



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

**INSTITUTE OF INDUSTRIAL AND COMPUTER
MANAGEMENT AND RESEARCH(I.I.C.M.R)**

HS 2 ,SECTOR 27 A, PRADHIKARAN NIGDI,PUNE-411044

411044

www.iicmr.org

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Audyogik Tantra Shikshan Sanstha popularly known as ATSS is an educational trust established in 1963 which is registered under Bombay Public Trust Act 1965. Since its Inception, Deep-rooted commitment towards education, strong social sense and focus on creating employable youth have been the pillars of **Audyogik Tantra Shikshan Sanstha' (ATSS)**.

Mr M D Jambhekar, a visionary leader and educationist founded **ATSS** with the prime focus of imparting skill-based training to students of PCMC area for generating employable manpower.

The trust spread its wings in diversified educational areas in the field of primary education, technical education, computer education and management education as per the changing times and needs of the industries and society. The Trust runs various recognized and affiliated Institutes namely, "Institute of Industrial and Computer Management and Research" (IICMR), ATSS College of Business Studies and Computer Applications, ATSS Industrial Training Institute and City Pride School.

"Institute of Industrial and Computer Management and Research" (IICMR), was established in the year 2002 with a specific objective of catering to the needs of students in the area of Information Technology and Management Studies. The Core Values of the Institute are People Centric Approach, Openness and Integrity, Diversity as Strength and Implementing Change effectively. Over the years, IICMR has grown in leaps and bounds providing a stimulating learning environment with state-of-the-art infrastructure. The Institute is strategically located in the heart of Pimpri Chinchwad Municipal Corporation (PCMC) and in the industrial belt of Hinjewadi, Tathawde , Talegaon and Bhosari MIDC.

The Institute is running full time Post Graduate Programmes MCA & MBA approved by AICTE, New Delhi, recognized by DTE, Maharashtra State and affiliated to Savitribai Phule Pune University. The Institute also has Post Graduate Research Centre in the Faculty of Management recognized by Savitribai Phule Pune University. The Institute has a campus providing enlightening and inspiring, academic ambience. The Institute is spearheaded by well qualified, experienced Passionate and dedicated Director and Faculty members. The Institute excels by conducting curricular, co-curricular and extracurricular activities along with teaching learning and evaluation process, with the success mantra "Continuous Improvement to be done continually".

Vision

To be a center for quality education and research, through excellent academic ambience and natural relation with society and industry, with an objective of purposeful existence in society.

Mission

We, at IICMR regard it as our mission to develop competent professionals & entrepreneurs, capable of withstanding and managing the ever-changing scenario in the world of Information Technology & Management, and having a deep-rooted sense of social responsibility.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Transparent and Proactive management:-

The Trust provides quality education with consistency and sincerity towards achieving its vision and mission

Management of the institute comprises Eminent Board members and illustrious members from diverse fields from Industry and Academia.

The Trust believes in consolidation than expansion and lays a strong foundation for developing academic and professional excellence

2.Strong Industry Institute Interface:-

Close network & connect with industries through Collaboration with Professional Association

Continuous interaction with industry experts to bridge the gap between Industry and Academia

Helps in revisiting curriculum of the programmes run in the Institute

3.Transparent and Participative environment:-

The Institute practices decentralization and participative working style where the tasks are delegated amongst faculty members and students through various committees. Thus works in a decentralized

Process manual is a Quality handbook, defines the documents policies and procedures

4.Conducive Learning Environment:-

The Qualified ,Experienced committed faculty members and staff foster a healthy and interactive learning environment

Practical application of domain concepts are given through Value added certifications and add on courses. Bridge Courses are conducted to cater to the need of the diverse educational background

Coaching and Guidance is given to the slow learners through Remedial courses

5.Innovative teaching learning Practices:-

Innovative teaching Learning methodologies are adopted to foster an interactive learning environment

Effective and efficient use of Information and Communications Technology (ICT) in teaching learning process

Innovative Models are developed by the students under the guidance of faculty members

6.Student Centric Approach:-

Orientation regarding the institute culture and processes is given during Induction

Personal guidance through Career counseling and mentoring

Opportunities to interact with industry professionals through curricular and co-curricular activities

7.State of Art Infrastructure:-

WiFi Campus with 24X7 Internet Connectivity suitable for E-Learning

Spacious classrooms with ICT facilities

Online learning in computer lab

8. Promotion of research and innovation:-

Conferences and seminars are conducted on research topics for motivating students and faculty members to write research papers. The Research Ecosystem is nurtured by the Post Graduate Research Centre affiliated to SP Pune University, Institute's peer reviewed Research Journal

Institutional Weakness

1. Need to improve research contribution and research projects to be undertaken by the faculty members and students
2. Incubation/innovation Centre to be developed
3. Structured entrepreneurship promotional activities to be conducted
4. More involvement of alumni in the overall development of the Institute
5. Since the Institute is affiliated to Savitribai Phule Pune University, there is a limited scope of altering/changing the curriculum/syllabus.

Institutional Opportunity

1. Industry 4.0 Platform involving industries for Students projects and Faculty development.
2. Scope for Management Development Programs in tier 1 and tier 2 suppliers of original Equipment

Manufactures

3. Industry situated in the Industrial belt of PCMC provide ample opportunities for summer Internship and final placement
4. Participation with Pimpri Chinchwad Municipal Corporation for developing smart city projects
5. Developing Balanced Score Card role model in the field of Management education adapting best pedagogic practices
6. Making IT Clinic a Centre where the problems of the society related to IT (Software and Hardware) will be solved.
7. Enhancement in Entrepreneurship activities with the help of CSR activities of industries
8. Adding choice of courses offered within and beyond the Institute.

Institutional Challenge

1. Developing the students for facing Corporate World within the stipulated time
2. Motivating more number of students to become Entrepreneurs
3. Long pending scholarship fees of reserved candidates from State Government
4. Attracting grants from funding agencies for research work
5. Establishment of Centre of Excellence of National repute

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institute is affiliated to Savitribai Phule Pune University (SPPU) offering full time Master of Business Administration (MBA) and Master of Computer Application (MCA) programme approved by All India Council for Technical Education (AICTE).

The programmes follow the syllabus prescribed by SP Pune University. The Institute firmly believes in effective delivery of the curriculum to achieve the learning outcomes. The Institute has developed and deployed action plans for effective implementation of curriculum. The curriculum planning is articulated through Academic Calendar, Departmental activity planner, Course Allocation to the faculty members, Time Table, Lesson Plan.

Curriculum enrichment is achieved by ways of conducting various Bridge courses, value added Add-On Courses, Industry and Field visits, hands on sessions, workshops, seminars, guest lectures and case study discussions. These initiatives develop skills development and enhances employability of the students.

The Institute takes special efforts to inculcate human values related to Gender relevant issues, Environment and Sustainability, and Professional Ethics in students through the Curriculum.

A proper feedback mechanism is designed to receive the feedback from various stakeholders. These feedbacks enable the Institute to contribute and participate in syllabus revision and restructuring at University level.

Teaching-learning and Evaluation

The Institute takes efforts to serve students of diverse back grounds and abilities, through effective teaching-learning experiences. The institute focuses on student-centric teaching approach by designing comprehensive teaching-learning, planning and executing policies for their holistic development. Faculty members employ a basket of content delivery methods, e-resources and ICT tools to enrich the learning experience of students which results in higher order thinking and investigation. The institute encourages and conducts value added training programs for the students' through its integration in curriculum. Innovative teaching practices such as use of simulation tools in classroom, fault seeding in programming courses for finding defects and its effect on programs allow students to learn at their own pace. The emphasis of Teaching-Learning is on fostering global competencies and inculcating value system among students. Faculty members mentor the students and offer learner-centered education. To improve faculty member competency they attend faculty development programs, conferences, industry trainings and seminars. The evaluation process is being evolved continuously through reforms in Continuous Internal Evaluation (CIE) as and when required to achieve academic excellence. Suggestions by the faculty members, parents, employers, alumni and feedback from students facilitate in continuous improvement in the teaching-learning process and in the achievement of POs and COs.

Research, Innovations and Extension

Promotion of research is one of the parameters for quality enhancement. IQAC and Research Committee take the quality initiative to publicize the facilities and resources available through the Institute website to disseminate research culture among various stakeholders.

The Institution has created an ecosystem for innovations in a structured way. The Institute has Post Graduate research Centre recognized by Savitribai Phule Pune University. Total 15 students are registered under 5 research guides. The Institute publishes an International, refereed Research Journal – I4 twice a year (ISSN Number 0975-2757, Website www.ii4journal.org). To encourage faculty members to attend conferences, seminar, workshops, to publish articles, books and for pursuing certifications, incentives are provided by the Management. This has resulted in a good number of presentations and publications in conferences as well as in journals and international certified faculty members.

Institute encourages students and faculty members to actively participate in project development, for which financial assistance is provided by the Management. The Institute has received grants from Government/ Non-government funding agencies, for minor / major projects.

To inculcate social responsibility various activities under Academic Social Responsibility are conducted where the students and faculty members participate actively. Extension activities like blood donation camp, Nirmalya collection program at the time of Ganesh Festival, e-waste collection drive, Vriddhashram visit, Anathashram visit, tree plantation, campus cleaning are conducted every year. As the outcome of these activities, students are sensitized on various social problems; it has improved their communication skills, teamwork and has made them responsible citizens.

The Institute has collaborated with various industries, academic institutes and professional bodies. In addition to getting visibility and identity, the Institute has been benefitted financially and academically in a big way through these collaborations.

Infrastructure and Learning Resources

The total area of the campus is 2.5 acres out of which the Institute building is constructed on 0.8 acres. In order to implement the plans and achieve desired goals, the Institute has developed adequate infrastructure. The campus is Wi-Fi with internet leased line of 10 Mbps capacity + 25 Mbps capacity Broadband line with hardware firewall installed with necessary policies set for fast and secured access, state of art four computer labs with 275 computers and required license software. The institute has auditorium, language lab, group Discussion and meeting rooms, staff rooms, board room, spacious classrooms equipped with ICT facility for effective teaching learning and evaluation. Library, the knowledge Centre of the Institute is a place where the guests, faculty members, students and researchers can access the learning resources in the form of 15,939 books, 24 National, 6 International journals and magazines, 4804 e-journals, project reports & CD's. The library is computerized with RFID readers installed at the door to get the student and staff details visiting the library. Use of library software like AutoLib, makes the access easy and effective. The e-resources like EBSCO having e books and e-journal collection is subscribed for enhancing the reading and research aptitude of faculty members and students. Membership of National Digital Library, Association for Computing Machinery, Computer Society of India, and Mahratta Chamber of Commerce, Industries & Agriculture extends help to access resources and built research aptitude of Faculty Members and students. The campus has well equipped playground, hostel and cafeteria which make it self-sufficient in all respects. Facilities like post office, ATM and multi-specialty hospital are available within the periphery of 1 km. Institute campus has state of art sports ground with basketball, volleyball court. The Institute uses ERP and Moodle for effective administration, teaching learning and evaluation processes. The campus has the facility of common rooms, guest room, hostel, mess and medical facility for emergency. The infrastructure maintenance committee has been established to take care of the existing infrastructure. For major problem related to infrastructure the institute has a maintenance contact signed with the service providers who are committed to give services to the Institute.

Student Support and Progression

The Institute believes in Student Centric approach where the overall development of the students is given prime most importance. The Institute creates a platform for the students to participate in various curricular, co-curricular and extracurricular activities. They are encouraged and guided to participate in various events and competitions at National, State and Institutional level.

Students have their representation in various committees formed by the Institute. The Institute has a well-established 'Student Welfare Cell' having active participation of students and faculty members. "ARKO" the students club, formed for the students and by the students, which coordinates various extracurricular activities of the Institute. The students belonging to socially and economically disadvantaged groups are given financial assistance. Around 50% of the total student intake is entitled for such financial assistance. Students are made aware about the different schemes and facilities which can be availed through Government schemes.

The admission process is transparent and centralised. The Institute gives equal opportunity to every caste, creed, gender, state students for participation in all the activities of the Institute. The Institute conducts mentoring and counseling sessions for the students. The Strength and Weakness analysis of the students is done which guide the students to work on their weak areas and also gives them an idea for future opportunities. A panel of Industry experts is formed to mentor and build confidence among the students to enter into their professional life.

The students are given placement and career guidance support coordinated by the Industry Interaction Cell. The Institute makes rigorous efforts to improve the employability of students through series of Student Development and Employability Enhancement programs which includes Aptitude Coaching, Soft skills development sessions, Value added and Add-on courses, Challenging projects, Mock interviews, One-on-one interaction opportunities with industry experts, Job Fairs, Industry visits and skill-based training as per industry needs. All these efforts result in a good placement of the students. The Institute has registered Alumni Association for building strong bond between alumni and the current students. The Alumni contributes by experience sharing, mentoring, training, guiding, and judging various competitions and placement support for the students of the Institute.

Governance, Leadership and Management

The Institute has clearly defined its vision and mission with focus on quality education, creating socially responsible, professional and employable youth. The Institute has constituted Internal Quality Assurance Cell [IQAC] for dissemination and implementation of the quality policy of the Institute. This policy provides framework to design quality improvement strategies for different areas of the Institution. The Internal Quality Assurance Cell plays a role of catalyst in implementing systems and quality standards set by the Institute. This includes effective feedback management system, complaint handling, academic advises and inputs and conducting quality audit of the Institute. The IQAC also coordinates the Accreditation work for NAAC.

The Institute has prepared its own process manual which includes all systems, processes and organizational working details of the Institute. The manual is made available to all the stakeholders of the Institute as ready reference in the administrative office and also in the library. The Institute believes in empowering the staff and thus works in a decentralized manner. It has a robust and effective organisational structure indicating clarity in Authority and Responsibility. Participative decision making is followed at all levels, creating belongingness, empowerment and sense of responsibility in employees.

The Head of the Institute is the Director, approved by Savitribai Phule Pune University. Each program has respective heads for efficient working. Considering the significance of technology orientation, a special post of 'Technical Director' is created by the institute for effective technology penetration in the institute especially in MCA Programme. Various statutory and non-statutory committees work with pre-decided objectives, long term and short-term goals for the seamless functioning of various Institutional activities. Faculty members are assigned responsibilities through these committees and are accountable for the outcome of the concerned committee activity. The members of various committees meet regularly, and the decisions are communicated to the IQAC which in turns communicate to the Governing Council. The appraisal of the staff is done annually in an unbiased manner. The Institute pays 6th pay scale to the eligible faculty members and also provides welfare schemes for staff which includes assistance for higher education, support for research work, maternity leave, medical leaves, Provident Fund and Gratuity benefits.

Institutional Values and Best Practices

The Core Values of the Institute are People Centric Approach, Openness and Integrity, Diversity as Strength and Implementing Change effectively. The Institute firmly believes in equal opportunity for all, thereby, strives to create awareness about Gender-equity and sensitivity. In order to create awareness amongst faculty members and students, various gender sensitization programs are conducted. The Institute ensures gender sensitivity by providing facilities like Sanitary Pad Vending Machine in ladies washroom, common room for female students.

Institute Internal Complaints Committee addresses women related issues. IICMR conducts various faculty wellness programmes on Spine Care, Diet & Life style balance, Yoga and meditation.

IICMR encourages green practices with emphasis on 4R: 'Refuse, Reduce, Reuse, Recycle'. Institute has its own facility for composting food waste generated on Institute campus. The Institute has provision for rain-water accumulation facility, installed solar panels for generation of electricity for energy requirements in campus, and has initiated conversion of existing lighting to LED. Net metering is done with the solar system so that the electrical energy is exported to state grid. The Institute has General Rules & Code of Conduct for the students and staff.

Library –The Knowledge Centre and Computer Centre also has rules prescribed for staff and students. The Institute conducts activities to promote the universal values including Cyber Safety in association with cyber law. National-days and festivals are celebrated to instill Patriotism, Human-values and Professional-Ethics among students and staff. The Institute practices Performance Improvement Initiative through mentoring. Based on the performance of students in First Semester, students are engaged in various activities depending on their aptitude, measures are undertaken for improving their performance based on needs identified and interest shown. Every year the Institute conducts both Parents Meet and Alumni Meet to network, connect and interact with the important stakeholders for taking suggestions and feedback for teaching learning process improvement.

To create an Entrepreneurial culture among the students, the Entrepreneurship Development Cell conducts various thoughtful activities and business plan competition with industry professionals. Institutional distinctiveness is depicted through the best and innovative practices. Among these practices are Business Process Excellence, Corporate Mentoring and Employability Enhancement Programs.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	INSTITUTE OF INDUSTRIAL AND COMPUTER MANAGEMENT AND RESEARCH(I.I.C.M.R)
Address	HS 2 ,Sector 27 A, Pradhikaran Nigdi,Pune-411044
City	PIMPRI CHINCHWAD
State	Maharashtra
Pin	411044
Website	www.iicmr.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Abhay Prabhakar Kulkarni	020-27657648	9822950405	-	info@iicmr.org
IQAC Coordinator	Manisha Prasad Kulkarni	020-27650011	9011042367	-	iqac.iicmr@gmail.com

Status of the Institution	
Institution Status	Self Financing and Private

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details				
Date of establishment of the college		27-05-2002		
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		View Document	
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	10-04-2018	12	Extension of approval for current Academic Year

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

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	HS 2 ,Sector 27 A, Pradhikaran Nigdi,Pune-411044	Urban	0.8	4884

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	24	Graduation	English	120	120
PG	MCA,Master Of Computer Application	36	Graduation	English	120	106
Doctoral (Ph.D)	PhD or DPhil,Post Graduate Research Centre	60	Masters degree	English	34	15

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				7				20			
Recruited	1	1	0	2	1	1	0	2	4	13	0	17
Yet to Recruit	1				5				3			
Sanctioned by the Management/Society or Other Authorized Bodies	1				1				9			
Recruited	0	1	0	1	0	1	0	1	0	9	0	9
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	0	1	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				16
Recruited	11	5	0	16
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				3
Recruited	3	0	0	3
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.	1	2	0	1	2	0	0	2	0	8
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	20	0	24

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.	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

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.	3	2	0	0	0	0	0	0	0	5
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	3	0	5

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	85		14		99

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	214	25	0	0	239
	Female	209	24	0	0	233
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	6	0	0	0	6
	Female	8	1	0	0	9
	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	14	4	4	10
	Female	12	5	3	4
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	2	0
	Others	0	0	0	0
OBC	Male	15	12	17	25
	Female	11	14	12	3
	Others	0	0	0	0
General	Male	80	65	92	144
	Female	96	41	73	87
	Others	0	0	0	0
Others	Male	5	1	4	10
	Female	2	3	1	2
	Others	0	0	0	0
Total		235	145	208	285

3. Extended Profile

3.1 Program

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

Response: 858

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	4	4

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
442	409	541	658	630

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
79	85	85	108	107

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
119	145	212	239	186

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
42	46	46	47	44

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
40	40	44	48	44

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 13

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
177	155	175	216	184

Number of computers

Response: 250

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:

The Institute is affiliated to Savitribai Phule Pune University (SPPU) offering full time Master of Business Administration (MBA) and Master of Computer Application (MCA) programme approved by All India Council for Technical Education (AICTE).The programmes follow the syllabus prescribed by SP Pune University.The Institute firmly believes in effective delivery of the curriculum to achieve the learning goals. The Institute has developed and deployed action plans for effective implementation of curriculum through the following four Dimensional Approach:

- 1.Syllabus Framework
- 2.Execution
- 3.Mapping and Assessment of course Outcomes
- 4.Feedback on Curriculum Development & Implementation

1. Syllabus Framework

The Institute follows all the norms suggested by the University for teaching, learning and evaluation. Both the programmes have semester pattern and the entire syllabus is prescribed by SPPU. On the basis of the syllabus, the entire teaching learning is planned and executed.

2. Execution:

The curriculum is effectively delivered through a well planned documented process.

- **Academic Calendar** is prepared for the academic year considering the SPPU framework, guideline and timeline. Curricular, co-curricular and extracurricular activities of the programme are scheduled accordingly.
- **Departmental activity planner** is prepared by various committees and coordinators to streamline various processes and ensure effective execution.
- **Course Allocation:** As per the faculty membersexpertise, the courses are allocated through departmental meetings.
- **Time Table:**On the basis of the university framework and the course allocation, theTime table is prepared for the semester.
- **Lesson Plan:**Based on the time table, faculty members prepare the lesson plan. Course objectives and outcomes are discussed in the class.
- **Course Orientation** is conducted in the beginning of every semester for Core, Elective Track based /Specialization courses.
- **Lectures** are conducted as per the university norms which ensure syllabus completion.Regular sessions are conducted by adopting various teaching methodologies with effective use of ICT.

- **Conceptual clarity and practical exposure** is given through Industry and Field visits, hands on session, workshops, seminars, guest lectures and case study discussions.
- The flagship events like TechnoCase, IT conclave ,BPE and UDAAN foster the learning and competitive culture

3. Mapping and assessment of course outcome is done with concurrent evaluation through Assignments, presentations, learning diary, extempore, case study, MCQs, GDs, Role plays, Model making activities.

Midterm, term end exams are conducted as per the schedule mentioned in the academic calendar.

4. Feedback on Curriculum Development & Implementation

Various inputs are received from stakeholders and actions are taken for further improvement.

Thus the four dimensional approach ensures effective curriculum delivery through a well planned and documented process

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

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

Response: 13

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	3	2	4

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View 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:** 102.22

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

2017-18	2016-17	2015-16	2014-15	2013-14
15	8	8	8	7

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

1.2 Academic Flexibility**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 100

1.2.1.1 How many new courses are introduced within the last five years

Response: 858

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 66.67

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 2

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

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

Response: 55.73

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

2017-18	2016-17	2015-16	2014-15	2013-14
287	278	283	270	330

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	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 cross cutting issues like gender, environment and sustainability, Human Values and Professional Ethics, are included into the curriculum by conducting lectures, seminars, student development workshops, and discussions.

- 1. Gender:** The institute conducts gender sensitization programs which in turn promotes gender sensitivity and respect amongst the students. Discussions, debates and guest lectures are conducted for gender sensitization. In association with Board of Student Welfare, women empowerment programs are conducted and gender champions are elected as per AICTE norms to foster the culture of gender equality.
- 2. Environment and sustainability:** The Institute has Academic Social Responsibility (ASR)

initiative that supports in conducting programs related to awareness and protection of environment with the concept of 4R - Refuse, Reduce, Reuse and Recycle .

The Institute has also signed MOU with Environmental Conservation Association (ECA) for creating awareness program on eco-friendly practices, climate change, environmental sustainability and e-waste management in association with Pimpri Chinchwad Municipal Corporation (PCMC).

1. **Human values :** A course on 'Human values and rights' is offered to inculcate values and ethics among the students. To impart and train students about the Human values , Institute demonstrates activities through ASR initiative and ARKO club (student club established under Student Welfare Council -SWC) such as Blood donation camp, Tree plantation, Swachha bhara abhiyan, Organ donation awareness program, Road safety mission , Visit to orphanage and Donation towards Kerala Flood victims in the campus.
2. **Professional Ethics:** To imbibe the professional business ethics amongst students , Institute conducts Industry Visits, Industry experts talks , Panel discussions , Internship Programs and Mock interview sessions. Under Post Graduate Research Centre (PGRC) , a plagiarism software is used for checking the originality of research work.

These topics are also covered in the course recommended by S.P. Pune University to mention a few:

1. **Principles and Practices of Management and Organizational Behavior :**

It helps students to understand basic management concepts and use of management principles in the organization.

1. **Business Processes Domain and Cost and Financial Accounting:** It help out the students to learn & understand the processes, practices, financial aspects and statements of Business and Management.
2. **Research Methodology and Statistical Tools:** It enables students to create scientific attitude towards research and tools available for carrying out statistical analysis.
3. **Cyber Security Laws:** It enables students to identify computer and network security threats and take necessary precautions to prevent and recover from the cyber-attacks.
4. **Business Environment & Society:** It provides insights to the students about the Business Environment, Government-Business relations and Government's role in the regulatory domain.
5. **Start up and New Venture Management:** It provides an overview of the competences needed to become an Entrepreneur.
6. **Strategic Management:** It covers various perspectives and concepts in the field of Strategic Management.
7. **Legal Aspects of Business:** It provides the students with an understanding of fundamental legal issues pertaining to the Business world.

(The list of the courses and its mapping with the above mentioned issues are attached as an additional document)

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

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

Response: 49

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

Response: 49

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: 52.49

1.3.3.1 Number of students undertaking field projects or internships

Response: 232

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 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
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	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: A. Feedback collected, analysed and action taken and feedback available on website

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: 14.75

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

2017-18	2016-17	2015-16	2014-15	2013-14
50	76	100	99	65

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 81.5

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

2017-18	2016-17	2015-16	2014-15	2013-14
235	145	206	287	277

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

2017-18	2016-17	2015-16	2014-15	2013-14
254	240	244	333	330

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	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:** 52.83

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

2017-18	2016-17	2015-16	2014-15	2013-14
59	39	43	54	46

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

The Institute appreciate diversity as a strengths. The institute identifies the learning levels of the students after admission .

The **process of identifying students learning ability** is based on five indicators:

1. Past academic diversity (qualifying degree , eligibility examination Score)-The Common Entrance Test score, past academic performance and diversity details give an overview of the learning level of the student.
2. Diagnosing the learner through psychometric test-It helps to reveal the personality traits, cognitive capabilities and behavioral styles of the students.
3. SWOC -Strength Weakness Opportunities and Challenges / Self analysis-It helps in identifying the strength and weakness of the students based on which special programs can be identified to overcome the weaknesses and to utilize their strengths for better prospects.
4. Concurrent Evaluation-is done through classroom interaction, tests, exams, internship project, dissertation, small group activity, viva voce, laboratory assignments serve as a platform to bridge the gap between theory and practice. Result analysis as a strong tool, supports in keeping track of continuous academic progress.
5. Communication & language proficiency-Class room interactions help in identifying student's communication, business language proficiency and learning aptitude.

Strategies adopted for Slow Learners

1. Bridge Course is organized for students from diverse academic background
2. Remedial Classes are conducted in simple language with an aim to improve the academic performance of the slow learners.
3. Mentors are allocated for academic and personal counseling.
4. Catering to the need of slow learners, frequent feedback and corrective instructions are administered by the course teachers
5. Seminars by Industry experts are arranged to motivate students
6. Provision of simple and standard lecture notes/course materials/ topic wise question banks are provided for all courses.
7. Questions based on every unit are discussed during lecture schedule, which motivates students to solve previous question papers.
8. Practice sessions of Multiple Choice Questions are conducted to remove fear and anxiety of online examination.
9. Various teaching methods are adopted through the use of audio-visual aids, group assignments and model demonstrations.
10. Language lab and Business English sessions are provisioned for students who need improvements in business language proficiency.

Strategies adopted for Advanced Learners

1. Seminars by Industry Experts are arranged to keep students updated on current technologies and industry trends.
2. Library provides e-books and research journals through EBSCO / JGATE Management for students to motivate them.
3. International certification training courses and value added certification courses are offered to make students ready to face the professional world.
4. Students are stimulated to be members of professional bodies like Computer Society of India (CSI), Society for Data Sciences (S4DS), National Institute of Personnel Management (NIPM) - Student Chapter, Project Management Institute (PMI) to organize technical and managerial events.
5. Students are encouraged to participate in events and competitions organized by other Institutions and universities.
6. Students are motivated to do projects to inculcate research orientation and practical awareness
7. Students are given opportunity and exposure to conduct sessions to leverage self-learning ability.
8. Students are encouraged to conduct interview of different entrepreneurs.
9. Corporate mentoring is provided for career growth.
10. Concept of 'Each One Teach One' is adopted for motivating peer learning

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

2.2.2 Student - Full time teacher ratio

Response: 10.52

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	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:

The Institute believes in the adoption of student centric methods for enhancing learning experiences in course delivery through following ways.

Experiential learning

- 1.The faculty members foster learning environment by engaging them through experiential learning and demonstarting the concept taught with application. Simulators, ICT tools and techniques are adopted during these sessions.
- 2.Model making workshops are aimed to provide realistic, hands-on experience to understand the theoretical concepts and its applicability in business.
- 3.Role play on business use cases support the students to understand and analyze the nitty gritty of the scenario.
- 4.Industry visits are organized for students' exposure to the real world functionalities and sectors of business.
- 5.Focus Groups garners experts from industries and provide professional advice which gives a preview of the industry expectations, technology trends, patterns and challenges.
- 6.Alumni share their insights by conducting sessions on personal grooming, recent trends in business world and current technologies.
- 7.Mock Interviews conducted is an emulation of a job interview. It is used for the purpose of providing experience for a candidate, as the panel comprises of industry representatives and faculty members.
- 8.Student driven 'ARKO Club' organizes 'RAINBOW', the cultural and annual sports event serves as a platform to enhance managerial and organizing skills among students.

Participative learning

- 1.Small Group activity inculcates teambuilding, leadership and group dynamics among students. Case studies are assigned to group of students that are aimed at testing the application of theoretical concepts to practical situations and share their knowledge through class presentations.
- 2.‘Student Development Program’ gives a platform to express and understand the practical applications of theoretical concepts.
- 3.Group Discussions organized on different topics stimulates reflective thinking through exchange and sharing of ideas and enhancing listening and communication skills.
- 4.Representation of students in different institutional and statutory committees for nurturing situational leadership qualities and decision making capabilities.
- 5.Students volunteer in events such as seminars, conferences, workshops to develop planning and execution skills.
- 6.Academic Social Responsibility (ASR) is an initiative to sensitize students on social-issues and challenges.
- 7.‘Quizzomania’ is conducted to encourage the students to look beyond their textual knowledge.
- 8.Unique programs ‘IT Conclave’ and ‘Business Process Excellence’ is organized to give a glimpse of functions of business processes and current technologies through sessions, interviews, panel and group discussions by inviting resource persons from top companies.
- 9.Presentations and ‘Value Added Certifications’ enhances functional knowledge in core specializations and sectors.

Problem Solving

- 1.Project – based learning techniques offer hands-on industry experience.
- 2.Case Study and Caselets are used for analyzing business situations, user stories to design and develop applications.
- 3.Students are motivated and guided to participate in competitions like ‘Smart India Hackathon’, ‘Avishkar’.
- 4.A Laboratory assignment develops creativity & problem-solving skills.
- 5.‘Career Enhancement Program’ which is provided in addition to syllabus enhances critical, logical and analytical thinking.
- 6.Inter college ‘Techno Case’ and ‘UDAAN’ competition provides platform to propose innovative ideas & implementable technical solutions for challenges faced by the society.

Thus all above participative, experiential learning and problem solving methods help students to think and resolve problem in a situation.

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: 100	
2.3.2.1 Number of teachers using ICT	
Response: 42	
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: 15.24	
2.3.3.1 Number of mentors	
Response: 29	
File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning
Response:
Over the years, the institute has evolved in teaching-learning methods by incorporating innovation and creativity to ensure effective learning outcomes.
Innovation in teaching Learning:
<ol style="list-style-type: none"> 1. 'Capsule Programme' is conducted in programming courses to create interest in the course where latest topics/versions are introduced and its application is demonstrated and implemented by students. 2. 'Quizzomania' a weekly quiz competition is an effective tool to enhance meaningful knowledge retention by igniting interest and placing theoretical subjects in a real-world perspective. 3. 'Course Specific Quiz' for core courses aids students, understanding and conceptual clarity. 4. 'Entrepreneurship Development Cell' provides a platform for budding entrepreneurs to hone their skills and groom students about different entrepreneurial avenues and possibilities. 5. Case study approach is opted to encourage independent thinking and analysis among students in relevant courses. 6. Role plays are used to provide students with an individual exposure to attain better understanding. 7. 'Extempore Activity' acts as a tool to assess the knowledge of candidate about a particular topic

- and also to gauges the students ability to think, organize and speak spontaneously
- 8. Students are motivated to conduct the field survey to provide suggestion on problems faced by the society and prepare the report and give the presentation.
- 9. 'International Certification Training' and 'Value Added certification' are provided which has demonstrated better placements for students
- 10. Multiple Choice Question based Mid Term examination is designed using Moodle-LMS.
- 11. Under 'IICMR Today' quiz on important news and recent trends are conducted, to keep abreast with the recent global trends and participated students are appreciated.

Creativity in Teaching-Learning:

- 1. 'Learning Diary' acts as a reflection tool of students understanding and help to summarize, analyze and comment on the various learnings.
- 2. 'Learning by doing' foster active learning environment in gaining conceptual knowledge and its application in business.
- 3. Improved course content delivery is accomplished through 'Curriculum Integration & Advisory Cell'.
- 4. Course content delivery is augmented by use of simulators and demonstrating real life cases through videos.
- 5. Participative learning approach is incorporated in programming language. Programs are projected on projectors. Syntax or Semantic errors are deliberately seeded in the programs to encourage students to contribute in resolving them.
- 6. Students are encouraged to give thematic presentation on different topics which escalates in knowledge and confidence.
- 7. Teaching through Group activity aids in generating ideas and increased understanding about the topic.
- 8. Students are motivated to analyze News / Case / Research Paper and present their views on it.
- 9. Need based workshops/ seminars are conducted on relevant topics to keep students abreast of industry trends and practices
- 10. Projects are given to help the students learn beyond the syllabus.
- 11. Computer lab assignments are designed to include real-life applications

Apart from the above, institute have regular practices as

- 1. Lectures are delivered using ICT facilities and tools to explain topics in depth.
- 2. Discussion-based teaching-learning method is adopted by faculty members to impart students with critical thinking, communication, and interpersonal skills.
- 3. Internship & Industrial visits are organized to link theory and practical knowledge.
- 4. To inculcate & encourage self-study, students are given challenging assignments

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years**Response:** 104.49

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
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years**Response:** 14.37**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
10	6	5	6	5

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

2.4.3 Teaching experience per full time teacher in number of years**Response:** 11.14**2.4.3.1 Total experience of full-time teachers**

Response: 468

File Description	Document
Any additional information	View Document

2.4.4 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:** 73.33

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	15	4	6	2

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

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

Response: 28.08

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

2017-18	2016-17	2015-16	2014-15	2013-14
16	11	12	11	10

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:

Savitribai Phule Pune University (SPPU) has introduced Choice Based Credit System for major reforms in evaluation process by initiating concurrent evaluation system for internal assessment.

Internal evaluation reforms

1. Transparent evaluation system is set by the institute which is aligned with university norms.
2. The academic calendar is prepared in the beginning of the academic year by the departments which include university examination and internal examination schedules. Therefore, stakeholders are well aware about the examination and evaluation schedule in advance.
3. Cafeteria approach adopted by the institute for students' course-wise performance evaluation brings in variety in evaluation techniques such as Open Book Examination, Term End Exam, MCQ test, Case Study Analysis, Thematic Presentation, Group Discussion, Extempore, Learning Diary, Case lets, Group Activity, Small Group Project, Industry Analysis, Newspaper Reading, Model Development. The faculty members are given freedom to design their own innovative and creative format of internal evaluation at department level.
4. Evaluation criteria are set in the department meeting with approval of department heads.
5. Evaluation is conducted throughout the semester as per the set academic plan and the results are displayed regularly.
6. MOODLE- LMS is used to conduct online Mid- term exam for monitoring and diagnosing student performance. This simulates aptitude test conducted during recruitment process by employers.
7. The term end internal examination follows university examination guidelines.
8. Multiple Choice Question test is conducted by the faculty member after completion of few units during regular lecture schedule.
9. Continuous monitoring & control of Practical Exam is done through invigilators and CCTV surveillance.
10. Internal viva voce for Internship Project and Dissertation is conducted by inviting experienced panel from corporate / senior faculty members.
11. Theory/MCQ bank is provided to the students.
12. Evaluation pattern, evaluation schedule and seating arrangement is displayed on the notice board for students and circulated to faculty members also.
13. Preparation of detailed scheme of evaluation by subject experts brings in uniformity in the evaluation among the evaluators and guarantees fair judgment for the students. The assessed answer sheets, assignments are provided to students and model answer is discussed with them which have leads to clarity and transparency in evaluation system.
14. The examination committee process is documented in the Institute process manual.

Administrative reforms at institute level with respect to Examination

1. The CEO and Examination Committee execute the examination with strict monitoring as per the university norms.
2. CCTV cameras are installed at select locations for control and continuous monitoring of the online and theory examinations.
3. A separate examination control room is set for better handling of the examination process and to preserve the evaluation documents.
4. Internal squad team is appointed to ensure smooth conduction of the examination.
5. Answer sheet record is meticulously maintained to understand the usage and requirement for the next examination.
6. Recently orientation program was conducted for November-December 2018 examination for new internal marks entry/upload system which was changed by the university.
7. Examination committee ensures that students do not keep any sort of copy material while writing the paper except hall ticket, ID card, pen/pencil.

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:

The Institute follows the norms of SPPU for conducting Continuous Internal Evaluation (CIE). These norms are discussed in the examination committee meetings, departmental meetings and reformed periodically. Evaluation schedule and Examination committee activities are prepared in line with the academic calendar before the start of the year to maintain transparency and robustness in internal assessment.

Evaluation pattern followed by MCA

Continuous Internal Evaluation (CIE) Theory =Tutorials+ Assignment I+ Mid-Term Exam + Assignment II+ Term-End Exam

CIE for Practical: Lab assignments + Practical exam+ Viva-Voce

CIE for (Mini & Internship) Projects: Synopsis submission+ Follow up meetings to assess project status and timelines + Presentations [(Minimum 2) frequency depends upon the type of projects]

Evaluation pattern followed by MBA

CIE for Core Courses = Assignment + MCQ + Term-End Exam

CIE for Elective Courses = Assignment + Learning Diary+ Term-End Exam+any two evaluation parameter from evaluation list opted by faculty members.

CIE for Summer Internship Projects and Dissertation = Synopsis submission + Follow up meetings to assess project status and timelines + feedback and progress of the student from the respective company + spiral report submission + internal viva voce + hard bound project report submission + external viva voce

Attendance and participation in class room teaching and events /seminar is also considered as an important parameter while evaluating the students.

Transparency of Evaluation Process

- 1.Evaluation pattern, rules and regulation of the concurrent evaluation is made available on website and notice board and the newly admitted students and their parents are oriented during induction program
- 2.Assignments are given at the scheduled date and submission of the written assignment schedule is also displayed on the notice board.
- 3.Preparation of detailed scheme of evaluation by subject experts brings in uniformity in the

evaluation among the evaluators and guarantees fair judgment for the students. The assessed answer sheets, assignments are provided to students and model answer is discussed with the student which has led to better understanding and personal feedback.

4. Mid Term, Term-end exam Time table, Supervisor allotment, Seating Arrangement chart are prepared and intimated from time to time to the students through the institute web site, and also by displaying on the notice board. Term end examination is conducted as per guidelines prescribed for the university examination as a rehearsal.
5. Results of the internal evaluation are intimated to the students. Once the Mid Term exam is conducted marks are displayed within a week after the end of the exam. Term end exam marks are displayed at the end of each semester for students' information.
6. Internal marks are calculated by compiling marks in all parameters of evaluation. The internal marks are finalized in consultation with the Class Mentors & Coordinators and uploaded on university portal.
7. The institute also conducts annual Parent and Teacher meeting to communicate student progress with the parents and takes suggestions for improvements.
8. The exam committee has facilitation for grievances if any related to internal & university examination through a well-defined process.

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:

Mechanism to deal with examination related grievances:

Grievance related to the examinations is handled by examination committee.

The students or the parents are free to meet the class coordinator / course coordinator / examination committee/ department head to discuss the grievance and resolve within set time bound.

Institute has facilitation to address the grievances related to examination if any.

- Students can approach class / course coordinator / head of the department for internal/external examination related grievance.
- Further class / course coordinator/ head of the department forward the issue to the exam committee.
- Examination committee understands the issue and if it is of institute level, it is resolved within 4 days.
- If the issue is at the university level then examination committee discusses the issue with the director and forwards it to the university.
- Necessary follow up is taken and the issue is resolved at the earliest.

Precautions measures taken to avoid grievance:**Internal examination:**

- Examination committee looks into smooth conduction of examination, examination schedule, supervision schedule and assessment of answer sheets.
- Assessed answer sheets are shared / discussed with the students
- Marks are prepared as per the evaluation pattern by the respective course faculty members and examination committee. Examination committee compiles the marks and verifies the marks and finalizes which is then approved by the director.

External Examination

- Hall tickets are issued well in advance.
- Any problems related to hall ticket as mentioned below are resolved by the College Examination Officer in coordination with the Savitribai Phule Pune University Examination section.
 - Filling of examination form
 - Mistakes in Hall tickets like printing of wrong name or delay in issuance of hall ticket
 - Change of subject code in the student hall ticket.
 - Subject code/subject name not mentioned in the student hall ticket.
 - Overlapping of subject dates which lead to students appearing simultaneously for more than a paper.
- After downloading the Question paper, it is reviewed .
- During examination, queries related to question paper is immediately resolved in coordination with the Savitribai Phule Pune University Examination section.
- Internal marks entry is done by two faculty members.
- Students being marked absent even though present for the examination
- Distribution of marks sheets is done immediately after receiving it from the university
- If there is any discrepancy in the marks, students can apply for the photocopy and revaluation of the answer sheet.

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:**

Institute prepares the academic calendar before the start of the semester for smooth conduct of the activities which includes curricular, co-curricular and extra-curricular activities along with concurrent evaluation schedule.

As an affiliated institute, academic calendar is prepared in line with the guidelines and structure issued by Savitribai Phule Pune University for which also includes the start and end of the semester.

Academic calendar is displayed on notice board and institutional website at the beginning of semester and also circulated among all the faculty members.

Activities are discussed in the departmental and institute meeting which ensures that the activities are completed as per the calendar.

Activities such as industrial visit, expert lecture, seminars/ workshops/ conferences, department social programs etc. are planned as per the department academic calendar timelines.

All these activities are included in department wise academic calendar of institute and teaching plan is prepared by the faculty member accordingly.

The students are informed about the evaluation process and timeline of CIE during induction /orientation program at the commencement of every semester.

Internal examinations are conducted by the departments on the dates planned in academic calendar and results of internal assessment are declared and communicated to students within a scheduled time.

Lab Assessment Sheet, a Continuous Assessment Sheet is maintained by each faculty member to evaluate performance of students during practical sessions.

Internship Project and Dissertation schedule which includes orientation session, project presentations, submission of synopsis and rough draft of project report, issuance of the institute certificate, submission of hard bound copy of project report is also incorporated in academic calendar.

Thus, it is observed that institute adheres to academic calendar for conduct of CIE and all other activities during the semester

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 vision and mission of the institute are:

Vision: To be center for quality education and research, through excellent academic ambience and natural relation with society and industry, with an objective of purposeful existence in society.

Mission: We, at IICMR regard it as our mission to develop competent professionals & entrepreneurs capable of withstanding and managing the ever-changing scenario in the world of Information Technology & Management, and having a deep-rooted sense of social responsibility.

In relation to the above vision and mission of the institute as well as the syllabus prescribed by Savitribai Phule Pune University, institute has defined the Program outcomes, program specific outcomes and course outcomes.

These Programme outcomes, Programme specific outcomes and course outcomes offered by the institution are stated and are communicated to faculty members and students in the following ways:

- Representatives from Management & Faculty Members frame and state the institutions POs and PSOs.
- It is then further communicated by Management to Faculty Members through formal meetings.
- POs and PSOs are displayed at institute department notice board and on website for reference.
- COs in alignment to POs and PSOs are prepared by group of faculty members of the respective departments. After approval by Department Heads it is then communicated to students

POs and PSOs are displayed for Faculty Members and students for their reference at following locations: ·

- Institute web site
- Institute admission brochure
- Department Notice Boards
- Institute Library

Apart from these

- POs and PSOs are communicated during the induction program
- Course Objectives and Outcome for each course is included in the lesson plan.

Course Outcomes for each course is briefed at the beginning of the course and unit wise outcomes are discussed subsequently as the course progresses

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	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:

Effectiveness and efficiency of a programme is analyzed if all the outcomes, that is POs, PSOs and COs are successfully achieved. Hence attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institute in the following ways:

Direct Assessment: Results of SPPU and internal examinations as a metric for evaluating whether all COs are attained or not.

Indirect Assessment: Feedback acts as a tool to check and verify for the attainment of POs, PSOs and COs. Feedbacks are taken and analyzed from all the stakeholders.

The POs and PSOs are achieved through a curriculum that offers a number of courses. In order to accomplish the POs the institute also conducts activities which complement the curriculum prescribed by the affiliated university.

The attainment of COs provides direct quantitative indication that POs and PSOs are achieved.

Each course has defined COs those are mapped to the POs

The process of evaluating the course outcome attainment

The target for the course attainment is fixed by the institute. The attainments of each COs are computed by setting the class average marks as the benchmark. Class average marks obtained for both internal as well as external courses are calculated course wise.

For MCA course, the level of attainment is calculated as:

Level One (L1): 40 % students scoring more than class average marks in an assessment.

Level Two (L2):50 % students scoring more than class average marks in an assessment.

Level Three (L3):60% students scoring more than class average marks in an assessment.

For MBA course, the level of attainment is calculated as:

Level One (L1): 30 % students scoring more than class average marks in an assessment.

Level Two (L2):40 % students scoring more than class average marks in an assessment.

Level Three (L3):50% students scoring more than class average marks in an assessment.

Depending upon the levels of attainment achieved by all the courses in a semester, the level of attainment for that semester is fixed.

The formula stated for CO attainment is:

CO attained = 70% (Attainment level of university exam) +30% (Attainment level of internal exam) for MCA programme

CO attained = 70% (Attainment level of university exam) +30% (Attainment level of internal exam) for MBA programme

The CO's attainment levels are analyzed and accordingly corrective measures are taken into consideration and action plans are prepared

Similarly, the overall PO & PSO attainments are calculated by considering 80% of direct assessment, i.e University result batch wise and 20% of indirect assessment through feedback collected from students at the end of a programme, from corporate and from alumni.

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

2.6.3 Average pass percentage of Students

Response: 83.22

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 119

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

Response: 143

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.35

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 (INR in Lakhs)

Response: 21.05

3.1.1.1 Total Grants for research projects sponsored by the 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)

2017-18	2016-17	2015-16	2014-15	2013-14
12.69	2.98	1.54	0.59	3.25

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: 11.9

3.1.2.1 Number of teachers recognised as research guides

Response: 5

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.47

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

Response: 19

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 204

File Description	Document
Supporting document from Funding Agency	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:

The institute is having seven pillars that create a very strong and innovative ecosystem.

1. Projects:

Institute promotes and encourages development of innovative ideas through internship projects. Support and guidance is provided through inter and intra Institute project competitions. It provide students a forum to interact, share and express innovative business plans and ideas which is environmentally viable and economically feasible.

Model Making is an activity for students and faculty members to display the analytical and out of the box thinking capability. This activity enables the students to implement theoretical concepts in practice and improve communication skills.

2. Human Capital:

The Institute promotes and facilitates continuous upgradation of students and faculty members through Certifications, Conferences, Faculty Development Programs, Seminars, Field Visits and Expert Lectures.

Eminent personalities and experts from corporate world share valuable experience and success stories that establishes link between theory and practice through Case studies, Caselets, Panel discussions, Group Discussions, Interviews and Seminars.

3. Conferences/Workshop/Seminars:

The institute organizes International, National and State level conferences and Workshops on Information Technology and Business Management. Such conferences and seminars help in upgradation of knowledge of the student and faculty members. They also give insights on the current industry trends that are a value addition for teaching-learning fraternity.

4. Collaboration:

The Institute has collaborations with distinguished bodies through MoUs and linkages. These collaborations help the faculty members and students in getting guidance and support through internship projects, workshops, extension activities. Besides, such linkages also facilitate networking with multi-disciplinary and interdisciplinary research.

5. Post Graduate Research Centre:

Institute has Post Graduate Research Centre recognized by Savitribai Phule Pune University under the Faculty of Management. It facilitates research activities by collaboration with B-Schools, research institutions, industry and professional societies resulting in research, leading to high quality publications such as case studies, books, research papers and research reports.

6. Entrepreneurship Development Cell:

The Cell supports aspiring managers to carve ideas and out of box thinking into conceptualization and executable business plans. The cell conducts seminars to educate the aspiring entrepreneurs on importance of Patent, Copyrights, Intellectual Property rights and Cyber Security.

Collaboration with corporate mentors help to build entrepreneurial skills, orientation of business, networking for the aspiring entrepreneurs. Display of ideas and startup ventures are facilitated through exhibitions and workshops.

7. I4 Journal and Learning Resources:

To bridge the gap between Industry Academia, I4 a Double Blind Peer Reviewed Journal is published which is a platform for research scholars/practitioners/ professionals /faculty members & students to present their latest research, results and innovative ideas in areas of Information Technology & Management.

Purchase and sourcing of e-books, journals, text books and general reading books is done on a regular basis to ensure up gradation of the Knowledge Centre.

The overall ecosystem of the institute is the ideation wherein the institute understands the need and requirement of innovation, development, research and collaboration. It creates an impact on smooth learning through transfer of knowledge to faculty members and students.

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: 60

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

2017-18	2016-17	2015-16	2014-15	2013-14
11	16	09	13	11

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

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

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	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: 10

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 5

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

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

Response: 0.69

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	9	7	5

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: 1.78

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

2017-18	2016-17	2015-16	2014-15	2013-14
40	12	14	7	7

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

Institute's mission is to create a deep rooted sense of social responsibility. Hence the staff and students of the Institute are encouraged to conduct an array of social initiatives throughout the year in collaboration with organizations under Academic Social Responsibility (ASR) .

1. Social Sensitization

Visits to orphanage, visually impaired community and old age homes creates a sense of empathy among students and develop an understanding of the hardships faced by them.

Activity	Outcome	Academic Learning, Values, Skills	Collaboration with
Kerala Relief fund donation activity	Compassionate about fellow human beings	Helping hand towards the needy.	Lions club
Blood Donation Camps	Extend helping hand	Social Awareness, Bonding	Akshay Blood Acharya Anandri blood bank

2. Green Initiatives:

To spread awareness about the environmental threats and hazards due to pollution ,various activities directed towards safe and clean environment are organized and conducted.

Activity	Outcome	Academic Learning, Values, Skills	Collaboration with
Plastic Mukti Abhiyan	Awareness about health hazards and environmental threat due to plastic pollution	Preserving the environment	ECA
Paper-bag making workshop	Awareness on Protection of Environment	Promoting BYOB	Rotary Club
Green Ganesh Festival	Eco-friendly Ganesh for Ganesh Festival	Cultural & Environmental awareness.	ECA
E-waste collections drive	spread the awareness about hazards of e-waste	Data collection, Research Methodology	ECA & PCMC
Tree Plantation	Importance of tree plantation	Environmental Awareness	PCMC
Nirmalaya collection	Awareness about cleanliness.	Team building and right attitude as citizens	SWACHHA (PCMC)

3. Health / Wheel of well-being

The institute organizes sessions on spine care, diet and life style management, stress management and work life balance and ergonomics. Yoga and meditation sessions are conducted for physical and mental fitness.

4. Women Safety/Empowerment

The role of a woman in society has seen a tremendous change. To empower women, Institute in association with Board of Student Welfare of Savitribai Phule Pune University organizes *Nirbhay Kanya Abhiyaan and Vidyarthini Vyaktimatva Vikas Yojana*. The sessions under these schemes give guidance for developing the personality, self-employment, self-awareness, self-independence and self-defense.

Activity	Outcome	Academic Learning, Values, Skills	Collaboration with
Nirbhay Kanya Abhiyan	Guidance on health, law, and social activities.	Develop self-confidence	Savitribai Phule University
Vidyarthini Vyaktimatva Vikas Karyashala	Guidance for Women growth	Develop Entrepreneurship and creativity skills	Savitribai Phule University

5. Learning Scheme:

Earn and Learn Scheme of the University aims at providing financial assistance to the needy students while pursuing education. It inculcates in the student the idea that no work is big or small and develops a work culture with the right aptitude.

File Description	Document
Any additional information	View 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: 16

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	3	2	1

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 Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 38

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	9	9	6	5

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	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: 1.77

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

2017-18	2016-17	2015-16	2014-15	2013-14
13	9	10	6	6

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	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: 348

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

2017-18	2016-17	2015-16	2014-15	2013-14
81	60	79	63	65

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 Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 28

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 (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
11	6	5	4	2

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

NAAC

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:

The institute is affiliated to SP Pune University and approved by All India Council for Technical Education , New Delhi. The infrastructure is as per the norms prescribed by both statutory bodies. The details are as follows

- The total campus land area is 2.5 acres out of which the Institute building is constructed on 0.8 acres, earmarked for it. The Institute focuses on creation and enhancement of infrastructure to enrich teaching and learning, evaluation process, ensuring that the available infrastructure is in line with its academic growth and is optimally utilized.
- The class-rooms of the Institute are spacious enough to accommodate the strength and are sufficiently ventilated and also well equipped with LCD/DLP projector. Group Discussion room and board room facilitates interactive learning sessions like Group Discussion, presentations, mentoring, interviews. Seminar hall is used for participative learning sessions , workshops , and small group activities. In addition to these, there is a separate auditorium with seating capacity 250 for the purpose of curricular, co- curricular and Extra curricular activities. The Campus has Faculty rooms, Examination control Room, Industry Institute Interaction Cell.
- The institute has well equipped computer laboratories for students for hands-on training. The adequate facility of computers, enable the students to understand the applicability of management and computer related subjects. Every lab has Lab Coordinator for its smooth functioning. In order to enhance English language proficiency well equipped language laboratory is available. The institute has 275 networked computers with required licensed software and firewall for security and usage policies. The whole campus is Wi-Fi enabled with internet connection from two service providers for 24 X 7 smooth functioning. To provide Uninterrupted power back up 82.5 KVA -3-phase generator is available in the campus.
- The Institute has in-house developed and installed ERP system. MOODLE Learning management System, Eduknox online mobile learning app for effective administration, teaching learning and evaluation processes.
- Library of the Institute is known as 'Knowledge Centre' where the faculty, students and researchers can access learning resources viz. books, National, International journals and magazines, e-journals, project reports, CDs. The library is having seating capacity of 100 and is open for 10 hours on instructional days and reading room facility is available for 12 hours. The library is computerized using AutoLib Software. OPAC helps to access the resources easily and effectively. The e-resources like EBSCO, Business source Elite, J-Gate Management are subscribed for facilitating reading and research work of faculty members, research scholars and students.
- The institute has in campus girl's hostel with 24 X 7 internet connectivity.
- The campus has the facility of toilets, refrigerated and purified water system on each floor for boys and girls, common room for girls, guest room, hostel, cafeteria and medical facility for emergency.

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 believes in all-round development of students. The students are rewarded to encourage their participations in sports and cultural activities. Institute has Sports room where students can play indoor games like table tennis, chess, caroms. For outdoor sports volley ball court, football ground and basketball court is available.

- The institute has facility to practice Yoga and Meditation.
- Students participate in State level and University level competitions and other intercollegiate sports competitions and cultural activities.
- Sports event competitions are conducted in the interdepartmental level in an academic year and the winners are awarded accordingly.
- The outdoor games such as basket ball, volley ball, throw ball, cricket, football, hand ball, kho-kho, kabbaddi etc., are well practiced and played by the students.

Cultural Activities:

Students are very much encouraged to participate in the cultural events held in the Institute like Technical fests, Fresher's Day, Annual Sports Day, Annual Day-RAINBOW,

- Farewell, Dandiya, Ganesh Festival, Traditional days to exhibit cultural talents.
- Students are even sent to other institutes for intercollegiate competitions like dances, skits, singing competitions, Programming Competitions.
- Area specifications and year of establishment is as follows.

Sr.no.	Description	Area in Sq.M	Year of Establishment
1	Sports Room : Indoor games like carom, chess, table tennis for recreation	104.93	2002
2	Volley Ball court , Basketball court , Ground	4000	2002
3	Seminar Halls for Cultural activities	429.2	2007

•

○	
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: 13

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	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: 8.46

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

2017-18	2016-17	2015-16	2014-15	2013-14
18.7	4.85	12.75	13.35	27.85

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

4.2 Library as a Learning Resource

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

Response:

Library Management System (ILMS)

Yes, to save the time of Reader and to keep pace with technology, library is fully automated with AutoLib software in year 2012. The software is upgraded in 2015. AutoLib-NG software is an integrated multi-user Library Management System which supports all in-house operations of the Library. The AutoLib consists of modules on acquisition, cataloguing, circulation, serials, article indexing and OPAC. Features include Book History, Member History. (Users Accounts Details)

Name of ILMS	AutoLib
Nature of automation	Fully
Version	Autolib-NG
Year of Automation	2012

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:

Rare Books

"Rare book is defined by its early date of printing, limited issues or some special features like printing style".

As Government of India has taken an initiative to provide digital open access to rare books, special collection is stored in the Knowledge Center. There are 52 rare books on religion, Travel, Sanskrit Dictionary, History which are downloaded and kept in Institutional Repository (Dspace) as a reference material for the students and faculty members.

- Knowledge Centre has collection of rare editions of management books.

- Library is member of National Digital Library which provides virtual access to all books which also includes rare books.

Special Collection

- Ph.D theses are kept for the reference to Research Scholars.
- Project reports are kept for student’s reference.
- Annual Institutional Magazine is displayed for reference of students. Departmental Newsletter, Collection of Institutional Journals is made available for reference.
- Encyclopedia, Dictionaries, Year books are some other sources.

Special Collection can be retrieved online and from Institutional Repository (Dspace).

- Online : - www.rarebook.com /www.ndl.ac.in
- Institutional Repository: - http://iicmr.org/library

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: B. Any 3 of the above

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

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 5.08**4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
2.83	3.25	4.90	6.50	7.90

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
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** No**4.2.6 Percentage per day usage of library by teachers and students****Response:** 7.44**4.2.6.1 Average number of teachers and students using library per day over last one year**

Response: 36

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The Institute has Four Computer Labs equipped with Intel Core-i3, Core2Duo, Dual Core, P-IV desktops. Labs are connected in LAN with 100/1000Mbps speed with shared Internet Connection, Two IBM Servers, Cyberom Firewall, Core Manageable Switches, access points, wireless routers, and centralized Server

Room with power backup. Entire campus is Wi-Fi enable. Upgrades in IT Facilities is done on Annual and/or requirement basis. Updation details are as follows:

Sr.No.	Particulars	Date
1	Cisco WAP 4410 Wi-Fi Access-point purchased.	23/04/2013
2	Restructuring of LAN in Computer Lab 3- with CAT 6 Cable, D-Link Information outlet, Patch Panel.	31/03/2014
3	IBM Server x3100 M4 Purchased	31/03/2014
4	Server room main rack to first floor main rack CAT 5 E link replaced with Fiber Link 1Gbps	09/06/2014
5	Server Hard Disk Upgraded to 500GB	13/10/2014
6	12GB (3x4GB) RAM upgraded for IBM Server x3400 M2 for better performance.	23/12/2014
7	22 Old Desktops replaced with Intel Core-i3 3rd Generation Desktop Computers for Computer Center	23/12/2014
8	Cisco WAP 4410 Wi-Fi Access-point purchased.	04/02/2015
9	Samsung K2200ND A3 Size Digital Black and White Copier/Printer with duplex printer and Color Scanner purchased for Admin Office staff.	10/03/2015
10	Intel Core-i5 4th Generation Desktop purchased for Administrative Workstation in Server Room	12/05/2015
11	Un- manageable Core switch replaced by D-Link DGS-1500-28 port Manageable Switch for LAN Traffic Segmentation.	12/05/2015
12	Restructuring of LAN for Computer Lab 4 using CAT 6 Cable, D-Link Information outlet, D-Link Rack 12U with Patch Panel.	30/05/2015
13	Sonic-wall NSA2400 Firewall replaced with Cyberoam 100iNG.	04/11/2015
14	Air Conditioner purchased for server Room.	04/08/2015
15	Xerox Copier Machine RISO-KZ-30 purchased for Exam Controller Room.	12/02/2016
16	In Computers for Lab1&2 10 Old Desktops replaced with Intel Core-i3 4th Generation Desktop	18/06/2016
17	Three D-Link DAP2360 Wi-Fi Access-point purchased.	18/06/2016
18	First floor main rack upgraded with D-Link 12U Rack and D-Link Patch Panel.	01/12/2017
19	TP Link TL-WR941 Wi-Fi Access-Point Purchased.	01/12/2017
20	KVM Switch purchased for Servers.	14/12/2017
21	8 Old Desktops replaced with new Intel Core-i3 4th Generation Desktop Computers for Lab1&2.	27/12/2017
22	16Mbps Internet line upgraded to 25Mbps	27/01/2018
23	Switched from Aircel 8Mbps Internet Line to TATA 10Mbps.	14/03/2018

24	Computer Lab4 three Digi-link 100 Mbps Switches replaced with Cisco 1Gbps Switches.	07/06/2018
25	First floor Cisco unmanageable Switch replaced with D-Link DGS-1500 L2 Manageable Switch.	07/06/2018
26	Two TP Link TL-WR941 Wi-Fi Access-Point Purchased.	07/06/2018
27	Server Room main 9U Rack replaced by D-Link 15U Rack and D-Link Patch Panel.	07/06/2018
28	In Computer Center 5 Old Desktops replaced with Intel Core-i3 6th Generation Desktop.	16/11/2018
29	6 CRT Monitors replaced with LG 19" LED Monitor for Computer Center.	16/11/2018
30	Intel Core-i5 7400 8GB RAM, 1TB HDD Purchased.	16/11/2018
31	Cyberoam CR100iNG Firewall replaced with SOPHOS XG210.	20/11/2018
32	HPE ProLiant ML30 Gen9 Tower Server: Intel® Xeon® E3-1230v6 (3.5GHz/4-core/8MB/72W), 16GB RDIMM, HPE Dynamic Array B140i RAID Controller 0,1,5, HPE 2x1TB SATA, LG 18.5" LED Monitor.	07/01/2019

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

4.3.2 Student - Computer ratio

Response: 1.77

File Description	Document
Any additional information	View Document

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	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: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	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: 9.76

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)

2017-18	2016-17	2015-16	2014-15	2013-14
11.62	10.77	23.55	28.85	15.60

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:

The institute has created adequate infrastructure in terms of state of art institute building, computer laboratories, and auditorium, library, and class rooms with audio visual facility. The whole campus is Wi-Fi. The Institute has ensured that the available infrastructure is optimally used and is in line with its academic growth catering to the needs of MBA, MCA, PGRC Programs presently run in the Institute. The Institute has constituted policies which are formulated with an objective to develop a quality system to improve various processes of the Institute and to promote measures for smooth functioning of physical and

academic support facilities.

Infrastructure Repair and Maintenance

Infrastructure Policy includes fixed assets like Land, Building, furniture and equipments. For smooth functioning of the committee following processes are followed:

- Need analysis of the infrastructural requirements from stakeholders
- Approval for procurement by Governing Council
- Preparing annual budget for infrastructural expenses
- Actual procurement
- Quality assurance and testing of procured material / infrastructural items
- Entering the procured material in dead stock register
- Preventive maintenance plan for specific equipment
- Repair and maintenance of damaged equipment

The building infrastructure supports objective of academic excellence by giving strong back up for creating adequate teaching learning environment, which includes Spacious classrooms and Computer laboratories. Class rooms and computer laboratories are utilized for regular lectures as well as activity based teaching –learning. Seminar halls and Tutorial rooms are also utilized for seminars and workshops for participative learning .For Placement preparation activities like conducting Group Discussion & mock Interviews and Technical Interviews are also conducted in Class rooms as well in tutorial room. Class rooms are utilized for conducting specialization lectures and mentoring. Seminar halls on first floor are utilized for National & International Conferences, seminar, workshops and Cultural & Extracurricular activities. There are set processes for utilizing the auditorium.

This includes

- Filling the Auditorium Usage /Booking, Auditorium Requisition Form.
- For Maintenance of infrastructure, Maintenance Requisition form and compliant register is maintained. Timely actions are taken for resolving the same.
- Easy access to administrative blocks.
- Adequate circulation area in terms of staircases, toilet blocks, passages etc.
- Infrastructure is also utilized for Competitive exams like MH-CET (MBA, MCA) and CAT.

Computer Laboratory Maintenance and Monitoring:

Usage Register is maintained to record usage of computers in lab. Complaint Register is maintained for maintenance issues and complaints are resolved accordingly. Dead Stock Register is maintained for asset information. License copy of antivirus software is used to secure the computer systems from virus infection. Annual maintenance Contract is done for Inverter, UPS and Printers.

Library :

Institutes Library (knowledge Center) has a library committee, which ensures the smooth functioning of the library. , library orientation is given to newly register users to make s familiar with library resources and rules.. To ensure the optimum usage of resources like books (print and e-books), journals (print and e-journals), To motivate students to read by arranging various activities. Suggestion box is kept in library.

- The timing of Library is from 8:00am – 6:00pm
- A user can avail up to 6 books one time by providing library card.
- Books are issued for 7 days and Students should return the books or renew it as per the availability on or before due date. Fine of rupee one will be charged per day for late return of the book. User can issue one CD per day and magazine/journal for two days.
- Syllabus and Question papers issued for one day.
- Old issues of journals issued for 2 days.
- In case of loss of book, it should be replaced by the new book.
- Book Requirement/ Requisition Form is to be filled by the users for new purchases.
- Library usage register / RFID Attendance system is maintained.

Class rooms :

Infrastructure Details

List of number of benches, table, chairs, fans, tube lights, ups, LCD is displayed in each class room. Special wooden case container is mounted for UPS. The guidelines are displayed for LCD Projector Operating Procedure.

Sports:

Ground is utilized for outdoor games like Handball, volleyball, basketball, Box cricket for girls during sports week. Students avail the facility of sports room to paly indoor games like table tennis, carom, and chess. For smooth functioning, Under ARKO, students sports committee works, which ensures optimum utilization of the facility provided.

General Infrastructure :

Management of Infrastructure is a continuous process and it is maintained and monitored by “Infrastructure Management Committee”.

- In house housekeeping employees are appointed to maintain cleanliness of the campus.
- Annual maintenance Contracts for electrical maintenance, furniture maintenance, plumbing, Generator are done.

- Training of the administrative staff about usage of fire extinguisher / generator, Safety drills are conducted on regular basis.
- Preventive maintenance is done regularly for all electrical installations like cooler , fire extinguisher , generator , lift , tube lights , fan, Public Addressing system in Seminar hall, CCTV Camera and related equipment's , UPS / Inverter equipment's .
- In house electrician is appointed to resolve day to day electrical issue.
- Water cooler with purifier is provided in each floor for students.
- Water purifier is provided in Faculty room.
- Water reservoirs –tank cleaned after every six months.
- Water coolers are cleaned from time to time to ensure the clean and healthy drinking water facility.
- Tea vending machine is cleaned as per decided schedule.
- Audit for physical, academic and support facilities like computer lab and library is done.

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: 40.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
213	186	208	225	231

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	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: 12.84

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

2017-18	2016-17	2015-16	2014-15	2013-14
38	56	99	103	50

File Description	Document
Any additional information	View Document

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
Details of capability enhancement and development schemes	View Document
Any additional information	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: 60.89

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

2017-18	2016-17	2015-16	2014-15	2013-14
332	204	304	387	406

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:** 33.58

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

2017-18	2016-17	2015-16	2014-15	2013-14
208	179	174	167	123

File Description	Document
Details of the students benefited by VET	View Document
Any additional information	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
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 68.02

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

2017-18	2016-17	2015-16	2014-15	2013-14
82	111	120	141	147

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	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
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/ TOEFL/ Civil Services/State government examinations)

Response: 80

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	1	1	1	0

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	1	1	1	0

File Description	Document
Upload supporting data for the same	View 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: 40

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

2017-18	2016-17	2015-16	2014-15	2013-14
12	8	10	8	2

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:

The student welfare council is established with an aim to enhance communication between students, management and staff and to promote an environment conducive to educational and personal development. The council look after the welfare of the students and promote, Plan and co-ordinate activities for active participation and development of the students. The director conduct meetings with the Student welfare officer, Institutional Coordinators and all the members of Student Welfare Council. The council discuss all issues pertaining to students welfare , student related activities and other facilities of the Institute in the meeting.

The IQAC also has a student representative There is a representation of students in statutory and Institutional Committees. The council believes in participative working style where the tasks are delegated

among faculty coordinators and students through various committees. Students are nominated in various committees and empowered to plan, Organize and implement Gender equality, Women Empowerment ,Safety and Disaster Management sessions in association with Board of student Welfare of Savitribhai Phule Pune University.

Students are groomed in leadership positions by making them in-charge of organizing various Institutional and departmental events Students are also actively involved in events organized by departments. They are encouraged to compeer and introduce guest during seminars ,Workshops and conferences .

The council play a significant role in identifying needy students and provide economical support to these students through Earn and Learn scheme in association with University It also conducts Vocational training programs like Laptop and Mobile repairing workshop ,Cake and Chocolate making workshop.

Every year feedback from the students on Syllabus, Quality of faculty members,, Infrastructure and all other student related facilities are collected , analyzed and actions are taken on the basis of the suggestion received .Best Outgoing student ward is given during Annual gathering Called rainbow.

The institute has established 6 major areas under student welfare council:-

Sr. No	Particulars	Objectives	Outcom
1	Student Driven Club-ARKO	<p>To explore the hidden talent in students.</p> <p>To provide platform to develop various skills.</p> <p>To help in developing management & technical traits</p> <p>To imbibe various qualities such as commitment, confidence, creativity.</p> <p>To carry out various tasks in effective & efficient manner</p>	Persona
2	Academic Responsibility(ASR)	<p>Social To create sense of social responsibility and inculcate moral values and ethics in students and all academic fraternity</p> <p>To train,help and support neighbourhood community and underprivileged through extension and outreach activities</p>	Social s
3	Women Empowerment	<p>To Organize and Conduct women empowerment Programs</p> <p>To give trainings related to safety and security</p>	Gender
4	Student Magazine PRATIBIMB	To provide a platform for exploring the hidden creativity skills of the students	Enhance Writing
5	Earn and Learn Scheme	To provide economical support to needy students	Self Ind

6	Gender Champions	To conduct all activities related to gender sensitization and gender equality	support Gender Sensitiz
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: 22.8

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

2017-18	2016-17	2015-16	2014-15	2013-14
25	20	27	23	19

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

The Alumni association act as an interface between the alumni and Institute. The alumni are actively engaged presently with the Institute to facilitate greater collaboration and connection for well-being and progress. Their intellectual inputs are very significant in bringing developments and quality enhancements.

The alumni association of the Institute conducts alumni association meets every year, to take a walk down the corridors of nostalgia. It acts as a social gathering to exchange greetings and sharing ideas to explore more towards Industry culture. The Institute considers alumni as one of its important stakeholders. The feedback from alumni has helped the institute in initiating activities which has enriched the curriculum delivery. Alumni have actively participated in the same. Over the years alumni have contributed as resource person for conducting sessions on latest technologies tools and industry trends.

Alumni Contributions

1. Placement Assistance

The feedback given by alumni in mock technical interview conducted which emulates a job interview has helped the students in a great way to perform better in placement interviews. Alumni of the Institute bring students up to date with various job opportunities and corporate requirements and promote industry institute interaction. Career counseling sessions are organized based on the suggestions given by alumni. Alumni help the institute through referral programs for employments.

2. In Institute Flagship events: TechnoCase, UDAAN, IT Conclave and Business Process Excellence

In TechnoCase and UDAAN, alumni have contributed as judges for case study and project competition.

Alumni contribute in IT Conclave through session delivery and also help in identifying a wealth of talented and capable professionals who can share their expertise and experience, and brainstorm on the prospective avenues. This helps the Institute build resilient associations with Industry that helps bridge the gap between academia and industry.

Alumni actively participate in panel discussions as practitioners in the field, shares facts, offer opinions and respond to students questions to solve students' queries and guide them to appropriate path.

3. Alumni as member of Curriculum Integration Advisory Cell

Under the focused groups formed the alumni contribute as mentors and guide the students. They are given exposure to corporate culture; receive domain specific inputs as per Industry standards which in turn make them employable. They also share their professional experiences, struggles and successes with their junior scholars and encourage young learners to aspire for betterment and big achievements. The students get inspired by such interactions and enable them to gear for the competitive world.

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

5.4.2 Alumni contribution during the last five years(INR in Lakhs) ? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

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

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

Response: 10

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

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

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 Institute draws inspirational ,cultural values from its parent Trust Audyogik Tantra Shikshan Sanstha(ATSS). The Institute has a clearly defined Vision and Mission with key focus on quality education, developing professional ,employable youth and social sensitization. The Strategy, methodology and academic plans support the Vision ,Mission of the Institute. The 'Vision and Mission' drives Strategic Goals and Objectives of the Institute with proper alignment and integration.

The quality policy and work culture of the Institute is ensured through academic calendar, specific time lines ,compliance of norms and standards set by concerned regulatory bodies.

Vision: To be the center for quality education and research through excellent academic ambiance and natural relation with the society and industry, with an objective of purposeful existence in society

Mission: We, at IICMR regard it as our mission to develop competent professionals and entrepreneurs, capable of withstanding and managing the ever-changing scenario in the world of information technology & management, and having a deep rooted sense of social responsibility.

Nature of governance

The Institute strongly believes in imparting quality education by involving all stake holders. Institute is governed by Board of Trustees, Governing Council and College Development Committee that comprises value driven professionals from different fields accountable and committed to create excellent academic ambiance to prepare competent students to face ever changing business scenario.

The Institute is led by the 'Director', who is well qualified and has a good connect with social and professional bodies.He is Six Sigma Master Black Belt ,with a vast experience of 32+ years (Industry and Academia) .He is working on Board Of Studies, Faculty of Management in Savitribai Phule Pune University from last 10 yeras . The institute runs two programs headed by HODs. Faculty members are assigned authority and responsibilities with apt delegation to take decisions .The Institute has constituted committees for seamless functioning of different Institutional activities and are accountable for outcome of the concerned committee activity.

Perspective Plan

Keeping pace with concurrent changes in the management and technical education worldwide , the Institute upgrades its resources ,processes, procedures, policies and activities. This continually leads to student centric quality education ,information , knowledge, skills,abilities and capabilities.

The IQAC initiates quality assurance through preparation of effective perspective plan. The perspective plan is prepared by considering changes in the policies / rules of Government,employers need and the University. It also takes into account changes in the syllabus structure and aspects involved in teaching-

learning and evaluation.

Participation of the faculty members in decision making bodies: Participative decision making of the institute is realized through formation of statutory, institutional , departmental committees and sub committees with specific objectives to ensure effective implementation of plans and monitor the effectiveness of procedures.

Faculty members are involved for taking decisions in planning, execution, reviewing, restructuring ,Syllabus revision at different levels.

- Heads of Department / Class Coordinator
- Coordinators of the statutory / institutional committees
- Faculty members of the CDC,IQAC

Collectively, decisions are taken on areas such as Learning Resources, Infrastructure requirements, Academic Calendar, Quality Initiatives and Grievance Redressal.

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:

The institute promotes participative management with collaborative working through **empowering its employees** to improve the quality of the institutional process .Decentralization is achieved by forming committees for smooth working and effective implementation of institute policies. So the institute identifies the key facets of social corporate and technical aspects. Therefore it was decided that relevant themes should be taken up in conferences.

The plan of conducting international conference and national conference was finalized by taking inputs from Industry experts, faculty members and students through brainstorming sessions and suggestions from Alumni.

The committees were formed and faculty members were nominated as committee coordinators during institute's and department's meetings for the execution with the approval of IQAC and Director.

Planning

It was decided to conduct 3 days international conference and 2 days national conference on theme Data Management , Analytics and Innovation and Disruptive Business Environmental Challenges respectively. The brochure, agenda ,budget was made by the concerned committee coordinators. Mr.Vijay Bhatkar, who is one of the internationally acknowledged scientist and IT leaders of India was invited as Chief mentor and Dr.Pradeep Kumar Sinha as invited as General chair who is the Vice Chancellor & Director of

International Institute of Information Technology (IIIT), Naya Raipur.

In Disruptive Business Environmental Challenges National Conference Mr.Sharad Gangal Executive VP-Thermax Ltd,guided on how to Face and Ace Human Disruption.Followed by paper presentation on Various topics.Workshop also included plenary sessions on Financial disruption,Disruption through IoT.

Many Speakers having global presence on National and International façades were invited for the conference talks.

Objectives

1. To organize keynote sessions by experts to set the central theme of the conference.
2. To arrange pre-conference tutorial sessions and workshops to set the right context.
3. To organize plenary talks to provide additional research highlights.
4. To provide a platform to present research work in the form of oral/poster presentation in the field of Data Management & Smart Informatics, Big Data Management, Artificial Intelligence & Data Analytic, Advances in Network Technologies.
5. To arrange discussions on novel ideas and innovations to provide insight on aspects of evolving technological advances for digitizing India.
6. To discuss the challenges in adopting the technologies, with a view to make recommendations concerning the problems under discussion.

Implementation

Convenors and Coordinators managed minute-to-minute execution as per plan. Student volunteers were trained by the coordinators. Convenors had a wrap-up meeting with all stakeholders involved .The track coordinators monitored the number of sessions conducted as per the time needed per session.

Outcomes

The conferences were managed by faculty members and students who were participants in various committees in various capacities.

The decentralization of power, proper allocation of work, empowerment for each role, participative working with made the event so successful.

The conference has witnessed participation from 14 industries, 10 international universities and 14 countries. Out of 488 research papers submitted from 133 institutions only 93 papers were selected for Oral presentation.

MOUs were signed and students got Summer Internship placements.Faculty members and students got

awareness on disruption.

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:

The institute functions as per the perspective plans prepared by the IQAC in response to the feedback received and the needs which are approved by the Management. There are several examples of successful implementation of activities based on this strategic plan. The Institute emphasizes on enrichment and enhancement of perspective plans. The key aspects of perspective plan are to focus on the ongoing activities of the institute. There are many activities which are being conducted in the institute for several years and reached at a matured stage. Business Process Excellence and IT Conclave are the two activities which are conducted for more than 5 years and they are blend of Techno-managerial aspect and appreciated by all the stakeholders.

IT Conclave 2018

IT Conclave is an attempt to bring an opportunity for students & teaching fraternity to interact with IT personnel from diverse backgrounds. It would give them a chance to peep into the realities that the Industry holds today. In 2018 IT Conclave was conducted on 17th Feb 2018.

Objectives:

1. To develop Business Perspective need among Computer Management students with a view to strengthen their capabilities through interaction with varied Industry Experts.
2. To enlighten students on scope for entrepreneurship
3. To create awareness in upcoming trends in technology, work –life culture and various career paths.

The program was comprised of several learning sessions like :

1. Resume Building – Dos and Dont's
2. Panel Discussion – Perquisites to kick off an IT Career

Takeaways:

IT Conclave created awareness in upcoming IT Trends and challenges for students and faculty members

Students got chance to interact with experienced IT professionals

Students were enlightened with the scope for entrepreneurship

Business Process Excellence 2017

The backbone for any industry is 'Processes' and excelling in business processes will give cutting edge in today's competitive world. It was decided with concern of all stake holders to take up strategic quality initiative based on theme 'Business Process Excellence 2017' to run '3-day programme' on 'Business, Revenue, Innovation, Collaboration and Services(BRICS).

Objectives:

To enhance the quality initiative in the area of Business and Innovations.

To enrich the students and faculty members about the significance of Collaboration and Services.

Implementation:

Agenda, Speakers and budget was made for program for 22nd Sept to 24th Sept 2017 at Auditorium of IICMR. The sessions planned had subjects such as Progressive Journey of BPE Continuum 2017, What, Why and How Business Excellence, Business – Operational Excellence Today, Birds eye view on business organizations and functions, Impact of various best practices, Sustainable profit, Booming Opportunities in Supply Chain Management, Economic disruption, Fulfilling customer satisfaction, Role of IT, Changing of demographics of employment, Social media and Digital Marketing, Empowering HR, Business Excellence in manufacturing and Service, etc. This program was attended by invitees, students, faculties, industry executives, principles and directors of other colleges & press in big numbers.

Takeaways:

Analyzed different challenges in Business Revenue, Innovation and service challenges

Understood the volatile business environment and how to be agile in this environment

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 Institute practices decentralization in execution of all the functions of the Institute. Governing Council (GC) and College Development Committee (CDC) are the highest authority. There are Statutory and Non-Statutory working committees in the Institute for the smooth and efficient management of activities. Every working committee has functions to perform execution with proper planning. Faculty and Staff are delegated the authority and responsibility to make appropriate decisions for better functioning of the Institute.

The Institute is led by the Director, who is approved by the Savitribai Phule Pune University. The institute runs two programs headed by HODs. Head MCA has been given the whole responsibility of MCA program hence the management has given her the designation as Director –MCA. Head MCA is also given the additional responsibility of Director- Technical for Technology implementation decisions in the institute.

To govern general administration of the Institute there are three bodies: Governing Council, College Development Committee (CDC) and Internal Quality Assurance Cell (IQAC). The Governing Council is a statutory committee with a mandate to guide, direct and to act as a body for overall development of the institute. The College Development Committee is a statutory committee with a mandate to develop, implement and monitor the Management Program. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institution.

Statutory and non-statutory advisory groups work with pre-chosen targets and long term and short term objectives. The board of trustees meet consistently and the choices taken are communicated to the Governing council through occasional institutional meetings. The Institute Industry Interaction Cell has representatives from both the programs. The institute has Knowledge Centre (Library) managed by a Librarian. The administration department administers the accounts department, office staff, peons and drivers.

The heads of both the departments are responsible for the academic working of the department and all the faculty members of the department report to them. The administration and knowledge center staff reports to the director whereas, all the support staff works under the administrative department for effective and timely working with processes related to statutory bodies.

The institution follows the service rules according to the norms of Savitibai Phule Pune University and Government of Maharashtra. The institution runs for eight hours six days. The teaching and non-teaching faculty members have the benefits of PF and Leaves as per the necessity. The institute selects most competent and suitable teaching faculty members through unbiased and transparent selection process to maintain quality in education. The process follows a fair procedure through open advertisement, Interaction on personal basis putting the potentials on the scale and matching it with the job function. The vacancy positions are filled either by the local selection committee on adhoc basis or by university appointed selection committee for regular appointment. The institute has a statutory committee for Grievance Redressal with a mandate to hear, deal and settle grievances of Students, Faculty Members and other Staff of the Institute.

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

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

Response:

The Institute believes in participative working and decision-making style where the tasks are distributed among faculty members and students through committees. Such initiative gives team building and confidence for future managers.

Introduction-

The Institute strives to achieve excellence by conducting events and activities. Active participation in planning, organizing, coordinating empowers the students and faculty members to learn and develop. UDAAN is an inter institute project competition implemented successfully in association with (-Pune Deccan India Chapter).

After Successful completion of UDAAN in 2017, it was noted in concluding Minutes of Meeting that students should get full empowerment to run this event next year, i.e. in 2018. This point was taken up in the current year Event Committee meeting where Student Event Committee members participated. Faculty members and students were briefed about the UDAAN activity as a strategic initiative and asked to take up all relative planning for activities and tasks by themselves. Faculty coordinators assigned total responsibility to designated students. In IQAC resolution was included on 10th Jan 2018.

Planning & Organizing-

‘UDAAN 2018’ is a platform which empowers students to bring new ideas into reality and to showcase student’s talent through 2 days of mega competition. This competition challenges the applicants to apply their business skills, critical thinking, innovative ideas and analytical perspectives. This event was marked as beginning of new ideas, success and entrepreneurial spirit amongst the students, both UG and PG.

The students planned and decided to have a strategic theme of UDAAN 2018 as ‘Inspire to Innovate’ on 9th and 10th February 2018. This flagship event was sponsored by Pune Deccan India Chapter and hosted by the Institute.

Implementation-

UDAAN 2018 has tracks such as, 'Achievers', 'Sherlock Holmes', 'PM Champs', 'Sindbad the Seller' and 'Kaun Banega Management Guru'. Each Track has detailed activity. The Brochures, Handouts, mails were made and circulated in all renowned colleges where students from Pune and all over India participated.

Students decided that the main objectives for UDAAN 2018 were - recognize and appreciate innovative ideas, provide a platform to the PG & UG students, providing academic support through theory and research and most importantly to bridge the gap between the students, faculty members and the industry.

Coordination & Communication-

Everything was designed and made by students; most of the things were hand-made. The Director and Faculty committee guided them whenever they needed any intervention. More than 400 students and 40 Panel members participated in this mega event. All the verticals, 'Achievers', 'Sherlock Holmes', 'PM Champs', 'Sindbad the Seller' and 'KaunBanega Management Guru' were completed successfully in two days' time. 'KaunBanega Management Guru' was the first of its kind in education/college competitions.

Takeaways/ Learnings-

This activity was appreciated by our MOU partner, and they sponsored 5 best student volunteers for the Regional Conference held at Pune and increased the sponsorship stake for the next year,2019.

Thus, the activity was completed successfully which was originated from the Minutes of Meetings of earlier year. This was totally driven by students with the support of the Director.

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:

The institute considers employees as assets. The beliefs, ideologies and practices of an organization form its culture which gives a sense of direction to the employees. The work culture goes a long way in creating the brand image of the organization and making it distinct from its competitors. Some of the welfare measures are monetary and non-monetary in nature which creates motivation for all.

1. Provident Fund, Gratuity and House rent allowance-

The Institute provides House rent allowance, Employee Provident Fund and Gratuity provision for teaching and non-teaching staff.

2. Leave benefits-

The list of holidays is prepared and circulated to teaching and non teaching staff at the beginning of the every semester. Leave benefits are provided to both teaching and non teaching staff.

- Teaching staff:- Casual Leave, Medical leave ,all national and regional holidays ,Summer and Winter Vacation are given.
- Non-teaching staff:- Casual leave, Medical leave ,all national and regional holidays ,Earned leave are given.
- Other Leave:- As per the requirement of the faculty members sabbatical leaves are given for higher education .
- Maternity Leave:- There is also a provision of maternity leave.

3. Support in Research work-

Faculty members are encouraged to attend National and International Conferences, faculty development programs as per the incentive policy guide lines. Faculty members are given on duty leave and registration fees are reimbursed.

4. Medical facility-

Institute has signed MOU with Sterling Hospital to give medical assistance and support in concessional rates.

Annual Medical checkups are organized for all employees at no cost in association with Chaitanya Medical Foundation College of Physiotherapy.

5. Employee Engagement activities-

- 1.Kalaranjan is a platform that collaborates all the teaching and non teaching staff of the trust to showcase the innate talent. During the program all the employees are served with refreshments. This creates a harmonious environment and foster a healthy culture in the institute.
- 2.Birthdays of faculty members are acknowledged through display of birthday wishes and greetings on the TV screen at the main entrance of the Institute to boost their morale.
- 3.At the beginning of every semester Outbound activities are planned for the faculty members and staff free of cost .Team activities, meditation and motivational trainings are imparted for improving interpersonal skills and managing stress which motivates them to give maximum output.

6. Other Benefits:

- Faculty members are awarded and appreciated for special achievements.
- Leave and Travelling allowance / Transportation facility is given to all the employees for on duty work
- The Institute provides uniform at no cost to all Supporting Staff.
- Preference for admissions for wards of employees is given in the School and colleges run by the

Trust.

- There is provision of Canteen. All employees are provided with Tea /Coffee free of cost.
- All the employees are treated equally. The supporting staff is given an opportunity to preside as chief guest for different programs.
- Farewell is given to the faculty members.
- Exit interviews are conducted to maintain the sustainability in the relationship between the employee and the employer.

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: 17.1

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

2017-18	2016-17	2015-16	2014-15	2013-14
13	04	03	11	7

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: 10

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

2017-18	2016-17	2015-16	2014-15	2013-14
13	11	9	9	8

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

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

Response: 84.34

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

2017-18	2016-17	2015-16	2014-15	2013-14
35	40	42	40	33

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

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

Response:

The Institute implements participative appraisal system to ensure transparent process. Performance Appraisal form for each faculty member (teaching and non-teaching) are discussed every year. The appraisal of the staff is done annually in unbiased manner. This is a two-way process where the roles and goals are mutually discussed.

The appraisal forms are carefully designed for capturing adequate information about the performance of the faculty. Performance Appraisal also helps to understand: first, "What are your expectations of me?" second, "How am I doing to meet your expectations?" The multi dimensional appraisal ensures considerations of all aspects of the individual performance of the faculty members.

There are four ways of appraisal for teaching staff:

1. **Self-evaluation:** Self-evaluation gives direction to a faculty member to understand the areas of improvement. This evaluation support in identifying the areas of concern and also helps in improving self.
2. **Peer Appraisal:** The feedback helps to understand a faculty member's effectiveness as a team member for achieving organizational goals.
3. **Feedback from students:** Students are the significant stakeholders. Feedbacks from the students are taken into consideration. Parameters like subject knowledge, teaching skills, time management, punctuality, support extended are included in the feedback form.
4. **Appraisal by the director/HOD:** The HOD / Director evaluate the faculty member about their capabilities, skills and contribution to teaching. And also points out the areas of improvement and can take decisions about the future responsibilities.

Performance Appraisal for Non teaching staff-

The Institute has Performance Management System (PMS) for non-teaching staff. This ensures the effective and efficient services given by Admin, Finance ,Industry Institute Interaction cell and Library. The appraisal of the staff is done annually. The results of performance appraisal are assessed to identify areas of strong performance of all employees.

On the basis of Appraisal Reports, management provides increment/promotions, job enlargement, job enrichment is given to the individual faculty members.

In extreme situations , the association of faculty members is discontinued and they are advised on the areas of improvement.

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:

Introduction:

The institute has a mechanism for internal and external audit. As per the requirement management has appointed a qualified internal auditor. Internal auditing is done twice in a year. We have our own internal audit mechanism where internal audit is an ongoing continuous process in addition to the external audits to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year.

Audit emphasizes on obedience to internal rules and procedures set for internal control within the institute. This audit aims at checking financial transactions.

1. To check Bank voucher payment with tally entries.
2. To verify Fees receipt in Tally entries and cross checking with student register
3. To check Salary muster with provident fund , professional tax and income tax.
4. To check Bank reconciliation statements.
5. To check Bank reconciliation of fixed deposit receipts.
6. To check the actual expenses with proposed budget till date
7. To verify dead stock registers of Computer Lab Maintenance and Monitoring committee , Infrastructure and logistics.
8. The outstanding fees , grants, disbursement of scholarships and cheques are also verified.
9. Different committee reports are verified by internal auditor and they are discussed in Governing Council meeting.
10. Hospitality expenses incurred during various events are monitored.

External auditing is done by CA Mr. Rinkesh Gupta once in a year.

The latest external audit was conducted on 28th September 2018.

Mechanism for settling Audit Objections:

Qualified Internal Auditors from external resources have been permanently appointed and a team of staff under them do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year.

Likewise an external audit is also carried out on an elaborate way annually. The institutional accounts are audited regularly by both Internal and statutory audits. So far there have been no major findings / objections. Minor errors of omissions and commissions when pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows Internal & external financial audit system.

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) (INR in Lakhs)

Response: 5.72

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.95	1.08	1.00	0.36	1.33

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

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

Response:

The institute is unaided and self-financed. The regular expenses have to be met from the fees received. The parent trust is committed to the institute to support at the time of deficit. The parent trust also assists the institute by funding the research budget. Other than collection of fees, IICMR has three-pronged approach to mobilize funds – Savitribai Phule Pune University promoted programs such as Quality Improvement Programs, Tie-ups with professional organizations and local bodies & sponsorship, Alumni committee.

Institute focuses on quality assurance processes therefore the faculty members provide research and consultancy services. The institute makes efforts to secure funds from the regulatory bodies through various schemes of finance. Till date the institute has received funds from University, AICTE and association of MBA and MCA institutes for Research Projects, FDPs, QIPs, student competition and Staff Development programs and conference.

The institute has also initiated consultancy for training and development through which funds are received.

The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development.

Resource Mobilization Policy:

All the major financial transactions are analyzed and verified by the Governing Council under different heads like

- Staff Salary, welfare and training
- Administrative expenses
- Library expenses
- Computer and Equipment's
- Rent for premises
- Student welfare and industry interaction activities
- Infrastructure and Maintenance
- Research expenses

Resource Mobilization Procedure:

1. The institute sets goals as per the priorities and needs for resource Mobilization by analyzing the department wise requirements.
2. Taking into consideration recurring and non-recurring expenditures, the Department wise (MBA and MCA) budget is prepared.
3. The proposed budget of both the departments is discussed in IQAC meeting
4. The Director approves the proposed budget and submits it in the Governing council meeting.
5. Governing Council reviews the income and expenditure statement of the previous budget.
6. The resources are allocated to the decided expenditure heads according to the goals set.

7. Revision of the budget is done in the mid of the year to map the set goals with the outcomes achieved along with the income and expenditure statement.

8. Then, the changed or altered heads are revised and again finalized in the meeting.

9. Institute follows to Utilization of budget approved by Governing Council.

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:

The IQAC plays a role of catalyst in implementation of quality systems and standards set by the institute.

Series of sessions on Financial Literacy:-

The Institute had organized series of sessions on Demonetization, Safe Cashless, Initiating Financial Empowerment and GST for students, faculty members, other stakeholders, neighboring institutions and community.

Planning-

As the subjects were decided the committee was formed and finalized the plan with concern of the Director and IQAC coordinator. The experts were selected from the field of Finance and Taxation/GST area.

Objectives:

1. To upgrade the participants about change in the tax structure.
2. To identify the impact of demonetization on common man and manage safe cashless transactions.
3. To understand the GST in day to day life.

Implementation-

The Financial literacy theme based series of seminars were conducted with proper notice, agenda and Budgets with approval. Seminar on Demonetization was conducted on 16 December 2016, Financial Literacy seminar was conducted on 28 Jan 2017, Safe Cashless Transactions Seminar was held on 4 February 2017 and Initiating Financial Empowerment on 2 March 2017. The information regarding the event was published in the newspaper to attract the neighborhood society. Invitations were also sent to all

the stakeholders of the trust.

More than 150 participants attended all seminars which included all the stakeholders, MOU partners and collaborators, press.

Outcomes-

- Students , Faculty members and society got awareness on the recent changes in tax structure due to GST implementation.
- Understood the impact of demonetization on Indian economy and its post effect on common man.
- Learnt safe cashless transactions and gained knowledge on mode of safety of payments.

Curriculum Integration Advisory Cell (CIA):

Information technology is a field with various domains and verticals and it keeps on evolving. The Institute identified the need from Alumni and Industry Institute Interaction Cell to provide professional guidance to the students on industry expectations, technology trends, patterns, and challenges to meet the recent technological changes and helps to bridge the gap between academia and industry trends.

Objectives:

- To mentor and guide the students on corporate culture, provide domain specific inputs as per Industry standards
- To guide and Mentor the Faculty members for integrating the current trends in the curriculum
- To enhance employability
- To enable faculty in developing innovative teaching methodologies and empower research.

Planning and Implementation:

The Institute has formed Curriculum Integration Advisory Cell (CIA). Industry Experts, Faculty members were invited for the kickoff meeting, wherein focused groups were formed .The students were given choice to opt for the focussed group as per their interest.

Following are the Focussed groups

- 1. Entrepreneurship Development and Soft Skills**
- 2. Software Development (Mobile Development and Web Development)**
- 3. Cloud Computing, Sales force and Networking**
- 4. Data Mining Analytics and Tools**
- 5. Software Testing and Quality Assurance**

Outcome:

- The students got clarity regarding career opportunities in different domains through interaction and mentoring.
- Served as a platform to reduce the gap between academic output and industrial requirement
- Enhanced employability skills amongst students.

Accomplished improved course content delivery by faculty members

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:

The institute prepares academic calendar which includes time table , activity planner , enrichment programs and evaluation schedule given by the university. The departmental meetings, institute meetings are conducted for taking review of the academic-teaching learning and evaluation process. The IQAC cell monitors the qualitative performance of the teaching learning

Feedback Mechanism

The Institute believes in continuously tracking its direction and performance by seeking feedback from all the important stakeholders. IQAC understands and analyzes the feedback, assesses the utility and acceptability of the programs and the feedback analysis is used for further improvements. On the basis of the analysis, actions are suggested for future development.

Structured feedback for Design and Review of syllabus

IQAC committee decided in order to identify the curriculum gap between industry and academia the feedback must be collected from students and teachers in structured feedback form. The parameters included in the feedback form are Program, Category, the concern from the stakeholders on the improvement on current curriculum, enrichment of domain knowledge, employability enhancement, time allotment sufficiency for the course, relevance of the curriculum to recent trends in industry, need analysis for the gap between the courses studied during graduation and PG program through bridge courses.

Structured feedback for review of teaching and learning:

The academic feedback is taken twice a semester regarding the ongoing teaching and learning process. There is a separate tab available on institute website for feedback from the stakeholders, wherein under teaching and learning menu , academic forms are uploaded as per the schedule decided. After collecting the feedback director interacts with individual faculty members for improvement.

The learning outcomes of students are measured in terms of exams conducted as per the schedule in academic calendar. After the result as per their performance students are allowed to reappear and also guided to take remedial classes for the weak areas.

Examples of Teaching Learning reforms:

Add-On Course on Software Testing:

MCA department initiated the add-on certification course on ISTQB (International Software Testing Qualifications Board) to demonstrate solid understanding of manual testing in software development domain.

The training was outsourced to Ms. Pallavi Bharsakle of **iSuccess Information & Technologies Pvt. Ltd.** Along with the students faculty members Ms.Renu Mathew and Ms.Usha Madyar were also given certification training so that the students will get guidance post certification.

Total 17 students attended the certification training and appeared for the final exam. All the students along with the faculty member got ISTQB certification and some of the the certified students also got placed in well-known IT industries.

Value added Courses

The reforms in teaching learning are received from the feedback given by the stake holders to enrich the process of teaching learning and gives practical inputs in value added certifications are included. The modules of certification courses are increased year by year as per the need. It supports the students to understand the practical aspects of business tools and techniques to make them employable. Both qualitative and quantitative inputs were given during the sessions beyond curriculum.

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: 9.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
15	13	8	6	4

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	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: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	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:

Institute strongly considers in **continuous improvement** in developing quality for **operational excellence**. Institute has witnessed incremental improvements during the last 5 years.

Year	Activities	Stakeholder benefited	
2017-2018	National level workshop and Seminar :‘Industry 4.0’ -15/12/2018 To 16/12/2018	Students, members, Industry	Faculty
	Solar energy saving (15W)- 10/11/2018	Society	
	Plenary Session : ‘ GST and its Impact on Indian Economy’ -24/02/2018	Students, members, Society, Community	Faculty
	UDAAN 2018 -09/02/2018 To 10 02/2018	Students, members,	Faculty
	National Conference: ‘Disruptive Business Environmental Challenges’-15/12/2017 To 16/12/2017	Students, members, Industry	Faculty
	FDP : Management Education 2020- 24/11/2017 To 25/11/2017	Students, members, Industry	Faculty
	Technocase 2017 Seminar- 15/09/2017 To 16/09/2017	Students, members, Industry	Faculty
	Business Process Excellence -23/09/2017 To 24 /09/ 2017	Students, members, Industry	Faculty
	Seminar :‘Indian Economy and Employability’- 10/8/2017	Students, members, Industry, Community	Faculty
	Project using Unicode: Sankalan- 17/04/2018	Students, members	Faculty

	Learning by doing: Model making activity-18/04/2017	Students, members	Faculty
	Inauguration of National Institute of Personnel Management Student Chapter -06/01/2018	Students, members	Faculty
	FDP on MOODLE Learning Management System- 23/02/2017 To 24/02/2017	Students, members	Faculty
	IT conclave 2018 -17/02/2018	Students, members, Industry	Faculty
	International Conference on Data Management Analytics and Innovation -19/01/2018 To 21/01/2018	Students, members, Society	Faculty, Industry
	Technocase 17 – Seminar- 15/09/2017 To 16/09/2017	Students, members, Industry	Faculty
	Session :Selenium TestNG for MCA track 3 students- 26/08/2017	Students, members	Faculty
	FDP : planning and assessment guidelines for MCA track base syllabus- 3/8/2017	Faculty members	
	Session : ‘Entrepreneurship Development ‘for MCA students by Dr. Shikarpur - 25/07/2017	Students, members	Faculty
	FDP: Internet of Things- 6/3/2017 To 7/03/2017	Students, members	Faculty
	IT Clinic - June 2017	Students, members, Society	Faculty
2016-2017	Seminar : Learning Initiative for Financial Empowerment -2/3/2017	Students, members, Society	Faculty

	Seminar :Safe Cashless transactions- 4/2/2017	Students, members, Society	Faculty
	Faculty Development Program : Services Business Management 06/01/2017 To 07/01/2017	Students, members, Society	Faculty
	Seminar : Financial Literacy- 28/01/2017	Students, members, Society	Faculty
	Seminar : Business Excellence – VUCA- 15/12/2016	Students, members, Industry	Faculty
	State Level Seminar : Guidance to Research Guide –Adding Value in Research- 15/11/2016 To 16/11/2016	Faculty members	
	Seminar : Value added -HR- Payroll Management- 30/09/2016	Students, members	Faculty
	Seminar : Intellectual Property Rights & its challenges- 27/08/2015	Students, members	Faculty
	Establishment of Entrepreneurial Incubation Cell- 04/08/2016	Students, members, Industry	Faculty
	Seminar on Digital Enterprise & Marketing - 06/03/2016	Students, members	Faculty
	UDAAN 2017 - 6/2/16 To 7/2/16	Students, members	Faculty
	Seminar :Cloud Computing-Salesforce- 25/02/2017	Students, members	Faculty
	IT Conclave - 11/2/2017	Students, members, Industry	Faculty
	National Level Workshop : Leveraging Business Sustainability Through IoT - 14/12/2016 To 16/12/2016	Students, members, Industry	Faculty
	Session : IOT with Rasberry Pie- 8/4/2016	Students, members	Faculty
2015-2016	UDAAN - 4/2/2016 To 05/02/2016	Students, members	Faculty
	Business Process Excellence- 4/9/2015 To 06/09/2015	Students, members, Industry	Faculty
	Seminar on Intellectual Property Rights & its challenges- 27/08/2015	Students, members, Industry	Faculty
	Bridge Course for students- 20/08/2015	Students	
	Environment saving- Plastic mukt abhiyaan- 12/2/2015	Students, members, Society	Faculty
	IT Conclave 2016- 5/03/2016 To 6/03/2016	Students,	Faculty

		members, Industry	
	QIP : making business intelligent through BI tools: Big Data and Hadoop- 29/01/2016 To 30/01/2016	Students, members, Industry	Faculty
	Add-on course for ISTQB from June 2015.- 28/05/2015	Students, members	Faculty
2014-2015	National Seminar-E2 TLP 2014 (Exploring Teaching Learning Practices for Effective Management Education- More with Less) - 14/11/2015 To 15/11/2015	Students, members	Faculty
	Business Process Excellence (BPE)- 12/09/2014 To 14/09/2014	Students, members, Industry	Faculty
	UDAAN -15/02/2015 To 16/02/2015	Students, members	Faculty
	Workshop : Cloud Computing by Robosejugous and Ignus ,IIT Jodhpur- 11/10/2014	Students, members	Faculty
	Add-on course for JAVA certification (OCJP) - 14/6/2014	Students, members	Faculty
2013-2014	Establishment of Post graduate Research Centre- 08/04/2012	Students, members	Faculty
	National Seminar 2013- Gurukul : Digitally Yours- 18/10/13 To 19/10/13	Students, members, Society	Faculty
	Business Process Excellence- 29/09/2013 To 1/10/2013	Students, members, Industry	Faculty
	Seminar: Technical Writing and Cloud Computing Under Student Centric program-Cluster 6A- 17/10/13	Students, members	Faculty
	National seminar : Cyber Crime & Cyber Security under AICTE sponsorship- 27/09/13 To 28/09/13	Students, members	Faculty
	Strengthening the use of language lab	Students	
	Please click to view the details: http://www.iicmr.org/language_lab-		
	June 2013 onwards		
	Orientation of Choice Based Credit System(CBCS) - 07/02/13	Students, members	Faculty
	Post graduation Research Center Cell Establishment - 08/04/12	Students, members	Faculty

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: 30

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	9	12	1	1

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	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:

The Institute emphasizes and takes into account the social and cultural aspects involved in gender-based assimilation in the most diverse spheres of public and private life. As more than 45% of students admitted are girls, institute takes adequate measures on safety , security and counseling ensuring Gender Equity.

The institute takes major efforts in conducting gender equity programs as stated in vision and mission statement.

a) Safety and Security

- There is in campus girls' hostel.
- The Institute provides safety and security, counselling and common room facilities to girls.
- Seminars/workshops/street plays are organised on self-defence ,awareness of women rights ,prevention of sexual harassment and different issues regarding women health and

empowerment. The activities at IICMR safeguard the interests of the students and the employees irrespective of the gender.

- The campus is guarded by security guards who work 24x7.
- There is a provision of separate rest room facility for girls in the Institute.
- The Institute conducts peer group discussions and gender sensitization programmes under Gender champions to promote gender equality and respect among the students.
- Orientation regarding rules, regulation and all norms to be followed in the institute premises are communicated in induction. The discipline is maintained by the class coordinators, monitors and the gender champions in the institute. Information regarding safety, security and important contact numbers are displayed in the Institutional website and premises at noticeable places
- Lady police officer of Nigdi police chowki is a member of Anti Ragging Committee who visits the institute everyday. Night Patrolling ensures safety of girl students in the hostel.
- Whole campus is under CC TV Surveillance.
- Institute has signed MoU with Sterling Hospital for medical emergency and ambulance facility.
- Surprise visits by anti-ragging squad safeguards discipline in the premises.

b) Counselling

Mentoring and Counselling sessions are given for the students to support and ensure a healthy environment. As and when required, the students can approach counsellor and mentors for discussion.

c) Common Room

Common Rooms for girls and boys are available in the institute. There is a sanitary napkin vending machine installed in the girls rest rooms.

Thus Institute shows gender sensitivity in providing facilities and ensuring safety and security.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 95.77

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

Response: 2262

7.1.3.2 Total annual power requirement (in KWH)

Response: 2362	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 56.74

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

Response: 6636

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 11696

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

7.1.5 Waste Management steps including:

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

Response:

The Institute has well planned system for waste management. Waste management is practiced effectively by adopting **Four R's Principle- Refuse/Reject, Reduce, Reuse and Recycle** .

Solid waste management:

- 1.Solid and Liquid Waste – Green and Red Dustbins are kept in the Institute at required locations. The waste collected is regularly disposed by Pimpri Chinchwad Municipal Corporation(PCMC) Vehicle.
- 2.Paper Scrap – The old newspapers, card papers and all paper scrap are disposed by giving to a vendor on regular basis. Unwanted documents are effectively destroyed in Paper shredding machine .
- 3.The institute has conducted cleanliness drives for emphasizing its importance in and around Pimpri

Chinchwad Municipal Corporation area under *Swacch Bharat Abhiyan* .

4.The Institute has played a significant role in collecting tons of nirmalya during ganesha festival under *Nirmalya* Collection Drive.

1.Liquid waste management:

Recycling of water is done through Water Effluent System.This recycled water is utilized for watering trees in the campus and maintaining sports ground

1.E-waste management:

- 1.Computers of old configuration are donated to needy for reuse.
- 2.CPUs, CDs and Computer scraps are given to an authorized recycler of e-waste management.

The institute has also taken special efforts in creating awareness and spreading the hazardous effects of e-waste to all the stake holders through an e-waste project in association with Environmental Conservation Association and Pimpri Chinchwad Municipal Corporation. In this way the institute ensures effective and efficient management of all types of waste.

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

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Recharging bore well with the rain water

Fact: Excessive digging of new bore-wells and incessant use of existing ones has resulted in severe depletion of groundwater levels rendering many bore-wells dry in our Pradhikaran area sector 27A.We are having a bore well near our Institute building .We use the bore well water for watering the plants every day. This was a very good option for us to maintain greenery without using Corporation water. Earlier we were to bring tankers in summer season for the sameThe level of ground water is exhausting ruthlessly and as a result, most of the bore wells have stopped working because of the dryness in our area. It was bothering us and we tried to make use of Water techniques to find out the best way to find out the slope, direction and storage of rain water in the ground..Now we are in a position to use bore well water in summer season. It proved its worth with an advancement named bore-well recharge technique. This enhanced the water in ground levels.

Recharging Bore well:

A 10×10 feet permeation pit is burrowed over the drag well – and a bordering catchment territory (lake) is

exhumed. Stone pitching is performed over the dividers of the permeation pit. A 3-inch layer of sand is made toward the finish of the pit. Gaps or openings are made in the drag well packaging funnel and at that point cover it with work to ensure water embraces the drag well.

Rain water from the catchment territory (Pipe) gets used in the permeation pit. This at that point leaks in through the sand and rock outside the Cement rings. This water channels up through the sand in the foundation of the bond rings. It fills the area over the pipe packaging and after that enters to the drag well through the defensive work and the openings consequently reviving the fundamental aquifer with clean, separated water. It is a great process which has solved the problem of dried bore well in our land and we are enjoying the benefits from 6 months to 8 months 2 hours daily. This has helped to water the plants without using PCMC drinking tap water at our place.

Benefits:

The level of water-output is improved: It works well for completely dried up bore wells, through proper management of rain water harvesting. It is a fully tested mechanism that involves simple steps. Thereby there was no need to call for Tankers for shortage of water.

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

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:

The Institute endeavors to develop green practices, which in turn advances environmental quality, decrease waste and save natural resources and energy. To increase awareness and sustainability towards environment it is necessary to follow some Green practices. The IICMR follows Green Practices as listed below.

1. Tree Plantation Drive:

The institute has indoor plants kept on every floor to give calming effect in summers and create encouraging, energetic and pollution free environment for student learning. Institute organizes tree

plantations drives.

2. Plastic Mukh Abhiyaan:

The precarious effects of use of plastic were displayed by the students of the institute through street play. They covered the following hazardous impacts:

- i. Impact on Water Resources – contamination of water.
- ii. Impact on Land – reduction in the fertility.
- iii. Impact on Wildlife & Domestic Cattle – Consumption of plastic litter , mistaking it for food kills the animals affecting their digestion system.

They urged the public to refrain themselves from the use of plastics in their daily life. The youngsters, committed to spreading the environment message, wanted to reduce use of plastic bags from the city's shopping culture too. Hence, they created an anti-plastic awareness by distributing paper carry bags at the market.

3. Paper Bag Making Workshop:

To spread the message of elimination of plastic bags paper bag making workshop was conducted in the institute.

4. Eco friendly Ganeshotsav:

To eliminate the use of non-degradable plastic material for decoration, the students of IICMR celebrate eco-friendly Ganeshotsav. They reach out to the new generation and work towards eco-friendly practices with their participation.

5. Less use of paper:

IICMR is trying to reduce down on the usage of paper year after year in pursuit of eco-friendly practices. This not only saves time and money but also improves the flexibility and security in operations. These eco-friendly practices include use of ERP for disbursement of notes to students, use of Tally for preparation of annual records, use of survey monkey and Google form for feedback of programs conducted. What's app groups are created amongst the faculties and students to share documents, notes to reduce usage of paper.

6. Use of saplings:

The institute in its attempt to follow eco-friendly practices uses saplings for felicitation of dignitaries coming for guest sessions.

7. Use of solar panel- We have installed solar panel from last one year, This has resulted in reduction in electricity consumption by 15 kwh.

8. Non AC cabins of dignitaries in the campus.
9. Use of green stickers on the switches as a reminder to save energy when not in use.

File Description	Document
Any additional information	View Document
Link for 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: 1.49

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)

2017-18	2016-17	2015-16	2014-15	2013-14
2.42	0.075	0.076	0.052	11.017

File Description	Document
Green audit report	View 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:** 38

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	14	7	5	2

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:** 17

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	7	2	2	1

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	1	4	2

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

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

Response:

The Institute imparts values to all the stakeholders by organizing the national festivals and birth / death anniversaries of the National Leaders. This creates an environment that promotes national integration.

1. Independence Day and Republic day - The Institute celebrates Independence Day and Republic Day by hosting the flag followed by a formal event of speech, patriotic songs singing and plays by students.
2. Teachers day – Teachers day is celebrated on on occasion of birth anniversary of Dr. Sarvpalli Radhakrishnan.
3. Ganesha Festival – Institute celebrates Lord Ganesha festival for 5 days with various cultural and social activities.
4. Navaratra Festival – Institute celebrates Dandiya night with traditional Garba music and dance performances.
5. Gandhi Jayanti- Institute celebrates Mahatma Gandhi Jayanti by conducting Swatcha Bharat Abhiyan.
6. Birth Anniversary of Dr.A.P.J.Abdul Kalam (13th October) :is celebrated as “Wachan Prerna Din”.
7. Diwali Celebration – Institute conducts Faculty get together which includes dance and musical performances by faculty members and celebrates Diwali festival.
8. Shiv Jayanti - The Institute celebrates Shiv Jayanti wherein the students motivate the surroundings through their skit on great warrior Shri Chatrapati Shivaji Maharaj.
9. Women’s Day – Institute celebrates 8th March as womens day by felicitating women personalities for their amazing achievement.
10. Birth Anniversary of Dr.Babasaheb Ambedkar (14th April) : This program is followed by a display of the books authored by Dr.Ambedkar through Book Exhibition in the library.
Celebrations of all the above events creates a bonding among the students and faculty members coming from diverse locations.

File Description	Document
Any additional information	View Document

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

Response:

The Institute reviews its teaching learning process, administrative & methodologies of operations and learning outcomes at periodic intervals through Internal Quality Assurance Cell(IQAC)

1. Finance:

1. The salary revision is made through transparent appraisal system and it is communicated to the staff.
2. Entire fee structure is communicated to the students at the time of admission.
3. Fees are finalized as per the Fee Regularity Authority.

1. Academics:

- 1.Orientation regarding teaching learning, assessment and evaluation is given during Induction.
- 2.Academic Calendar and Lesson Plan provides detailed schedules of all the activities.
- 3.The information given in the academic calendar provides a complete road map to all the stake holders .
- 4.Review of the teaching learning and evaluation processes are taken periodically in departmental meetings and institutional meetings. Notices are displayed on website.

1. Administrative Function:

1. Recruitment of the Faculty Members:-

Recruitment of the faculty members is done as per Savitribai Phule Pune University norms. An open advertisement is given in the national and local news paper for the available faculty positions .All the details about leave , appraisal policy, students feedback mechanism are explained through Process manual. Faculty members are empowered and involved in the decision making process through establishment of Statutory and Institutional committees.

1. Student Admission Process

Students willing to take admission in the Institute are well informed about the program, structure, fees, syllabus through website .The entire process of admission is followed as per the guidelines given by by Directorate of Technical Education and all the information are displayed in the official website of DTE. As per the CAP allocation for admission, the students approach the institute after verification of the documents at the Admission Receipt Centre(ARC).

Clarity regarding the entire culture of the institute is given to the student during admission counseling. So the student is completely aware about what is expected from him in the entire journey towards self-development.

• Effective Implementation of all operations:

Periodic review meetings at various levels (Director/ HODs/Committee Heads) are conducted to ensure transparency, accountability and corrective measures. Departmental meetings, Bimonthly Institutional Meetings , Quarterly IQAC meetings ensures the smooth function of the learning process.

1. Auxiliary Function:

◦ Hostel Facility

The availability of room in the hostel, fees, facilities in the room, mode of payment are informed to the students at the time of admission. Parents and students are informed about the safety and security system at the time of admission.

• Knowledge Centre (Library)

The library has installed with AutoLib software that enables the students to view all the books available in the library subject wise and author wise. Information regarding new arrivals of books, journals, library events and periodicals are communicated to the students regularly . Librarian gives the complete details of the library during induction to all the newly admitted students.

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:

1. Title of the Practice: Corporate Mentoring

2. Objectives of the Practice:

- To make students aware about the latest happening and trends in the Industry.
- To update and upgrade the students about changing business dimensions
- To bridge the gap of existing academic Concepts learnt and Industry applications
- To guide and mentor students about do's and don'ts while entering corporate world

3. The Context:-

Management students are expected to face the corporate world immediately after the completion of post graduation. The students need input and guidance on various aspects of business processes and functions for becoming successful in job. Corporate Mentoring plays a significant role in laying a road map for successful career journey. This provides direction regarding practical application of the concepts learnt and exposure to Industry processes and practices of different Business Functions.

Corporate Mentorship give right exposure to students to understand Industry practices and processes. It creates an opportunity to interact with corporate Professionals, giving insight to enhance career interests and establish a professional connect.

4. The Practice:-

1. Introduction:-

A meeting was conducted with the corporate experts closely associated with the institute and the concept of mentorship was explained. The concept of Corporate mentorship was appreciated by all the experts. Around 25 experts accepted to guide and mentor the students. The nature, objectives, Scope of discussion during mentoring was discussed and a concept note was prepared and circulated to all the corporate mentors.

2. Process:-

The Corporate Mentorship Programme allows the students to discuss their career goals, objectives, as well as to interact with Senior Executives from the Corporate arena in their specialized areas. After connecting with the mentors students interact and ask questions in their major field of study and hence it becomes more focus oriented. This also helps the students to learn more about their chosen specialization and helps

in deciding the summer Internship project. They get behavioural tips from the mentors and it helps students to improve their employability and improve corporate readiness. The mentees do gain practical guidance from the Senior and experienced professionals.

3. Methodology:-

Sr.No	Initiatives	Duration	Learning's	Outcome
1	One to one Interactions	Once in a month	Understanding the qualities to be developed for achieving career goals Knowing Inclination of the student and interest area	Student capacity and career road map Build confidence in the corporate
2	Group Interactions in the institute	Once in a Month	Getting a road map to work in business Functions	Understanding reality and develop com
3	Career Guidance sessions	Twice in a Semester	Explore career opportunities in different sectors and functions Support in deciding specialization	Clarity of opportunities emerging se

Scope of One to one Mentoring :-

- Initiation Stage: Identifying mentors, initiating dialogue, knowing the mentees
- Cultivation Stage: Understanding requirements, developing initiatives, assigning projects or events, supporting students, reviews
- Separation Stage: Work with students till final placement, conduct final meetings and close the mentorship programme
- Redefinition Stage: In exceptional cases do the handholding, review the programme every year to check the overall impact and outcome and make improvements

5. Evidence of Success:-

- The participation of the students in organizing events has increased.
- The confidence level while interacting with corporates has enhanced.
- Participation of the students in inter and intra institute competition is increasing.
- The students got opportunities in Multi National Companies(MNC) for summer Internship.
- Employability level has significantly increased.

6. Problems Encountered:-

- Time constraint of both mentors and mentee. Explored online and offline help
- Students coming from rural background need more time to discuss- Removed anxiety and fear with one to one interaction
- More dependency of mentee on mentor- asked studnets to take a decision and empowered them to realise self power. Gave idea of pros and cons of decision making.
- Maintaining impartial and unbiased approach- developed rational for outcome.

7.Resources Required:-

- Corporate Experts
- Class rooms for group Discussions
- Auditorium for Career Guidance sessions

.2.Title Learning By Doing – Model making

Beneficiary- Students , faculty members

Objective :-

- 1.To provide more realistic, hands-on experience to students so as to understand the concepts of various subjects.
- 2.To engage students in their education to improve retention and student success.
- 3.To enhance the creativity by making models.
- 4.To use the models as teaching aid to teach the concepts in subjects.

Context

Learning by doing is based on learning from experiences or by hands on practice. This approach allows learners to learn and understand the concept which they will never forget. Learner can use his/her own ideas to elaborate the concept and make the learning process more interesting.

Techniques:-

- 1.Conceptual understanding is very important and is the base of every advanced learning.
- 2.Very well explained in the Chinese proverb : “I hear and I forget, I see and I know, I do and I understand”. The models made by the students , make them understand and remember the concept for the life time.
- 3.The models were created by the students on various basic and advanced concepts.

Practice :-

Learning by doing - Model making activity motivates students to make working models on various concepts in courses like Operating system, Data structure, networking, Cloud computing and many more. students exhibited these models and explained to the all faculty members and other students too.

Outcome (Evidence of Success):-

- 1.All students actively participate in the activity and very much involved to make their own model and also to see the models done by the other students, in turn learning and revising the concepts.
- 2.An exhibition of all the models made by the students is organized where the students are asked to explain the concept to the visitors.

Challenges Encountered

- Lack of available references for the models
- Limited visualization and creativity of students
- Time constraints

Resources Required

Faculty, Students, Raw materials like sketch pens , glue, paper sheets , electronic components, board.

Conclusions-

Students enjoyed while learning the concepts, Their confidence is increased. They understood the importance of working in team. These models help the faculty to teach the concept in class.

File Description	Document
Any additional information	View 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:**

Deep rooted commitment towards education, strong social sense and focus on creating responsible citizen is the guiding pillar of the institute. The institute has been working with consistency and sincerity towards its long term vision and mission. In this journey the institute has always believed in consolidation than expansion and consistency in work than one time achievement.

Vision:

To be centre for quality education and research, through excellent academic ambience and natural relation with society and industry, with an objective of purposeful existence in society.

Mission:

We, at IICMR regard it as our mission to develop competent professionals & entrepreneurs capable of withstanding and managing the ever-changing scenario in the world of Information Technology & Management and having a deep-rooted sense of social responsibility.

Being at the centre of quality education, the Institute caters to the need of developing the quality Human resources for the Industries, who can withstand the evolving changes in business scenario. The initiatives

undertaken for this are incorporated in the academic calendar and are communicated to the students in the Induction as well as in the beginning of each semester

Distinctive Programs – to develop competent professional

Mentoring and Counseling

The Institute supports the students to unlock the hidden potential and guides throughout the program through Counseling, Mentoring and student development initiatives. Students are groomed in a systematic manner after self analysis and one to one interactions by various initiatives:

Student Development Program (SDP)

Student Development Program is a unique program that provides a platform to the students to demonstrate skills through Presentation, Role play, Group and Individual activities. This fosters participative learning culture under the guidance of mentors.

Under this program the students are also groomed by industry and academia experts. Hands on Trainings/workshops/Sessions/ Industry visits ensure continuous up gradation as per the latest trends.

This equips the students in developing different skill sets and Core Competencies which are required in facing personal and professional challenges.

Career Excellence and Employability Enhancement Program

Career Excellence and Employability Enhancement Programs lay down the foundation for entering into the corporate world through series of sessions on Aptitude training, Personality development, Presentation skills, Business etiquettes, Resume Building, Mock Interviews, Group discussions, Personal Interviews and Get set go for placement.

Business Process Excellence and IT Conclave :

Business Process Excellence and IT Conclave are initiated to link the academia with emerging industry trends. Eminent personalities and experts in the corporate world discuss the emerging career opportunities in different sectors and also share their rich experience and success stories. These sessions support in converting the theoretical concepts into practical application. This platform provides guidance to understand the inclination and decide appropriate specialization, internship and relevant job opportunities.

Value Added Certifications (VAC) and Add on Courses:-

The certifications offered are chosen based on the feedback received from stakeholders, Recent Trends

and relevance in the job market. Through Value added and add on courses the institute focuses on overall development of the students by enhancing the career prospects and employability skills

Giving Back to the Society:

The youngsters of the institute leave no hand behind in developing the society. Academic Social Responsibility (ASR) (<http://www.iicmr.org/asr>) –provides dimension of value education among the students and faculty by helping, serving, reflecting and learning through neighborhood and extension activities like Blood donation , tree plantation, Swaccha Bharat Abhiyan ,organ.

Entrepreneurship Development Cell and IT clinic:-

To enhance the entrepreneurial skills among students , Entrepreneurship Development Cell and IT clinic is established .

IT clinic provides consultancy related to following services. Repair, Maintenance of Hardware (Laptop, desktop, mobile phones), Software Installations, Software Development: website and Mobile app development, Training on current trends in IT.

The Cell supports aspiring managers to carve ideas and out of box thinking into conceptualization and executable business plans. The cell conducts seminars to educate the aspiring entrepreneurs about the importance of Patent, Copyrights, Intellectual Property rights and Cyber Security.

Also collaboration with corporate mentors helps build entrepreneurial skills, business orientation, networking for the aspiring entrepreneurs. Display of ideas and startup ventures is facilitated through exhibitions, workshops,

Industry participation & Interaction:-

The Institute has collaborations with distinguished bodies through Memorandum of Understanding and linkages. These collaborations help the faculty members and students in getting guidance and support through internship projects, workshops, extension activities. Besides, such linkages also facilitate networking with multi-disciplinary and interdisciplinary research.

Curriculum Integration Advisory Cell of various experts from Industry and academia guide the students time to time under various activities explained above. Corporate Mentoring gives exposure to the students to understand industry practices and processes through one to one interaction, Group Interactions and career Guidance sessions.

Thus the institute stand by its moto: “Reaching New Heights” .The students as well as the faculty members understands the importance of continuous improvement to be done continually in every thing they do. All this can be achieved by a perfect team work and that is the reason everyone consider the institute as their extended family.

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

NAAC

5. CONCLUSION

Additional Information :

The Institute believes in four stage growth plan.

1) Establishment:

We have established Post Graduate Research Centre in Organizational and Computer Management. We need to strengthen the resources for much needed Industry projects that leads to develop the roadmap for Industry 4.0 Revolution.

2) Consolidation:

Use of IT and ICT enabled Teaching Learning and Evaluation method will reduce the burden on faculty members which can be utilized for Consultancy and Project work.

3) Expansion:

The Institute has recently established Institution Innovation Council (IIC) as per the norms of Innovation Cell, Ministry of HRD, and Govt.of India. The Cell can take up the Industry live projects where students and faculty members can come together exploring their ideas for process excellence. This will result in bonding and branding within the stakeholders and will help in optimum utilization of resources.

4) Excellence:

We aim to have a knowledge based IT enabled teaching learning evaluation process, enhancing self-learning among students. This will support an inclusive growth and collaboration with MOU partners and stakeholders. During this process, the faculty members will be updated and upgraded with latest developments in Technology and Management. Through Industry 4.0 Projects, Institute will endeavor comprehensive growth of society and enable self-growth with development. Hence, the Institute can contribute to the society by its purposeful existence and commitment towards a deep rooted sense of social responsibility as mentioned in the vision and mission statement. Thus the Institute strives to become the best in class education for professional development of faculty members and students.

Concluding Remarks :

IICMR has fully empowered an environment where open and transparent working is promoted. Everybody gets opportunity to work on various initiatives where right from concept to implementation to 'Thanks giving' is executed by the assigned team of Faculty members and Students. The higher management has open door policy where all have access to Director. The working is based on democratic way and all initiatives are discussed in Institutional and departmental meetings held every week. Faculty members provide feedback of the previous week on activities, events conducted.

Special focus is given on Faculty Development where FDPs, Industry -Expert interaction, additional courses and higher education is promoted. IICMR being leading MBA, MCA institute in PCMC area because of its

various unique initiatives to make better quality education for its students. In line with IICMR's Vision and Mission statements, the various systematic Programmes and initiatives are planned along with syllabus for students overall development to reach new heights. While the normal learning happens, it is seen that students become more employable. This is the real differentiator for IICMR.

IICMR believes in 'learning inside out and outside in the classroom' hence the student related development programmes are designed with Value Added Certifications, Career Excellence Programmes, Practical and Industry Exposure, i.e., One-on-one interaction with Industry stalwarts, field visits, seminars and much more to give a real idea, etc are planned for the students. The theme of Business Process Excellence (BPE) is initiated to link the academics with the actual environment in Industry and give management students exposure to Corporate Business world.

IICMR students have ARKO club where all extra-curricular activities are organized. Freshers Day, Teachers day, Ganesha and Navaratri Festival celebrations, Education Tours, Rainbow, Cultural Activity and Parents Meet. These activities are aimed at development of leadership, team building, creativity and event management skills among students and explore their hidden potential. Industrial visits are an integral part of management studies at IICMR. The objective is to give our students a hands-on experience of the practical working of the industry which will help in enhancing their practical understanding of the different functional roles in an organization.