationary Register
3. Stock Register

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

2. Other Earmarked funds – University Ordinance No. 171.
3. Interest charged by the bank:-
4. List of outstanding debit and credit entries – Obtain confirmation from respective parties.
5. Grant, university fees, examination fees, eligibility fees, university pro-rata fees
6. See and check properly the following:

1. Year End Provision for all types of expenses
2. Allocation of expenditure
3. Allocation of Loan
4. Allocation of Assets
5. Allocation of Interest

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

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 College 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 budgets 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	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

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 all of these 5 conferences.
- SANKALAN, a biannual international multidisciplinary peer reviewed research journal with ISSN NO. 2454-9266, is being published since 2015.
- 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 6 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.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

1. Harvard Business School Publishing (HBSP) Case Study Module

- Institute has collaborated with Harvard Business School Publications (HBSP) to impart quality education to students through the world – class educational content through Case Study Module. Institute’s teachers are well-trained in taking up HBSP cases in the class rooms. Engaging HBSP live case discussions provide students with a way to apply conceptual material to real-world business situations.
- Case Study Module involves presenting challenges confronting business organizations and placing the learner in the role of a decision maker. The vibrant process of case discussion enables exchange of perspectives, contradiction, defense of viewpoints, and building on each other’s ideas. Objective of this methodology is to make learner proficient at examining issues, applying judgment, and making tricky decision - the trademark of competent managers.
- Institute in association with HBSP facilitates use of learning material developed by thought leaders, academicians and corporate experts from around the world. HBSP cases have been mapped to Savitriabai Phule Pune University curriculum in a way that concepts in learning area are delivered holistically using this internationally acclaimed, opulent academic content. Integrated case based learning challenges learners to use incomplete information from different functional areas to craft successful solutions to complex business problems.
- Teachers are trained to use this world class pedagogy, with focus on academic principles behind each case, the process of arriving at a solution and grading the solution. Experts from industry and valued alumni are also brought from time to time to widen perspectives during case study sessions. The integrated HBSP content and case study methodology is used as a key mode of instruction.

2. Faculty Development through A) Indian Institute of Management (IIM), Ahmedabad B) Deputation for International Teaching Experience

- With an objective to upgrade the teaching and research skills of teachers ensuring their professional development and to develop competency in business management teaching pedagogy and research, the institute deputed two of its teachers, Dr. Nutan Samdani in year 2014-15 and Dr. Anamika Singh in year 2017-18 for Faculty Development Programme (FDP) in management of around 4 months organized by the Indian Institute of Management(IIM), Ahmedabad. These two faculties were fully sponsored by Institute (1. Dr. Nutan Samdani – Rs. 1,67,500, FDP duration - 09 June 2014 to 27 Sep.2014, 2. Dr. Anamika Singh Rs. 1,99,000, FDP duration - 05 June 2017 to 23

Sep.2017) and for the entire duration of FDP, fully paid on duty leave was sanctioned.

- The educational approach of FDP relied on a variety of learning settings like classrooms, workshops and seminars, and a participatory approach to learning aided by computers, statistical kits, and audio-visual aids. Participants had access to the computing facilities at the computer lab having network connectivity.
- Both Dr. Samdani and Dr. Singh were awarded with Certificate of Participation and became members of the IIMA Alumni Association.
- Dr. Krishna Mohan Sharma was deputed for international teaching assignment to Rwanda for period of 4 months. This ensured an exposure to faculty of international teaching-learning environment and cross-cultural experience sharing.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 11.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
14	9	8	15	13

File Description	Document
Any additional information	View Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**

2. Academic Administrative Audit (AAA) and initiation of follow up action**3. Participation in NIRF****4. ISO Certification****5. NBA or any other quality audit****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** C. Any 2 of the above

File Description	Document
Any additional information	View Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**Response:**

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.

- HBSP Case Study Module
- Student training Programme (STP)
- Implementation of Wi-Fi facility in the campus.
- The introduction of Mentor Mentee scheme.
- Introduce online feedback system.
- The introduction of ERP, GEMS, K-Point.
- Modernization of the classrooms with LCD and internet.
- Modification of Performance appraisal form
- Sending two faculty to IIM, Ahmedabad for 4 months training
- Preparation for NAAC.
- Online students' feedback system
- Online performance appraisal system
- Introduction of Spectrum : A Business Game Competition
- Entrepreneurship Development Cell
- Finance certification courses
- Students' Council

- ERP (Enterprise Resource Planning) system
- Soft Skills Training
- Industrial visits (local and outstation) for getting the practical aspects of industry
- Lectures of experts from the industry for insightful leanings from the industry
- Alumni experience sharing sessions for the students
- Deputation of faculty for international teaching assignment
- Integration and management of administration, accounts, student admission and support through Information Technology
- Applying for National *Institutional Ranking Framework (NIRF)*
- Introduction of a biannual international multidisciplinary peer reviewed research journal, SANKALAN, with ISSN NO. 2454-9266
- Application for financial grant for organizing conference, seminar and educational equipment purchase to Savitribai Phule Pune University (SPPPU) and receipt of grant of Rs. 10,67,881 over last five years

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 15

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	3	3

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

7.1.2 Institution shows gender sensitivity in providing facilities such as:

Safety and Security

Counseling

Common Room

Our Institute has a committee in force which takes care of safety and security of female students addressed as 'Women Grievance Cell'. This cell consists of seven members and these members are expected to redress the grievances of female students periodically. Following are the members in committee:

Sr. No. Name

Designation

1	Dr. Rajashree Shinde	Chairman	
2	Dr. Nutan Samdani	Core Member	
3	Mrs. Prajakta Joshi	Core Member	
4	Mrs. Shailaja Swami	Non - teaching Staff	
5	Adv. Dr. Shilpa Gaikwad	Third party Member	
6	Ms. Minal Agarwal	Student representative	
7	Ms. Shilpa Dhalwanshi	Student representative	

A concrete mechanism is established for the grievance-redressal of women and the well-defined process is followed in order to make this system function aptly. Also this women cell mentors the female students as and when required. A monthly session is conducted for the counseling of female students. If required need based meetings are also conducted to resolve the issues if any. For the safety and security of our female students, our premise is under the surveillance of CCTV which is monitored by the head of the Institution. Moreover for the comfort of females our Institute provides a separate 'Girls Common Room'. Security of the female is considered gravely.

The Institute values the comfort of female and sensitizes its staff and students by conducting various programmes. Following are the programmes our Institute conducts in order to sensitize staff and students:

- Our Institute celebrates Women's Day and organizes various programmes on 'Women Empowerment', 'Women Health' and 'Gender Equality'.
- Institute has formed 'Women Grievances Redressal Cell' which strongly functions for the benefit of the women employees and girl students.
- This Institute provides platform to all and offers equal opportunity for all the staff and students to participate in various activities and processes which includes administrative activities, co-curricular and extra-curricular activities, sports, deputation to the courses, and higher studies, appointments, committees, placements etc. without any discrimination based on gender.
- Institute carries out many activities regarding Gender Equality and Gender Sensitivity such as 'Poster Competition', 'Group Discussion', Debate and various competitions.

7.1.3 Alternate Energy initiatives such as:**1. Percentage of annual power requirement of the Institution met by the renewable energy sources****Response:** 10

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 10

7.1.3.2 Total annual power requirement (in KWH)

Response: 100

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response:** 0.02

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 6.05

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 27489

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:**7.1.5: Waste Management steps including:**

- Solid waste management
- Liquid waste management
- E-waste management

In order to maintain that quietude agencies are appointed for different types of waste management such as solid waste management, e- waste management etc. Our Institute has built up sewage water treatment plant considering water conservation as one of the gravest concerns among environmental consciousness and sustainability. Moreover to make people conscious about environment Institute displays posters at prominent places Institute sworn by environmental consciousness and thus conducts various awareness programs to make institute more eco-friendly. Various initiatives are taken by the Institute to make the campus eco-friendly such as most of the hostel buildings are equipped with solar water heaters; also the wastewater is used for irrigation purpose to keep our extensive campus lawns and gardens green and beautiful. Institute administration takes measures to keep the ground green.

Following are the steps taken for the management of all types of waste management:

Solid Waste Management: Our Institute strives for waste management and thus garbage is collected by housekeeping personnel and handed over to the agencies hired for garbage collection on daily basis. It is notable that these agencies are hired based on the consideration of their apposite recycling process. Paper and plastic waste are often sold to scrap vendors instead of burning. Smoking and burning of garbage are strictly prohibited

Liquid Waste Management: All waste water lines from toilets; bathrooms etc. are connected to drainage mains. Institute has sewage treatment plant by which it manages the liquid waste. All waste waterlines and drainage systems are connected to sewage treatment plant. STES has purchased a Sewage Treatment Plant worth Rs. 7, 84,966/- for the campus. All waste waterlines and drainage systems are connected to a Sewage Treatment Plant, having a capacity of treating 4 lac liters of water per day as shown in Figure 7.d and 7.e. Sewage Treatment Plant is used for liquid waste management. For Organic Waste Converter (OWC-130) is an easy to use Decentralized Waste Management System having 50 kg waste batch size which is used to turn large amounts of organic waste into compost within 15 minutes. It includes double curing system having capacity of 200 kg organic waste per day which uses moisture control fogging system to maintain perfect moisture.

E-waste management: E-waste such as electronic components and electronic gadgets and accessories which are obsolete often sold as scrap to vendors periodically. Institute has placed e-waste collection drop box for the collection of small sized electronic waste. These drop boxes are located at several places.

Students and staff deposit used e-waste into it.

File Description	Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

7.1.6: Rain water harvesting structures and utilization in the campus

Conventional rain water harvesting is not pragmatic in our campus due to constraint of location as it has rocky patches and the Institute is located on hill top. But other approaches are observed and brought into practice such as waste water is recycled for gardening/ landscaping i.e. waste water is used for the irrigation purpose of extensive lawns and gardens of this green campus. This further reduces the pressure on local body responsible for the supply of water like Pune Municipal Corporation. To improvise water utility and its conservation various posters are displayed at prominent places mentioning 'Save Water' and 'Water is Life' etc.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

7.1.7:Green Practices

Our Institute is committed to maintain the natural serenity. To achieve the same various green practices are adopted which helps in maintaining and sustaining the ecology. Meticulous efforts are taken for green practices. Few are listed below:

- Paperless office: All the classrooms of Institute are well equipped with LCD. In order to make teaching –learning more effective audio –visual systems are installed in all class rooms which in turn makes it paperless teaching.
- To promote the Institute to be paperless, Institute is Wi-Fi connected and all the communication is made through e- mails.
- Institute uses full-fledged ERP in order to make office communication paperless.
- Biometric attendance monitoring system for faculty and staff.
- Computerization and digitization of central library for online access to books and journals.

Green landscaping with trees and plants: Institute takes initiative for maintaining its lush green campus. To make people environmental conscious, various programmes are organized like ‘Tree Plantation Drive’. Also institute promotes environmental consciousness and sustainability by displaying boards mentioning ‘Plant Trees’, ‘Save Water’, and ‘Save Electricity’. We also sworn by planting as many trees as we could thus we present saplings (in place of Gifts or Mementos) to the dignitaries as a concern towards environment. Moreover to make students and staffs more conscious we celebrate ‘World Environment Day’, ‘Earth Day’, ‘Water Day’ etc.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.24

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.23221	0	0.53068	0.54977	1.75

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift

3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 80

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
16	16	16	16	16

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 12

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	2	3	2	0

File Description	Document
Report of the event	View Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response: Yes**

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website**Response: Yes**

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**Response: Yes**

File Description	Document
Any additional information	View Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 15

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	3	3

File Description	Document
Any additional information	View Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

7.1.18: Institution organizes national festivals and Birth/ Death anniversaries of great Indian personalities:

Institution organizes national festival like Independence Day and Republic Day as very big event. Flag Hoisting on these days takes place and the Flag Hoisting Ceremony is done by esteemed Founder President and the Secretary of the Society. Also Institution organizes Birth/ death anniversary of Indian personalities. This Institution being academic Institution celebrates the birth anniversary of Dr. Sarvpalli Radhakrishnan's birthday as Teachers' Day. This celebration is mega celebration for both teachers and students. Moreover Institution celebrates birth /death anniversary of great Indian personalities. Institution usually celebrates the birth anniversary of Jawahar Lal Nehru observing it as children's day.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

7.1.19: Institution maintains complete transparency in its academic, financial, administrative and auxiliary functions.

Institute maintains transparency in its academic function by allowing the stakeholders i.e. students, faculty etc. to know about scholastic and co-scholastic activities. It maintains its academic calendar, has proper time- table, subject allocation to the faculty and ensures about the completion of course curriculum. Entire worksheet of faculty is displayed through ERP which ensures the academic transparency for different stakeholders. Evaluation of students are done on the basis of 'Term- End Examinations' and the university even conducts examination. Moreover all these evaluation is done and transparency is maintained for the same. Concurrent evaluation for the students are reviewed by the Head of Institution as well. To ensure the same feedback of stakeholders are taken periodically.

Institute maintains financial transparency and carries out internal and external audit regularly. Allocation and appropriation of budget for various ends are met appropriately by the Institution. Various activities are allocated with appropriate budget and it ensures transparency. Institution provides scholarship to the students and while collection of fees transparency is maintained.

Various administrative functions of Institute are absolutely transparent. Each activity of Institute is governed by various committees formed at Institute level and all the activities are conducted with complete

transparency .

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Institute in pursuit of distinction and excellence has adopted many practices such as implementation of ERP through GEMS software, Development and implementation of Students Training Programme (STP) in full throttle.

Title of the Practice: Students Training Program (STP):

1.Objective of the Practice: This program enhances various skills of students and grooms them for global competence. Also the program augments their employability. Skill sets imparted to students help them in developing themselves corporate ready.

2.The Context: Since there is huge gap between the expectations of corporate world and skill sets of management graduate and every year the competition is getting tougher. Thus in order to meet the demand of “employ the best”, STP was developed and designed.

3.The Practice: The students training programme is incorporated into the curriculum to prepare, the students corporate ready. STP principally 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.

4.Evidence of Success: It is evident from the placement that more number of students is placed. This can be attributed to the Students Training Program (STP).

5.Problems encountered and Resources Required: Initially to implement the program rigorous effort was required while designing the program and considering the motivation of students to acquire the training. Students and Faculty readiness to conduct the program was major challenge.

1. Title of the Practice: SPECTRUM.

2. Objective of the Practice: To emulate our vision to develop world class leader, Institute not only takes scholastic approach but also focuses on co-scholastic approach.

3. The Context: Spectrum is an extravaganza of Management Events hosted. It gives platform to thousands of students across country to showcase their talents wherever they are good at. This mega-event is designed for undergraduate and post graduate students.

4. The Practice: This event conducts more than twenty plus management events. This event allows students not only to participate but also gives platform to conduct various events at the Institute level. Institute has successfully organized three events consecutively for four years

5. Evidence of Success: Every year the number of participants for various events increased by multifold. These results indicated the zeal of students for organizing such events which not only give them chance to learn from the events by participating but also gives platform to organize such mega events under their able management.

6. Problems Encountered and Resources Required: Initially while designing the event both PG and UG events were conducted together but later was conducted separately, reason for the same was difference between the competence level of UG and PG. Moreover another challenge was to get participation from across nation during the academics so making balance between success of event and not compromising the academics of students was challenging.

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

7.3.1 Performance of Institution in one area distinctive to its vision, priority and thrust.

Magnificent Mentoring:

The most distinctive area where our institute has proved itself exemplary and exclusive is the grooming of students by our abled faculty since the induction of students. The mechanism of identifying the students begins from the day when students are introduced to the Institution. We conduct various tests during

Induction programme. Based on their SWOT analysis they are groomed in pursuit of getting best placement. Students are expected to prepare rigorously throughout the semester for different areas like Group Discussion, Personal Interview, and Aptitude Test. This in turn allows students to chisel their skills. Students are concurrently evaluated during their academics and are expected to hone their proficiency with the help of faculty. Based on evaluation, Institute periodically conducts remedial sessions as well. Moreover 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 to take care of their complete frame as a person. They are mentored at emotional level as well and thus we create magnificent mentoring program by caring them and honing them to be a responsible citizen, answerable leader and accountable professional. The results of this mentoring program are quite evident. Our placement has increased significantly and that can be attributed to our very apt mentoring program. Though at initial stage it remains a big challenge to counsel the students at post graduate level as they are considered a matured individual but constant and scrupulous efforts of mentors make this challenge bit easy. Students from this institute demonstrate their astute and acumen and prove themselves as successful and prolific professional also a dependable individual which illustrates the success of Institute as well.

File Description	Document
Any additional information	View Document

5. CONCLUSION

Additional Information :

At SKN SSBM, we believe in developing a sense of the value of individual achievement and also teach our students, teamwork, interpersonal skill, communication and other life management skills. We strive to create responsible leaders who are not only an asset to their organization but also to the society and nation.

S.K.N. Sinhgad School of Business Management established in the year 2010 with a mission to Train and Educate business leaders of tomorrow with knowledge, skill and creativity through high quality teaching , Industry – Academia interface, research and extension. Empowering them with professional competence, outstanding leadership qualities, personal integrity & respect for diversity with comprehensive concern for ethics, environment and society. The vision of this institute is to be a renowned management institute of academic excellence and responsible leadership, which is Indian in character & Global in relevance.

Concluding Remarks :

At SKNSSBM we believe education is the light, education is the way. It is the tool that alters the path of our lives. It is our endeavor to impart knowledge and enhance professional skills which enable the students of diverse backgrounds to achieve their educational goals and develop their personalities. We aim to excel frontiers of knowledge and creativity across the spectrum of academic and professional activities. As an educational Institute we have always prided ourselves on our cutting edge approach to education. Today when the world can change at a moment's notice, SKNSSBM strives to keep our students at par with the best in the world with the belief that extraordinary education extends the biggest service to the individual, to the nation and to the humanity at large.