



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION  
(Effective from July 2017)**

**Accreditation - (Cycle - 1)**

**PEER TEAM REPORT ON  
INSTITUTIONAL ACCREDITATION OF  
SINHGAD BUSINESS SCHOOL**

**Pune  
Maharashtra  
411004**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
An Autonomous Institution of the University Grants Commission  
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

**Section I:GENERAL INFORMATION**

1.Name & Address of the institution:	SINHGAD BUSINESS SCHOOL Pune Maharashtra 411004	
2.Year of Establishment	2007	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:		
Departments/Centres:	1	
Programmes/Course offered:	1	
Permanent Faculty Members:	26	
Permanent Support Staff:	42	
Students:	543	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Centrally located campus with good physical infrastructure 2. College imparts education with values and necessary skills 3. Active student participation	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 12-10-2018 To : 13-10-2018	
6.Composition of Peer Team which undertook the on site visit:		
	<b>Name</b>	<b>Designation &amp; Organisation Name</b>
Chairperson	DR. ANNAPURNA NAUTIYAL NAUTIYAL	Vice Chancellor(in-charge),HNB Garhwal University
Member Co-ordinator:	DR/Prof. NALINIPRAVA TRIPATHY	Professor,Indian Institute of Management
Member:	DR. YELLAPPA NAGARAJU	Director
NAAC Co - ordinator:	DR. MOHIT TIWARI	

## Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion 1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion 1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

### Qualitative analysis of Criterion 1

The Sinhgad Business School affiliated to Savitibai Phule Pune University and approved by the AICTE. The college offers PG program namely MBA. It follows the curriculum developed by the parent university. Before the commencement of the classes of each semester curriculum and academic calendars are prepared in line with SPPU and Institutional Guidelines. Every faculty member prepares course file and teaching plan for the subjects allotted to them. Interactive lectures, case studies, group discussion and simulation activities are used in teaching learning process. Students are exposed to internship, project work, management games to acquire practical knowledge. Value added courses like six sigma, Digital marketing, German Language courses and Bridge courses are offered to students for curriculum enrichment. The college has anti-ragging and grievance redressal cell to address issues relating to gender and human rights. The students and faculty have participated in many social activities like blood donation, organ donation and Swatch Bharat Campaign. The institute on regular basis organises and motivates students to protect human lives. College need to claim autonomy from UGC to develop its own syllabus. The feedback collected from various stake holders of the college for the development of curriculum has no use unless it develops its own curriculum.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	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
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

#### Qualitative analysis of Criterion 2

Students are admitted to the MBA program as per the norms of DTE and Govt. of Maharashtra. The college prospectus on website gives all updated information about admissions. The institute conducts induction program for newly admitted students with the help of eminent personalities from corporate world and alumni to orient the students towards the course expectation and its policies and governance. Irrespective of the learning abilities of the students, a two-day bridge course of finance is offered to the students from various disciplines. Psychometric tests and counselling sessions are organised for students at the beginning of the first semester to make them understand their personality. Slow learners are encouraged to excel in academics by administering them with additional inputs, conducting extra classes and counselling sessions in areas of need. Advanced learners given ample opportunities to showcase their talents and apply their management skills. They are provided with the platform to excel in academics, co-curricular, extra co-curricular activities. The college has evolved various methods to improve the teaching learning process like orientation and faculty development programs, industrial visits, internship, project work, annual cultural fests, seminars, conferences etc. Special training for soft skills, interview skills, case studies and group discussions make the students ready to face placement interviews. Teaching staff initiated using ICT for effective teaching and learning. There are 26 permanent teachers, among them 11 teachers with Ph.D. and the rest 15 are having Post-Graduate degrees. Evaluation process framed by the affiliated university is followed by the college. Internal assessment in practice. Case study, class test, field visit, group discussion, industry analysis etc... are some of the components of internal assessment. Individual faculty members have the flexibility to design the concurrent evaluation components to give a balanced assessment of student capabilities. College examination officer is

appointed to deal with examination and related grievance if any from time to time. The institute adheres to the academic calendar for conducting CIE. MBA program outcomes are clearly explained to the students during induction. Course outcomes are displayed on the notice board. Institute evaluate and make efforts to attain the course outcomes, program outcomes, and program specific outcomes.

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Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

#### Qualitative analysis of Criterion 3

The institution conducts workshop/seminars on various innovative practices to keep abreast with current trends. Awards won by institution/teachers/research scholars/students on campus are appreciated by the institute. The institute has two research guides and completed two minor projects. 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 hosts conferences, seminars and workshops to promote research within the Institute and among corporate counterparts. The institute has signed MOUs to promote collaboration with the industries to expose the students with current trends and transfer of knowledge. Training programme are conducted by some faculty members in collaboration with Government and Non-government organizations employees for improving their skills and productivity. Institute carries out extension and outreach programs in collaboration with industry and non-government organizations as a part of its CSR activities. The Institute is actively engaged in the community-based pursuits through various units such as alumni association etc. Activities like tree plantation, blood donation camps, International Yoga day, art of living, cleanliness drive programmes are regularly organized. The faculty members of the institute published many articles in national and international journals. The institute has one copyright on three elements model of effective advertisement in the area of marketing. the institute is also publishing one journal namely SBS International Research journal of management Studies. The research publication activities need to be boosted with focus on publishing in reputed international journals. The institute needs to establish research centres in consultations with the affiliating university to strengthening the culture of research and improving quality of publications.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

#### Qualitative analysis of Criterion 4

The Institute has enough 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. Some of the area of the campus is under CCTV surveillance. 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. Computer laboratories and media centre are well-equipped and maintained on regular basis.

For indoor sports activities, institute provides equipment for Carrom, Chess, and Table tennis. An Activity Centre are provided for students related events. The Institute has Boys and Girls common room and Rest rooms. The campus is Wi-Fi enabled. Student-Computer ratio is maintained as per norms. 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. The facilities for e-content development such as virtual classrooms and studios may be developed. Use of integrated ERP need to be implemented.



Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	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

#### Qualitative analysis of Criterion 5

Students elections are not encouraged by the University. Hence no formal student's council is available in the Institute. But, students are represented in various academic and administrative committees like industry – institute interaction committee, placement committee, cultural and sports committee and other extracurricular activities.

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 participating in competitive examination by faculty members for holistic development. They are also encouraged to participate in national and international events such as case study competitions search, book reviews writing, cultural events. The institute has a strong mentor and mentee system to advice and council students on various academic and career activities.

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

Alumni also assist faculty members in promoting the entrepreneurial spirit among the students. The Alumni corpus fund needs to be explored. The alumni association needs to engage itself in a more tangible way for an effective operation. Institute needs to provide facilities for outdoor sports to students. Students of the Institute need to be encouraged to participate in national sports. There is also required for separate hostels for boys and girls.



Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	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
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years ( <i>in case of first cycle</i> )  Post accreditation quality initiatives ( <i>second and subsequent cycles</i> )

#### Qualitative analysis of Criterion 6

The institute is governed by Sinhgad Technical Education Society. The Institute has a well-defined vision, mission and quality policy with a dynamic and involved management. The Institute practises participative management on the campus by encouraging the faculty and staff to participate in decision making with the help of various committees. Strategic plan is prepared which includes appropriate standards to measure academic and administrative performance to bring transparency. E-Governance is used in the areas of administration, finance and accounts, admission process, students support and examination. The institute provides Group insurance, accidental insurance, free medical treatment, maternity leave as per government norms. The institute also provides EPF and Gratuity. Institute also provides staff quarters to both teaching and non-teaching staff members. The institute has performance appraisal system for both teaching and non-teaching staff. At the end of each year, both teaching and non-teaching staff submit performance appraisal

form to the director of the institute. The same is reviewed and approved by the HOD / Director to further process the increments. The feedback is communicated to the respective staff members. The institute has newly setup IQAC. 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 easier to implement.

However, IQAC further needs to be reinforced for improving the quality of teaching learning and research. Funds are collected mainly from the fees of the students. The resource mobilisation through more consultancy activities need to be undertaken to improve the sources of funds. Separate budgetary provision needs to be allocated for promoting R&D activities.

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Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> <li>1. Safety and Security</li> <li>2. Counselling</li> <li>3. Common Room</li> </ol>
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> <li>• Solid waste management</li> <li>• Liquid waste management</li> <li>• E-waste management</li> </ul>
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> <li>• Students, staff using <ol style="list-style-type: none"> <li>a) Bicycles</li> <li>b) Public Transport</li> <li>c) Pedestrian friendly roads</li> </ol> </li> <li>• Plastic-free campus</li> <li>• Paperless office</li> <li>• Green landscaping with trees and plants</li> </ul>
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

#### Qualitative analysis of Criterion 7

For the safety and security of the students, CC TV surveillance is in place. Institute has also appointed security personnel in the premises. Female staff members accompany girl students during study tours. Career guidance cell is available in the institute for counselling students. Some counselling awareness programs on gender sensitisation are conducted and gender sensitivity does exist in place. Separate Common rooms for girls and boys are available. Solid waste management at the institute is undertaken with the help of private company and municipal corporation. Proper drainage lines are built as part of liquid waste management system. E-

Wastes are disposed through professional e-Scrap vendor. The institute has an effective rainwater harvesting system in the campus. Institute has some green practices like students and staff are using public transport and bicycles, plastic free campus, green landscaping with trees and plants and using LED bulbs for Energy saving. Institute organises birth anniversaries of eminent personalities like Mahatma Gandhi, Dr. B.R. Ambedkar, Dr. S. Radha Krishnan and Dr. A. P.J. Abdul Kalam. The institute maintains transparency in its financial, academic and administrative functions. The institute claims BizWiz – one day entrepreneur and online feedback from students as its 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, counselling. Institute ensures availability of adequate facilities for differently abled people. Several creative programs have been developed by the Institute through which the values are instilled in staff and students. The Institute maintains transparency in its financial, academic, administrative activities. The institute conducts some programmes for the faculty and staffs. However, it requires to conduct more such programme for developing innovation and strengthening in incubation centre.

**Section III: OVERALL ANALYSIS** based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

**Strength**

**Strength**

1. Brand image of the institute and offering Management education.
2. Centrally located campus
3. Adequate infrastructure including land and buildings.
4. Alumni interaction and associations
5. Industry institute interaction

**Weakness**

1. No freedom in curriculum development
2. Lack of mobilisation of funds from consultancy services
3. More innovative value-added courses in tune with industry need to be added.
4. Diversity in faculty and students need to be improved.
5. Not recognised by CPE or nor by UGC

**Opportunities**

1. Innovative add-on industry-oriented courses
2. Initiate major and minor research projects
3. Strengthening research activities by having research centre
4. Opportunity for consultancy services that generate lot of funds
5. Extensive collaboration with Industry

**Challenges**

1. Making students professionals.
2. Attracting more companies for placement of its students.
3. Enhancing research activity and orient faculty towards research.
4. Maintaining brand image of the institute
5. Getting research grants from various funding agencies

#### **Section IV: Recommendations for Quality Enhancement of the Institution**

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Industry need based, and job-oriented value-added certificate courses may be introduced.
- IQAC to be more active by training them
- Orient faculty members to initiate research
- Communication skills and computer literacy among the students should be increased.
- Establish more collaborations with industry and other associations for research projects
- Alumni association needs to be strengthened
- No of students qualifying in state, national and international examinations like NET, GATE, GRE, TOFFEL need to be encourage
- Incubation and innovation center need to be set up and strengthen.
- Entrepreneur spirit among students needs be created by establishing EDP cell
- Outdoor sport activities need to be developed
- Institute needs to setup research centre
- Faculty need to be encouraged to publish in Scopus, Web of science and reputed journals
- Faculty need to be encouraged to apply for research grants from different funding agencies.

**I have gone through the observations of the Peer Team as mentioned in this report**

**Signature of the Head of the Institution**

**Seal of the Institution**

Sl.No	Name		Signature with date
1	DR. ANNAPURNA NAUTIYAL NAUTIYAL	Chairperson	
2	DR/Prof. NALINIPRAVA TRIPATHY	Member Co-ordinator	
3	DR. YELLAPPA NAGARAJU	Member	
4	DR. MOHIT TIWARI	NAAC Co - ordinator	

Place

Date

NAAC