



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

S.N.G. INSTITUTE OF MANAGEMENT AND RESEARCH

**A/P JAIDWADI,PUNE-NASIK HIGHWAY,RAJGURUNAGAR.,RAJGURUNAGAR,
PUNE,MAHARASHTRA,410512**

410512

www.sngimr.in

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

S.N.G.Institute of Management and Research (SNGIMR) was established in the year of 2009 with AICTE approval and affiliation to Savitribai Phule Pune University (SPPU) by Shree.S.N.Ghumatkar. The goal of setting up of educational institute was to promote and propagate education mainly for students from rural area at economical fees. The campus is situated about 53 km from Pune Railway Station, 50 kms from Pune airport. It's on the National Highway No 50 Pune-Nasik Highway.

The Institute is private self-financing co-ed institute with sanctioned intake of 120 students for MBA . Of about 14 acres campus area, more than half acre area has been developed for the Institute infrastructure with total built-up area 3156 sq. meters.

S.N.G.Institute of Management and Research (SNGIMR) is always trying to provide all the best possible student centric facilities for Management students so as to enable them to become good Managers and or Entrepreneurs in future who can contribute for betterment of society.

SNGIMR offering Master of Business Administration (MBA) follows the curriculum and academic regulations laid down by SPPU.

Vision

To Create the niche in the field of management Education.

Mission

-Inculcating the concept of E.L.P. -Entrepreneurship, Leadership & professionalism amongst the participants during their Management program.

-Exploring and honing the core-competencies of the participants.

-enhancing the employability of the participants by invoking real-life situations during their learning.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

A detailed Strength, Weakness, Opportunities, and challenges (SWOC) analysis is carried out in a structural manner with the vision and mission of SNGIMR. It forms the basis for developing a strategic plan to evolve institution as reputed management institution and self-sustainable entity. Details of SWOC analysis are as follows:

Affiliated to S.P.P.U Pune, which is NAAC 'A+' grade accredited, and 'University with potential excellence' status.

Admission Process: Admissions through Government of Maharashtra Centralized Admission Process (CAP) . Institute level seats surrendered and filled through CAP (AY 2015-16, 2016-17,2017-18,2018-19)

Recruitment of faculty: Faculty members are selected through selection committee appointed by University. Outside experts are members of local selection committee

1. **Infrastructure of the institute-** ICT enabled class rooms, and Conference Hall, Well equipped Language Lab., well-equipped library with E-Library for students & staff; Separate hostel for girls and boys students; fully computerized administration office and department of examination, green campus with adequate playgrounds etc.
2. Institution has an **efficient team** of well qualified and dedicated teaching and non-teaching student centric staff
3. **Financial care** for the students by the Institute and the Management – Free hostel, scholarships and installment facilities for payment of fees for all needy students.
4. Institute results are consistently higher than average results of the affiliating University.
5. Innovative practices of **engaging alumni** to enhance the entrepreneurship skill in students.
6. Industry demanded attributes, leadership, communication, innovation and are imbibed through **students' participation** in different activities and functional committees.

Institutional Weakness

As a part of continual improvement effort, the Institute consciously identifies weaknesses and works to overcome the same.

1. In initial stages of growth of the institute, faculty members were motivated to pursue their PhD and have resulted in increased no for PhD registration and completion. However, Consultancy, Publications in renowned journals, preparations of monographs falls short of expectations.
2. The competent authority appointed by Govt. of Maharashtra carries out entire admission process there by leaving no chance for the Institute to control type of students that are admitted to the Institute. As a result students with lower cut-offs are admitted in the Institute.
3. The Institute although is able to assist in placing good number of students, the average package offered to the students is acceptable weakness.
4. The Industry Institute Interaction is a moderate. Institution needed more efforts for strengthening industry-institute partnership, building entrepreneurs and incubating start-ups.
5. Institution requires funding support from government agencies and industries for incorporating research culture.

Institutional Opportunity

1. The Institute is situated in the nearby of Khed and Chakan Industrial Area which has Small and Medium Scale Industries. This opens an opportunity for the Institute to connect with the SME's, tie up with them and create a win-win situation.
2. Fascinating the young and motivated faculties towards academics, Research and Publications.

3. Establishment of research centre affiliated to Savitribai Phule Pune University (SPPU).

Institutional Challenge

1. Higher faculty/staff attrition rate because of location and better opportunities in Industries.
2. Due to lack of Government grants Management Institutes like ours find it difficult to meet with the rising expenditure . Operating within the different regulatory frameworks including raising and deployment of financial resources is a challenge.
3. Rigidity of academic structure & curriculum as framed by SPPU, Pune;updating curriculum is in the purview of the university. Ensuring its applicability with the industry expectations is a challenge.
4. Declining trend in admissions for MBA program though out India and particularly in Maharashtra region possess the challenge to insure strategic steps in keeping with the present strength of intake for the coming years at our institute.
5. Attracting meritorious students.Improving aptitude, soft skill and communication skills of the students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institute is affiliated to SPPU and therefore implements curriculum set by the SPPU. The Institute has structured, systematic planning and implementation of the curriculum. Institute ensures effective curriculum delivery by considering Student centric approach through a well-planned and documented process of plan, develop, check and action. Academic and curriculum flexibility is offered through specializations/tracks, elective courses. Our curriculum includes orientation, induction programs and also maintains adequate mentor mentee ratio to develop practical knowledge in students.

The CBCS curriculum offers flexibility to Institute and students to choose the course out of the basket of the course through cafeteria approach. These courses are offered to the students considering the employability potential, students' background, skill sets, availability of resources and value addition that happen to the students' skills as an outcome of the course.

The Institute integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics through audit courses, by organizing workshops/ seminar / conferences, guest sessions and through suitable policies and practices. The Institute has practice to conducts value-added courses for imparting knowledge and life skills to the students.

Institute offers professional management program and it is impertinent that student carries out summer internships projects and dissertation.

The Institute has structured mechanism to obtain feedback from stakeholders regarding curriculum and curriculum delivery. Management suggests necessary action based on feedback for refinement of academic processes.

Teaching-learning and Evaluation

SNGIMR implements effective teaching learning practices with interactive techniques. Institution engage students in higher order training through group discussions, debates, quiz competition, seminars, presentations and use of ICT resources.

The admissions process of the institution is in accordance of state government norms. Students are admitted in through the Centralized Admission Process (CAP) conducted by Government of Maharashtra. All the seats including Institute level seats are filled through CAP ensuring transparency in the admission process. Admission process ensures inclusion of students from all types of categories as per policy laid down by Government of Maharashtra.

The recruitment of faculties is done according to the university norms. Institution incorporates various strategies for facilitating slow learners by collaborative learning process, clarifying doubts, revising important concepts and practice problems in subjects. Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences. The institution includes industrial visits and internships to get hands-on experience to acquire skills and knowledge.

Participative learning methodologies such as case study, role play, group discussions, brainstorming sessions ensure collaborative learning. Institution empowers innovative approaches like innovative assessment methods, research paper publishing for developing creativity in teaching learning process.

Institution follows guidelines of SPPU for internal evaluation and assessment procedure. Attainment of the course outcomes is measured directly through grade sheet issued by SPPU. The Academic committee is responsible for preparing the academic calendar before the commencement of the semester.

Research, Innovations and Extension

To imbibe research culture in Institution, Research and Publication cell arranges workshops and seminars. Also, institution encourages the faculty and students to participate in conference, seminar and workshop of repute. The Institute has signed MoUs with the industries to bridge the gap between Industry and Academia.

Faculty and students are encouraged to visit research-oriented labs and industries to improve their practical skills. Adequate resources viz. faculty members, library, e-journals, journals, online resources, magazines and ICT facilities for research are available.

Initiatives like inviting successful first generation entrepreneurs in the Campus for sharing their success stories to the students are encouraged. Institution provides a platform for young entrepreneurs' by creating Entrepreneur Development Cell (EDC) cell.

The Institute motivates faculties and students to publish their research work, Books/ Book chapter in seminar/conference/reputed journals/publications. The Institute publishes biannually "National Journal of Research in Marketing, Finance and HRM" (ISSN Indexed Journal). The Institute has stated Code of Ethics to check malpractices and plagiarism in Research for faculties and students.

As an extension, efforts are pursued to fulfill its corporate social responsibilities for nearby community through organizing social activities.

Institution participates in community service activities by collaborating with local and regional communities for

holistic development among students. Local area/village is visited for various welfare activities such as health and hygiene awareness, community learning, Swachh Bharat, and education development.

Infrastructure and Learning Resources

Institute has adequate facilities conducive for teaching – learning and holistic development of students. Learning infrastructure includes ICT enabled classrooms, computer centre, seminar hall, library. To increase the mental alertness and physical fitness, institution motivates the students to participate in various sport activities and provides them open playground and sport room for indoor games. The infrastructure takes care of Divyangjan. Safety and security equipments have been installed. House-keeping personnel maintain the hygiene. Budgetary provision for up-keep of the infrastructure is made.

Library is treated as the Knowledge resource centre. The Institute has Library Management Software (pollengrain) for monitoring and reviewing library resources. Library is enriched with a variety of books, journals, magazines, newspapers, e-books and e-journals. Multimedia PC's and reprographic facilities are provided in the Library and administration office. The Institute makes provision for library enhancement and maintenance in the annual budget.

The Institute is equipped with 50 mbps leased line internet connection. The Institute frequently updates its IT facilities and peripherals. The computational facilities cater to the needs of Students, faculty members and researchers. Labs are 100% networked.

Institute makes sufficient budgetary provision for maintenance of physical and academic support facilities. The Institute has devised policies and procedures for maintaining and utilizing physical, academic and support facilities.

Student Support and Progression

The Institute follows student centric approach. Financial assistance in the form of scholarship and EBC financial support is provided to the eligible students as per Government norms. Mentoring and counseling sessions for students are conducted to guide/counsel in terms of their personal and career goals.

Institution have committees like Grievance and Redressal, Prevention of Sexual Harassment, Anti-Ragging, Research Cell, Entrepreneur Development Cell, Library and SC/ST Committee and Women Cell, Training and Placement cell for achieving vision and mission and to maintain a balance between students demands/problems and feasibilities. Institution has also Sports and Cultural Committee.

Students are members of these committees.

The Training and Placement cell is participative and student driven. Internship and placement activities are coordinated through the cell. It provides pre-placement guidance and required training to the students to make them employable. The Institute motivates students to participate in various co-curricular and extra- curricular activities at various levels. The students are encouraged to organize co-curricular and extra- curricular competitions/events in the institute.

The Institute has a registered Alumni Association. The Institute organizes Alumni meet which helps in industry

interaction to improve managerial skills and placements.

Governance, Leadership and Management

The democratic and participative approach is adopted by the Governing Body (GB) and Local managing committee (LMC), both the bodies have representation of teaching staff. This helps to design, deploy and monitor various policies, plans and procedures for the effective governance. By delegating authority to various functional committees, the GB has adopted decentralized approach. These committees perform their activities and report to the authority

The governance of the institution has vision and mission which reflects effective leadership by inculcating research culture, consultancy and entrepreneur development through industrial participation to become self-sustainable.

The mission of institution is inculcating the concept of E.L.P. -Entrepreneurship, Leadership & professionalism amongst the participants during their Management program. The institution believes in ELP and research culture by publishing research journal, organizing guest lectures, developing Entrepreneur Development Cell, Industrial visit and by using ICT resources.

Institution has a perspective plan developed by Chairman/President/Governing Body, and Director with the suggestion of IQAC under the guidance of Governing Body (GB). For the decentralization, institution has inspiring participative management in various professional development programs like Conferences, FDPs and accreditation task.

Institution encourages employees by appropriate increments, leaves and FDPs, incentives for faculty getting award and thus make them more productive and ensures optimal employee satisfaction. Institution have statutory financial audit by the External Audit Agency recognized by ICAI.

Internal Quality Assurance Cell (IQAC) is recently constituted to plan, monitor, suggest and assure quality to achieve the mission and vision statement of the institution.

Institutional Values and Best Practices

The Institute imbibes core values and designs code of conduct for the stakeholders and the same are communicated. Institute believes in maintaining transparency and the same is reflected in its financial, academic, administrative and supporting functions.

The Institute organizes program to address issues related to gender and environmental sustainability. The Institute has network of CCTV cameras installed, wall compound is constructed and security guards are on duty for safety and security. Boys and girls common room and separate washroom are available in the Institute.

The Institute has adopted conscious measures to maintain a green, eco- friendly and pollution free campus. Campus focuses on energy conservation, use of renewable energy, water harvesting, tree plantation, e-waste disposal management.

The Institute empathizes with Divyangjan and provides infrastructure and necessary resources such as Physical

facilities, Provision for Ramp / Rails, Rest Room and Scribes for examination for differently abled (Divyangjan).

The Institute has taken social initiatives such as 'Road Safety', 'Vyasana Mukti Awareness Programme', 'MBA CET entrance classes' to cater need of local populous.

To celebrate glorious heritage, culture and traditions, Institute takes pride in celebrating National festivals and important days like Republic Day, Independence Day, Women's day, Teacher's day etc. Institution is also actively involved in Gandhi Jayanthi and International Yoga day. The students present the Biographies of the great Indian personalities on their birth / death anniversaries for promoting universal values and ethos. The Institute has adopted student centric best practices such as career guidance sessions for rural youths, institution gives financial support to economically deprived students in the form of free hostel facility and EBC, minority and scholarship help cell for eligible students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	S.N.G. INSTITUTE OF MANAGEMENT AND RESEARCH
Address	A/P JAIDWADI,PUNE-NASIK HIGHWAY,RAJGURUNAGAR.,RAJGURUNAGAR,PUNE,MAHARASHTRA,410512
City	Rajgurunagar
State	Maharashtra
Pin	410512
Website	www.sngimr.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director(in-charge)	SHRIKRISHNA GULABRAO WALKE	02133-272214	9890677350	-	sngmba@gmail.com
IQAC Coordinator	Mahavir Manikchand Shetiya	02133-272213	9730472993	-	mahavirshetiya@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details				
Date of establishment of the college		28-05-2009		
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	04-04-2018	12	

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	A/P JAIDWADI,PUNE-NASIK HIGHWAY,RAJGURUNAGAR.,RAJGURUNAGAR,PUNE,MAHARASHTRA,410512	Rural	14	3156

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,Management	24	Graduation	English	120	120

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	1				2				8			
Recruited	1	0	0	1	1	0	0	1	8	0	0	8
Yet to Recruit	0				1				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				15
Recruited	10	5	0	15
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
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				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	1	0	0	0	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	2	0	6

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

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	2	2	0	4

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	90	2	0	0	92
	Female	28	0	0	0	28
	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	1	3	2	1	
	Female	0	1	0	0	
	Others	0	0	0	0	
ST	Male	0	0	0	0	
	Female	2	0	0	0	
	Others	0	0	0	0	
OBC	Male	5	3	2	1	
	Female	3	1	2	0	
	Others	0	0	0	0	
General	Male	71	55	73	51	
	Female	20	27	23	11	
	Others	0	0	0	0	
Others	Male	2	4	0	0	
	Female	0	1	0	0	
	Others	0	0	0	0	
Total		104	95	102	64	

3. Extended Profile

3.1 Program

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

Response: 12

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
1	1	1	1	1

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
196	188	167	157	185

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
42	43	42	42	44

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
92	93	65	93	90

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
11	10	6	9	7

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
16	16	16	16	16

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
27.37	44.74	77.81	70.29	63.73

Number of computers

Response: 80

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 adheres to syllabus prescribed by Savitribai Phule Pune University (SPPU). With the start of Academic year, Director approves time table and work load, discusses in detail with the respective subject teacher about the Course Objectives, Course Outcomes and teaching techniques as directed by the university. Accordingly, faculty members prepare lesson plan and course file to implement well planned teaching learning process. Faculty members use traditional and ICT techniques to deliver the lectures effectively. Director takes monthly meeting with course coordinator and faculty members to ensure smooth conduction of curriculum.

At SNGIMR , our aim is to develop a strong and effective curriculum delivery process, so that the students of our Institute could get better understanding of the subjects taught in four different semesters of MBA course. We also take a lot of initiatives to bring in live experiences to the students to make them socially responsible, when they complete their MBA.

SPPU, Pune has specific dates for the commencement and completion of the curriculum during each Academic Year. Our Institute is following 9am to 5pm schedule for teaching and learning on working days in every week.

Faculty members have academic liberty to incorporate innovative assessment practice in their courses such as Classroom Examinations, Online tests, Report writing, Open Book exams, Assignment writing etc. The teachers and students together arrange Field work, Industrial visits, Start-up guidance and profiling, Role plays, Book reviews etc. Under the Director's guidance at SNGIMR we give emphasis to activities such as Workshops, Seminars, Soft skill development programs etc., to give confidence and competence to our students. During the first semester grouping of students based on learning ability is done. The slow learners are identified and special efforts such as mentor groups, extra sessions on difficult subjects, personal counseling and guidance sessions etc. are arranged. Industrial visits are organized to gain first-hand information on subjects like Marketing Management ,Supply Chain Management, operations Management, Information Technology, Production Management etc. Expert lectures are arranged by inviting various experts from leading industries to enlighten the students on practical aspects .

The Institute has well equipped Language lab, IT lab, Library and all teaching aids which are most utilized by students and teachers. The Director and Programme Coordinator work out a detailed plan for effective execution of the curriculum-such as the academic calendar, course allocation chart and the time tables for each class. SNGIMR is successfully attracts large number of students for admission to the MBA programme every year. Some of our students have become successful entrepreneurs by establishing their own enterprises. SNGIMR has been showing excellent results at MBA examinations year after year.

1.1.2 Number of certificate/diploma program introduced during the last five years**Response:** 0**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
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	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:** 0**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
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	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:** 12

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 100

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

Response: 1

File Description	Document
Name of the programs in which CBCS is implemented	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:** 0

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
0	0	0	0	0

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

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

The institution regularly conducts workshops/seminars/guest lecturers to encourage students to take up entrepreneurship. The second year MBA students have a subject “Managing for Sustainability” whose objectives include general ethical principles in business, social responsibility and sustainability. The institute believes in inculcating values through different activities like Swacha Bharat Abhiyaan, tree plantation, Beti bachao Beti padhao abhiyan.

The CBCS pattern syllabus of SPPU,Pune integrates subject likes Gender Issues, Environmental

Management, Sustainability Management, Human rights, Values and professional ethics in its curriculum which are being taught and oriented to the MBA students. In order to highlight gender related issues among students we also organize lectures on the role of women in the development of society, workplace harassment, sexual harassment at workplace etc. The women's grievance committee at our institute is actively working to bring in gender equality in all the activities that the students undertake during the 2 year's study program at our institution. The institute takes consistent efforts to integrate cross cutting issues like gender, climate change, environmental education, human rights, etc. into the curriculum.

Environment and Sustainability issues:-

Environment and Sustainability issues are integrated into the curriculum in the following manner:

Environmental Awareness Education: Generic Core Course "Managing for Sustainability" is offered during Semester IV and acts as the primary means of integrating climate change, environment and relevant issues into the curriculum.

Students are motivated to carry out Swatch Bharat Program to keep the environment clean and green. They have planted saplings in campus and are also involved in campus cleaning activities.

Human Values and Professional Ethics issues:-

Human Values and Professional Ethics issues are integrated into the curriculum in the following manner:

Human Rights: As per SPPU, Pune syllabus, education related Human Values and professional ethics is already a part of curriculum. We also celebrate 10 December as Human Right Day every year by arranging guest lecture on Human Rights by eminent personalities.

File Description	Document
Any Additional Information	View Document

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

Response: 0

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

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships**Response:** 42.86**1.3.3.1 Number of students undertaking field projects or internships****Response:** 84

File Description	Document
Institutional data in prescribed format	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
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document

1.4.2 Feedback processes of the institution may be classified as follows:**A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected****Response:** B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document

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: 1.05

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
6	2	1	0	1

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 76.67

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
104	95	102	64	95

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
120	120	120	120	120

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 21.96

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
13	13	6	2	13

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The institute organizes induction programme for the newly admitted MBA students. Induction programme acts as an ice-breaking session in which information is provided to the students regarding the Institute, the MBA programme and future activities to be carried out in the institute. Syllabus and academic calendar is also made available to students for getting clear idea about the programme and curriculum delivery in SNGIMR.

The institution believes in developing the quality of all the students and thus emphasizes on assessing their learning levels depending on students' percentage in both, the qualifying degree and entrance exam. For identifying the slow learners, the director has approved 50% in graduation and 10% in MBA Entrance exam as cut-off level. Consequently, slow learners are given the extra classes with counselling and reclarifying the doubts on required topics. In the institute, a mentor also helps in analyzing the cause of low performance of slow learners and guides in remedial actions. Students who are weak in English are provided special coaching in communication Skills and are asked to use language lab facility.

Course teachers share the learning / study material and they guide such students individually and provide necessary support to cope up with difficulties if any in their studies. Special assistance is provided for students from rural background.

Similarly, advanced learners are also identified on the basis of their past academic record, work experience and performance in online examination (Students obtaining first 10 positions). Advanced learners are given the provision to issue extra books from library. These students are encouraged to lead in organizing, coordination and conducting of various events at the institute. They are involved in real-life problem solving assignments with industries in association with the teacher-guides.

Proactive Initiatives:

It has been observed that certain number of students lack in self-confidence due to poor social interaction skills. Initiatives such as personality development training, guest lectures and mentoring help them to develop their social skills and confidence. Specifically, the various initiatives initiated to bridge the knowledge gap of the enrolled students.

2.2.2 Student - Full time teacher ratio

Response: 17.82

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.51

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description

Document

Institutional data in prescribed format

[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:

Institute believes in the adoption of student centric methods to enhance student involvement as a part of participative learning and problem solving methodology. We follow namely role plays, discussions, experimental learning, mini projects and case studies.

Role Plays: Role play helps our students to learn and try out the experience in a play style.

Discussions: We do follow the discussions in many of the subjects as it makes the students to think wide and participate in coming up with the opinions & suggestions to check their current knowledge.

Experiential learning:

In Experiential learning institute make students to be personally responsible participant cognitively and effectively processes knowledge, skills, and/ or attitudes in a learning situation characterized by a high level of active involvement. This is achieved through following activities.

Problem Solving. For subjects involving numerical problems students are asked to solve Question Banks comprising of numerical examples prepared on every topic.

Projects: To enhance the practical knowledge with innovation, we do encourage our students to make projects on the completion of I year. Students are distributed under every faculty so that personal attention can be paid and every student's role will become prominent.

Lab based Teaching: The Institute also has well equipped computer labs with Internet facility. The students are taken to the lab by the faculty members to provide them real time information on subject like Business Communication Lab MS Excel, Industry analysis and desk research.

Dissertation: The students are asked to complete dissertation based on winter projects or thorough topic study to augment the specialization subject knowledge.

Participative Learning:

Activity based Learning: Students are involved in various activities and management games related to the topics from the subject. It increases the ability of the students to apply academic knowledge into practical world.

Students Training program (STP): To groom and prepare the students for good placements a training program is designed which includes mock Interviews, group discussions and aptitude test is also conducted to update the current knowledge of the students.

CSR Activities—Institute conducts various collaborative CSR activities separately or in association with government or non-government organizations like 'Rotary club, Municipal Corporation (Rajgurunagar Nagar Parishad), etc.

Problem Solving Methodologies

Case-Based Learning: Various Cases of different subjects are conducted by subject faculties for students. Case study journals are used as resource material for the same.

Research—The students are motivated and guided through the mentor to participate in , workshops and seminars .

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: 11

File Description	Document
List of teachers (using ICT for teaching)	View Document

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

Response: 17.82

2.3.3.1 Number of mentors

Response: 11

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

At SNGIMR, we emphasize on innovation and creativity as the building blocks of pedagogy. A mixture of pedagogical approach is used by faculty members while educating students for MBA Programme. Critical approaches are participant-centered approach to learning, learning from peers in groups, experiential and application oriented learning.

Faculty use smart classroom as a tool for effective concept development with the help of audio visuals and enhanced technology. This facilitates the efficient use of computer, internet and multimedia devices for teaching learning.

Apart from the traditional pedagogy namely, chalk and talk and power point presentations, the faculty members also show videos of Ted Talks, movies/documentaries as part of their teaching pedagogy. Through vibrant and easily understood illustrations, video clips facilitate students to understand with the business and ethical problems faced by businessmen and managers surviving in 21st century organization.

Brainstorming sessions, expert lectures, projects, quizzes, group discussions with peers, case study and role play are also practiced. Students are exposed to Industry which creates a practical based replication exercises that imitate the real business situations and provides students the first-hand experience on some of the real-world scenarios. The case study method of learning at SNGIMR involves understanding the case situation and followed by discussions, argument and providing feasible alternative solutions. Students discover some new aspects of learning from their peers through their varied experiences & discussions for encouraging investigative thoughts and opinions. Institute has taken it as a challenge to improvise the Teaching-Learning environment into student friendly learning. We mainly adopted the below methods to transform the learning environment.

Power Point Presentations: Faculty made Power point presentations including the videos of the lectures on technical topics as per the syllabus is presented to the students at the end of every chapter for the students' ready reference. This helps the slow learners for a better revision.

Some of the efforts to encourage faculty to adopt new and innovative approaches are:

Teachers are encouraged to enrich and update their knowledge through Faculty development program and Organizing in-house workshops by experts to expose faculty to variety of teaching, training methods. They are also motivated for attending workshops, conferences and seminars. For participative learning teachers

are advised to organize class workshops, seminars and paper presentations, Group discussions.

Some innovative teaching approaches/methods adopted by the faculty are:

Individual learning: Book Reviews, Teachers conduct technical quizzes at the end of every Unit and students actively participate in the same, incorporating aspects of research in the pedagogy, role-play, Activity based assignments, Extempore speakers forum etc.

Group & Team based learning: Management games, Project Based Learning, Group Discussions, Case based teaching methodologies, Presentations, Domain Seminars.

Other innovative teaching approaches: Conducting select sessions in the Library, ICT enabled teaching, using open source content, Innovative usage of business newspapers in the classroom, use of Email and WhatsApp Groups for information sharing.

2.4 Teacher Profile and Quality

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

Response: 53.75

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

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

Response: 17.87

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
3	2	1	1	1

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 4.45**2.4.3.1 Total experience of full-time teachers**

Response: 49

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: 0****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
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years**Response: 2.5****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
0	0	0	1	1

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

2.5 Evaluation Process and Reforms

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

Response:

Institutes follow the assessment procedure as per the norms of the Savitribai Phule Pune University. We conduct internal assessment of 30 marks which consists of assignments, presentation and internal examination. External examination for the remaining 70 marks is conducted by the SPPU University which consists of 20 marks online exams and remaining 50 marks theory examination. Students are expected to submit assignments or any other submission for internal assessments as per the given schedule. Seminars, subject presentation and mini-projects are introduced in the curriculum to make the environment activity based. To refine the critical thinking among students, various group discussions, debates, seminars, workshops etc., are organized in which students explore new ideas and thus enhances their performance levels. However the effect is seen as follows:

Improved student understanding in domain knowledge and over all development of students. Improved results and pass percentage. Improved quality of projects.

Strategies adopted for student improvement:

Remedial classes are organized to clarify doubts, re-explaining of critical topics for improving performance. Appropriate counseling with additional teaching, eventually helps students to attend classes regularly.

University evaluation reforms:

The CEO and Examination Committee schedules and executes the evaluation process with strict monitoring on regular basis. The director also reviews the progress in faculty meetings. Internal squad comprising of senior faculty members oversees the smooth conduction of university theory examination.

Internal evaluation reforms:

All evaluation reforms of the University are adopted and effectively implemented as per the guidelines issued by the authority from time to time .Following initiatives are taken by the Institute for the improvement of internal evaluation process.

Institute has examination cell for smooth conduction of class test & internal examination. The students can see their respective answer books and discuss their queries with concerned subject faculty member.

For student evaluation, complete transparent system is set by the institute which is aligned with university norms. Evaluation criteria are set with common staff meetings and with approval of all experts with each subject. A separate examination control room is set for better handling of the examination process and to preserve the evaluation documents. Internal examination is conducted in each semester and its performance is accounted for Internal Performance Evaluation. Internal subjects and projects are evaluated using rules and regulations of university. University reforms are aligned with institute's evaluation criteria such as Assignments, Presentations/oral, Group Discussions, Class test, MCQ, etc.

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

Through Academic calendar, students are informed well in advance about the internal assessment criteria and their tentative dates. The transparency is maintained through timely notices and display of time tables. Question papers are set keeping in mind the variety of topics encouraging students for fostering learning. These are designed according to the course objective and course outcome. Multi choice Question bank is also given to students on Google classroom for practicing so that students get hands on experience to perform well in the online exam.

Class tests are conducted in a semester. Class tests performance is communicated by showing the corrected answer sheets to the students. The solutions are discussed in the class and feedback is given to all the students. According to the performance of class test, inputs are given to students with low performance. Every course teacher analyzes the difficulty level of students and gives solutions to them.

Students are asked to give Power Point Presentations (ppts) on topics related to the respective subjects in the regular classes. Case study discussion is held in groups and students are required to come up with solutions. Assignments are given to students and are then evaluated to assess their understanding about topics covered. Internal exam is carried out as per the pattern of external university paper and is conducted prior to the final examinations. Summer Internship Project and Dissertation is evaluated by respective guides that are allocated to individual students. Students are required to complete their research projects as per the given time line. Internal presentation on the project work is carried out.

The transparency is maintained through the following:

- Internal exam is taken once in each semester before University exams
- Question papers are set as per the standards
- Variety of questions are used for fostering students for study
- Transparency is maintained in the whole process
- SIP & Dissertation is checked and enhancement are suggested to make it upto the mark.

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

As affiliated to Savitribai Phule Pune University (SPPU), the examination is carried out as prescribed by the university. The University appoints a Chief Examination Officer (CEO) in the institute for monitoring and ensuring time bound, transparent and efficient examination related work. University external evaluation includes online and written examination. If there are any queries/grievances in the online exam, the CEO immediately communicates it to the University and takes the necessary actions. If there are any grievances in the University external written examination, students can write an application to the CEO which is then forwarded through the Director to the University for further action.

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

- Institute has taken following measures for the effective implementation of the evaluation reforms introduced by the University.
- Online examinations: The effective implementation of the online examination is ensured by way of display of online examination timetable.
- Appointment of eligible internal supervisors and use of CCTV cameras for monitoring of online semester examination:
- For smooth conduction of University theory examination, appointment of examiners is done by SPPU.
- Proper display of examination timetable, semester examination question papers are set by SPPU appointed examiners.
- SPPU appoints external senior supervisor to monitor the whole examination conduction process in fair and transparent manner.
- For smooth conduction of University theory examination, Senior Supervisor is appointed who looks after overall conduction of the examination. Junior supervisors are appointed for invigilation. During examination higher authorities surprise visit are taken Appointment of Internal squads by institute CEO .The marks of examination are submitted online to the University by using a unique username and password generated by a system
- The Institute has separate Internal Examination Committee which takes care of invigilation, smooth conduct of examination, assessment and internal grievances. Internal examination related grievances are addressed to quality of question papers, conduct of examination, evaluation of answer sheets etc.
- Moreover, at the Institute level there is an examination cell to handle any grievances in internal evaluation process. The examination cell along with the Director looks into issues (if any) for proper action.
- Once the result is declared by the university, students are communicated the same. After the display of results, the University issues the notice for inviting application for revaluation form. The Institute communicates this to the students and if they have any grievances regarding the obtained marks, facilitates them to fill the form and submit it to the university. Consequently, the university communicates the institute about the updated marks and the photocopy of the answer sheet of the respective students.

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

Response:

The Institute strongly believes in transparency in its functioning. In its endeavour to achieve the Institute's goals, all the activities are carefully planned and executed. The activities planned are for the current academic year and includes perspective future developments. Being a management education Institute, students learn by participative teaching-learning method, solve complex problems, demonstrates presentation/Communication and Soft skills. Academic training, Seminars, Workshop are conducted in order to get an insight for key courses.

Preparation of the Academic Calendar immensely contributes to achieve this. The Academic Calendar serves as source of information and planning document for students, faculty, staff, and other stakeholders of the Institute. It encompasses all the processes of Institute such as, Student section, Administrative,

Academic, co-curricular, and extracurricular activities. Preparation of the Academic Calendar begins well before the commencement of the academic year. The Academic calendar is designed in line with the affiliating University's Academic calendar and takes into consideration the holidays and vacation in the Campus. Programme Coordinator while preparing the academic calendar in consultation with Director takes into consideration feedback of previous year activities.

The academic calendar is communicated to the students by displaying it on notice board. The institute has built-in mechanisms to ensure syllabus completion and conduct of CIE within the time frame and accordingly the various measures are taken. The Academic committee balances the trade-off between strict adherence of the Academic calendar and conduct of CIE. The Academic committee, conducts regular meetings for the CIE, activities conducted and their implementation. The Academic committee ensures the strict implementation of the Academic Calendar by monitoring activities. Implementing gaps are reviewed periodically. The status of the check points and the gap identified in monitoring are conveyed to Director for the necessary action.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

The Institute has well defined Program Objectives, Program Outcomes, Program specific outcomes and Course outcomes well communicated to all the stakeholders including students through Institute's website and Display on the walls of the Institute. Also, during the induction program for First year students, the Vision, Mission, Program Objectives, Program Outcomes, Program specific outcomes are very well communicated by Director of the Institute. The faculties inform the student of the Program Specific outcomes during the induction programme held at the time of admission of the student. Course outcome of each course is discussed by faculty.

The institute gets its Program Objectives from the University, however, Program Outcomes, Program specific outcomes and Course outcomes are defined by the Institute. The institute has the policy of defining the course outcomes for each course by concerned faculty. The program objectives are mentioned in the syllabus provided by the University. The syllabus is available on Institutes website and also in printed format for the students in the institute library. The session plan is prepared by the faculty to impart the knowledge that is essential to comply with the course outcomes

File Description	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:

Teaching-learning mechanism of the Institute is outcome based rather output based. The curriculum planning, delivery, assessment and evaluation methods are streamlined with respect to the Outcome based education. The students are assessed continuously by the institution as they progress through the programme. The Institute's Program Outcomes (POs) are designed and identified by considering the students graduating from Management Programme should be able to do.

PSO's are specific to MBA programme and are written by the Department offering the programme. Course Outcomes (COs) are the narrower statements that describe what students are expected to demonstrate the knowledge/skill acquired at the end of each course. And are furthered from skills, knowledge, and behaviour acquired in their earlier education. The course outcomes are set by the faculty experts in consultation with the Academic Monitoring committee and the Director. The Institute follows concurrent as well as external evaluation of the students, as per the University's curriculum. University (external evaluation) exam is conducted at the end of each semester as per the schedule declared by the University.

The concurrent evaluation is of 30 marks for full-credit course and 50 marks for half credit course. For concurrent evaluation pool of parameters are suggested by the University, however, the course coordinator has enough flexibility to choose the related parameters for the evaluation based on expected course outcome. It is also evaluated continuously through their performance in assignment, presentation, viva, test and internal exam. The performance in SIP / Dissertation presentation and viva voce provides the measure for attainment of POs and PSOs.

Online test (20 marks) based on MCQ's is conducted by the University and is an independent passing head. The external evaluation is of 50 marks for all full-credit courses. The MBA curriculum specifies the question paper setting pattern for external evaluation. It specifies that, each question is for 10 marks (with internal option) and question number 1 is mapped with Unit-1 of that course and there would be five such questions based on the five units of the entire course.

The University declares result which is a grade-sheet and the grades obtained for each course are mentioned. The attainment of the Course outcomes is based on direct measurement. Student scoring 'A, A+, O' grades are said to have attained high level, 'B and B+' grades are said to have attained medium level and 'C and P' grades are said to have attained low level. The attainment of the final Programme outcomes is also done similarly.

2.6.3 Average pass percentage of Students**Response:** 84.34

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

Response: 70

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

Response: 83

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.83

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: 0

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
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 9.09

3.1.2.1 Number of teachers recognised as research guides

Response: 01

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

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

Response: 00

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

Response: 20

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 has created **Research and Publication Committee** and **Entrepreneurship Development cell** for making innovative eco-system so as to transfer the business as well as research knowledge to the students.

Through summer internship projects & Dissertations, our institute develops a practical approach of research from an industry perspective for the Students. The Institute encourages optimal usage of various research facilities. Periodic training sessions are conducted for students and faculty, for e.g.

1. Training session about use of statistical tools in Research.
2. The subject teachers are involved in research based components in the CIE. This also helps in ensuring optimum use of Research facilities E.g.- Research Cell, Library, Previous project reports and Dissertations, Research Journals etc.
3. PhD scholars of our Institute can use the Library facilities for their research work.
4. The institute can also provide free access to its library facilities for the PhD scholars pursuing doctoral research at other research centers if they apply.
5. With the initiation taken by Director and Faculty members our Institute publishes National Journal of Research in Marketing, Finance and HRM bearing ISSN No. 2455 – 5398 from the year 2016.
6. Faculty members are actively participate in state, national & international conferences and also present the research papers.
7. The institute will also reimburse the registration fees of students and faculties who attend external events that focus on research aspects as like Seminars, Conference, and Research Journals etc.

The ED cell is formulated for improving the entrepreneurial skills of the students. The Institute has decided to organize Entrepreneurship Development Camps, Entrepreneurship awareness Programmes for students and teachers.

The institute has been made framework for providing various services for actuating, budding student entrepreneurs. The positive Entrepreneurial culture is being created in the Institute. The Institute invites entrepreneurs, expert – speakers for **“UDAYAN – The Beginning”** to share their struggle and success stories with students. This interaction not only motivates students to be an entrepreneur but also gives them a opportunity to share and discuss their skills and ideas.

The mission was shared among students to inculcate the concept of entrepreneurship for create young entrepreneurs.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years**Response: 1**

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
01	00	00	00	00

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

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response: No****3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response: 0**

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 01

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

Response: 00

File Description	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

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
0	0	0	0	0

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

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

Response: 1.05

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
03	03	03	00	00

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

3.4 Extension Activities

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

Response:

To sensitize students to the social & environmental issues that affect our country and the world beyond the marked economy and how these problem are directly & indirectly related to them.

- To help students look at social change from as a managers and a strategists point of view
- Help students to create low resource but high impact socially relevant projects which are replicable, & sustainable for society, helping girl child through awareness programs.
- Establish parameters which will help students in executing these projects well.

Sr. No.	Academic Year	Name of Activity	Coordinator
1	2013 - 14	Plastic free movement	Prof. Swapnil S
2		Tree Plantation	Prof. M.M. Sh
3	2014 - 15	Tree Plantation	Prof. Ganesh K
4		Plastic free movement	Prof. Suchita B
5	2015 – 16	Yoga Day	Prof. M.M. Sh
6		Awareness Campaign - Traffic Rules	Prof. Swapnil S
7	2016 – 17	Yoga Day	Prof. M.M. Sh
8		Swachh Bharat	Prof. Swapnil S
9		Rally on - Save Tree – Save Water	Prof. Sitaram B
10		Children Hygiene Awareness programme	Prof. Swapnil S
11	2017 – 18	Yoga Day	Prof. M.M. Sh
12		Swachh Bharat	Prof. Swapnil S
13		Rally on - Beti Bachao – Beti Padhao	Prof. Seema K
14		Wachan Prerana Din (15 Oct. 2018)	Prof. Pramod B

Initiatives that focus on Energy & Environment:

- Plastic Free campus throughout the year.
- Tree plantation in Institute campus.
- Celebrating yoga Day on 21st June Since 2015 every year.
- Guest Lecture on Rainwater Harvesting – March 2016.
- Guest Lecture on Disaster Management – Feb 2014.
- Cleaning of Jaidwadi Grampanchayat area on the 2nd October 2018 (Gandhi Jayanti)

The committee for Student Welfare and Activities of Institute made an attempt to create a plastic free environment. The students & Faculty members of committee club heartily participated in the initiative. Students were allocated certain locations in the campus from where they collected the plastic waste. They were provided with hand gloves, masks and bags to collect the waste. Approximately 68 students participated in the event, making it a great success.

3.4.2 Number of awards and recognition received for extension activities from Government

/recognised bodies during the last five years**Response: 0**

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
0	0	0	0	0

File Description**Document**

Number of awards for extension activities in last 5 years

[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: 11

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
03	02	02	02	02

File Description**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: 26.54

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
89	64	30	35	24

File Description	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: 1

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
01	00	00	00	00

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: 2

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
01	01	00	00	00

File Description	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

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:

S.N.G. Institute of Management and Research has adequate infrastructure which fulfills the requirements of statutory body.

The institute has four classrooms of 76.58 sqm each, all having LCD projectors and Computer for smart teaching. The institute also have 2 tutorial rooms and a seminar hall with LCD projector.

Institute has 80 computers with internet facility. 45 computers are provided for the students in the computer lab, 10 in Language lab and 5 in library. The carpet area of Computer lab is 155.29 sqm.

Institute has well equipped Library with learning material such as journals, e-journals, e-books, audio books, CDs etc. The area of reading hall is 150.32 sqm . As per the syllabus books are made available for various subjects.

File Description	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:

SNGIMR understands the need of healthy and competitive attitude with sound mind. A good manager should be individual as well as team player. It is done as a part of development along with yoga and indoor games. Institution students have participated in various types outdoor sports such as Kabaddi, Cricket, Running, Long Jump, Iron ball throwing, etc.

Spacious playgrounds for Cricket and Kabaddi is available. Further dedicated for indoor area chess, table tennis, and carom is available. Regular cultural activities are celebrated to experience oneness amongst students though freshers welcoming, farewell, yoga day, international women day, state and national festivals.

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: 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

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

Response: 0

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
0	0	0	0	0

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

4.2 Library as a Learning Resource

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

Response:

Library Introduction

- S.N.G. Institute of Management and Research uses automated integrated library management system. Name of the integrated library management system is Pollengrain software and the system is partially automated. This software help users for searching books (OPAC system). Varios reports can be generated by using this software.
- The library plays a pivotal role in the teaching –learning process of the college. The more than 150.34 square Meter well ventilated, intelligently lighted up and comfortably furnished, automated library.
- Availability of searching facility is one of the salient features of the library software.
- For book processing system library follows Dewey decimal classification (22nd Ed.)

Library Collection

The Library presently has around 4106 books, Journals, Every day 5 Newspapers and subscribed online database like Delnet, Amazon kindle unlimited , archive.org subscriptions.

Library Timings

The library remains open on all the working days in between 10 am to 5 pm .

Library Services

- The members have open access to the library collection. Each shelf is accompanied with shelf guide, which indicates subjects concerned.
- Library provides reference service to its users (faculty as well as students).
- Students and Faculty members are made aware of the new additions of books, journals by exhibiting the same on the display rack. All the faculty members are informed about the same.
- The Internet browsing facilities are also available, but only educational sites are allowed for surfing. Library is well equipped with LAN-connected computers with internet connectivity.
- The photocopy and print-out facilities are available in the library keeping in mind the copyright rules in this regard.
- The library provides current-awareness service to the readers through new arrivals display, newspaper clippings, announcement posters etc.
- Soft copy as well as hardcopy of the previous year question papers as well as syllabus are also available & circulated among students.

User Orientation

At the induction program of the Institute newly admitted first year students are informed about the library collection & resources.

Library Committee

- The effective functioning of the library is ensured by a library committee headed by the Director (Chairperson), assisted by the Asso.Professor, Asst.Professor, Librarian & Students representative etc.
- The library has an approved policy on the collection development supporting introduction of new services, support in terms of funds, annual increase of budget and policy on loss of books. The library committee play important role regarding this.

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

Response:

S.N.G. Institute of Management and Research has other knowledge resource in its collection for faculty and students. Various reference books are available in the library on different subjects and authors. The Institute Library also provides different types of services to students like syllabus, Question Papers, Project Reports, Dissertation Reports, Newspaper, e-books and e-journals.

Books on competitive exam like CAT Common Admission Test, MBA Entrance Examinations and various competitive examinations are also available for student reference.

The institute library has good English and Marathi literature collections along with motivational and spiritual literature.

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

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

Response: 41266

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
31611	110544	20400	43775	0

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

4.2.5 Availability of remote access to e-resources of the library**Response:** Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students**Response:** 16.91**4.2.6.1 Average number of teachers and students using library per day over last one year****Response:** 35**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

S.N.G. Institute of Management and Research campus computers are well connected with LAN, Wi-Fi and internet connectivity with 50 MBPS.

Wi-Fi and internet access is available for the staff and students. Classrooms are accessible with internet through LAN and Wi-Fi. An IT vendor is contacted on call basis for maintenance and updating of IT related issues. Computer lab in-charge takes care of regular software and hardware maintenance. Wi-Fi facility updating is decided on the basis of total strength of the students and faculties in institute. Network updation is done by System administrator. Institute maintains security for accessing the network and also limited sites which can be operated. Students can use this facility for only education purpose.

4.3.2 Student - Computer ratio**Response:** 2.45**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:** >=50 MBPS

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:** 23.85

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
9.67304	14.68684	16.64205	12.88232	7.25512

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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

S.N.G. Institute of Management and Research has well developed mechanism for maintenance of the facility. All physical facilities like Laboratories, Classrooms and Computers are made available to students. Institute keeps the record for maintaining and utilizing physical facilities, academic facilities and support facilities. Classrooms, boards and furniture facilities are utilized regularly by the students. Provision of budget for library maintenance is provided by college management.

The college has centralized maintenance department for the building maintenance. Maintenance regarding carpentry, plumbing, civil, electrician, gardening, sports work is carried out by in - house personnel from maintenance department. Administration plans and takes decision on major infrastructure issues like painting, infrastructure changes to meet the University requirements.

The procedure of daily cleaning, maintenance is followed and looked after by the housekeeping. Staff members are assigned duties to see that the campus is maintained properly. Institution has a generator / backup system for any electricity supply failure or voltage fluctuation. Daily cleaning activity is scheduled

for the cleanliness of the campus. Pure and safe water supply at prominent places adequate number of water reservoirs is there in place. These water reservoirs are well maintained so that they confirm to the standards of hygiene and safety enforced. Activities such as fumigation and pest treatment are conducted regularly across all facilities.

NAAC

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: 33

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
97	84	38	39	43

File Description

Document

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

[View Document](#)

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

Response: 0

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

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

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

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

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

Response: 0

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
0	0	0	0	0

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

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

Response: 0

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
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document

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

Response: Yes

File Description	Document
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

5.2 Student Progression

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

Response: 27.38

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
30	30	22	20	15

File Description	Document
Details of student placement during the last five years	View Document

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

Response: 0

5.2.2.1 Number of outgoing students progressing to higher education

File Description	Document
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:** 0

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
0	0	0	0	0

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

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

File Description**Document**

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

[View Document](#)**5.3 Student Participation and Activities****5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.****Response:** 0

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
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

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

Response:

The Institution has various committees to support the academic activities that aim to have student involvement and participation. It provides the students with an overview of various opportunities for participation in various activities.

The institute had formed various committees like college development committee, Anti -ragging Committee, Training and Placement Committee, Student grievance committee, Cultural Committees, Alumni Committee, Women grievance committee etc. The responsibilities of these committees include developing educational and community initiatives, the planning of various social events, addressing student concerns.

The Cultural Committee: - The Committee is responsible for the smooth conduction of various Events organized in SNG Institute of Management and Research throughout the academic year. The Committee members participate in the Planning, Budgeting, Organizing, Compeering, Conduction, Review & Reporting of various Events such as Seminars, Guest Lectures, Conferences, Cultural & Sporting activities.

Training and Placement Committee: This committee is responsible for building and strengthening corporate relations and facilitating the placement process including Summer Internship and final placement. The Committee members participate in the building of Student Portfolios, and arrange for scheduling & coordinating Interviews / recruitment drives by corporate.

Anti ragging Committee:- The committee has been constituted for the prohibition and prevention of ragging by the students whether by words spoken or written or by an act on freshers

Academic Committee – This Committee is responsible for keeping track of the progress of the academic programs, meeting of course objectives and out comes, and in providing constructive feedback & review on the content delivery. The Committee members participate in the identification of relevant subject matters / current issues which can add value in the in-depth understanding any theoretical course and provide inputs for the arrangement of Guest Lectures, and Seminars etc.

Teachers Grievance Reddressal Committee: The College has a Students' Grievance Redressal Cell. (In order to ensure transparency, in admissions and with paramount objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances.

Library Committee: Library Committee had been constituted for the purpose of smooth functioning of the library and coordination with all Heads of the Department, faculty members, students and the management.

Alumni Association: - An Institute has its reputation established on the achievements of its alumni, faculty and students. Alumni Student Committee strives to develop connections among alumni, current students, faculty and management laying the platform for all stakeholders to share knowledge, gain focus, improve and develop. We offer services that stimulate interaction and maintain support mechanisms for Alumni networking.

Admission Committee: Team Admissions are involved in identifying ways of improving the quality of future batches in terms of profiles and demographics of the students. We serve as the interface between our institute and the aspirants, thus helping them with all the information they need about our institute.

Research & Publication Committee: The committee serves to promote research and publication for the benefit of its members and the profession. The Publication Committee is responsible for identifying opportunities for publishing work derived from the Society's activities.

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

Response: 1

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
1	1	1	1	1

File Description	Document
Number of sports and cultural activities / competitions organised per year	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 has been registered and functional. The first meeting of the alumni association - 'S.N.G. Institute of Management and Research Alumni Association' has been conducted on 27/10/2018. The aims and objectives of the association are as follows:

- To reach, engage and serve all alumni and present students by networking with one another to foster a life intellectual and emotional connection.

- To serve the need of alumni for leadership, voluntary commitment, goodwill, financial support.
- To enhance industry academic collaboration and communications including public relations.
- To encourage the students for social welfare activities.
- To organize personality development programs and value addition programs for students.
- On account of social responsibilities and humanity, association will also help victims areas of natural calamity and disasters like earth quakes, floods, storms, malnutrition, fire and violence.
- To encourage and help the students for entrepreneurship.
- On account of social responsibilities and humanity, association work for environment conservation, anti pollution activities against air, water and sound pollution, by slide shows, street plays, demos, handbills and all possible ways of social awareness.
- To help and promote economically backward students in studies and through scholarships.
- To help and promote anti-drug, anti-druggist activities.
- To promote computer literacy by arranging workshops for different classes of society.
- To publish periodicals for students interests.
- To help and guide differently abled through fund rising schemes.

Generally to do all such other lawful acts deeds or things are as incidental or conducive to the attainment of any/or all of the above aims and objectives of the society. And generally do and cause to be done all such lawful things as may be required for all or any of the above objectives from time to time.

File Description	Document
Any 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
Alumni association audited statements	View Document

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

Response: 1

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
1	0	0	0	0

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

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision Statement.....

- To create the niche in the field of Management Education.

Mission Statement.....

- Inculcating the concept of E.L.P. -Entrepreneurship, Leadership & professionalism amongst the participants during their Management program.
- Exploring and honing the core-competencies of the participants.
- Enhancing the employability of the participants by invoking real-life situations during their learning.

Core Values:

Built on the vision that management education serves as a keystone in improving society and building better futures for all, we commit to our core values of:

–Excellence.

–Ethics and Dignity.

–Student Focus.

–Collaboration and Public Engagement.

Leadership of the Governing Body of S.N.G. Institute of Management and Research is committed on creating Niche in the fields Management Education to all students who wish to pursue management education and providing equal opportunity to economically and socially backward classes of the society as well.

S.N.G. Institute of Management and Research has witnessed the change and gauged the need of the society and industry today and hence revised the Vision & Mission statements of the Institute by taking into consideration the suggestions by the Teachers in IQAC & College Development Committee.

S.N.G. Institute of Management and Research is focus and inculcating Entrepreneurship, Leadership & Professionalism for the students in Management program. Institute always implementing the activities for improving the core-competencies and provide real life and practical education for the grooming employability skills of student.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The institute had decentralized and participative governance with various participation levels-

1. Participative management involves Local Managing Committee, Director, Faculty members, Administrative Staff and Students and they are involved in the policy formulation, budgeting and execution for planning and conducting programs and events under various committees.
2. The internal committees meet to review and monitor the execution of their planned work, problem solving etc. referring to students, external resource persons, for organizing functions and events.
3. Student participation is ensured through Class Representatives, Students Council, various committees and their activities etc. Student Representatives communicate the decisions taken by LMC, the Director and Committees to the student body.
4. At the top in the Internal Governance is the LMC, which among its various sanctioning and approving functions, also sanctions the yearly budget and the yearly Auditor's report as presented by the Director and Staff Representatives.
5. The Director is Ex-officio Chairman of all internal committees under him and a faculty In-Charge and faculty members of the committee are looking Activity Planning and Executions.
6. There are also Student Representatives as Members on various Committees. Each Committee has operational autonomy to define its internal planning within the Institute's policy.
7. At the initial Staff Meeting of every Academic Year, various Staff members are allotted to different committees as members and Committee – In-charges. They are also informed about the sanctioned Budget for the Expenses of each committee, so that they should plan the Committee Activities within that Budget.
8. Furthermore, "Alumni Meet", is such event which completes management and participation is asked by the students also. This not only encourages that decentralization and participation from staff but also from the students. This helps in increasing the integrity and belongingness towards the organization.

6.2 Strategy Development and Deployment

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

Response:

The Institute strives in achieving high standards for teaching, and development of the student by

encouraging its staff to work as a team and to update their knowledge and skills to meet any problems in the field successfully as per the guidelines of Savitribai Phule Pune University.

The policy making & budget approvals, recruitments, perspective plans, academic reviews etc. are the prerogatives of the Local Managing Committee. Operational decision making is within the purview of the Director. Faculty In-charge of various internal committees proposed their committees plan of action during the academic year and the same are supervised by the Director. The Staff is involved in various internal decisions through various committees. Students are involved as representative on important internal committees.

If any important problem raises, the Local Managing Committee or College Development Committee, the Director and the relevant internal committee took action immediately and adequately for solving problem. E.g. - A particular demand of the students is first handled by the related committee members and students representatives, which notifies the further necessary action to the Director. If the problem is beyond the Directors solution, then Director is reports to the Local Managing Committee or College Development Committee and then the Local Managing Committee or College Development Committee takes the final decision, which is implemented through the Director and the relevant committee.

The Institute's perspective plan for development is made to meet the expectations of its stakeholders and always keeps in mind development and quality assurance. The various performance indicators like pass percentage, research, placements, achievements in co - curricular activities of students and the achievements of the faculty are analyzed and reviewed from time to time. A substantial budget allocation for the purpose is assured as a part of the development plan. The aspects to be included in the perspective plan are drawn from internal committees. The Local Managing Committee or College Development Committee in turn may suggest its own addition; it also ratifies expenditure and approves the new budget and development proposals.

Perspective plans for the period up to AY 2021-22

- NAAC Accreditation
- Permanent Affiliation of Savitribai Phule Pune University
- Continuous academic development
- Tie – up with professional associations and institutions
- More MoUs with Industries

File Description	Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	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 Director is the head of the institute. A staff committee which includes all faculty members gives suggestion to the Director on all academic matters as well as on the maintenance of discipline. The management representatives visit frequently and discuss the with the institute's development, administration, staff appointment and infrastructural needs. The Director and faculty provide information and suggestions regarding academic and infrastructural development with the Local Management Committee (LMC) / College Development Committee (CDC).

The decisions and policies related to students welfare, academic as well as co-curricular activities, are mutually discussed by the committees, and decisions are immediately taken and implemented for the benefit of the students. Faculty members conduct various development activities including seminars, workshops and industrial visits for the development of the students, and report to the Director. The institute has grievance redressal mechanism. Internal Complaints Committee is also functional.

The function of various committees in the administrative set

The Functions of Governing Body:

- The governing body is the apex body of the Institute, which is constituted by Mahatma Jyotiba Phule Education Trust and the representative from statutory bodies
- It set out guidelines and strategic direction for execution of the programs, policies and processes of the Institute in tune with changing environment and corporate and business world.
- The GB meets once in six months to provide insights on priorities and focus areas for the Institute.

The Functions of LMC are as under:

- Discuss the budgetary provision and get the approval from Governing Body.
- Discuss the performance appraisal of faculty and staff for promotion and suitable rewards.
- Discuss the result analysis and make corrective measures to raise the academic standard.

The Functions of Director as under:

- Director acts as a liaison between top management and staff members. He is responsible for the execution of academics by allocating the tasks to the faculty members and administrative function of the institute.
- He is an active member of Academic committee and monitors the academic performance as per the standards established by the institute.
- All the decisions rest in the hands of the director.

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
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

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

The Institution has various committees to support the academic activities that aim to have student involvement and participation. It provides the students with an overview of various opportunities for participation in various activities.

The institute had formed various committees like Anti -ragging Committee, Training and Placement Committee, Student grievance committee, Cultural Committees, Alumni Committee, Women grievance committee etc. The responsibilities of these committees include developing educational and community initiatives, the planning of various social events, addressing student concerns, participative management etc. The committee head ate taken design policies and taken action as per the guidelines of Director.

The Institute has following committees:

- 1.College Development Committee (earlier LMC)
- 2.Academic Committee
- 3.Purchase Committee
- 4.Library Committee
- 5.Examination and Evaluation Committee
- 6.Students' Council
- 7.Student Guidance and Counseling Committee
- 8.The Student Welfare and Cultural Committee
- 9.Alumni Association:
- 10.Internal Quality Assurance Cell (IQAC)

11. Anti ragging Committee
12. Grievance Reddressal Committee
13. Women's Grievance Redressal Cell (Sexual Harassment Committee)
14. Right to Information (RTI) Cell
15. Training and Placement and Career Guidance Committee
16. Admission Committee
17. Research & Publication Committee
18. Entrepreneur Development Cell
19. SC/ST Committee
20. OBC Committee

This all above committees are maintain their Minutes of Meeting and submitted the Annual Report to the Director.

6.3 Faculty Empowerment Strategies

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

Response:

There are many welfare schemes available in the Institute. Some of them are as below:

- Provision of PF for non teaching staff.
- Provision of travel grant for faculty members for attending academic conference and seminars
- Provision of medical allowances and medical leaves as well as maternity
- Provision for reimbursement of Research paper publication fees for faculty members in journal with ISSN number.
- Active and separate women cell for the over-all welfare and grievances handling for female staff members
- Group insurance facilities for the staff members to ensure safety
- Provision of various types of leaves like Casual and Academic leaves for the staff members as per the rules
- Provision of OD leaves for the staff members regarding the research work and PhD.
- Diwali Gifts and Birthday gifts to all the staff and faculty
- Achievements of staff members are applauded and given appreciation through special awards on Teachers' Day and Independence Day celebrations
- Organising recreational activities for staff members like Faculty Entertainment Program during "Carnival" – the annual cultural Gathering, Outbound program, Sports etc.
- Canteen Facility is available for all staff and non-teaching staff.

All the faculties who applied and where applicable the faculty and non-teaching staff has made use of the welfare facilities.

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: 8.97

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
02	01	01	00	00

File Description

Details of teachers provided with financial support to attend conferences, workshops etc during the last five years

Document

[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: 0

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
00	00	00	00	00

File Description

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

Document

[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: 5.64

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
02	01	00	00	00

File Description	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 Institutions performance appraisal system for the teaching & non-teaching-staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The institute maintains the service record of every staff member and also has standard performance appraisal forms for them. The format is comprehensive and captures actual data about various aspects regarding roles and responsibilities. Performance appraisal of staff members is carried out annually. There is one-to-one discussion between the Director and teaching & non – teaching staff. Areas of improvement and training needs are identified. Performance is assessed by the Director and forwarded to governing body every year.

Outcome of the review of the performance appraisal reports by the management, and the major decisions taken, and they are communicated to the respective staff member .

When the management of the Institute reviews the performance appraisal reports of the teaching and non –teaching staff, it may take one or more of the following decisions.

- Reappointment (for tenured appointments) of staff
- Regular Annual Increments of teaching and non-teaching staff
- Counseling on poor and weak performance of teaching and non-teaching staff
- Warning poor performers through memos in extreme situations
- Assigning additional responsibility and modification in workload as per the situation and change in governance
- Internal re-structuring and reallocation of tasks / roles / responsibilities for teaching and non-teaching staff
- Permission and support for professional development to every teaching and non-teaching staff
- Appreciating the high performers through letter(s) of appreciation of teaching and non-teaching staff

Some of these decisions are within the purview of the Director, whereas a few other decisions are initiated in consultation with the Management during LMC/CDC meetings.

The organizational changes based on performance review are communicated to the concerned stakeholders through personal discussions, letters, memos, faculty meetings, notices, circulars, etc.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Institute conducts regulatory statutory audit. As per the provision of Income Tax Act, we appoint statutory auditor for our institute/ trust. Management compares its budget with balance sheet and the necessary steps towards the same.

The accounts department takes previous financial year income and expenditure adds 10 to 15% rise. Books of accounts are prepared as per statutory requirement. Generally statutory financial audit is conducted in the month of May / June for the period of April to March. Finalization of accounts is completed in May and audited statements are prepared in June duly signed by the Director and the Chartered Accountant (Auditor).

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: 0

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
0	0	0	0	0

File Description

Document

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

[View Document](#)

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

Response:

The Institute is monitor effective and efficient use of available financial resources –

The Institute has laid down procedures to ensure effective and optimal utilization of financial resources for academic, administrative and development purposes. The Director reports to the Managing Trustee /Chairman. The Director evolves policies, practices and procedures for the accounts function, oversees statutory compliances and relevant activities and guides the accounts function at the institute level.

Fees are decided by the Shikshan Shulka Samiti (SSS) / Fees Regulating Authority (FRA) of the state government Fees from students are collected accordingly.

Accounts section monitors the fees outstanding in any. Receivables from Samaj Kalyan are also monitored. Except for student activities, placement activities and minor consumables / maintenance expenses, cash expenses are discouraged. Statutory compliances such as PT and TDS are ensured by the accounts department as a matter of routine activity.

Budget utilization is periodically reviewed by the management and corrective measures are initiated, if required.

- The Institute have major sources of receipts/funding and its policy to manage deficits –The major sources of institutional receipts are tuition fees and development fees of MBA Student.

Other sources of institutional receipts are:

- Tuition fees
- Other fee such as Development Fees
- Interest on bank accounts of the Institute etc.

Scholarship and Free ships to the students from the government are periodically received and the share of tuition fees and other fees get deposited in the bank account of the institute. The reserve funds are maintained by the Parent Body as per the SPPU, DTE and AICTE norms.

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 Institute has established an Internal Quality Assurance Cell (IQAC) in the AY 2018-19 as a precursor to assessment by NAAC.

The institute has a well-defined Quality Assurance Policy since its inception in 2009 and it is related to the preservation and continuation of the Institute's Vision and Mission, as well as to compliances to the policies of SPPU, DTE (Govt. of Maharashtra) and AICTE.

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies: IQAC shall evolve mechanisms and procedures for-

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- The relevance and quality of academic and research programmes;
- Equitable access to and affordability of academic programmes for various sections of society;
- Optimization and integration of modern methods of teaching and learning;
- The credibility of evaluation procedures;
- Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- Sharing of research findings and networking with other institutions in India and abroad.

Functions of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Steering Committee

Sr. No.	Name of Member	Designation	
1	Dr. S. G. Walke	Chairperson: Head of the Institution	
2	Mrs. Rekha Bankar	Senior administrative officer	

3	Mr. Rajendra Darawade	Senior administrative officer	
4	Dr. Brar Vinaydeep	Teachers	
5	Prof. Swapnil Shah	Teachers	
6	Prof. Sudam Shinde	Teachers	
7	Prof. Sitaram Bhagade	Teachers	
8	Mr. Ganesh S. Ghumatkar	Member from the Management	
9	Mr. Anil Jagannath Kahane	Nominees from local society, students and alumni	
10	Ms. Jyoti Yadav	Nominees from local society, students and alumni	
11	Mr. Ajinkya Shinde	Nominees from local society, students and alumni	
12	Mr. Prashant Langare	Nominees from local society, students and alumni	
13	Mr. Rahul P. Shah	Nominees from Employers / Industrialists / Stakeholders	
14	Mr. Prasad Karale	Nominees from Employers / Industrialists / Stakeholders	
15	Dr. M. M. Shetiya	coordinator of the IQAC	

File Description	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 Internal Academic Audit of the academic provisions and its outcomes used to improve the institutional activities. The Director conducts the Academic Audit of teaching. Course files prepared by the each faculty member are verified by the Director at the commencement of every semester. External audits are conducted by statutory bodies like affiliating University (SSPU), DTE (State Govt.), and AICTE.

The outcomes are used to improve the Academic activities in the following manner:

- Timely Corrective & Preventive Actions so that there is not complaint or grievances from the students related to teaching and completing the syllabus.
- Prepare action on opportunities for Academic Improvement of the students and faculties.
- Actions are taken by faculty members and Director on suggestions / recommendations of LMC.

Institutional mechanisms to continuously review the teaching learning process of the Institute. Institutional review mechanisms have the purpose of quality assurance & maintenance at the institute level (not at the LMC level) before the formation of IQAC.

The Academic Committees in various functional areas have also contributed to the improvement in teaching – learning process. The IQAC and the Faculty Committees have contributed to the improvement in teaching-learning process by way of the following suggestions / initiatives:

- Inputs pertaining to appropriate choice of half credit electives
- Conceptualizing the CIE pattern as per norms of SPPU

- Concept notes for half credit courses and CIE components
- Guidelines for SIP and Dissertation
- Suggesting various innovative pedagogical approaches
- Motivating faculties to pursuing PhD and research papers etc.

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

Response: 0

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
00	00	00	00	00

File Description

Document

Number of quality initiatives by IQAC per year for promoting quality culture

[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: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

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

Response:

The institute is undergoing NAAC accreditation for cycle 1.

Accordingly, action plan has been taken and Internal Quality Assurance Cell (IQAC) is accepted. Institute is looking forward to take a necessary step for further incremental improvements. The Institute is conducting meetings and necessary instructions are given to the staff members for improving the process under the leadership of the Director.

Our Institute understands need of responsibilities of managers in today's industry and employers' expectation and helps to acquire skill sets and improvements that would make them employable and become an entrepreneur. Meaningful learning is initiated through subject matter experts from industry assignments, group discussion, seminars, debates and quiz.

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: 6

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
2	1	1	1	1

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

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

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

Response:

Safety and Security:

S.N.G. Institute of Management and Research is located in the rural background of Pune City on Pune-Nasik Highway. Batch wise I-card are issued to all students and staff members and get checked in case of doubt as well as the wall compound is constructed around the campus to ensure outsiders entry only with permission from entry gate.

Boy's hostel is in campus area and girls hostel made available in Rajgurunagar city for the purpose of safety.

Ladies' Complaint Box is provided to know any injustice with girl students or ladies staff in the institute.

Installation of CCTV Cameras inside and outside the building.

The institute has Sexual Harassment Prevention Cell which cares for well-being of students and staff in the

SNGIMR. A committee has been constituted to deal with the claims of sexual harassment for the alleged victim's and the alleged assailants.

The institute has Anti-ragging committee – Ragging in any form is strictly prohibited inside both in the academic campus and hostels. Students who indulge in any such activity will be dealt seriously by the authorities of SNGIMR. Anti-ragging committee has been established in as per the UGC and plays a vital role for the welfare of the students.

Counseling:

Mentor- Mentee counseling activity helps in the career progression of the all students and development of female students too. Counseling is provided to encourage the students for early reporting of any experience regarding sexual harassment or gender conflict. Awareness and counseling has been generated to ensure that complaints will be dealt with in a sensitive, equitable, fair, timely and confidential manner.

Impartiality in the classroom is also being implemented. The institute aims at facilitating equal participation of girls and boys in the classroom. Admission ratio of girls has improved over the period of time. International Women's Day is celebrated every year to boost the morale. Programs are conducted for women empowerment along with sessions on health & hygiene and training programs on women safety & self-defense.

Common Room:

Separate Boys and Girls common Rooms are made available. Washroom facility and sick room are available.

More emphasis is given by the institute on having equal participation by the students and faculty in every activity. Various group activities are conducted to bring greater gender sensitivity. Group discussion, small projects, debates, sports, team building games, management carnival etc. are conducted amongst boys and girls.

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 8000

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

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response:** 30**7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)****Response:** 1500**7.1.4.2 Annual lighting power requirement (in KWH)****Response:** 5000**File Description****Document**

Details of lighting power requirements met through LED bulbs

[View Document](#)**7.1.5 Waste Management steps including:**

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

Response:**Solid Waste Management:**

For collecting of solid waste dust bins are placed at suitable places in the campus for collecting bio degradable and non- bio degradable waste. Daily garbage and waste is collected through the trolley and disposed without polluting the environment. Paper waste, cardboards, carton boxes, used files etc. are sold to external agency for recycling after frequent intervals.

Liquid Waste Management:

Liquid waste is the waste water that is collected through network of sewer pipes. The institute has spent for underground sewage pipeline, which connects to the main sewage line of Grampanchayat.

E-Waste Management:

Hazardous waste is not generated on the campus due to experimentation or otherwise. As far as possible, the institute tries to inculcate the sense to reduce, restore, recycle and reuse principles in students and staff to minimize waste generation.

Inverter batteries are returned to the supplier for recycling.

Printer Cartridges are generally refilled and not disposed. Wherever refilling is not possible, the cartridge is returned to the vendor.

Moreover at the end of using and reusing ,whatever the e-waste remains is handover / sold to Kuldeep E-Waste Disposals, Maharashtra Pollution Control Board Authorised ewaste Management company.

SNGIMR has actively participated in 'Swachh Bharat Abhiyan', India's biggest cleanliness drive, by cleaning the Jaidwadi village in association with students, school students and panchayat members, spreading the message to keep our environment clean and plastic free.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain-Water Harvesting:

To increase the ground water level, the rain water is led into the soak-pit located in the campus, which help to raise ground water level. The parent body has planned to implement solar panels setting and water harvesting in near future. Already, the rain water flowing along the natural gradient of the internal roads is used to recharge the bore well. Harvested rainwater is used for groundwater recharge. This resulted in increasing ground water levels in bore wells, even during summer season. With this, the institute is self-reliant for its water usage. This bore - well water is used for gardening, toilet, cleaning and floor-cleaning etc. Enough green ground cover is there to assist percolation of rain water in the soil and drain into the well. The institute has planted trees to increase the level of underground water. The system has thus helped in achieving the green campus goal. It also maintains the campus ecology.

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:

a) Bicycles

Students are encouraged to use bicycles.

b) Public Transport

The institute bus facility is available for students and staff from Rajgurunagar to college it helps the girl's students to travel safely. Use of individual vehicles is limited.

A state transport bus STOP near institute is made available for the convenience of students.

c) Pedestrian Friendly Roads

The most part of institute campus is with cement paver block, which enables people to commute in the campus. The institute has made arrangements for the parking of the vehicles of the students and staff near the entrance. This helps in keeping the campus as much clean as possible

d) Plastic free campus

The institute is trying to make its campus plastic free. Efforts are underway to reduce the use of plastic bags and bottles on campus.

e) Paperless office

General official communication among students and staff is made through web based email under official portal and social media like WhatsApp and FB etc. This avoids the wastage of paper.

Institutes own mobile app is made available for students for sharing the information.

Green landscaping with trees and plants

Plantation is an ongoing activity in the campus where in good no of plants and greenery is seen, both inside and outside of the campus.

Outside the every room of ground floor plant trays/flats are kept to enrich beauty of greenery.

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

Response: 2.2

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
0.49	0.86	2.51	1.49	1.23

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

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

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

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

Response: 5

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
1	1	1	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	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:** 5

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
1	1	1	1	1

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

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

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

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

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

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

7.1.15 The institution offers a course on Human Values and professional ethics**Response:** Yes

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

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

Response: Yes

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

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

Response: 23

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
5	4	5	4	5

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

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

Response:

Institute regularly organize and celebrates national festival specially Republic Day on 26 January and Independence Day on 15 August with great zeal and enthusiasm.

On Republic Day & Independence Day, flag hoisting ceremony followed by cultural programs are organized by the students and staff members. Speeches by students, staff and chief guests are delivered.

Sweet distribution to students and faculties is done.

Institute organizes the programs of birth (*Jayanti*) / death (*Punyatithi*) anniversaries of **great Indian personalities**, few of them are as follows:-

- Savitribai Phule- 3 January
- Swami Vivekananda – 12 January
- Chhatrapati Shivaji Maharaj Jayanti-19 February
- Mahatma Jyotiba Phule-11 April
- Dr. Babasaheb Ambedkar-14th April
- Dr. Sarvepalli Radhakrishnan-5 September
- Mahatma Gandhi and Lal Bahadur Shastri -2 October

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

Response:

SNGIMR believes and practices in maintaining complete transparency in its financial, academic, administrative & auxiliary functions.

Financial Transparency - All payments of Scholarships made by A/C transfers/ cheques as per Government policy. Fees charged as per state government rules i.e. Fees regulating authority. Budgets prepared by the Director and Staff and utilized after LMC sanction. All accounts checked every year by the External Auditors.

Considering the financial matters institute audit report is prepared by external auditors (CA) every year.

Financial & academic decision is taken unanimously in the Governing Body meeting (Governing Council meeting) of SNGIMR. Audited statements regarding financial activities are circulated to all concerned members of the Governing body.

Academic Transparency - Teaching and Examinations time tables displayed on notice board time to time. Syllabi copy and exam pattern made available on website portal. Examinations conducted as per Savitribai Phule Pune University rules. Regular approval is obtained from the AICTE and University.

Administrative Transparency - Students' admissions process done and controlled by Directorate of Technical Education, Maharashtra State(DTE). Recruitment of faculty & all necessary procedures are practiced as per the guidelines as provided by Savitribai Phule Pune University and AICTE. Internal committees have autonomy of decision and meet regularly.

All official circulars regarding, students, teaching staff & administrative staff are circulated & displayed on the notice boards.

Auxiliary Transparency- Duly appointed committees exist for RTI, Anti-Ragging, Anti- Sexual Harassment, and Grievance Redressal. Extra-curricular activities pre-planned, then notified to the students and conducted with order and discipline. The Institute follows its own Code of Conduct which is binding to the staff and the students.

Institute information is made available to the public through information officer under RTI Act. Institution activities are sensitized to fresher and their parent right from enrolment and till successful completion of their graduation.

Governing Council is the highest decision making authority which consists of members from the management, teaching staff & non-teaching staff. Planning & execution of different auxiliary functions are discussed & decided in this committee which is communicated to all stakeholders.

7.2 Best Practices

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

Response:

1. Title of the Practice: Free Hostel Facility for Needy Students and free Bus facility for girls from Rajgurunagar Bus stop to Institute.

2. Objectives of the Practice

To provide maximum possible support to help the needy and deserving students (from financially poor family backgrounds) in the form of free hostel facility and bus facility to girls students.

3. The Context

With the strong support from team of Mahatma Jyotiba Phule Education Trust (MJPET), institute offers deserving and needy students who seek admission to the MBA course free hostel facility and free transport facility for girls.

4. The Practice

Institute provides the hostel facility to Boys and the girls. Boy's hostel is located in the campus area where as girls hostel is made available in Rajgurunagar city area considering the safety and security. For girl students free bus facility is made available from from Rajgurunagar to Institute

The occupancy capacity of boy's hostel is around 40 and for girls it is around 20. The solar water heater is provided for getting hot bath water. 22 seater bus is made available by MJPET.

5. Evidence of Success

The institute and its parent body feel that this student supportive and generous activity has helped its needy students in focusing on their studies and on their better academic achievements (the MBA results of the college from 2013-14 have always been higher than 70 %.)

Students, who used the free hostel facility, always show cooperation and support to their juniors to get final placements.

6. Problems Encountered and Resources Required

Institute is located outside the city there is lacuna of city facilities, students prefer to stay near or in city area. So every year limited numbers of students are using free hostel facility. If residential projects and Mall like facility develops it may lead to positive impact on students' number using this facility.

2. Title of the practice: Students Training and Development (ST& D)

Objective of the practice

To train and develop students by organizing various activities so as to develop their managerial and business skill sets and make them employable or motivate to start business.

To develop students personality traits through soft skills training.

To articulate students all the important happenings and incidents through newspaper reading and personality development session.

3. The Context

The institute conducts activities like practicing of Group Discussion, speech and presentation, Quiz on General Knowledge, Current Affairs and lastly Simulated Interview. Proper scheduling is done through time table and faculties are given the responsibility to attain the objective set.

4. The Practice

Group Discussion Activity: It plays such a huge role in the selection process, What the interviewer seeks in the candidate are: Communication Skills.- Good communication skills are essential in today's competitive world followed by Cooperation Skills, Leadership Qualities, Analytical Skills, Subject Knowledge, Attitude and Confidence.

Speech and Presentation Activity: This helps the students to develop stage daring and leadership quality.

General knowledge Quiz Activity: GK contributes to personal enrichment and proper understanding of the world as a whole.

Newspaper Reading Activity: Current affairs refer to the important incidents that occurred and hold social

importance in country or world. Nowadays various organizations are hiring candidates who are having good knowledge of their surroundings. Newspaper reading session helps them in it.

Personal interview activity: Interviews help the candidate and employer make an informed, mutually beneficial employment choice. Candidates who understand both sides of the interviewing process stand to have a more successful job search.

Soft Skills Activity: *Soft skills* are a cluster of productive personality traits that characterize one's relationships in a milieu. These *skills* can include social graces, communication abilities, language *skills*, personal habits, cognitive or emotional empathy, time management, team work and leadership traits. Good manners, optimism, common sense, a sense of humor, empathy and the ability to collaborate and negotiate are all important *soft skills*.

All the activities of the student enrichment programme are conducted by faculties who have their expertise in respective areas. These activities are planned and reporting is done to ensure continuous progress.

5. Evidence of Success

It is perceived that with regular practice the students get better understanding of the actual world (practical aspect) and the various activities which are being carried out in the institute.

With the help of training and development, the confidence of the students had increased to some extent and they had opened up (i.e. from introvert to extrovert). The same review has been reflected from the reviewers and the faculty members who take their sessions.

Subsequently the students who participate in these whole heartedly get abundance opportunities in the field. They understand about different types of skills which are necessary to fulfill the market /corporate demand of the employer. It is also observed that the students get better placements in terms of profile and package when they complete the course.

6. Problems encountered and resources required

Creating interest amongst student's at PG level for all these activities is a big challenge as there is no formal examinations as such for these activities, however due to the observed way of learning in the different activities we the faculty are able to inculcate the habit of active participation among the students. Since a number of activities are planned students are reluctant to participate in every activity and miss its benefits.

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:

Career guidance sessions for Rural Youths:

The Founder President Shree.S.N.Ghumatkar of Mahatma Jyotiba Phule Education Trust belongs to rural background. He believes that rural youths are in no way are different from the Urban youths. The only difference is that rural youths do not have enough career guidance. With proper career counseling rural youths would be able achieve great heights in their career.

The institute believes that, the best way to empower the rural people is by providing them guidance on higher education, job opportunities, and Government initiatives for rural self-employment. To achieve these objectives the institute conducts sessions for guiding the students on various aspects such as importance of higher education, Career and business opportunities in different sectors.

The institute conducts career guidance sessions in different areas of Pune. The rural areas where the sessions are conducted are Manchar, Pabal, Narayangaon, and Ghodegaon. The institute has signed MoU's with some of the colleges in these rural areas.

The faculty members of this institute visit and conduct career guidance session for the college students in these areas. The topics covered in these sessions are related to-

- A) Careers after graduation
- B) Job avenues after graduation
- C) Higher education opportunities
- D) Job opportunities for postgraduates.

The details of different government Freeship/Scholarship schemes for higher education, requirements for different job profile were also shared.

The Institute allows nearby college students to use computer Lab and library facilities. This activity helps to attract rural graduate youths to learn management course which actually benefits them to make good career and improve living standard.

5. CONCLUSION

Additional Information :

All modern amenities like e-library, language lab, separate free hostels for boys and girls, sport's indoor-outdoor facility and Wi-Fi enabled campus available for students.

Biannual Research Journal and Times of SNGIMR institute magazine get published by institute.

SNGIMR have entered into an MOU with Parag Milk Foods Ltd, BSE listed company and New Solar Technology, MNRE and MEDA registered solar firm and some other organizations helps students in getting hands on experience.

We plan to forge ahead with some institutes and industries so as to add a competitive and differentiating edge to our educational endeavour.

Concluding Remarks :

Institution has good governance which plays a pivotal role in practicing excellent student centric teaching learning process. Institution helps students in getting scholarships to meritorious and economically deprived students to achieve their dream to become successful manager.

Apart from the regular university curriculum, students at the institution are trained in a holistic way by inculcating ethical and moral values, self- motivation and social awareness which makes them responsible future citizens.

Students are also trained to enhance their employability skills through training programs by renowned academicians and by industry professionals.

The Institute is just a nine years young. Now the Institute has the required infrastructure, systems, policies, and procedures in place. Institute is in a position to understand the Industry-student expectations. Institute has given encouraging environment to the students in form of good infrastructure, qualified and experienced faculty members and updated learning resources.

The Institute at this stage of growth aims to achieve a positive impact on society, maximizing the creation of shared value for students, faculty members, non-teaching staff and employers. The Institute finds it is in a position to drive innovation, tackle issues, and strengthen community engagement by number of activities and developing the research culture.

The Institute is currently working on its weaknesses and strategic plan to overcome them. The alumni are leaving footprints in their career. Institute has earned faith of students for referral admissions. The Institute aims to emerge as a Benchmark and Centre of Excellence ensuring highest quality in Education, Research and co curricular activities in forth coming years.