SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SINHGAD BUSINESS SCHOOL

ERANDWANE 19/15 SMT KHILARE MARG OFF KARVE ROAD
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www.sinhgad.edu

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sinhgad Business School (SBS) is a premier management institute, founded in the year 2007 under the aegis of Sinhgad Technical Education Society (STES) and located at a prime location in Pune city.

SBS started with an intake of 60 students slowly growing to an intake of 360 students, which was aptly supported by the management, resulting in up gradation of infrastructure, facilities and faculty.

Maturing through self-realization and expert guidance, the institute has progressively improved in number and quality of guest sessions, co-curricular and extra-curricular events, activities supporting social, cultural and ethical awareness, value added courses and use of technology to support the growth of faculty members and students.

Research orientation is promoted through the Research Conference conducted in the Institute every year and the in-house publication of the SBS Research Journal.

Student training program was introduced pan STES. This is helping in developing the communication skills and instilling confidence among students.

A tie up with Harvard Publishing and Bloomberg Consultancy was the next landmark serving the purpose of inculcating analytical abilities in students.

For orienting the faculty members towards professional development various tie ups with the corporates are in place. Faculty development programs are also organized.

Vision

"An institute inculcating discipline commitment and individuality, through quality education for developing business leaders moulded to sustain the dynamic global industry"

Mission

To create an ambience for excellent educational activities

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Approval and affiliations from AICTE and SPPU, Pune

Centrally located campus

Appropriate physical infrastructure

Sinhgad Business School has computer labs, Language Lab, latest teaching aids and learning resources like well stocked library with thousands of books, national and international journals, e-books and e-journals. Spacious Seminar hall and auditorium , Wi-Fi.

Cognizable brand value of Sinhgad Institutes

Sinhgad Business School is a part of Sinhgad Institutes known for quality education from KG to PG,

Rich knowledge base

Well qualified and experienced faculty members with the support of Industrial guest faculty form the Intellectual capital of the institute.

Industry- institute interactions

The institute works in association with reputed organizations as Harvard Publications and Bloomberg for case based learning and financial skills training.

Alumina interaction and association

SBS   Alumni contribute through numerous activities   like sessions on contemporary topics, mentoring guidance on group discussion and personal interviews skills, sharing their learnings for arranging various events in the institute.

Extra- curricular activities

Student activity center in the college premise is available for   co-curricular and extracurricular activities .Students are encouraged to participate in Sinhgad Karandak of Sinhgad Institutes and various events of the many colleges in and around Pune.

Institutional Weakness

No residential/ accommodation facility for students /faculties

The residential facilities of other campuses are made available to desirous students however no hostel facility is available in the campus. SBS maintains a record of private hostels available in the vicinity of the campus, which have been availed by the students of previous batches and the same is shared with parents and students desirous of availing the same. .

Industrial skill developments

The institute is affiliated to Savitribai Phule Pune University and hence follows the prescribed curriculum. The process for updation of syllabus therefore leaves a lot to be desired. Though the institute incorporates many industry-institute interaction events, it is difficult to match the requirement of the industry when the syllabus may not be supporting it.

International student enrollment

Sinhgad Business School till date has not registered any international students.

Student exchange faculty exchange

Sinhgad Business School has very rarely received or deployed any student or faculty by means of student /faculty exchange program from any international /national university.

Institutional Opportunity

Increasing awareness about MBA

Growing awareness about MBA program creates increase in number of students from all over the country. This creates opportunities both for expansion plans and better intake of students.

Introduction of new courses

SPPU's introduction of choice based credit system has enabled SBS to follow the cafeteria approach and create a niche for itself in any particular discipline within management like, Agriculture, Rural, Medical and so on based on the expertise of the faculty members available and predicted.

Adaptation to changing external business environment

Availability of infrastructure and an extremely supportive management is helping the institute to spread its wings and venture into innovative areas in education like course design, managerial development programs, research programs and so on.

Government policies and economic policies

Government policies and economic policies are opening new avenues for budding entrepreneurs. The institute focuses on increasing the number of activities to promote startups and new ventures.

Extensive collaboration with industry

There is huge scope for the institute to collaborate with the industry in terms of mini projects and exchange programs which increases the scope of exposure for students and faculty members.

Initiatives towards ERP and Digitalization

Institutional Challenge

No control on admissions

The institute seeks student admissions through centralised admission process which is conducted by DTE and hence does not any have control on the quality of students. The challenge for the institute is to identify students' strength and interest, groom these students who are not up to the mark for the jobs in management field and help them to build their carrier paths.

Changing expectations from industry

Industry expectations from a fresher are too tall and pose a great challenge to the faculty members who are grooming them specially when they are maintaining a balance between University syllabus and value addition..

Few other challenges

- Developing a strong Industrial collaboration
- Developing functional research center
- Attracting research grants from funding government and non-government agencies.
- Coping up with rapidly changing technologies.
- Improving the aptitude, soft-skills and communication skills of students
- The market downturn and recession are major hindrances in the training and placement activities
- Exam oriented learning attitude of students needs to be changed

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Sinhgad Business School is approved by AICTE and affiliated to Savitribai Phule Pune University (SPPU) for curriculum of two years full-time MBA program. As a policy, the curriculum is revised every three years to ensure up-gradation as per contemporary requirements. Faculty members are actively involved in curriculum design and up-gradation at university level. Implementation and delivery of the curriculum is planned and executed through various committees of faculty members at the institute level within the prescribed frame work of the University. Choice based credit system facilitates cafeteria approach including interdisciplinary options, empowering institute and students to develop distinctiveness. The institute facilitates the students in this effort by choosing appropriate courses in light of student profile and dynamic industry requirements. Field projects, internships which are part of curriculum and beyond are enabled by the institute for providing hands on experience to the students. In order to enrich the curriculum, the Institute designs certificate programs to meet global industry requirements. Institute encourages faculty members to actively participate in various administrative duties and as members of various committees at University level. Believing in the holistic development, the Institute is consciously sensitizing students towards gender equality, environment consciousness & sustainability, human values & professional ethics through various activities, sessions and events. Institute ensures continuous improvement through well designed mechanism involving feedback from all the relevant stakeholders.

Teaching-learning and Evaluation

Sinhgad Business School attracts students from all over India. The Institute abides by the regulations of SPPU, AICTE and DTE for candidate selection while adhering to the reservation policy of Government of

Maharashtra.

The Institute hosts Induction Program for the first year students to orient them about the foundational outlines and framework of the course to help them understand the MBA program. The program and course outcomes are communicated to students through institute website and internal communication mechanism. Before the commencement of semester, the Academic Committee of the Institute prepares an academic calendar which summarizes Academic, Examinations, Co-curricular and Extra-curricular Activities planned.

Great emphasis is laid on use of ICT in the teaching learning process. Each Faculty Member provides for effective ICT in their teaching plan.

Innovative and creative teaching-learning strategies covering interactive learning (group discussions, presentations, role plays, case studies, cross word puzzles), independent learning (individual presentations, writing articles, book review, business plan) and collaborative learning (assignments/projects given to group of students) are effectively used by faculty members.

Evaluation process is a combination of formative and summative assessment. Examination process is fully transparent and secure.

Faculty Members as mentors advice and counsel the students on issues pertaining to his/her psycho-social development, academic growth, career and personal issues.

Qualified and competent faculty members are recruited to maintain students-faculty ratio as per AICTE norms.

Research, Innovations and Extension

Institute provides an environment to promote quality research and innovation among faculty members as well as students. Financial support is provided to faculty members to undertake research. Faculty members provide guidance to the students and encourage them to undertake research projects. Institute aims at serving the community through extension, which is a part of its social responsibility and core value.

Institute has created an ecosystem for innovation including Incubation Cell and Industry – Academia Interactive Cell for creation and transfer of knowledge. The institution conducts workshop/seminars on various innovative practices to keep abreast with current trends. The Institute ensures adherence to the stated Code of Ethics to prevent malpractices and check plagiarism in research to promote quality research.

Awards won by institution/teachers/research scholars/students, start-ups incubated on campus are explicitly commended by the institution in the form of financial support or appreciation.

Institute hosts conferences, seminars and workshops to promote research within the Institute and among corporate counterparts. The institute has signed MOUs to promote consultancy programs in collaboration with Government and Non-government organizations. Faculty members and students undertaking consultancy projects are supported appropriately through financial and non- financial incentives.

Institute carries out extension and outreach programs in collaboration with industry and non-government organizations as a part of its CSR activities.

Infrastructure and Learning Resources

The Institute has sufficient and adequate infrastructure as per AICTE norms. Classrooms, Seminar hall, Tutorial rooms and Syndicate rooms are well equipped with ICT facility. A separate Exam Control Room is available for Internal and University examination well supported by computing and reprography facilities. The entire campus is under CCTV surveillance.

For outdoor and indoor sports activities, institute provides Volleyball ground, basketball court, and equipment for Carrom, Chess, and Table tennis. An Activity Centre, Gymnasium and Yoga Centre are provided for students related events. The Institute has Boys and Girls common room and Rest rooms.

Institute has a well-stocked Library with books on Management, National and International Journals, Reference Books, Business Magazines and E-resources. The library has two dedicated Reading Halls with adequate seating capacity. Sufficient budget is allocated for library facilities.

Computer laboratories and media centre are well-equipped and maintained on regular basis. Entire campus is Wi-Fi enabled. Student-Computer ratio is maintained as per norms.

A budget is sanctioned for the infrastructure growth, repair and maintenance. A committee has been formed for regular monitoring of infrastructure related work, such as electrical maintenance, annual maintenance contracts for computers, lifts, fire extinguisher, water tanks, water coolers and photocopiers. Adequate parking space is provided within the premises.

Processes and systems for timely and optimal utilization and maintenance of all facilities are in place.

Student Support and Progression

The Institute helps students to avail various government and non-government freeships and scholarships. Loan letters are given on request to students to avail loans. Students are allowed to pay fees in easy instalments. In special cases, entire fee is waived off.

Numerous programs like soft skill development, bridge courses, career counselling, remedial classes, yoga and meditation, personal counselling and guidance for competitive exams are conducted for students' capability enhancement and overall development. Students undertake summer internship project, winter projects and on the job training. Placement Cell supported by Central Placement Cell of STES provides career guidance and helps in placing students' in suitable positions in reputed companies. An Internal Complaint Committee handles issues related to sexual harassment and gender bias. Anti-ragging Committee and Grievance Redressal Committee deal with related complaints. Statutory norms and committee details are displayed at prominent places in the institute.

Students are encouraged for competitive exams with due support from faculty members and books from library. For holistic development, students are encouraged to manage and participate in various national and international events such as business quiz, case study competition, B-plan, CEO search, sports and cultural events. Students have won awards and accolades in these events.

A registered Alumni Association organises alumni meet, alumni week, alumni challenge wherein alumni enthusiastically participate to discuss academic and industry insights.

Governance, Leadership and Management

The Institute was established in the year 2007 with a vision of inculcating discipline, commitment and individuality through quality education, for developing business leaders moulded to sustain the dynamic global industry. The mission of the Institute is to create an ambience for excellent educational activities. Decentralization and participative management in decision making is practiced. The Director and LMC/CDC conduct meetings to decide the academic and administrative policies.

Well-defined strategic plan is prepared that includes appropriate standards to measure academic and administrative performance to bring transparency in measuring the goals. E-governance is used in the areas of administration, finance and accounts, admission process, student support and examination.

The Institute implements various employee welfare measures. Performance appraisal of faculty members and staff is done annually. Conducive environment for professional development of faculty and staff members is through FDP/MDP, Conferences, Workshops, administrative training programs, refresher courses is provided. Financial assistance to faculty members and administrative staff for personal & career development is extended. Internal and external audits by certified accountants are conducted on a regular basis.

Sources of income are tuition fee (main source), grants/sponsorship received from university, and funds received from individuals and corporates.

Under IQAC, several quality assurance mechanisms like feedback, appraisals, academic audit are executed on a regular basis. These academic and administrative systems are more practical and easy to implement.

Institutional Values and Best Practices

Sinhgad Business School has a strong value system for developing the students as competent professionals and responsible citizens of the country. Several best practices have been undertaken for developing and moulding competent and employable professionals. A strong believer of gender equality, SBS provides equal opportunity to all. Institute is sensitive towards providing facilities to female staff and girl students namely safety, social security, counseling. Institute ensures availability of adequate facilities for differently abled people.

The Institute is concerned towards issues like climate change and environmental issues. It adopts green practices and takes necessary actions.

Developing and inculcating the value based culture is at the core of SBS. Several creative programs have been developed by the Institute through which the values are imbued in staff and students.

The Institute maintains complete transparency in its financial, academic, administrative and auxiliary functions through several committees like LMC/CDC, AMC/IQAC, and GB.

SBS focuses on the innovative efforts & best practices and achieve academic excellence. An innovative practice at SBS is a pathway created to further the interest of the student, the institution, internal quality assurance, inclusive practices and stakeholder relationships. The Institute is geared to promote an ambience of creativity, innovation and improving quality.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SINHGAD BUSINESS SCHOOL
Address	Erandwane 19/15 Smt Khilare Marg Off Karve Road
City	Pune
State	Maharashtra
Pin	411004
Website	www.sinhgad.edu

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Professor	Dhananjay Mandlik	020-25431001	9623448939	020-2435553 1	dhananjay@sinhga d.edu
Director	Vijaya Puranik	020-25434314	9657725091	020-2545345 6	director_sbs@sinh gad.edu

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	05-07-2007

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Maharashtra	Savitribai Phule Pune University	[View Document](#)

Details of UGC recognition	
Under Section	**Date**
2f of UGC	
12B of UGC	

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
AICTE	[View Document](#)	10-04-2017	12	As per rules

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	Erandwane 19/15 Smt Khilare Marg Off Karve Road	Urban	1.7	6493

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	Graduate	English	360	358

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				5				11				32
Recruited	3	2	0	5	8	3	0	11	22	10	0	32
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				5				11				32
Recruited	1	1	0	2	2	1	0	3	11	16	0	27
Yet to Recruit				3				8				5

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				42
Recruited	30	12	0	42
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				1
Recruited	1	0	0	1
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	1	0	2	1	0	2	2	0	9
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	9	11	0	20

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	0	2	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**
	7	3	0	10

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	213	12	0	0	225
	Female	126	7	0	0	133
	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	24	26	17	20
	Female	12	13	11	5
	Others	0	0	0	0
ST	Male	0	0	0	1
	Female	0	0	1	0
	Others	0	0	0	0
OBC	Male	39	39	19	24
	Female	16	16	15	8
	Others	0	0	0	0
General	Male	128	147	129	152
	Female	82	114	60	86
	Others	0	0	0	0
Others	Male	24	17	15	15
	Female	10	22	8	4
	Others	0	0	0	0
Total		335	394	275	315

3. Extended Profile

3.1 Programme

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

Response : 747

Number of self-financed Programmes offered by college

Response : 1

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

Response : 0

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
699	636	557	650	592

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

2016-17	2015-16	2014-15	2013-14	2012-13
420	480	480	420	300

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

2016-17	2015-16	2014-15	2013-14	2012-13
346	247	256	330	221

Total number of outgoing / final year students

Response : 314

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
47	42	37	43	39

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

2016-17	2015-16	2014-15	2013-14	2012-13
34	33	30	37	33

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
56	64	64	56	40

Total experience of full-time teachers

Response : 1045

Number of teachers recognized as guides during the last five years

Response : 1

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

Response : 59

3.4 Institution

Total number of classrooms and seminar halls

Response : 15

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

2016-17	2015-16	2014-15	2013-14	2012-13
629.22	426.16	239.64	230.24	275.13

 Number of computers

Response : 240

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

Response : 1.60

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

Response : .90

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:

Sinhgad Business School affiliated to SPPU follows its curricula, curriculum development, procedural detailing and assessment procedures for the MBA program.

Before the Commencement of the Semester:

- Curriculum and Academic calendars are prepared in line with the SPPU and institutional guidelines.

It contains:

Scheduled Start date and End Date of Semester

Time Tables (Class and Individual Faculty)

List of Holidays

Events for the Semester

Schedule of Internal and External Examinations (SPPU Online, SPPU End of Semester Exam, Project Viva, Con-current Evaluation)

- A subject choice sheet is circulated among all faculty members. Subject allocation is done on the basis of the subject preference of each faculty member. Based on the subject choice, expertise and experience, and specialization of the faculty, Timetable Committee allocates subjects to faculty members, post Director's approval. Faculty to update their knowledge and teaching material well in advance.
- The workload of each faculty is finalized as per AICTE and SPPU norms and accordingly a class time table, individual faculty time table and academic calendar is prepared.
- Class room/ library/ computer lab preparations for the semester are done in advance. Every faculty member prepares Course File and Teaching plan for the subjects allocated to them.

Contents of a course file are:

- Subject Syllabus
- Teaching Plan
- Individual and Class Timetable

- Subject Notes
- Power Point Presentations
- Question Bank
- SPPU Question Papers
- Previous Semester University Results
- List of Assignments
- Sample Answer Papers
- Prescribed syllabus and activities and events are effectively implemented through 'Class' and 'Activity' coordinators.

During the Semester:

- Annualy the institute conducts an orientation activity called 'Induction Program' for newly admitted first year students. Eminent personalities from corporate world and alumni are invited to address and orient the students towards the course expectation and campus to corporate connect.
- Monitoring conduct of classes, events/activities as per academic calendar is undertaken to ensure effective execution of teaching learning process.
- During the semester, students' performance is regularly monitored with the help of class tests/ assignments/ presentations/ orals/ other concurrent evaluation parameters.
- Based on the students' requirement and request, Remedial classes are conducted to facilitate their understanding of the given the topic.
- Attendance is monitored every month during the entire semester. Defaulters list is displayed in classroom. Defaulters' parents are informed and requested to counsel their ward to attend college regularly.
- The Mentor Mentee Program promotes bonding of students with faculty members and helps in achieving student's regular attendance and improved performance.
- Students' feedback is taken through established systems.
- Review meetings are conducted by coordinators to take stock of the syllabus completion status.
- Director regularly interacts with faculty members to help improve the teaching-learning process and take timely corrective measures if any.

At the Conclusion of the Semester:

- Students are given extra classes if required prior to the SPPU semester end examination. They are also welcome to contact the faculty members in case they face difficulty while preparing for the examination.

At the end of the semester, Academic Calendar for next semester is announced. This enables faculty members to design their lesson plans during vacation.

File Description	Document
additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 11

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	4	2	2	2

File Description	Document
Minutes of relevant Academic Council/BOS meetings	
Details of the certificate/Diploma programs	
Any additional information	

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: 38.9

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

2016-17	2015-16	2014-15	2013-14	2012-13
15	13	17	10	9

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

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 100

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

Response: 747

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

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	
Minutes of relevant Academic Council/BOS meetings.	
Any additional information	

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: 86.8

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
622	597	497	531	475

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

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:

Sinhgad Business School being an affiliated institute of SPPU, conscientiously imparts the prescribed syllabus. SBS believes in integrating the cross-cutting issues such as Gender, Environment and Sustainability, Human values and Professional Ethics.

Gender: Institute offers equal opportunity to all students, faculty members and staff members without any discrimination or gender bias. In addition to this, gender sensitivity is substantially endorsed.

Participation of students in academic, co-curricular and extra-curricular events is encouraged irrespective of student's gender.

Environment and Sustainability is a broad discipline which is given due importance at SBS. The Institute offers students fair insight into this aspect for their holistic development by encouraging them to actively participate in various activities and events addressing environmental issues covering:

- Poster Making Competition (Addressing Environment Issues)
- Traffic Rules Awareness Program
- Save Water Campaign
- Save Tree Campaign
- Sinhgad Fort Cleaning Drive
- Tree Plantation (Green Practice)
- Save Electricity
- Save Paper
- Solid Waste Initiative
- E-waste
- Rain Water Harvesting
- Disaster Management Training Program
- Police Friend in Ganesh Festival

Human Values: SBS works towards developing better and responsible citizens. As prescribed by SPPU, course on Human Values and Cyber Security is conducted for students in each semester as a part of curriculum delivery. To further supplement the students' understanding of Human Values and Cyber Security, additional inputs are given. Institute on regular basis organizes and motivates students to protect human values.

Following activities are initiated by the institute to develop students with regards to understanding the Human values:

- Professional Ethics
- ResQ Club Activity (Janeev)
- Organ Donation Awareness Program

- Blood Donation Drives
- International Yoga Day
- Reader's Paradise
- Teacher's Day
- Cyber Crime Awareness Program
- Personality Development Lab
- Human Resource Management
- Organizational Behavior
- Public Relations and Corporate Communications
- Emotional Intelligence
- Prevention of Sexual Harassment
- "Nivara" Old age Home Visit

File Description	Document
Any Additional Inormation	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 17

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

Response: 17

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 98.88

1.3.3.1 Number of students undertaking field projects or internships

Response: 354

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

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	[View Document]
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document]
URL for stakeholder feedback report	[View Document]

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

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

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrolment and Profile

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

Response: 5.4

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

2016-17	2015-16	2014-15	2013-14	2012-13
33	41	35	39	21

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

2.1.2 Average Enrolment percentage (Average of last five years)

Response: 77.35

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

2016-17	2015-16	2014-15	2013-14	2012-13
325	381	264	302	357

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

2016-17	2015-16	2014-15	2013-14	2012-13
360	480	480	480	360

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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

Response: 25.79

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

2016-17	2015-16	2014-15	2013-14	2012-13
111	122	74	63	140

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

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

Response:

With an aim to make the MBA journey smoother for the entrants, SBS organizes 'Induction Program' to acquaint the students with the institute, its policies and governance, orient them about the two year program, and provide them an insight into the campus-to-corporate connect and the expectation thereof.

Irrespective of the learning abilities of the students, a two day 'Bridge Course of Finance' is offered to the students with the objective to provide conceptual base to the students from various disciplines.

With a student-centric focus, teacher-student interaction is encouraged. All students, irrespective of their learning abilities, contact faculty members to get their queries resolved if any. On the basis of the request raised by them, extra sessions are provided for further conceptual clarity.

Students often encounter problems and difficulties which needs a timely solution. Mentor Mentee Program is in place where each student (mentee) gets an opportunity to interact with a faculty member (mentor) for their personal counseling which could extend from academic related problems, training, placement, and personal issues as well. This serves as a platform to discuss their problems, difficulties and guide them with the appropriate solution.

Psychometric Test and Counseling Session are organized for the students. A Psychometric Test is administered at the beginning of the first semester to make them understand their personality and analyze themselves. Based on the Psychometric Test result, Counseling Sessions are held throughout each semester.

Students are administered a test to find out their proficiency in English language. Students found to lack in basic English communication are then trained to excel in English speaking, writing and reading.

Training is extended to the students in areas involving academic excellence, personal and professional grooming, career guidance and advancement, summer and winter internship program to enable them to become keen professionals and responsible citizens.

Although no differentiation is made between slow learners and advanced learners in the above mentioned activities, slow learners are encouraged to excel in academics and career by administering them with additional inputs, conducting extra classes and counseling sessions in areas of need.

Advance learners need ample opportunities to showcase their talent and apply their management skills. Advanced learners are provided with the platform to excel in academics, co–curricular, extracurricular activities by way of:

- **Student Clubs:** Made for the students and by the students, these clubs are involved in organizing various events and activities. In conducting these events and activities, various clubs such as Newsletter Club, Solicitor's Club, Placement Club, Cultural Club, Events Club, Sports Club, Photography Club, and Creativity Club play a key role.
- **Honour (Award Ceremony of SBS):**

Awards are constituted by SBS to recognize and appreciate student's efforts and participation in academic, co-curricular and extra-curricular activities. Top rankers are felicitated to create an environment to promote healthy competition among students.

Institute motivates the students to participate in research seminars and conferences, thus encouraging them to undertake research articles or research paper writing either independently or in collaboration (student–student, student–teacher).

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 7.46

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls	
File Description	**Document**
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Any additional information	View Document

2.3 Teaching- learning Process

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

Response:

Students' learning is largely influenced by their background, abilities, and other personal attributes. At SBS, great emphasis is laid on learner–centered education through methodologies like:

Participative Learning:

- **Interactive Lecture Method**: Teaching aids to make learning an interesting experience such as presentations and videos are used. Pedagogies include group discussions, role plays, quiz, case studies, debate, extempore, and management games to make learning a knowledge–construction process.
- **Simulation Activity**: Simulation activity gives a real life experience on share market. Business plan activity is conducted in association with Harvard business school module.
- **Foundation Course:** Students go through a Foundation Course to enable them to choose their subject of specialization in the third semester. This course is delivered by respective subject faculties.

Experiential Learning:

- **Internships:** Summer Internship Program mandated in SPPU syllabus makes learning more individualized, creative, and dynamic. Winter Internship Programs are supported by the institute. Projects useful in developing problem solving, research and analytical skills under the guidance of teachers for the subjects such as BRM (Semester I), EADR and IADR (Semester I and II) and Summer Internship Project (Semester III) are undertaken.
- **Student Clubs:** In conducting events and activities, clubs such as Newsletter Club, Solicitor's Club, Placement Club, Cultural Club, Events Club, Sports Club, Photography Club, and Creativity Club play a key role.
- **Spectrum:** Across all STES institutes, SBS under the aegis of Spectrum organizes and participates in various competitions such as business plan, case study, brand quiz, virtual share market to imbue the spirit of team work, team spirit, self and group motivations, leadership skills and decision making skills in the students.
- **Social Responsibility:** Social responsibility is inculcated through various CSR activities conducted

by students under the guidance of faculty members.

- **Guest Sessions**: Experts are invited to deliver Guest lectures to augment the regular syllabi based teaching–learning process and bridge the gap between "Campus and Corporate". This leads to linkages for research grants, MOU's, entrepreneurial ventures, industrial visits, training, and placements.
- **Industrial Visits:** Industrial visits are organized with an objective to go beyond academics, and provide student a practical perspective on the world of work and help gain an insight regarding internal working of companies, learn practically through interaction, the working methods and employment practices.
- **Bloomberg Portal** : Live financial analysis project.

Learning through Problem Solving:

- **Case Study Method**: Case method is considered as a robust student-centric teaching pedagogy. Case studies facilitate application of theoretical concepts and encourage the students to gain insight into real-life business situations. SBS has a tie up with Harvard Business School Publishing (HBSP) to access their cases and administer the same to the students. In addition to the same, other cases relevant to the subject are also discussed.
- **Research Based Learning**: Emphasis is laid on research based learning in the SPPU Syllabus. Subjects such as BRM, EADR, IADR, and SIP provide a platform for the Students to learn through research projects. Students are encouraged to undertake live research projects of short duration to supplement the research based learning.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 93.75

2.3.2.1 Number of teachers using ICT

Response: 45

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

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

Response: 11.19

2.3.3.1 Number of mentors

Response: 32

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

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation & creativity learning.

Innovation and creativity in teaching–learning is also attained through student centric methods like Experiential Learning, Participative Learning and Problem Solving methodologies. Innovative and Creative Learning methods are adopted by Faculty Members as they are stimulative and are very catalytic in their effect on students' learning.

Movies and Videos: Subject and topic specific movies and videos, and animated videos related to management concepts are used to impart knowledge and facilitate easy understanding of critical areas of management.

Management Games: Rendering knowledge through management games is an effective alternative to the traditional teaching pedagogy. This concept of fun and learn builds analyzing skills, decision making skills, co-ordination, team building, and effective leadership skills. It has a long lasting impact on the students' learning.

Events and Competitions: Events and Competitions contribute in improving creativity, decision making abilities, co-ordination, team work and team spirit, and managerial skills.

- **Roop Ganesha:** This is a group competition that involves innovative thinking by the students to showcase their talent through depiction of various forms of Lord Ganesh through posters and models. It substantially promotes the ecofriendly measures that can be used to celebrate Ganesh Festival.
- **BizWiz:** To develop entrepreneurial skills among the students, where students come up with their own business plan, initiate and execute it.
- **Battle Intellect:** A management event, in which various competitions like business plan building, case study presentations, and quiz are conducted.

Role play: **Role–play** is a technique that allows students to explore realistic situations by interacting with

other people in a managed way in order to develop experience and try different strategies in a supported environment. Role play provides creative effective scenarios to build confidence, improve listening skills, facilitate problem solving, and develop a way of critical thinking. Students are provided with various managerial situations to replicate, imitate and manage the situation.

Google Class Room: An innovative way of learning using ICT, Google class room facilitates paperless communication between teachers and students, and streamlines educational workflow. This Class room allows faculties to create classes, post assignments, organize folders, provide feedback efficiently, and easily communicate with the class.

File Description	Document
Any additional information	[View Document](#)

2.4 Teacher Profile and Quality

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

Response: 61.54

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

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

Response: 13.14

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

2016-17	2015-16	2014-15	2013-14	2012-13
6	4	4	5	3

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)
Any additional information	[View Document](#)

2.4.3 Teaching experience of full time teachers in number of years

Response: 21.77

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

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

Response: 1.19

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

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

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

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

Response: 5.52

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

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

File Description	Document
Any additional information	View 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:

A continuous assessment system in each semester (also known as internal assessment/comprehensive assessment) is spread through the duration of course and is done by the Course faculty member. The continuous assessment provides a feedback on teaching learning process.

Suggested components for Concurrent Evaluation (CE) as per revised syllabus are:

- Case Study / Caselet / Situation Analysis– (Group Activity or Individual Activity)
- Class Test
- Open Book Test
- Field Visit / Study tour and report of the same
- Small Group Project and Internal Viva-Voce
- Learning Diary
- Scrap Book
- Group Discussion
- Role Play / Story Telling
- Individual Term Paper/ Thematic Presentation
- Written Home Assignment
- Industry Analysis – (Group Activity or Individual Activity)
- Literature Review / Book Review
- Model Development/ Simulation Exercises – (Group Activity or Individual Activity)
- In-depth Viva
- Student Driven Activities
- Newspaper reading

Individual faculty members have the flexibility to design the concurrent evaluation components in a manner so as to give a balanced assessment of student capabilities across knowledge, skills and attitude dimensions.

Subject faculties of all the divisions mutually decide one common format for concurrent evaluation at SBS.

A sample structure of weightages for internal assessment of MBA semester I, are as shown as below.

Full credit subjects (out of 30 marks) and for half credit subjects (50 marks)

- **For each Full Credit course: Attendance (10 marks), Concurrent evaluation (10 marks), End**

term (10 marks)
- **For each Half credit course: Attendance (15 marks), Concurrent evaluation (15 marks), End term (20 marks)**

Attendance and end term marks are converted as per the weightage assigned.

For full credit and half credit subjects, concurrent evaluation components which are commonly included by subject faculties are mainly assignments based on theory and practical application and class tests. For half credit subjects such as Enterprise Analysis and Desk Research (EADR), MS Excel Lab presentations, Group Projects and Computer Lab, practical marks are considered for the concurrent evaluation.

In addition to the above components, following are also considered for Continuous Internal Evaluation (CIE):

- Student Training Program (STP), a pan STES program consists of sessions conducted as per STP calendar in which skill based components like Daily quiz (based on latest news), Group Discussion, Personal interviews, GK quiz, current affairs, aptitude test, domain test, subject specific quiz, case study, excel challenge test, reading and writing skills, presentations , domain doyens (project presentations)areconducted. Scores of the same are maintained by STP in – charge faculties.
- MS Excel as an ICT Tool is adopted by each subject faculty for creating student database and data management.
- Book Reviews and Concept Test, Summer Internship Project presentations are conducted for second year students.
- Institute prepares MBA first and second year students for SPPU examination by conducting End Term examination based on entire syllabus for each full credit and half credit subjects. Subject faculty conducts MCQs based test to prepare the   students for Online examination conducted by SPPU.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

Internal assessment is done by every subject faculty based on attendance, concurrent evaluation components and scores of end term examination.

Mechanism of internal assessment of concurrent evaluation components:

- Faculty members responsible for teaching the same subject across all divisions unanimously decide the components to be selected from the SPPU Prescribed components for the concurrent evaluation.

Decision is then conveyed to students via notice which is displayed in each classroom and email by the class coordinator.

- Subject faculty is responsible for taking attendance for all sessions conducted by them and proper maintenance of attendance sheets.
- At the end of each month, each subject faculty sends their monthly attendance details for compilation to class coordinator and a consolidated monthly attendance record is displayed on class notice board.
- STP, as a part of CIE is conducted with utmost care and planning. STP team conducts the STP activities as per time table. Scores of select STP components are included in the internal assessment.
- Scores of concurrent evaluation components are shared with the students.

Mechanism of assessment of End Term Examination:

- End Term examination is conducted as per the schedule prepared and displayed by the Internal Examination Committee.
- Time table and block wise seating arrangement is displayed on the notice board prior to the examination. Block numbers are distinctly displayed on the notice board.
- Internal Examination Committee prepares a supervision chart. This chart is circulated among all faculty members and their acknowledgement is sought.
- The subject faculties who are involved in deciding the components of concurrent evaluation are responsible for designing the question paper for the End Term
- Examination. One set of the question paper is then finalized and sent to the Internal Examination Committee for printing.
- Question papers, answer sheets, attendance cum marks sheet, and required stationery items are handed over to the assigned block supervisor prior to the start of the examination.
- Post examination, the answer sheets are distributed to respective subject faculty through internal dispatch system for evaluation.
- End term examination marks are submitted to the coordinator as per the deadlines given by the Inter Examination Committee.
- Cumulative Internal marks are compiled by the Class coordinator and displayed on the notice board and sent to the Overall coordinator as record. In case of doubts, students contact the subject faculty for further clarification.

Frequency of exams:

- End term examination is conducted for first and second year students at the end of every semester for all courses.
- Internal viva for SIP and Dissertation for second year students is conducted.
- Time table for end term examination is communicated to students well in advance.
- University online examination is conducted by internal examination team as per university norms for each full credit course (for 20 marks each) for all 4 semesters during each term as per the time table announced by the University. Results of online examination are generated and displayed after the conduct of entire online examination.
- University written examination is conducted by internal examination team under the University appointed Supervisor as per SPPU norms.

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

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

Response:

MBA program comprises

Mecha

SPPU has introduced online system for examination related activities for students as well as colleges. Student online for photocopy and revaluation of answer sheet. They can visit SPPU website for examination tin

- The institute appoints College Exam Officer (CEO), senior supervisor, custodian, assistant to senior superv online examinations.
- If students have any query regarding online exam form, university exam time tables, hall tickets, online and photocopy of mark sheets, then they approach office clerk or College Exam Officer (CEO) and such compl college loginid.
- Grievances related to downloading of online question papers, errors in question papers, printing errors in b resolved by College Examination Officer through college login or through official telephonic contact.
- An internal squad comprising of senior faculty members is appointed for avoiding unfair practices during e
- CCTV cameras are used for monitoring the online examinations.
- University circulars related to examination form filling, hall tickets, and revaluation, examination time tabl all the students through coordinators.
- Hall tickets are printed through college login and are distributed to the students by office clerk. Queries rela mail–id of university or through telephonic contact.
- Follow–up is taken for revaluation results and updated revaluation results and letters received to the colleg
- Mark sheets are distributed by the office clerk by keeping proper record.
- Queries related to change of name on the mark sheets are submitted to university with necessary documents

Mec

- Internal marks are displayed by the coordinators on the class notice board.
- Queries related to internal marks are handled by respective subject faculty or coordinator. If not satisfied, s
- Student can approach subject faculty and see their internal examination answer sheets in case of any discrep
- If a student fails to attend the internal exam due to some unavoidable reasons then by furnishing the reason Committee may consider a request for retest or submission of assignment with deadline or viva.

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

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

Response:

- Academic calendar is prepared as per the guidelines given by SPPU by the first and second year Overall coordinators appointed by the Director.
- It includes schedule of planned events in the academic year as well as dates of commencement and conclusion of terms for the academic year.
- It details out the activities such as induction program for newly admitted students, specialization orientation for second semester students, placement orientation sessions for third and fourth semester students, foundation program, certificate courses, commencement of teaching, Student Training Program (STP) sessions, details of activities such as cultural and sports events, industrial visits, case study sessions, guest sessions, alumni interaction session, national conference if any, End Term examination, schedule of university online and theory examinations, Summer internship project viva schedule, taking into consideration SPPU listed holidays.
- STP sessions are meticulously implemented throughout the semester and the marks of the same are considered for Continuous Internal Evaluation.
- Academic calendar is planned and communicated to the students and faculty members at the beginning of every semester.
- With the help of academic calendar subject faculties prepare their teaching plan for the conduct of teaching sessions.
- Overall coordinators, coordinators, subject faculties and students follow the calendar for the conduct of academic, co–curricular and extra–curricular activities.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6 Student Performance and Learning Outcomes

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

Response:

SBS is affiliated to SPPU and runs MBA Program. Institute's Vision, Mission and Objectives clearly state learning outcome of the program. Outcomes are usually expressed as knowledge, skills, or attitudes. These are communicated to the students through institute's prospectus, a series of lectures, notices, classroom activities, e-mails and in guest sessions organized for the students. Faculties are expected to understand and explain the topics in a lucid manner through lectures, by explaining course content, reference books, and examination pattern along with learning outcomes. The Outcomes are also supplemented by tutorials and extra–curricular activities. The University syllabus consists of the specific program outcome along with

each course outcomes, which is revised at regular intervals e.g. 2008 pattern, 2013 pattern and current 2016 pattern. Each course in the syllabus has specific outcomes and accordingly lesson plan is created for each subject and shared with students.

Program Name - MBA

Program Outcomes	Program Specific Outcomes	Course Outcomes
The program equips the students with requisite knowledge, skills and right attitude necessary to provide effective leadership in a global environment. This program develops competent management professionals with strong ethical values, capable of assuming a pivotal role in various sectors of the Indian Economy and Society, aligned with the national priorities.	This is a two year program. In the first year all the general subjects are discussed as mentioned in SPPU course structure. This gives general knowledge about the management subjects to students.	There are many courses offered under the affiliated SPPU MBA program. Each course's outcome is discussed by their respective specialization faculties. Each course has different outcome depending on the specialty of course.
To develop proactive thinking so as to perform effectively in the dynamic socio-economic and business ecosystem. To harness entrepreneurial approach and skill sets in the students. MBA programme facilitates learning in theory and practice of different functional areas of management.	In Second year, students can choose the specialization subjects from pool of available subjects in SPPU syllabus e.g. Marketing, Finance, HR etc. The learning outcomes are related to the particular functional areas.	

File Description	Document
Any additional information	[View Document](#)
COs for all courses (exemplars from Glossary)	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

The institute ensures achievement of the program outcomes, program specific outcomes and course outcomes by facilitating students. Institute uses different means such as e-mail, notices, verbal communication, and class–room interaction to communicate the program outcome with best achievable

technique to students. While conducting the courses, institute evaluate the attainment of program outcomes, program specific outcomes and course outcomes by various means mentioned below:

- Innovations in Summer Internship Project provide opportunity to students to work with national and international companies to inculcate the leadership qualities in global business environment.
- Students' participation in various Co-curricular and Extra-curricular activities help them to develop proactive thinking by learning the ethical values along with right attitude, knowledge and skills, to make them competent in business eco-system.
- Guardian Teacher (Mentor) observes the progress and performance of students in SPPU Examinations to see the practical and theoretical aspects learnt in different functional areas of management. The attainment of objectives is also evaluated on the basis of number of jobs offered to students to make a contribution in economic and social prosperity of the nation.
- Students are motivated to undertake business research and to showcase their business acumen in events like BizWiz that inculcates the entrepreneurial skills among the students.
- Institute provides effective learning to students and evaluate the attainment of outcomes by using various tools such as Case Study / Caselet / Situation Analysis, Class Test, Open Book Test, Field Visit / Study tour and report of the same, Small Group Project and Internal Viva-Voce, Group Discussion, Role Play / Story Telling, Individual Term Paper / Thematic Presentation, Written Home Assignment, Industry Analysis, Book Review, In-depth Viva, Quiz/MCQs and Student Driven Activities.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.3 Average pass percentage of Students

Response: 92.51

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

Response: 346

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

Response: 374

File Description	Document
Any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	View Document

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 4

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	2	0	0

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

3.1.2 Percentage of teachers recognised as research guides at present

Response: 6.25

3.1.2.1 Number of teachers recognised as research guides

Response: 3

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

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

Response: 0.1

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

Response: 6

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

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

Response:

Industry - Academia Interaction Cell: Industry - Academia Interaction Cell works in tandem with the Incubation Center under the leadership of Dr. Dhananjay Mandlik, Academic Research Coordinator (ARC). Based on the suggestions from the Academic Monitoring Committee (AMC), the activities under IAIC started from January 2014 to provide research support.

Industry - Academia Interaction Cell Members:

Head: Dr. Dhananjay Mandlik.

Members: Faculty members, Industry representatives, Alumni representatives, Student representative.

Objectives:

- To provide research support to the Faculty members, students, alumni and entrepreneurs.
- To develop a "research culture" in the Institute.
- To bridge the gap between Industry and Academia.

Activities: Various activities are conducted through the "Industry - Academia Interaction Cell" for developing a "research culture" in the Institute:

Activities conducted through the Industry - Academia Interaction Cell

Sr. No.	Year	Research Activity	Name of organization	
1	2016-17	State Seminar E Commerce - the game changer	SPPU	
2	2016-17	Awareness and Need of Filters	Janhavi Filters	
3	2016-17	National Conference Innovations for business excellence	SPPU	

4	2016-17	Proquest Management database training programme	Proquest	
5	2016-17	National Conference on Redefining Boundaries – The Digital Way	SPPU	
6	2015-16	National Conference on Make in India	SPPU	
7	2015-16	Marketing	Chandrakranti Farm Serv	
8	2014-15	Marketing	Meticulous Business Sol	

Year-wise activities conducted by Industry - Academia Interaction Cell

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

Incubation Center: SBS Students and Alumni take up entrepreneurial ventures. They often require support and guidance for their start-up ventures and research activities. Incubation Center is developed to provide research and training support to the start-ups and research scholars. Based on the suggestions from the Academic Monitoring Committee, activities under Incubation Center started from January 2014. The nature of the support and guidance ranges from conducting research for business to planning and executing research processes and functions. With this view in mind, this cell was developed at SBS under the guidance of Dr. Dhananjay Mandlik, Academic Research Coordinator (ARC).

Incubation Center Members:

Head: Dr. Dhananjay Mandlik

Members: Faculty members, Alumni representatives and industry representatives.

Objectives:

- To provide research and training support to the start-ups developed by students or alumni of SBS.
- To guide the students regarding various functions and processes of the business.
- To facilitate and guide the students to get appropriate financial aid.
- To extend the support and guidance to entrepreneurs and corporates other than SBS alumni.

Various activities undertaken by the Incubation Center:

- Undertake research activities for the business.
- Development of business functions such as development of applications (apps) or website for the venture, marketing of the product or venture etc.
- Guide them to get financial aid form various Institutions.
- Analyze the business proposal, financial reports etc.
- Connect them to business networks to enhance their business prospects.

Year-wise Number of students supported by Incubation center

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

Documents (Industry - Academia Interaction Cell)

- Appreciation Letters form the alumni/ entrepreneurs
- Journal Letter
- Proceedings first page
- Proceedings Index page highlighting students and Faculties

Documents (Incubation Centre)

- Appreciation Letters form the alumni/ entrepreneurs

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

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

Response: 6

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

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

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

3.3 Research Publications and Awards

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

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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

Response: Yes

File Description	Document
List of Awardees and Award details	[View Document](#)
e- copies of the letters of awards	[View Document](#)
Any additional information	[View Document](#)

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

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)

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

Response: 0.25

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

2016-17	2015-16	2014-15	2013-14	2012-13
8	15	3	12	5

File Description	Document
Any additional information	[View Document](#)
List of research papers by title, author, department, name and year of publication	[View Document](#)

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

Response: 0.96

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

2016-17	2015-16	2014-15	2013-14	2012-13
35	51	27	15	31

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

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

Response:

Extension activities are integrated with the curricula to provide students extended opportunities to understand and extend assistance on the social and community issues to makes them more sensitive towards society as a whole. This is achieved through a Social Responsibility Committee that undertakes activities pertaining to social and environmental issues. Committee comprises of faculty representative and students. This committee works with the objective of creating an environment where humans can live with dignity and be treated as equals. Activities are undertaken by the committee to address "Social Issues" and "Environmental Issues".

Addressing Social Issues: It includes sensitivity towards orphans and specially abled, health and hygiene issues, awareness about organ donation and blood donation, awareness about consumer rights, awareness about sexual harassment, traffic rules awareness etc. A brief summary is given below:

- **Autism:** To sensitise the students about specially abled children, a visit to Prasanna Autism Centre, Shivajinagar, Pune was organized, where students were taught to make "Rakhis" to display their creativity.
- **Utthaan:** As a contribution towards the upliftment of the under privileged section of the society, two activities at Janseva, Karvenagar, Pune were conducted. Students carried out a survey near Vandevi to gather information about children, their age and educational level. Based on the information gathered they were coached for improving their English Speaking skills.

- **Annapurna:** To support the "Food for All" belief, a variety of food grains, vegetable oil, personal healthcare products, ready to cook products were handed over to Sai Seva Nivasi Matimand, Mula-Mulinchi Shala Shivane, Pune.
- **Traffic Awareness:** Students participated in a rally to create awareness about the importance of following traffic rules. Placards and Flags given by Pune Traffic Police were carried to make the rally effective. At the end of the rally, students pledged to follow traffic rules and prevent accidents
- **Organ Donation**: To emphasize the importance of organ donation and create awareness about organ transplant and its ability to improve the quality of life and give a person another chance to live, a short film titled "Phir Zindagi" was screened.
- **Prevention of Sexual Harassment**: Keeping in view, SBS's Gender Equality and Gender Sensitivity belief, a workshop on the rules and regulations as underlined by "The Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 was conducted.

Addressing Environmental Issues: It includes water conservation and solid waste management etc. A brief summary is given below:

- **Water Conservation:** Scarcity of potable water is a great environmental issue. Saving water and putting it to right use is the need of hour. SBS, contributed in its own way by visiting a small village near Khadakwasla to brief the residents about water conservation and rain water harvesting to increase the surface storage capacity
- **Old To Gold:** Solid waste management involves "recycle reuse reduce". To ensure effective reuse of solid waste, a drive was carried out to gather old clothes, blankets, and toys etc. from faculty members and students. These reusable articles were donated to Sai Seva Nivasi Mati Mand, Mula-Mulinchi Shala, Shivane, Pune.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 6

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

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

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

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

Response: 16

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

2016-17	2015-16	2014-15	2013-14	2012-13
3	1	2	2	8

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Reports of the event organized	View Document
Any additional information	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: 23.52

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

2016-17	2015-16	2014-15	2013-14	2012-13
286	95	114	98	155

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<u>View Document</u>
Report of the event	<u>View Document</u>
Any additional information	<u>View Document</u>

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: 12

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

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

File Description	Document
Number of Collaborative activities for research, faculty etc.	<u>View Document</u>
Copies of collaboration	<u>View Document</u>
Any additional information	<u>View Document</u>

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

Response: 7

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

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

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

As per the norms of AICTE, the institute provides the overall facilities to the students.

Classrooms: The Institute has 13 classrooms. All the classrooms are utilized for teaching purpose from 9.00 am to 6.00 pm from Monday to Friday five days a week. Each class room is well equipped with LCD Projector, a white board, sound system and benches with seating capacity of 60 students.

Seminar Hall: A seminar hall is available with 180 seating capacity, equipped with LCD projector, a white board and air conditioners.

Library: SBS has a state-of-the-art library with more than 17000 books on management, national and international journals, reference books, business magazines to boost the students' knowledge. Library has 2 reading halls that can accommodate more than 300 students at a time. E- Resource management package is made available to students and faculty members that include INFLIBNET, PROQUEST, and QUESTIONPRO. Library is fully automated for use.

The Library timings are as follows:

- Monday to Friday: 8.00 am to 12.00 am.
- Saturday: 9.00 am to 6.00 pm

Drinking Water: 4 drinking water tanks fitted with RO technology purifiers are made available by the institute.

Sanitation: Separate washrooms for male and female students are available on each floor.

Computer Laboratory: Institute has 2 Computer Labs and 1 Language Lab for students equipped with 240 computers for use. The Labs are equipped with 32 Mbps internet speed which is used as e-Learning resource for students. The entire campus is Wi-Fi enabled. Computer Lab is available for students post lecture hours.

Cabins: Institute provides a large and spacious office for the Director. The faculty members are seated in comfortable twin sharing Cabins. The administrative staff members are provided a separate office with all necessary amenities to facilitate their functioning.

Others:

Ground floor of the institute has CCTV facility for continual surveillance.

12 printers and peripherals like scanners, photocopying machines are available in the institute for usage.

A central store house, pantry for staff, and a separate resting room for staff is also available.

Separate exam control room, tutorial room and syndicate rooms are available in the institute. A Placement Cell consisting of 3 board rooms for group discussion and 4 cabins for interview purpose are available. Annex hall is available for multiple purposes usage.

The institute has a cafeteria for refreshment purpose.

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

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

Response:

The institution believes in overall development of students and always encourages them to participate in extra-curricular and sports activities.

Outdoor Games: Outdoor sports facilities like Volley Ball ground and a Basket Ball court are provided by the institute.

Indoor Games: Institute has a dedicated Student's Activity Center that is used as a Gymnasium and for playing indoor games like Carom, Table Tennis, and Chess. The Activity Center is spacious and is located in the basement and it is also used for cultural activities.

Yoga Center: Yoga Center is available for Students and Staff of the institution. Yoga and Meditation programs are conducted in the institute.

Others: Teachers Day, Diwali, Ganesh Festival are celebrated in the institute. Similarly, Flag hoisting on Independence and Republic day is also organized in the institute.

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

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 15

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

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

Response: 0.53

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

2016-17	2015-16	2014-15	2013-14	2012-13
2.15	0.5	1.20	0.22	4.43

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

4.2 Library as a Learning Resource

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

Response:

Institute's library was established in the year 2007 and is accessible to faculty, staff and students. Library has an enriched collection of books, journals, magazines, newspapers, monographs, educational CDs, multimedia room, e-library, and two adjoining reading halls. There are 4624 Titles and 17503 Volumes in the library. There are 177 annual reports of various organizations and student's summer internship project reports.

Institute is equipped with an e-library where students can access various subscribed databases such as Proquest, Questionpro, and Open Access Directory of Online Journals. In addition, databases provided under the Government of India initiative such as Shodhgangotri, Shodhganga, e-shodhsindhu, NPTEL, Swayam etc. are also accessible.

Institute library is fully automated using GEMS software which is developed by STES. This software helps in maintaining the records of books, journals, reports, etc. and ensuring smooth functioning of the library activities.

Library has open access system that allows users to choose and select books. Process of Book circulation is done using the barcode technology. Availability of books is checked with the help of OPAC.

The library is accessible beyond the working hours to enable the students to use library facility for extended hours.

Library commits to the teaching and learning needs of users. Library staff members extend their services to the students and faculty members in the following ways:

- Library Committee facilitates smooth functioning of the library activities.
- Personal guidance is offered to trace any book.
- Students are assisted to access the digital content.
- SPPU syllabus and question papers are readily made available.
- Reference books are issued for overnight usage.
- SIP reports of students can also be accessed through Library.
- Library information such as new arrivals, notices, rules etc. are displayed on the notice board.
- Current awareness service is provided.
- Update on latest journals received is provided on timely basis.
- Journal article indexing is provided to the faculty members.
- OPAC is available through the individual login to ERP GEMS.
- Inter-library book loan facility is available to the sister institutes.
- On demand reference service is provided to the staff and students.
- Internet facility is provided through the e-library.
- Library has special "Readers Paradise" where students and faculty members can spend quality time with their favorite books.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

Library has enriched collection of books, journals, magazines, newspapers, monographs, educational CD's, annual reports etc. There are 4624 titles, 17503 volumes, 177 annual reports, and 800 project reports for reference.

Book circulation system is carried out using the barcode facility. Availability of books is checked with the help of OPAC and an ERP module - GEMS. Library has open access system which enables students and faculty members to choose and select the books. Library has well qualified and experienced staff including librarian, assistant librarian and supporting staff.

Library commits to the teaching and learning needs of users. Library staff members extend their services to the students and faculty members in the following ways:

- Library Committee facilitates smooth functioning of the library activities.
- Personal guidance is offered to trace any book.
- Students are assisted to access the digital content.
- SPPU syllabus and question papers are readily made available.
- Reference books are issued for overnight usage.
- SIP reports of students can also be accessed through Library.
- Library information such as new arrivals, notices, rules etc. are displayed on the notice board.
- Current awareness service is provided.
- Update on latest journals received is provided on timely basis.
- Journal article indexing is provided to the faculty members.
- OPAC is available through the individual login to ERP GEMS.
- Inter-library book loan facility is available to the sister institutes.
- On demand reference service is provided to the staff and students.
- Internet facility is provided through the e-library.

Library has special "Readers Paradise" where students and faculty members can spend quality time with their favorite books.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

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

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

Response: 8.28

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

2016-17	2015-16	2014-15	2013-14	2012-13
1.42	2.24	33.54	1.38	2.84

File Description	Document
Any additional information	[View Document](#)
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 60.34

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 245

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

- Institute always strive for better IT infrastructure and associated facilities such as internet, printers, scanner and software accordingly.
- There are 240 computers and 12 printers. Internet speed is 32 Mbps.
- Student to computer ratio is 1:4.
- All faculty members are provided with PCs and a common printing facility.
- All classrooms are equipped with LCD projectors.
- LCD projection facility is also available in Computer laboratories for on-line demonstrations of teaching and learning.
- All the computers are connected with LAN and internet access is available at all the nodes in the computer labs.
- WiFi Facility is made available to the students to support their internet connectivity needs. Bandwidth of Wifi is monitored on a regular basis.
- RAM updated for 60 computers in computer lab from 512 MB to 1GB in 2014-15.
- Operating system has been updated for all computers from Windows XP to Windows 7 in 2014-15.
- 2 computers are allocated to the Institute's Accounts Department.
- The Seminar Hall is equipped with LCD projector system.
- Standalone facilities like Printer, CD/DVD Writing, and Scanner are available for staff and students.

- Online access to is available
- IT infrastructure is planned and deployed as per the norms and guidelines of SPPU, AICTE, and DTE. Enhancement in the IT infrastructure is done on the basis of the natural growth.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 1.49

File Description	Document
Any additional information	[View Document](#)
Student - Computer ratio	[View Document](#)

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

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: 20-35 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	[View Document](#)
Additional information	[View Document](#)

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

Response: Yes

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

4.4 Maintenance of Campus Infrastructure

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

Response: 80.93

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

2016-17	2015-16	2014-15	2013-14	2012-13
554	391	168	173	219

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

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

Response:

- There is an efficient and professionally managed STES' Project Department that handles carpentry, electrical, plumbing and civil works.
- For overall monitoring and supervision of the entire infrastructure, an Infrastructure Committee has been appointed at SBS that coordinates with the STES' Project Department for processing the service requests. They handle requests pertaining to building, electricity and computing maintenance.
- Query or complaint relating to aqua guard, water coolers, and lift maintenance is taken care of by the external vendor.
- Housekeeping staff is responsible for ensuring cleanliness of the entire Institute.
- Computer labs and Language lab are managed and maintained by laboratory incharge. Computers

and peripherals are checked and serviced regularly.

* Computer equipment repairs are done by laboratory incharge.
* Servicing of air conditioner and water cooler is done regularly.
* Water filter servicing is done regularly.
* Generator backup facility is available to handle power failure issues.
* The laboratory incharge solves the day-to-day technical problems. In case of difficulties, an expert service engineer is called upon to resolve the problems.
* Fire extinguishers installed as a safety measure are checked and maintained regularly.

* Stock registers and service requests are maintained by the institute.

Type of Resources	Resources	Remark	
Building Maintenance	In-house maintenance	Maintenance is carried out as per the requiren	
Electrical Maintenance	In-house maintenance	Maintenance is carried out as per complaints.	
Maintenance of Computing Facilities	In-house maintenance	Maintenance is done after getting requisi department.	
Aqua Guard ,Water Coolers	External Vendor	Maintenance is done after receiving the comp	
Lift Maintenance	External Vendor	Maintenance is done after receiving the comp	

File Description	Document	
Any additional information	[View Document](#)	
Link for Additional Information	[View Document](#)	

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 37.75

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

2016-17	2015-16	2014-15	2013-14	2012-13
311	241	169	222	248

File Description	Document
Any additional information	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
upload self attested letter with the list of students sanctioned scholarships	[View Document](#)

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

Response: 1.52

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

2016-17	2015-16	2014-15	2013-14	2012-13
18	2	0	1	27

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Any additional information	[View Document](#)
Details of capability enhancement and development schemes	[View Document](#)
Link to Institutional website	[View Document](#)

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

Response: 100

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

2016-17	2015-16	2014-15	2013-14	2012-13
699	636	557	650	592

File Description	Document
Any additional information	[View 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 benefitted by Vocational Education and Training (VET) during the last five years

Response: 100

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

2016-17	2015-16	2014-15	2013-14	2012-13
699	636	557	650	592

File Description	Document
Details of the students benifitted by VET	[View Document](#)
Any additional information	[View Document](#)

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

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)

5.2 Student Progression

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

Response: 93.05

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

2016-17	2015-16	2014-15	2013-14	2012-13
300	225	244	328	205

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

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

Response: 0.87

5.2.2.1 Number of outgoing students progressing to higher education

Response: 3

File Description	Document
Any additional information	View Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

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

Response: 21.67

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

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

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	4	1	1	3

File Description	Document
Any additional information	[View Document]
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document]
Upload supporting data for the same	[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: 32

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

2016-17	2015-16	2014-15	2013-14	2012-13
9	10	9	1	3

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

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

Response:

SBS ensures that students are given exposure to sports, cultural, social and extra-curricular activities in addition to the rich academic course based inputs.

- Institute has excellent infrastructure for promoting active participation of its students in sports, cultural and social activities. Every year activities like street play/stage play, singing and dancing competition, sports competitions namely cricket, volley ball, football, and chess are organized which receive entries at the National Level.
- An active Student Council in the institute promotes representation by students on various academic and administrative committees like Industry-Institute Interaction Committee, Placement Committee, Alumni Committee, Cultural and Sports Committee etc. to encourage participation in sports, cultural, social and extra-curricular activities.
- In 2017-18, the Institute has constituted College Development Committee (CDC) to promote activities for student's development. President and Secretary of the Student Council are student representatives.
- In addition to this, student's representation is also promoted by the Institute on other important committees namely Governing Council committee, SC/ST Committee, Grievance Redressal Committee, Anti-ragging Committee, Anti-Sexual Harassment Committee. There is active participation of students in various activities conducted at the Institute through various Student Clubs. Student Clubs help in promoting value-based education for inculcating social responsibility and good citizenry amongst the student community. They help in fostering holistic development of students and facilitate development of various skills and competencies among students.
- These Clubs work smoothly and systematically within the purview of the college norms and rules.

Currently eight Student Clubs are operational:

1. **Newsletter Club:** Responsible for publishing newsletter containing all the events, achievements of the students in academic, co-curricular and extra-curricular activities, and write ups on contemporary management topics etc.

2. **Solicitor's Club:** Responsible for arranging guest sessions conducted by eminent Speakers from industry and academics.

3. **Placement Club:** Responsible for coordinating and supporting placement activities of the Institute.

4. **Cultural Club:** Responsible for encouraging student participation in various cultural events like dancing, singing, street play, fashion show to showcase their talent in various inter and intra college events.

5. **Events Club:** Responsible for conducting various events at SBS like Roop Ganesha, Teacher's Day, Battle Intellect etc.

6. **Sports Club:** Responsible for promoting student participation in various sports activities like Cricket, Foot Ball, and Volley Ball etc.

7. **Photography Club:** Responsible for capturing glorious moments of students' achievements, events and activities, and success stories.

8. **Creativity Club:** Responsible for creating an ambience to suit events and activities themes to make it more attractive and effective.

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

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

Response: 5.4

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

2016-17	2015-16	2014-15	2013-14	2012-13
8	8	5	3	3

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

5.4 Alumni Engagement

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

Response:

The main objective of the Alumni Association is to bridge the gap between the Institute and alumni. The association is responsible for keeping complete record of their professional progress after their graduation from the institute, and information regarding the institute's progress and achievements post their graduation year.

To fulfill the objective of the association, meetings are arranged every year and future plans are mutually discussed in the meetings. Moreover, ways in which the alumni could contribute to the institute's development and growth are discussed. Along with the association meeting, annual alumni meet is also organized at the institute level every year.

Alumni contribution could be in financial and non-financial forms. Our alumni contribute handsomely in non-financial forms by participating enthusiastically in the alumni interaction week, alumni challenge competition, providing summer and winter internships opportunities, and conducting SIP viva, STP activity, mock interviews, and job opportunities. Alumni provide useful insight to the students on current trends in the market and give guidance to the students about the career opportunities and growth in different fields. They also share their personal experiences with students about the corporate rigours and expectations, and give valuable tips to become an asset to the company. Alumni visit campus at regular intervals to support students in planning, organizing and executing events successfully. They also extend support and guidance for functioning of various Student Clubs.

Alumni assist Faculty members in promoting the entrepreneurial spirit among the students. Entrepreneurial projects/ventures of the students are discussed with alumni and they extend all technical, marketing, HR and other related guidance to make the project a reality.

Carrying forward the social responsibility instilled by SBS, alumni actively participate in social service. Over the weekends, alumni impart knowledge to the underprivileged and create awareness about the importance of education. This experience is shared by the alumni when they visit the institute and motivate students to continue the spirit of social responsibility instilled by SBS.

To expand the scope and reach of the alumni association, a new governing body was formed in August 2017 to decide formation of the Nasik Chapter. Mr. Anup Mahajan, President of the association mooted the idea to form chapters in different cities in Maharashtra.
.

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

5.4.2 Alumni contribution during the last five years
<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: ? 5 Lakhs

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

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

Response: 5

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

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

File Description	Document
Any additional information	[View Document](#)
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document](#)
Report of the event	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision:

An Institute inculcating discipline, commitment & individuality through quality education for developing business leaders moulded to sustain the dynamic global industry.

Mission:

To create an ambience for excellent educational activities.

Quality Policy:

- Identify & enhance the true potential of the students through constant ministering & counseling them to achieve their desire & deserved goals.

Short term Goals:

- Impart professional knowledge to the students, supplemented by application techniques to augment individual employability.
- Assist the students towards their "Personality Development" on ethical & moral foundation through their willing participation.

Long Term Goals:

- Create professional & competent human resource for the sustainable industrial participation leading to consistent economic growth of the nation.
- Create urge among the students & equip them for being entrepreneurs & make direct contribution to the National wealth.
- Imbue social awareness & responsibility amongst the students for their continued participation to uplift the society.

Nature of Governance:

The institute is governed by Sinhgad Technical Education Society. The quality policy is designed by Management and implemented by the Director and faculty members with an aim to achieve the vision of the honorable President of STES. An excellent infrastructure is provided with well-equipped labs, and competent and experienced faculty members.

Perspective Plans:

- Curriculum implemented focuses on academics, industry orientation and community orientation. It tries to inculcate the strong value system and discipline.
- The work-culture is transparent and involves participative decision making. It provides quality education in tune with industry standards.
- Industry-Academia interface is fostered by organizing guest sessions, Summer Internship Programs, MOUs with leading organizations, and organizing industry visits.
- The institute promotes the participation of students by forming Student's clubs.
- The institute is committed to create leaders and managers who have a deep knowledge of the management practices and its applications to the broader world of business.
- The modern teaching- learning process prepares and empowers the candidates to make a positive impact on the world.
- Students Training Program is a key activity at the institute level for development of professional skills. The institute promotes transparent work culture for the teachers and staff.

Participation of Teachers in the Decision Making:

IQAC strives to ensure quality in academics and administrative aspects of the institute.

Academics:

- Teaching staff is involved in developing course plan, academic calendar, and evaluation schemas such as class test, practical, viva and assignments.
- The decision regarding internal exam is taken by the teaching staff in coordination with the Director. The entire planning and execution of exam work is done with great deal of care and precision.

Placement:

- Faculty members are actively involved in skill development activities of the students to prepare them for appropriate placement in industry.
- Faculty members work as leaders and initiate various activities to equip students with the right attitude toward practical experience. They also conduct GD and PI to prepare students to overcome the initial hurdles faced during the placement process.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

The institute practices decentralization and participative management in decision making wherein the Director, Local Management Committee (LMC) later changed to College Development Committee (CDC)

conducts the meeting of the faculty members and staff members to decide the academic and administrative policy of the institute. The CDC plays vital role in formulating the standard operating procedures (SOPs) for academics, administration and infrastructural augmentation. The academic and administrative leadership is in the hand of the Director.

Participative Management:

a) The following committees are formed to ensure smooth functioning of academics and administrative activities:

- Admission Committee
- Academic Committee
- Grievance Redressal Committee
- Placement Committee
- Sports and Cultural Event Committee
- Exam Committee
- Administration Committee

b) Student Clubs: The activities undertaken by Student's Clubs are guided and monitored by faculty members. The following clubs ensure:

- Participation in Sport and Cultural events to explore student's talents.
- Participation in skill development programs to prepare students for placements.
- Arranging Guest sessions as a part of industry-academia interface.
- Publishing newsletters containing the details of the events, achievements of the students' etc.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2 Strategy Development and Deployment

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

Response:

Sinhgad Business School, Erandwane, Pune is affiliated to the Savitribai Phule Pune University. The Governing Body (GB) and Local Management Committee (LMC) is the supreme planning body of the institute. These bodies are responsible for discussing and developing strategic plans to match the guidelines of SPPU and other governing bodies.

The plan for the deployment of activities in the institute is initiated by the governing body. The

management is committed in assuring quality service to all its stake holders such as students, alumni, employees, statutory bodies and the community.

The strategic development plan of the institute is formulated based on the vision and mission of the institute. It is driven through entire organizational structure involving Director, faculty, staff and students. All the stakeholders are made aware about the strategic development plan through institute's website, institute's newsletter and other publications related to the institute. The strategic development plan of the institute is deployed and further reviewed by the information collected through various stakeholders like students, parents, industry, faculty and staff. The institution always strives to improve the quality of programs through feedback mechanism.

1) Teaching and Learning Process:

The faculty members adhere to the Academic Calendar and Academic Plan for smooth functioning of all activities. The process of teaching ensures effective teaching-learning.

- **Academic Plan:** Director approves the Academic Calendar annually for both semesters. The calendar includes the schedule for commencement of classes, concurrent evaluations, SPPU examination and events and activities.
- **Teaching and Evaluation Plan:** Teaching plans and concurrent evaluation plan are prepared by the faculty members as per the academic calendar. A notice is displayed on the board to inform students about the concurrent evaluation plan. The concurrent evaluation is executed as per the plan. The final SPPU examination schedule is displayed on the notice board and exams is conducted in accordance with the schedule.
- **Teaching Process:** Teaching process is learner-centered and includes Participative Learning (Interactive Lecture Method, Simulation Activity, Foundation Course), Experiential Learning (Internships, Student Clubs, Spectrum, Social Responsibility, Guest Sessions, Industrial Visits), and Learning through Problem Solving (Case Study Method, Research Based Learning).

2) Industry-Academia Interface:

Industry-Academia Interface is promoted through guest lectures, summer internship program, winter project, entrepreneurial ventures, alumni interaction, Incubation Center, and Industry Academia Interactive Cell.

3) Research Cell:

This cell promotes research activities like conferences and seminar, university funded research projects and research paper publications. Faculty members are provided funds to present their research work.

4) Student Training Program:

Student Training Program (STP), a pan STES program consists of sessions conducted as per STP calendar in which skill based components like Daily quiz (based on latest news), Group Discussion, Personal interviews, GK quiz, current affairs, aptitude test, domain test, subject specific quiz, case study, excel challenge test, reading and writing skills, presentations, domain doyens (project presentations) are conducted. Scores of the same are maintained by STP incharge faculties.

File Description	Document
Any 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 function of various committees in the administrative set up is discussed as under.

Governing Body (GB):

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

College Development Committee (CDC):

Local Management Committee (LMC) later changed to College Development Committee (CDC) is responsible for deliberations and decision making at the institute level. CDC has been constituted as per the Maharashtra University Act 1994.

The Functions of CDC are as under:

- Discuss the budgetary provision and get the approval from Governing Body.
- Determine the workload requirement as per norms and get it sanctioned from GB for the post of faculty, and staff members.
- Discuss the performance appraisal of faculty and staff for promotion and suitable rewards.
- Consider the proposal for new intake in the forthcoming academic year.
- Initiate development of faculty and staff through various skill development programs, placement opportunity and industry-interface.
- Discuss the result analysis and make corrective measures to raise the academic standard.
- Make recommendations for the compliance of the report of Local Inquiry Committee (LIC) appointed by SPPU.
- Resolving various grievances through appropriate measures.

Director:

Director acts as a liaison between top management and staff members. Director is responsible for the execution of institutional activities by allocating the tasks to the respective members of the institute.

Director is an active member of IQAC and monitors the academic performance as per the standards established by the institute. All the decisions rest in the hands of the director.

Role of IQAC:

- To set the standard for academic and administrative function.
- To plan and execute programs leading to quality improvement.
- o encourage quality improvement program in teaching-learning pedagogy, research and administration.

Training and Placement:

Institute has Central Placement Cell. The training and placement officer coordinates with the organisations and alumni for the placements of our students. Several initiatives have been undertaken by Placement Cell for the skill development of students in tune with the industry.

Recruitment and Promotional Policies:

Roster (Service Rule) is centrally maintained by the STES and the requirements of faculty and staff are published in leading newspapers and on institute's website. The selection of the candidate is done as per the norms of SPPU. The performance appraisal system at the institute is a tool for evaluation of the staff members and promotions are given as per the policy of STES.

Grievance Redressal Mechanism:

Institute has Grievance Redressal Cell at the institute to address the ragging, sexual harassment, and women harassment complaints.

The issues are kept before the designated committee for enquiry. Complaints are resolved by the committee after common consensus and documentation of the same are done in the form of minutes of meeting.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

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

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

Response:

The Institute has various committees as under

Admission Committee:

- Faculty members and staff members are involved in admission related activities viz. Admission process, counselling, orientations.

Academic Committee:

- Institute follows MBA course curriculum designed by Savitribai Phule Pune University. All Faculty members are involved in activities like Time Table, Academic Calendar, and Student Training Program (STP) and Mentoring.
- The Faculty member prepares the course files and reviewed by Academic Council/ Director to ensure the quality in academics.
- Online Faculty Feedback for every semester is taken and reviewed by director for performance appraisals**.**

Placement Committee:

- Faculty members are actively involved in training and development of the students.
- Faculty members assist students for providing summer internship and winter projects.

Grievances Redressal Committee:

- The committee constitutes Director, Faculty Members and Student representatives and alumni.
- All the complaints related to academics, administration and student are being resolved by

committees.

Sports and Cultural Event Committee:

- Faculties are coordinating in inter-intra sport/cultural competitions.

Exam Committee:

- All the teaching faculty members are involved in invigilation, planning and coordination of SPPU Exam.
- All exam operational activities are supported by administrative staff members.

Administration Committee:

- All the teaching and non-teaching staffs are involved in student section, IT and accounts section.
- Institute has formed committees like anti-ragging, anti-sexual harassment, grievances redressal cell where all the teaching and non-teaching are involved.

Student Club committee:

- It constitutes the senior and junior students, faculty members.
- The students plan various academic , cultural, sports , industry visits , projects which is guided by director and monitored by faculty members

Each Committee consists of the head and staff members. The committee members plan the activities and execute it effectively. The meeting is called for each committee and the minutes of meetings are maintained in the register.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

The following welfare measures are undertaken for teaching and non-teaching staff.

1) Group Insurance Scheme (GIS):

Institute provides Group insurance which is supplemental coverage to better ensure the physical, mental

and financial health of insured members and their families.

2) City Allowance:

Institute has policy to provide the city allowance to all the employees.

3) Accident Insurance:

Accidental Insurance is provided to the employees under Group Insurance Scheme.

4) Free Medical Treatment:

Each employee is provided the free medical treatment from STES's Medical college and Hospital.

5) Maternity leave as per government norms:

As per the government's maternity rules, each lady employees who has completed two years of service entitles for the maternity leave.

6) Employee Provident Fund (EPF):

The employees who are already registered with EPFO entitled to get the Employee Provident Fund.

7) Gratuity :

The employees who has completed 5 years of tenure of services in the same organization receives gratuity after their discontinuation of service.

8) Staff Quarters:

Institute provides the residential quarters to both teaching and non-teaching staff members.

9) Cafeteria:

The institute has cafeteria in the campus.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 15.55

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	6	11	3	1

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

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: 4.2

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	5	1	8	2

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

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

Response: 30.44

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

2016-17	2015-16	2014-15	2013-14	2012-13
12	4	5	27	5

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

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

Response:

Institute has performance appraisal system for both teaching and non-teaching staff. At the end of each academic year both teaching and non-teaching staff submit the performance appraisal form to the Director of the institute. The same is reviewed and approved by Head of department/Director to further process the increments.

The evaluation criteria for performance appraisal of teaching staff are explained as under:

Part A: Personal Information to be filled by individual Faculty Members.

Evaluation criteria: Personal and academic details, activity involved in, participation in seminar/conference/workshop/funded research project/consultancy work/books published/research paper publications in national and international conference journals, membership of professional bodies, industrial liasoning, subject taught, guest lecture given to outsiders, utilization of working hours per week by faculty for current year.

Part B: Confidential to be filled by HOD/ Director

(I) General: Quality of job/ accuracy/ general intelligence, integrity and character, reliability/ dependability, punctuality, fitness to continue, relations with colleagues, students and their parents.

(II) Academic: Control over class and discipline, students' feedback, proficiency in subject of specialization, initiative to do work, organizing ability, involvement in conducting programs, leave without pay availed, overall assessment and recommendations if any.

Part C: Remarks of Director (to be filled only by director)

Criteria: 1. Length of service under the Director, 2A: Do you agree with assessment made by HOD, 2B: If not state, specific remarks.

Part D: Final Review by accepting authority. It is assessed by President/ Secretary of STES.

(I) Accepted (II) Not accepted (III) any other remarks (IV) Final gradation of the employee.

The evaluation criteria for performance appraisal of non-teaching staff are explained as under.

Part A: Personal Information

Part B: Confidential Information-Quality of job/accuracy, punctuality, general intelligence, relation with colleagues and others, capacity to get work done, response to work/promptness, integrity and character, outstanding work done during tenure, leave without pay if availed, overall assessment, and recommendations if any.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institute conducts the internal and external audit. The internal audit and external audit is conducted periodically. The audited reports are maintained for each accounting year and the last audit was conducted on 14, September, 2017.

Audit Procedures and Practices:

The auditor checks the information contained in the documents and accordingly plans the audit procedure. Based on that the audit plan is drafted. Audit is "proprietary audit" that focuses on adherence to internal rules and procedures set for internal control within the organization. This audit aims at checking financial transactions. Authorization of various transactions is done as under:

1. Manual Cash Book: Check all receipts and payments, and also check the correctness of accounts.

2. Bank Account: To verify all receipts and payments, and check bank reconciliation statement.

3. Checking Fees Reconciliation: All journals, vouchers, prospectus and bank reconciliation statement etc.

4. All Pay bills: Check increment calculations and salary disbursements.

5. Library: All books and periodicals purchased and accounted in "Accession Register".

The internal audit report is scrutinized by external auditor belonging to an authorized agency. The replies to the internal audit queries shall be given within 30 days from the receipt of audit report to Founder

President, Secretary, Director (Finance) of STES. The compliance is submitted to Joint Director (Accounts and Audits) through the Campus Account Officer.

Financial Year	Particulars of Objections in Brief	Mechanism for Settlen
2016-2017	Report awaited (In process)	NA
2015-2016	No queries have been reported	Receivables were settled
2014-2015	3 queries /objections have been reported	The query is taken consultation with the accordingly. The docum
2013-2014	7 queries /objections have been reported	The query is taken consultation with the accordingly. The docum
2012-2013	13 queries /objections have been reported	The query is taken consultation with the accordingly. The docum

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 5

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

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

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

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

Response:

Institute is an un-aided college affiliated to Savitribai Phule Pune University (SPPU) and approved by AICTE. The institute mobilizes funds through:

- Tuition fee is the main source of income.
- Income is also received from tribunal community welfare and social welfare department.
- The other sources also include grants received from SPPU under Quality Improvement Program (QIP) for conferences/ seminars / workshops.

The funds mobilized are put to optimal use in the following areas:

- **Administrative Expenses:** Property Tax, Electricity Bills, Water bills, Maintenance Expenditure, Technical and other Infrastructural expenses.

- **Academics Expenses:** Printing and Stationery expenses, Financial support for attending FDP/ Workshop/ Research Papers in Journals, remuneration to the guests speakers etc.
- **Library Expenses:** Stock-take discrepancies expenses, purchase of new books.

The budget for the academic year is prepared. The funds flow details are provided through Profit and Loss account, Balance sheet and Ledgers. The Income and Expenditure statement is available in the institute.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5 Internal Quality Assurance System

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

Response:

The Institute has developed several quality assurance mechanisms under the Internal Quality Assurance Cell within the existing academic and administrative system.

The following initiatives have been taken by IQAC:

- The institute had Academic Monitoring Committee (AMC) later turned into Internal Quality Assurance Cell (IQAC) on 3, October, 2017 which reviewed the academic monitoring and gave valuable inputs in bringing the quality culture. Recently IQAC suggested formation of Student Clubs for better industry-academia interface. The institute has made a provision for a Student Activity Center to execute activities exclusively organized by students and guided by faculty members under the Student clubs.
- The Academic Monitoring Committee (AMC) had advised to install Paywhiz software and Tally-Apex software for accounting efficiency. They also suggested awarding the best outgoing student

under "Honour" Award Function. Installation of New Water Purifier System and use of power saving electric equipments were also some of the suggestions. All suggestions were incorporated by the institute.

- The Academic Monitoring Committee (AMC) had advised to start an award function for recognizing student's achievements and talent showcased in various fields. Various awards we constituted for excellence in academics, attendance, business plan/case study competitions, sports and cultural events, student training program, best volunteering etc. The committee also suggested green initiative and more emphasis on social responsibility.

- Another measure suggested by AMC was incorporation of case study from best publishing house in the teaching-learning process. In purview of this suggestion, the institute signed an MOU with Harvard Business School Publishing. Case studies were mapped for full credit and half credit courses prescribed by Savitribai Phule Pune University and the same were administered to the students. Student Training Program was also suggested by AMC to enhance the employability of B-school students. Some infrastructural changes suggested include replacement of black board with white board, and installation LCD and Sound System.

- AMC had suggested taking online feedback from students, incorporation of LMS through GEMS, soft skill development of students and provision of first-aid kit in the administrative office. These measures were effectively implemented.

- Suggestions Academic Monitoring Committee were implemented and continued further to ensure the overall quality of the institute.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

- The institute follows Savitribai Phule Pune University rules, AICTE guidelines, and maintains standards in teaching-learning process, and conduct of examination and their evaluation.

- Academic calendar, time table, teaching plan are prepared at the commencement of the academic year. Course files are prepared by faculty members for their respective subjects to facilitate the teaching-learning process.

- Institutes teaching-learning process is learner-centric and it includes Internships, Social Responsibility, Guest Sessions, Industrial Visits), and Learning through Problem Solving (Case Study Method, Research Based Learning).

- The IQAC reviews the academic progress at the end of the semester. The Syllabus completion review is taken from all faculty members. Based on review appropriate actions are taken.

- Student's feedback for each faculty member is taken at the end of semester and reviewed by IQAC to find out the areas of improvements in teaching-learning progress and the same improvements are communicated to the faculty members.

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

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

Response: 6.4

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

2016-17	2015-16	2014-15	2013-14	2012-13
5	7	5	10	5

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

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

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

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

Response:

Institute has taken series of quality improvement programs. The following incremental growth has been incorporated in academic and administrative initiative over the period of time as per the guidelines and suggestions given by the Academic Monitoring Committee which is now known as IQAC.

Sr. No.	Academic Year	Activity
1	2017-2018	Academic Monitoring Committee turned into IQAC
2	2017-2018	Formation of Student Clubs for Industry-Academia Interface
3	2017-2018	Started Student Activity Centre
4	2016-2017	Started best outgoing student award under Honour.
5	2016-2017	Started use of electric equipments for energy conservation
6	2016-2017	Paywhiz and Tally-Apex software for administrative work.
7	2016-2017	Installation of new water purifier unit
8	2015-2016	"Honour"-Awards for academic excellence and other related activities
9	2015-2016	Use of Green Initiative in the campus
10	2015-2016	More emphasis on social responsibility initiatives
11	2015-2016	Innovation in e-Learning
12	2014-2015	HBSP Case Study as a teaching-learning pedagogy
13	2014-2015	Replacement of black board to white board, Installation of LCD Projectors and so
14	2014-2015	Student Training Program to Enhance the employability of student
15	2014-2015	Started Industry-Academic Interaction Cell and Incubation Cell-Research Ac respectively.
16	2013-2014	Soft Skill Development of Students
17	2013-2014	Online Feedback System for Students
18	2013-2014	Inception of Leave Management System through GEMS
19	2013-2014	First–Aid Kit at Administrative Office

| 20 | 2012-2013 | Academic Monitoring Committee for continuous Academic Evaluation | |

File Description	Document
Any additional information	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 23

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

2016-17	2015-16	2014-15	2013-14	2012-13
6	6	4	3	4

File Description	Document
Any additional information	[View 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:

Sinhgad Business School offers equal opportunity to all students, faculty and staff members without any discrimination or gender bias. In addition to this, gender sensitivity is substantially endorsed. As a step in that direction, safety and security, counselling facilities, and common rooms are provided for explicitly, along with regular activities.

Safety and Security for Female Staff and Girl Students: Institute premises and corridors are under video surveillance. CCTV cameras are installed at all prominent places in the premises. Institute has also appointed security personnel for the safety and security of the students and staff. Security personnel are available 24*7 in the premises. Several programs like "Saksham", "Pratigya", and "Nirbhaya" are organized to create awareness security. As an extension to the same, Mentor Mentee Program further enables discussion and timely resolution of problems or difficulties of girl students if any.

Female staff members accompany girl students during study tours, industrial visits, and excursions to

ensure their safety and security. Various committees such as Internal Complaint Committee, Grievances Redressal Committee, Anti-Sexual Harassment Committee, and Anti Ragging Committee are in place and functioning as per the norms to ensure the safety and security of female staff and girl students at SBS.

Counseling: Counsellors are skilled at helping people understand their problems and provide them with right solutions.

Institute has a Mentor Mentee Program in place which is collaboration between the faculty members (mentors) and students (mentees) to discuss their academic, career orientation, other relevant issues and channelize them with necessary guidance.

Institute's in-house career counsellors from the Career Guidance Cell are accessible to students to further discuss and advise on a one on one basis regarding their career related queries.

In addition to the Psychometric Test conducted for MBA Semester I students, expert Psychologists were also invited this year to counsel them on choice of career on one on one basis.

Girl's Common Room: Girl's common room is available at appropriate places and is well ventilated. It has washrooms, dressing mirrors, newspapers, notice board, complaint box, first-aid box etc. Support staff maintains cleanliness of the girl's common room.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

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

Response: 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: 96026

File Description	Document
Any additional information	[View 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: 39.99

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

Response: 3840

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 9602.6

File Description	Document
Any additional information	[View 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: Solid waste management at the Institute is undertaken with the help of Private Agency and Pune Municipal corporation. Solid waste is collected by the Support staff and on a daily basis it is picked up by the Agency Representative and sent to PMC dumping station. Solid waste includes paper, glass, metals, plastics, and organic waste like food left overs. Waste segregation is done to facilitate further recycling procedure by PMC.

Reusability of Used Papers: Newspapers are used by the Students to make props, bags, and as stuffing for theme based events. Students also make the posters for exhibition with recycled Papers. E-Magazine is promoted by the Institute to support paperless work environment.

Anti-Plastic Drive: This drive is conducted in the campus and surrounding areas of Erandwane. Institute promotes paper bags and advocates plastic free environment. Today is no plastic day'' is promoted through display of banners in the premises.

Liquid Waste Management:

Liquid waste management or grey water management is undertaken by constructing Safety tanks. . Liquid waste from all floors of the campus buildings flows into these safety tanks through outlet pipes. Proper drainage lines are built as a part of liquid waste management. Institute has planned a Sewage Treatment Plant that will soon be functional to recycle the liquid waste.

E-waste Management: Institute believes in preventive management and hence has a central policy for maintaining computers and its accessories. This enhances the life of the hardware, thus eliminating the need to upgrade frequently. This contributes to the reduction of e-waste. All the computers are upgraded time to time and old computers and accessories are disposed off through an E-waste management agency. E-wastes are disposed of periodically through a professional e-scrap vendor.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rainwater harvesting is the accumulation and storage of rainwater for reuse on-site, rather than allowing it to run off. Rainwater can be collected from rivers or roofs, and in many places, the water collected is redirected to a deep pit (well, shaft, or borehole), a reservoir with percolation, or collected from dew or fog with nets or other tools. Its uses include water for gardens, livestock, irrigation, domestic use with proper treatment, indoor heating for houses, etc. The harvested water can also be used as drinking water, longer-term storage, and for other purposes such as groundwater recharge.

At SBS, rain water harvesting is given great deal of importance. Rain water is stored in underground water tanks. Its uses include pumping water for gardening and also used for cleaning purposes. The system is developed in such a way that the water can be stored for long period of time and put to good use. This helps in controlling cost of water and reusing the precious source of water.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.7 Green Practices
* **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**

- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Institute maintains a high standard in terms of keeping the environment of the campus green and follows practices that are environment friendly. However, so far there has been no formal process evolved for green auditing. SBS would surely like to create a formal system for such purpose in future.

Energy conservation: As a matter of policy, it has been suggested by the management and IQAC that the energy conservation in the campus could be achieved by replacing all the existing lights with LED lights. This has been taken on a priority and has been implemented. The outcome of the same has resulted in considerable energy saving and also has benefitted the institute by notable reduction in the electricity bill. Understanding the importance of energy conservation, the institute has appointed a dedicated staff member who takes care of switching off the all electrical appliance when not in use. Save energy messages are also displayed at appropriate places in the campus.

- Students and Staff using:
- Public Transport
- Pedestrian Friendly Roads

Institute is situated in the heart of Pune City and easily accessible using mode of transportation like bicycles, public transport and even on foot using pedestrian friendly roads.

Students and staff residing in the nearby areas use bicycles and even prefer to walk down to the institute. Two wheelers and four wheelers are shared by students and staff to support the institute's green practices.

Students and staff use public transportation facility which is easily available and connects the institute with near and far places in and around Pune city. In addition, auto rickshaws also ply in large numbers through the city.

- Plastic Free Campus: In support of 'Plastic-free India' drive, SBS takes initiative to ensure minimum use of plastic. Students and staff are encouraged to make minimum use of plastic bags and replace them biodegradable plastic bags or eco-friendly cloth bags as mandated by the government. Anti-plastic drive is conducted in the institute premises and surrounding area.

- Paperless Office: Institute supports a work environment in which the use of paper is restricted or even greatly reduced. As a part of this, staff is advised to use the alternative technological mediums to reduce the usage of paper.
- Green Landscaping with Trees and Plants: Initiatives such as Ozone day, Earth day, and No vehicle day are undertaken by the institute for energy saving. A well maintained garden is situated in the institute's premises. It sells saplings to promote the green initiative. Waste material is sent to PMC for recycling. Central government initiative "Swachh Bharat Abhiyan" is supported by initiating tree plantation in the institute's premises for green landscaping.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 0.12

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

2016-17	2015-16	2014-15	2013-14	2012-13
.76	1.11	.11	.34	.10

File Description	Document
Any additional information	[View Document](#)
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendlines 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: A. 7 and more of the above

File Description	Document
Any additional information	
Resources available in the institution for Divyangjan	
link to photos and videos of facilities for divyangjan	

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

Response: 6

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

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

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

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

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

File Description	Document
Any additional information	[View Document](#)
Details of initiatives taken to engage with local community during the last five years	[View Document](#)
Report of the event	[View Document](#)

7.1.12

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

Response: Yes

File Description	Document
Any additional information	[View Document](#)
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of website that displays core values	[View Document](#)

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

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

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

Response: Yes

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

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

Response: Yes

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

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

Response: 15

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

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

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

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

Response:

In pursuit of SBS's vision of inculcating discipline, commitment and individuality, contributions and values of great Indian Leaders are instilled among the students. This is fulfilled by remembering their contributions on their birth anniversaries.

Contribution of Dr. B. R. Ambedkar, the chairman of the Drafting Committee, widely considered as chief architect, is remembered on his birth anniversary.

Teachers Day is celebrated in memory of Dr. Sarvepalli Radhakrishnan, the first Vice President of India and the second President of India. India's most distinguished twentieth-century scholar of comparative religion and philosophy who believed that "teachers should be the best minds in the country" is remembered on his birthday.

Mahatma Gandhi, leader of the Indian independence movement and Father of the Nation, is remembered for his principle of non-violence. His birthday is observed as peace day and the institute organizes "Swachhata Abhiyan" in campus premises.

Dr. A. P. J. Abdul Kalam, Eleventh President of India, renowned scientist and Missile Man of India. His dream was to let every student to light up the sky with victory using their latent fire in the heart. He is remembered for his contribution in the development of ballistic missile and launch vehicle technology, stent for heart ailments, and promoting value of interfaith respect and dialogue.

Institute celebrates different festivalsto g buildsense of national integration. SBS organizes cultural day before the Diwali holiday, Dandiya night during Navratri, Dasehra etc. celebration for SBS pays tribute to great freedom fighters like Bhagat Singh, Sukhdev Thapar, Shivram Rajguru, and Chandra Shekhar on their death anniversaries.

File Description	Document
Any additional information	[View Document](#)

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

Response:

High level of transparency is maintained for all activities at SBS. Institute has adopted corporate governance system to ensure transparency in institute's functioning. Formal bodies such as Governing body, Local Managing Committee/College Development Committee, and several other committees along with the Student cells which ensures transparency in financial, academic, administrative and auxiliary functions. Institute performs internal audits of all its financial transactions followed by statutory audit by certified accountants to check the authenticity of all financial transactions of the institute.

For academic transparency, the institute has formed Internal Quality Assurance Committee (IQAC), formerly known as Academic Monitoring Committee (AMC) consisting of senior professors and Directors

from parent organization. This committee checks all the academic activities from time to time. Overall coordinators prepare academic calendar, time table committee prepares time tables according to academic calendar, and after the approval of Director is the same are shared with staff and students. Every faculty prepares a course file of allotted subjects and maintains the record of all the lectures. Attendance record is displayed on monthly basis to enable students to know their attendance status. Concurrent evaluation criteria is decided with consensus of the subject faculty and the same is notified to the students for its administration. Internal Exam Committee organizes exams as per the schedule and the result is declared within one week of the exam. In case of queries, students can approach the faculty members. If needed they also approach the class coordinator, the overall coordinator, and the director. Students Training Program (STP) Committee conducts various activities for student to make them industry ready.

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

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

Response:

Institute believes that accepting a superior alternative produces results that are superior to those achieved by other means. The two best practices introduced are:

- BizWiz - One day Entrepreneur
- Online Feedback System

Title of the Practice: BizWiz - One day Entrepreneur

To instill entrepreneurial spirit among the students and encourage students to undertake entrepreneurial ventures, this practice also aims at instilling startup courage among students.

Objectives:

- To inculcate among students the entrepreneurship/startup zeal.
- To imbue managerial competencies in functional areas of finance, marketing, HR, operations and IT.
- To provide exposure to various life skills and business skills.

The Context:

SBS emphasizes on students' learning of professional and business environment. BizWiz provides an opportunity to students with first-hand experience of professional and business environment by stepping into the shoes of an entrepreneur. This activity involves idea generation, planning initial investment, executing the idea, and measuring ROI (Return on Investment).

The Practice:

The students of first year and second year participate in groups in this activity. They come up with innovative ideas to sell products or offer service and exhibit the same in the given stalls. Unaware of the footfall and potential sale, they adopt several strategies and tactics to ensure success.

Evidence of success:

At the end of the day, all student entrepreneur the success of their venture through the evaluation of cost incurred, sales revenue and resultant profit/loss. Winner of the event is determined on the basis of profit generated. The winner/winning team is felicitated at the hands of the Alumni. This is another platform for Alumni-student interaction.

Resources Required:

- Adequate space.
- Appropriate furniture.
- Uninterrupted electricity supply.

Problems Encountered:

- Students who receive a good response often feel that time is a constraint for them to cater to all visitors.
- Stalls providing food or eatables have to exercise great deal of caution during the preparation or cooking of the food items.

Title of the Practice: Online Feedback system

Student feedback system enables the institute to find out opinion and expectations of the students about the quality of education imparted by faculty. This enables gauging the areas of improvement or concern, and promotes active student participation in the quality enhancement strategies.

Objectives:

- To get an unbiased evaluation of teaching skills of the faculty member and thereby help the teachers modify and improve their teaching methodologies.
- To enable the students to play an important role in the teaching-learning process.
- To develop a sense of responsibility and belonging among the students.
- To develop the skill of critical evaluation.

The Context:

SBS strives to deliver quality education to students by enabling students' contribution in improving and enhancing the teaching-learning process. Students become more responsible and sincere, and develop a sense of belonging when given a chance to directly participate in the teaching-learning process through a feedback system.

An online feedback system collects students' constructive reactions or pertaining to the delivery of course.

A written end-of-semester feedback system was in place which is replaced by an online ERP system. Students have the flexibility of giving their feedback online. The feedback gathered is then communicated to the faculty members by the Director detailing the scope for improvement if any on course delivery by the faculty.

The Practice:

At the end of each semester, a notice is displayed in each class to inform the students about the upcoming faculty feedback. They are advised to provide the feedback online.

Students' login through their respective online ERP account provided by the institute. They fill the online feedback from in the given duration. The IQAC takes the print out of feedback of each faculty given by students. Director has a one-on-one discussion with each faculty member to discuss about the feedback received and the areas of improvement if any.

Evidence of success:

Every year SBS takes online feedback from the students and access it after getting the feedback. Because of this feedback system each faculty come to know their strengths and weakness according to student's point of view which get shared with the respective faculty member through Director SBS. Each faculty comes to know area of improvement on the delivery of the content after each semester.

Problems Encountered:

This success of the system is students' responses which at times are given without sufficient serious thought. Students often leave many field blank, rendering the final analysis inconclusive.

Resources Required:

* ERP System,

LAN, Computer systems, System Administrator.

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

7.3 Institutional Distinctiveness

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

Response:

Institutional Distinctiveness- I

Psychometric Test and Counseling to every SBS student:

We at SBS always try hard for all round development of our budding managers; one such effort in the career development of our students is psychometric tests followed by counseling by the experts. When any student joins SBS he/she has to undergo minimum 4 psychometric tests. The tests have been identified keeping the industry requirements in mind. All the tests are standardized instruments. They are:

- MBTI
- FIRO-B
- Achievement Motivation
- Learning Styles

The tests are conducted in the paper-pencil form and in batches of 30-40 students to facilitate a conducive environment. This is done with the help of faculty members who are trained for the activity.

The scoring of these standardized tests is done by the same HR faculty members. There is a dedicated team of experienced counselors mainly experts in Psychology, who take care of the one-to-one counseling of all the students based on these scores.

Counseling is done for the purpose of helping the students to identify their strengths and be able to make the informed choice of a career based on interest, personality and strengths. Adequate documentation of the testing and counseling is maintained without compromising the sensitivity of the data. These counseling sessions have been extremely helpful to the students in deciding their careers.

Institutional Distinctiveness- II

Student Training Program (STP) at SBS

In order to achieve the stated goals and objectives of the institute SBS has taken an initiative in all round development of the students which is Students Training Program popularly known as STP. There is a separate STP team of faculty members who plan and execute the STP program throughout the semester. Several activities are conducted under STP program which gives an opportunity to each SBS student to excel in their professional career. Focus of the STP program is on Aptitude test, Group discussion, personal interview, communication skills, CV writing, general awareness, Use of Excel and presentation skills.

Since all the activities are well planned and well executed in time, the students are able to identify their weak areas and to improve on them. Faculty in charge of the activity takes care to find the gap between what is expected and what has been achieved by the student.

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

5. CONCLUSION

Additional Information :

Sinhgad Business School conducts "Foundation courses" and "Bridge courses" to ensure that students who come from different streams of graduation are brought at par. Certificate courses are designed and conducted in the essential skills for practicing management like Excel, communication, interpersonal interaction, emotional intelligence, entrepreneurial ability, research and analytical skills, and decision making skills. Cultural events such as Sinhgad Karandak are conducted to provide a platform for students to showcase their creative and analytical talents. Psychometric testing, analysis and counseling are organized to give individual guidance to students for identifying and nurturing the strengths, knowing weaknesses and thereby choosing an appropriate career.

SBS has a pool of loyal employees who have been working since its inception. Needless to say the culture and motivation of the management and understanding and support of the colleagues has indeed gone a long way in retaining this talent in the Institute.

Concluding Remarks :

Success of professional educational institute is measured by various parameters. Parameters such as transforming students into global professionals ready to face dynamic industrial challenges, creating ample opportunities for research and consultancy, employing innovative teaching methodologies, seamlessly integrating recent industry trends with curriculum, and providing upgraded infrastructure.

Sinhgad Business School intends to attain success through all above parameters by virtue of the flexibility and freedom to give quality education.

Student Clubs ensure involvement of students in planning and implementing activities to ensure that Gen Y thoughts are well represented in the institute's calendar. Creation of systems with increasing use of technology to ensure transparency and smooth functioning is a permanent change in SBS culture. Faculty development through innovative means of faculty-industry interactions is the plan for the future.