



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION AND COMPUTER APPLICATION
• Name of the Head of the institution	Dr Anil Nagtilak
• Designation	Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02114673306
• Mobile no	9850332155
• Registered e-mail	director_sibaca@sinhgad.edu
• Alternate e-mail	anilnagtilak.sibaca@sinhgad.edu
• Address	Sinhgad Institutes, Lonavala Campus, Kusgaon BK, Lonavala
• City/Town	Lonavala
• State/UT	Maharashtra
• Pin Code	410401
<b>2.Institutional status</b>	
• Affiliated /Constituent	SPPU
• Type of Institution	Co-education
• Location	Rural

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>Savitribai Phule Pune Univerisity, Pune</b>				
• Name of the IQAC Coordinator	<b>Dr. Krishna Sharma</b>				
• Phone No.	<b>9970923781</b>				
• Alternate phone No.	<b>9970923781</b>				
• Mobile	<b>9970923781</b>				
• IQAC e-mail address	<b>kmsharma.sibaca@sinhgad.edu</b>				
• Alternate Email address	<b>kmsharma.sibaca@sinhgad.edu</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://www.sinhgad.edu/SinhgadManagementInstitutes/SIBACA/pdf/AQAR_2019_2020.pdf">http://www.sinhgad.edu/SinhgadManagementInstitutes/SIBACA/pdf/AQAR_2019_2020.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="#">Yes</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>2.63</b>	<b>2018</b>	<b>02/11/2018</b>	<b>01/11/2023</b>
<b>6.Date of Establishment of IQAC</b>			<b>10/08/2017</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>nil</b>	<b>00</b>	<b>nil</b>	<b>nil</b>	<b>nil</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>		<b>3</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>		<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>Teachers were encouraged for FDP on Online Teaching 2) Workshops for Admin Staff for better office management 3)Online Learning workshop for Students 4) CSR, 5) Student training Programme Activities 5)Alumni Talks for the students</p>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
<p>Student Training Programme for overall development, Skill based certification courses, FDP Programmes for Faculty members, Industry Interaction for updated knowledge</p>	<p>STP Programme was implemented and students were trained on reading skill, writing skills, GD&amp; PI, Faculty members registered for FDP Programme under Pune University, Pune</p>	
<b>13.Whether the AQAR was placed before statutory body?</b>		<b>No</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		
Name	Date of meeting(s)	
Nil	Nil	

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	24/12/2021
Extended Profile	
1. Programme	
1.1	1
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2. Student	
2.1	85
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2	30
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	31
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3. Academic	
3.1	11

Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2	6	
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1	8	
Total number of Classrooms and Seminar halls		
4.2	10.59	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	30	
Total number of computers on campus for academic purposes		

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The Regulations and Curricula are fixed by the affiliating University. Within this framework, the Institution offers a wide range of electives wherever possible. The faculty members go beyond the syllabus to augment the learning outcomes of students. The institute develops and deploys action plans for the effective implementation of the curriculum in the following ways:

1. At the beginning of the each semester subject choices are taken from faculty members & consultation with each faculty members following issues are addressed such as allocation of subjects, lectures schedule and evaluation parameters.
2. After the meetings the copy of standard formats for academic requirements are distributed to the respective faculties.

3. Faculties are required to prepare the course file of each allotted subjects which consists of:
  1. Class time table
  2. Individual time table
  3. Academic Calendar
  4. Syllabus
  5. Teaching plan
  6. List of text books/reference books
  7. List of E learning Resources
  8. Evaluation parameters (minimum of three concurrent evaluation components per full credit course and five concurrent evaluation components for each half credit course.)
  9. Updated Lecture Notes
  10. List of assignments
  11. Question Bank
  12. University Question papers(last three year minimum)
  13. e-learning Material
  14. Lecture PPT's
  15. Multiple Choice Questions
4. Institute follows the cafeteria approach - by providing Generic Core/Elective, Subject Core/Elective Courses to the students in each semester. The students have the flexibility to choose any one specialization from the offered specialization. According to the MBA 2019 Syllabus Pattern, Students can opt for Minor specialization in Semester III.
5. The institutes plan the various activities for holistic & personality development of the students such as Induction program (for newly admitted students to understand institute academic culture, curriculum norms, examination pattern and code of conduct), Boot camps (for concept clearance), Hands on Training, Team Building, Internship, Assignments (for writing skills) and Case Studies/Group Activities (to bridge the gap between theoretical knowledge and real life scenario).
6. The interaction with the research bodies and Industry happens through guest lecture conducted by eminent personalities from other Institutes / Universities and Industries.
7. The institutes arranged the remedial classes for slow-learners and encouraged meritorious students (i.e. Flip method) to mentor weaker students.
8. The students are encouraged to participate in various management events/competitions conducted in-house and outside.
9. The institute has put in place extensive infrastructure for technology led learning. It extensively used for posting course notes, MCQ, PPT, additional learning material and various discussions/circulars.

10. For comprehensive development of students various value addition programs such as Student Training Program (STP001, STP002), Skill Development-I & II, Human rights-I & II & Information Security-I,II,III & IV are conducted and accordingly assessment and evaluation procedures are set.
11. Individual faculty member have the flexibility to design the evaluation components but required minimum of three evaluation components per full credit course and five evaluation components for each half credit courses.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://cms.sinhgad.edu/media/493680/link%20for%20201.1.lmba%20syllabus%20sppu.pdf">http://cms.sinhgad.edu/media/493680/link%20for%20201.1.lmba%20syllabus%20sppu.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations.

SIBACA follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute-level calendar of events which includes details like the total number of working days and holidays, CIE dates (evaluation submission dates), guest lectures, online workshops, online webinars, other co-curricular and extra-curricular activities. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except unforeseen circumstances.

The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. Director closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. CIE is decided well in advance before commencement of the semester and every faculty decides the CIE parameters according to their

respective subjects.

Internal Assessment tests (IA), assignments, MCQs, Presentation, Case studies and Group Discussion sessions are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar of events. The subject faculty members prepares IA question papers based on the revised Bloom's Taxonomy along with the scheme of evaluation, reviewed by the Academic coordinator and approved by the department Head. The internal assessment test timetable prepared by the examination committee is published to stakeholders, and conducted as per the schedule. Post IA tests, evaluation of answer scripts, and calculation of CO-PO/PSO attainment are carried out by respective Subject Teachers. Continuous evaluation and assessments are also done for Summer Internships. Conduction of viva-voce, Submission of assignments are the major components of CIE.

The Director, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://cms.sinhgad.edu/media/493683/link%20for%201.1.2%20academic%20calender.pdf">http://cms.sinhgad.edu/media/493683/link%20for%201.1.2%20academic%20calender.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

**D. Any 1 of the above**



File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

85

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

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

**Human Values:**

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

Institute imparts human values and professional ethics through its curriculum. MBA is professional course which imparts the punctuality, discipline, professional ethics and human values. Conducive environment of institute helps in inculcating human values and professional ethics. In line with this, institute regularly conducts events on Swami Vivekananda Jayanti, Constitution Day, Vachan Prerna Diwas, Savitribai Phule Jayanti, Yoga Day and Teachers Day.

**Human Rights-I&II:** Conceptual perspectives play a significant role for the promotion and realization of human rights. It promotes dignity, tolerance, peace, defend and advocate for their rights.

**Professional Ethics:**

**Introduction to cyber Security I/II/III/IV:** Students understood the legal provisions of Information Technology Act, Case Law and practical ramifications of the Act through presentations.

**Contemporary Frameworks in Management:** With the help of presentation & viva students understood the individual and group learning methods and participated in various activities and handle the situation with emotional competency.

**Corporate Governance:** With the help of this subject, students can get insight about the functioning of governing bodies and rules and

regulation within which firm has to operate with Legal obligations.

**International Business Environment:** Students can get insight about the Political Economy of International Business, Economic and Political Systems, Legal Environment, Cultural Environment, Ethics and CSR in International Business

**Gender related initiatives:**

Institute organizes various awareness program though online mode such as Role plays, poster competition, group discussions & debates to address issues like gender inequality and sexual harassment. Institute follows co-education practices to provide equal opportunities to all in various activities such as coordinators /volunteers / participants. Institute organizes events on women's grievances & empowerment. For the same, eminent personalities like , Meghana Mudwadkar - Cabin Crew Air India, Ms. Chetna Mhaskey - Forest Range Officer at Govt. of Maharashtra, Ms. Hitashi Nair - Mechanical Engineer Ms. Neha Thombre - You Tuber, Ms. Naina Ahluwalia - Model & Fashion Blogger and Ms. Madhu Chauhan - System Engineer & Coder were called for addressing girl students on the occasion of International Women's day.

Girls and boys participate in various academic, co-curricular and extracurricular activities such as subject topics presentations and group discussions.

**Environmental and sustainability related initiatives:**

Institute takes efforts for participation of students in the activities such as Save Tree, Save Electricity and Save Water to address issues like environmental and sustainability. Students also participate in the Tree plantation Activity which is conducted on several occasions. STES Campus Lonavala has been awarded with Best Clean Campus by AICTE in western region. STES has a vision to develop a green campus and therefore following initiatives are taken such as Sewage treatment plant, Tree plantation, Solid and liquid waste handling, Drip irrigation and solar water heaters.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships**

31

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students**

**A. All of the above**

## Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="http://cms.sinhgad.edu/media/493686/feedback%20of%20stake%20holders%20link%20for%201.4.2%20&amp;%201.4.1.pdf">http://cms.sinhgad.edu/media/493686/feedback%20of%20stake%20holders%20link%20for%201.4.2%20&amp;%201.4.1.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://cms.sinhgad.edu/media/493686/feedback%20of%20stake%20holders%20link%20for%201.4.2%20&amp;%201.4.1.pdf">http://cms.sinhgad.edu/media/493686/feedback%20of%20stake%20holders%20link%20for%201.4.2%20&amp;%201.4.1.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

54

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Learning levels of students are identified on the basis of various entrance examinations & qualifying examination scores at the time of induction & foundation course. Then students are allocated to the mentors. SIBACA has developed the mechanism of continuous evaluation of the students. The performance of the student is assessed in online interactions, through various internal evaluations and end-term examinations. Based on the various evaluation results along with feedback from the mentor-mentee program, students are categorized as advanced learners and slow learners.

For advanced learners: Institute provides opportunities for advanced learners to augment their talent and meet learning needs.

- Tie up is done with HBPS to share the study material like case studies, Magazines, etc.
- Institute conducted various online sessions for improving the skills such as group discussion, personal interview, general knowledge session, reading skills, writing skills, etc to improve the overall knowledge of the students.
- Organized special session with respect to entrepreneurship
- Students' presentations on recent Business developments were conducted.
- To take up online employability courses (Bloomberg and wheel box) Volunteer and organize different activities
- Institute added various value-added programs
- Under the Guest lecturers, the session Institute called various industry experts and faculties to deliver updated ongoing changes in the industry which is helpful for the students from a placement perspective.
- Students were guided to participate in Conferences, seminars, paper presentations through online mode.
- Special attention is given by all the faculties for grooming the students during Academic sessions and activities.

- Special attention from the Placement point of view through STP

Support for "slow learners":

Special counseling of students is done during Mentor mentee meetings.

Subject wise counseling is done by respective teachers

Opportunities are given to reappear for internal evaluation to improve in the skill set and marks.

Remedial classes and self-learning sessions are arranged beyond the working schedule.

Special attention is given by internal project guides during the summer internship program for the holistic development of slow learners and the enhancement of employability skills. The core

The objective behind this is to increase the chances of pre-placement opportunities.

Appropriate counseling is done and training is given to support such students to get placed in Industry.

Slow learners are clubbed with the advanced learners for all the activities taking place in and outside the Institute to develop the participative approach and peer learning.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/493689/2.2.1%20mentor%20mentee%20form.pdf">http://cms.sinhgad.edu/media/493689/2.2.1%20mentor%20mentee%20form.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
85	11

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

Institute offer Management Program which uses Student centric method which is based on experiential learning, participative learning and problem solving methodologies. This gives to the students appropriate Academic - Industry interface, so that the students meet the exact requirements of the organization. Institute also takes interest in research and extension, so that the students can develop their views regarding the business environment.

**Experiential learning:**

Institute makes students to be personally responsible participant, cognitively to processes knowledge, skills, and attitudes in a learning situation characterized by a high level of active involvement. This is achieved through following activities.

**Project based Teaching:** Faculty members give minor projects to a group of students. This enables the students to blend both the theory and practical. Marks are awarded to the subjects like Industry analysis desk research (IADR) & Enterprise analysis and desk research (EADR).

**Lab based Teaching:** The Institute has well equipped computer labs with internet facility. The

Students are taken to the lab by the faculty members to provide them real time information on

Subject like Business Communication Lab (BCL), MS Excel,

**SIP:** The students work in industry for 8 weeks hands on job as a part of summer Internship program. And they have to submit the project report for the same based on primary or secondary research.

**Participative Learning:**

**Activity based Learning:** Students are involved in various activities and management games

related to the topics from the subject. It enhances ability of the



students to apply academic

Knowledge into practical world.

Students Training program (STP): To groom and prepare the students for good placements a

Robust training program is designed which includes mock Interviews, group discussions and

Aptitude test etc. Daily quiz is also conducted to update the current knowledge of the students.

EDP activity - The Institute conducts real time workshops/guest session like to meet and interact with entrepreneurs and understand the real life corporate Problems.

Management fest - Various management competitions like logo making competition, business plan, Poster making Competition, Debate competition are conducted on regular basis through online platform to nurture critical thinking, creativity and scientific temper among the students.

CSR Activities - Institute conducts various collaborative CSR activities in association with

Government and non government organizations NGO's like 'SAMPARC', Lions club, Municipal Corporation, Lonavala, Snehsadan, AshishBhavan, etc.

Team building activities are regularly conducted like expedition, Treasure hunt and fun games.

Problem Solving Methodologies

Case-Based Learning: Various Cases of different subjects had conducted by subject faculties for Students. HBSP cases are used as resource material for the same.

Research - - The students are motivated and guided through the mentor to participate in National

And International conferences/seminars. Institute organizes national conference, workshops

Regularly. Students Research journal.

Curiosity is generated through faculty in the classrooms, during co-curricular and extra-curricular interactions so that students ask questions. Faculty members serve as catalysts in the process of enabling them to develop their cognitive ability.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://cms.sinhgad.edu/sinhgad%20management%20institutes/sibaca%20mba/academics/academic%201.asp">http://cms.sinhgad.edu/sinhgad management institutes/sibaca mba/academics/academic 1.asp</a> <a href="#">x</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

According to the changing teaching pedagogy, the teaching and Learning Process is enhanced by using the ITC tools and the Institution believes in allowing faculty members to effectively and efficiently use ICT resources and provides complete freedom to decide what ICT teaching tools they wish to use for course delivery.

The diversity of the students in terms of their educational background and experiences makes it necessary to implement innovative ICT teaching strategies to enhance learning patterns. The Institution has made conscious efforts in this direction. ICT in education improves engagement and knowledge retention. When ICT is integrated into lessons, students become more engaged in their work. This is because technology provides different opportunities to make it more fun and enjoyable in terms of teaching the same things in different ways.

More than 90% of classrooms are well equipped with LCDs and other teaching aids. Along with the chalk and talk, ICT enabled classes teaching tools to enable students to understand the concepts effectively.

Microsoft teams session helps students to know the current

information which is subject relevant. Online Quizzes and other activities are also conducted through internet facilities Most of the Departments are equipped with modern teaching aids like computers, LCD.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

11

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

11

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. /

**D.Litt. during the year (consider only highest degree for count)**

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

9

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

131

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**Mechanism of internal assessment:**

Subject wise List of CIE is prepared as per the guidelines of university.

A detailed CIE schedule is prepared and displayed on the notice board for the students.

Teachers discuss the CIE schedule with students during first lecture.

Results of each evaluation are displayed to the students and areas

of improvements are discussed

The final cumulative marks for all internal subject wise evaluation are displayed on the notice

Board.

Transparency:

Following initiatives have led to enhanced transparency in internal assessment (Concurrent Internal

Concurrent Internal Evaluation pattern and schedules are shared with the students during the

induction by individual course teachers. This helps the students understand the method on which their performance will be evaluated.

Marks of the Concurrent Internal Evaluation are displayed on notice board.

Robust:

Following initiatives have led to enhanced rigor in internal assessment (Concurrent Internal

- Introduction to a variety of evaluation modes within each category of Concurrent Internal
- 
- Evaluation criteria are Subject specific and have variation in the weight ages depending on the nature of subject and employability enhancement objectives.
- Introduction of project based evaluations in certain courses.
- Emphasizing on research - presentation as a key aspect of Concurrent Internal Evaluation.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://cms.sinhgad.edu/media/493695/2.5.1%20internal%20evaluation.pdf">http://cms.sinhgad.edu/media/493695/2.5.1%20internal%20evaluation.pdf</a>

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

Institute has two levels of grievance redressal mechanisms: one to address grievances in internal

examinations and another one to deal with grievances SPPU examinations.

Redressal of grievances at Institute level:

The Institute has a grievance redressal cell. Committee analyses and offers solutions to the problems.

The Institute has a separate Internal Examination Committee which takes care of invigilation, smooth conduct of examination, assessment, and internal grievances. Internal examination-related

grievances are addressed to quality of question papers, the conduct of examination, evaluation of answer sheets, etc. Initially, a notice regarding the submission of question papers is circulated to faculty members well before the commencement of the examination. After receiving the question papers, a scrutiny committee consisting of 2-3 faculty members assesses the quality of question papers in terms of adherence to the university marking scheme & setting of appropriate difficulty level. Any shortcomings found in the scrutiny are conveyed to the concerned subject teacher & due care is taken to minimize grievances.

Internal examinations are scheduled as per the academic calendar. The timetables of internal

Examinations and seating arrangements are displayed on the notice board regularly. During internal

Examinations every subject teacher remains present to address the grievances arising (if any) in the question paper. An internal squad is appointed for ensuring the smooth conduct of the internal examination. Subject faculty member evaluates the answer sheets of internal examinations within three to four\days of conduction of examination. The evaluated answer sheets are shown to the students. The grievances (if any) reported by students after going through their answer sheets are addressed and changes in marks (if any) are incorporated in the database accordingly.

Redressal of grievances at the university level:

There is a system and procedure in place at the university level which takes care of the students and

institute grievances with reference to evaluation. The institute facilitates the redressal of grievances related to University examinations through notices displayed on notice boards on a regular basis and communication with the university examination office as and when required.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://cms.sinhgad.edu/media/493698/2.5.2%20grievance%20committee.pdf">http://cms.sinhgad.edu/media/493698/2.5.2%20grievance%20committee.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are defined by the IQAC in line with the University syllabus. Institute takes due care for informing POs and COs to all the faculty members & students. The same is available on the website. POs and COs are discussed with the students on first day of induction program. Faculty members adhere to POs & COs. Faculty members includes COs of their respective course in the teaching plan. Faculty members discuss COs of respective subjects with students during class room sessions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://cms.sinhgad.edu/media/512614/2.6.2.pdf">http://cms.sinhgad.edu/media/512614/2.6.2.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

POs. To measure the attainment of POs, PSOs, and COs, the institute has developed a mechanism as follows:

Continuous evaluation during the semester: As institute practices, CIE rigorously where the performance of each candidate is continuously assessed by the respective subject teacher during sessions. These outcomes are also evaluated through various activities and subjects specific evaluations conducted by the subject teacher. At the end of every semester, End semester examinations are also conducted. Apart from this, the level of attainment of COs is evaluated through students' performance during the entire semester by the subject teacher.

Evaluation at the end of the semester: Students' performance is evaluated at the end of every semester through analysis of University examination (theory, online, and VIVA-VOCE) results. It gives an understanding of the attainment of COs of the courses undertaken by the students during the academic year. It also helps in mapping attained COs with prescribed

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://cms.sinhgad.edu/media/512614/2.6.2.pdf">http://cms.sinhgad.edu/media/512614/2.6.2.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

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

29

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://cms.sinhgad.edu/media/512614/2.6.2.pdf">http://cms.sinhgad.edu/media/512614/2.6.2.pdf</a>



## 2.7 - Student Satisfaction Survey

### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://cms.sinhgad.edu/media/493707/student%20satisfaction%20survey%20%20batch%202020-21.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

#### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

##### 3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

##### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has a recognized research centre which is affiliated to SPPU, Pune. Research centre approval no is CA/814 Dated: 10/4/2013.

There are 6 research guides (1 in Marketing Management, 1 in Financial Management, 2 Organizational Management & 2 in Computer Management) associated with the research center. More 3 research guides have applied for guide ship in SIBACA Research Centre which is awaited.

23 research scholars are pursuing their doctoral research in management (2 in Financial Management, 3 Organizational Management & 13 in Computer Management) at the PhD Research Centre. Out of 23 research scholars 12 students awarded Ph.D.

Some of the key actions were the conduction of PhD course work at Institute, organizing a series of research based seminars and workshops, programmes on utilization of library and technology resources for research, more faculty members applying for BCUD sponsored research projects, conduction of three week UGC sponsored course work through academic staff college, SPPU- Pune, Conduction of UGC approved Summer School program and creation of separate infrastructure for research cell, leading to a culture of research promotion.

Institute is following a committee based approach to organize the research proposal submission, finalization of research titles, allocation of guide and monitoring the progress of PhD research scholars enrolled at the institute. This committee has the Head as

the Chairman, the research guide, one internal research guide as an expert & one external research guide as an expert. The research scholars present the progress of their research work at various stages (6 monthly progress) such as - research proposal (topic finalization), literature review, measurement tools (questionnaires), pilot study, pre-PhD submission, etc. The suggestions given by the committee at various stages of the research work are incorporated by research scholars in their work. These presentations to the research committee improve the quality of the PhD work.

The institute tries to inculcate research aptitude and research culture among the students in various ways, such as:

- There is a full course on Business Research Methods in the MBA curriculum.
- Several other courses such as Enterprise Analysis Desk Research (EADR), Industry Analysis Desk Research (IADR), Excel Lab, Contemporary Marketing Research, Summer Internship Project, Dissertation etc. also have elements of research aptitude and scientific temper.
- Students are encouraged to participate and present the papers in Conferences, Seminars organized by the institute. The Institution organizes National & International Conferences, Workshops, Seminars etc. It also encourages students to participate and
- contribute through research papers. We have Research Journals;
- SIBACA Management Review with ISSN Number 2454-5341
- SIBACA Students Research Journal- "Pinnacle" with ISBN number 978-93-5087-619-0

Students have demonstrated their research aptitude and scientific temper through participate in the joint research projects (that involve data collection and analysis) in partnership with industry and professional bodies. Faculty members guide the students

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual

## Property Rights (IPR) and entrepreneurship during the year

### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 3.3 - Research Publications and Awards

### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

#### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	<a href="http://cms.sinhgad.edu/media/493710/link%20for%203.3.1.2%20guide%20letters%20-%20nagtilak%20&amp;%20bhadale.pdf">http://cms.sinhgad.edu/media/493710/link%20for%203.3.1.2%20guide%20letters%20-%20nagtilak%20&amp;%20bhadale.pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

**Blood Donation Camp:** SIBACA has organized Blood donation camp for Student & Faculty members of College Campus in 2020. Near about 100 students and 80 faculty members were participated in the blood donation activity. SIBACA have conducted for campus & various Areas.

**.Tree Plantation:** SIBACA has arranged Tree Plantation Programme on 12th August 2020 after STES Foundation Day by Dr. M. S Gaikwad and Director, SIBACA Dr. Prashant Kalaskar inaugurated the event & principals of all the other Institutes of Sinhgad Lonavala Campus, Teaching & non teaching staff were present there for tree plantation. About 20 tree plants were planted by guest, teaching, non teaching staff & students.

The faculty and staff of SIBACA celebrated International Day of Yoga on 21/6/2020 by observing social distancing. Director SIBACA explained the imortaqnce of Yoga especially during current scenario of COVID-19 where it can help boost immunity and reduce stress.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/493713/link%20for%203.4.1.pdf">http://cms.sinhgad.edu/media/493713/link%20for%203.4.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

62

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

27

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The classrooms of SIBACA are well furnished with a seating capacity of 60 students. All the classrooms are well equipped with LCD projector, white board, PC with internet connection etc. The classrooms are well illuminated and aerated for comfortable sitting of students.

To facilitate hands on learning for our students we have state of the art computer-laboratories which are equipped with modern computers. The Institute has established global connectivity through high speed uninterrupted internet access to the students to keep pace with the latest developments in the corporate world. The multimedia lab is utilized for e-learning, research projects, online creative work and academic assignments.

An interactive language lab has been set up where the students listen to the native speakers of English and also imbibe the phonetic sounds of the English language. Language lab of SIBACA is well equipped with ICT facilities. The PCs are connected with internet and head phones. The language lab has a capacity of 20 students. This lab is utilized for improving communication skills of the students.

Library, it is a veritable knowledge bank which houses 19896 Text Books and 6000 Reference Books in all the disciplines of management studies. We subscribed e-journals & periodicals of national and international repute. The Library facility is made available to the students 9 hrs a day

A conference hall with all modern amenities like LCD projector,



white board, PC with internet connection and PA system is available in the institute. It is utilized for arranging small institutional activities like guest lectures, quiz competition, Mad Ads etc.

Seminar Hall & Syndicate Rooms to support the unique teaching learning process, SIBACA is fully equipped with 2 seminar halls, 2 syndicate rooms and 1 conference hall where the interactive sessions and the interface with the experts from the corporate world take place. These are equipped with audio visual aids like OHP, LCD, TV, Movie Projector, et

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/494346/4.1.1.pdf">http://cms.sinhgad.edu/media/494346/4.1.1.pdf</a>

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

- Sinhgad Technical Education Society has always encouraged and supported the co-curricular and extracurricular activities in its institutes. It has given priority to sports for overall development of the students. The facilities given by our institute for Cultural, sports, indoor and outdoor games, gymnasium etc, are spread across around 40 acres in the campus.
- The institute lays considerate emphasis on students' participation in extracurricular activities like sports, cultural activities, and recreation. Indoor and outdoor sports facilities are available on the campus for boys and girls separately.
- The Sports Academy was started on 06th March 2016 inaugurated by Mr. Pravin Amre- former Indian cricketer. He is the mentor of the sports academy and under his guidance we have developed cricket pitches and nets in 2016. The cricket ground was inaugurated by well-known cricketer Mr. Sanath Jaya Suriya on 06th January 2012.
- In recent years Sinhgad Institute's sports teams have achieved the pinnacle of sporting excellence by participating in different sports competitions. We have organized Inter-college and inter-zonal tournaments under SPPU from 2016 with the best

possibilities. Our college has received the best organization award from the Pune district sports committee for Inter-college Football Tournament

- We provide all the necessary sports materials to students for their practice and matches. The institute has following Outdoor and Indoor sports which are hosted in Sports complex

1. Jogging Track of 800 mtrs with 11lanes
2. Hockeyground
3. Foot Ballground
4. Two Hard core lawn tennis courts
5. Two Basket Ball courts
6. Two Volley Ball courts
7. Skating court

#### Cricket Ground

A separate and spacious cricket ground is spread over an area of 5 acres. A separate practice cricket ground is also made available to students and residential staff.

#### Gymnasium

State of the art gymnasium is also provided at the campus which is freely accessible to students, for encouraging them towards fitness and its importance in daily routine. Track of visiting students is also maintained in separate register.

#### Facilities for Indoor games

Chess, Table Tennis Carrom, Gym and Hall for Yoga.

#### Facilities for Cultural activities

Open Air Theatre, Cultural room with latest musical instruments and practice area.

< >A separate budget is allocated by the institute for organization of various Gymkhana activities and students are encouraged to get sponsorship for organizing the cultural events like Surabhi, Sinhgad Karandak etc. Swimming pool with area 312.5 Sq.M. is mai

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/494361/4.1.2.pdf">http://cms.sinhgad.edu/media/494361/4.1.2.pdf</a>

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

8

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/512093/merged%20file%20for%204.1.3.pdf">http://cms.sinhgad.edu/media/512093/merged%20file%20for%204.1.3.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

10,59,100

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

SIBACA Library has SLIM Software which is an online library management system to automate library processes and provides for an interactive user experience. SLIM follows a modular approach and the essential modules like Acquisition, Cataloguing, Circulation and Serials to help user acquire, catalogue and circulate books, films, sound recordings, drawings, clippings, articles, reports, letters, pamphlets, serials publications etc.

SIBACA Library able to give statistics services to user through advanced modules like CAS, SDI, SMS etc

Online public access catalog:-

- Powerful, accurate and faster search engine with relevant filters to narrow down search results.
- Contact library staff and access News Items
- Easy and secured access to Digital Material
- Evaluate collection with Rating and Review platform
- See Book Preview available on Google Books
- Single Sign On
- Collaborative Capabilities

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://cms.sinhgad.edu/media/494367/4.2.1.pdf">http://cms.sinhgad.edu/media/494367/4.2.1.pdf</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** B. Any 3 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

13

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

**1. IT Infrastructure**

**Response:**

The institute is well-equipped with a strong IT infrastructure, for academic as well as administrative purpose. Central computing facility with 70 Mbps speed Internet connectivity is available. For uninterrupted computing, generator backup is available.

- The Institute comprises of separate centralized maintenance system in order to support the IT infrastructure, campus facilities and equipment.
- The institute also maintains and updates IT Infrastructure to ensure seamless connectivity and proper technical support in

teaching learning process.

- Faculty members are provided with the computer and Internet connection at their respective locations.
- All the Computer laboratories and facilities are connected with the Internet and are made available to the faculties and students for their academic needs in their respective departments.

#### 4.3.1. Institute frequently updates its IT facilities

In the field of digital communication, the internet communication is important in teaching learning process. The Institute has IT facilities like leased line for internet connection and the software is also frequently updated.

- Learning Management System (LMS)- For smooth and effective conduction of academics in all respect, the Institute has provided license copy of Microsoft Teams as a common online platform for teaching-learning. It has helped the faculty and students immensely during the pandemic situation.
- The institute has massive network of 30 computers with 70 Mbps Internet connectivity and Wi-Fi facility to fulfill the academic and research need. Centralized server room is used for network monitoring, management and Internet security.
- LAN facility: 3-Layer Switching (Core, Distributed and Access) network is available for the entire campus. Core layer switches in the buildings have been connected with the Optical Fibre Ring Network. This core switching is further extended to Distributed Switching for departments where 100Mbps (Gigabit Switches) are installed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

30

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

10.59

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

4.4.2: The Institute adopts standard established systems and procedures for maintaining the physical, academic and support facilities. There are Institute level committees that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities:-

**Laboratory and Library Facilities:** The classrooms, laboratories, seminar halls, and library facilities are utilized regularly by the students for the learning process and record is maintained at uses register of the library. Repair and Maintenance of laboratory equipment's/instruments are initiated by the respective Laboratory In charge as and when required. The purchase committee handles the repair/maintenance/calibration request appropriately. As a part of regular practice laboratory in charge, along with laboratory assistant, ensures proper working of all equipment at the beginning of each semester. SIBACA is having very rich resource of learning at library in the form of huge collections of new books, journals and magazines are continuously added as per the need and requirement of the syllabus of SPPU. Stock verification of the library is done on annual basis

**Computers:** All the computer related facilities including hardware, computer peripherals, UPS and generator are maintained by lab assistants and electricians of the Institute has legal antivirus software to protect browsing & secured handling of internet. SIBACA is having trained staff who take care of all the hardware and software of the institute. They are continuously working on updating the configuration of the computers as per the requirement of hardware and software.

**Sport Complex::** SIBACA is having world class amenities for the overall development of students i.e swimming pool, cricket ground, Football ground and Gym which helps in overall development of students. The maintenance of all such amenities is well taken care by ground staff under the guidance of the estate office. Cleaning of all these grounds are done on daily basis. Water is sprayed on all these grounds through sprinkler irrigation system. Grass cutting of all these grounds is also done on regular basis.

**Hygienic Canteen& Mess Facilities:** SIBACA provides hygienic and healthy food facilities for all the residents which is regularly monitored by appropriate Committee. Campus also provides Laundry and salon facilities for the students.

**Classrooms:** The classrooms and seminar halls which are well equipped with LCD Projectors and internet facilities are utilized regularly by the students for the learning process and timetables indicate the regular utilization of the respective facilities by students and



faculties. The class rooms of the institute are well maintained and cleaned by supporting staff. SIBACA is intended to provide hygienic and clean learning environment for which all the classrooms are maintained with curtains on the windows which are washed and cleaned regularly.

**Medical Facilities:** The Free Medical Facilities for students, staff and villagers: Medical healthcare facility is available in the campus in the form of Rural Health Training Centre. The medical facilities and medicines are given free of cost to the students, staff members and nearby villagers. Specialized doctors like Orthopedics, Dermatologists, Gynecologists and Ophthalmologists etc. are made available on weekly basis.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/494385/4.4.2.pdf">http://cms.sinhgad.edu/media/494385/4.4.2.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

73

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<a href="http://cms.sinhgad.edu/media/512617/5.1.3.pdf">http://cms.sinhgad.edu/media/512617/5.1.3.pdf</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

85

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

85

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

6

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The Sinhgad Student Council (SSC), a students' elected body. The SSC is the overall governing students' council which acts as a coordinator for, and provides administrative support to, various student activities and events at Sinhgad Institute besides taking policy decisions regarding student affairs in consultation with the specific event coordinator. The SSC has six clubs and seven cells to organize events under their domain; like: Management, Finance, Marketing, Operations, The event includes Alumni Talks, Case study session, group discussions, quizzes corporate interaction. Funds for such activities are provided by the Institute and in addition, The Placement Committee works directly under the guidance by Corporate Placement Director. The Placement Committee oversees the conduct of summer internships for the junior batch and Final placements for the outgoing senior batch. The Team of senior students is responsible for conducting induction programmes for the incoming batch every year. The programme consists of personality development, public speaking, interpersonal behavior, stress management, team building and organizing students into various clubs and forums within the student bodies. In addition, the Student Councils also supervises the annual function Sinhgad Karandak where solo singing, dance, Fashion show, stage show etc. and conducted across the campuses.

Students Clubs work to ensure collaborative and comprehensive learning throughout the year. The clubs impart domain and industry-specific knowledge via Knowledge Transfer Sessions through through Case Studies, seminars, workshops. SIBACA provides a platform for students to interact with eminent professionals from the industry and Alumni. Under the various clubs specific seminars such as Marketing/Finance/HR/Finance are organized in every semester.

Cultural Committee of senior batches organizes Freshers' Welcome and juniors give Farewell party to senior also organizes Students also organizes, Blood Donation and intra college event to promote cultural and sports events. Sports Committee The Sports Committee ensures that in most gruelling academic framework, students participate in a large corpus of sports such as Cricket, Badminton, Basketball, Volleyball, Throwball, Table Tennis, Chess, Carom, Online Gaming and Poker. The institute provides sports budget to procure sports equipment.

In last but not the least SIBACA provides the opportunity to all the students throughout the year and groom them for their overall development.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/governance.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/governance.aspx</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

We have registered Alumni Association & our placement cell works closely with alumni and our alumni contributes in the development of existing students.

Sinhgad Institute of Business and Computer Application (SIBACA ) has strong base of alumni spread in different part of country, and Placement cell is actively engaged in developing a strong and active network of these cherished former students. SIBACA graduates have achieved success in diverse fields and hold positions of responsibility and influence as distinguished corporate leaders, pioneering entrepreneurs, eminent academicians, and inspirational leaders. The SIBACA seeks to foster life-long intellectual and emotional bonding between the institute and its alumni, and to provide the current students at the institute an opportunity to connect with the alumni across the globe. This is the common practice in SIBACA also facilitates a common platform for professional networking and business, career development, and sustained learning opportunities. The focus of the SIBACA is to offer a platform for the alumni to connect with their alma mater and contribute to enhancing the legacy of SIBACA. The Placement Cell a student and faculty body that functions to organizes guest lectures, assists in the career mentorship program of SIBACA students, maintains the Alumni database, and keeps alumni and students updated through the official social media handles. The cell hosts several events throughout the year, ranging from alumni interaction during Induction program as well as call them while assessing the Summer Internship programme of the students. Alumni's play vital role in the overall development of students and support through mentor-

mentee programme, Group discussion panel and provides updated information's about industry requirement for their overall developments.

The constructive interactions improve the image and the build long lasting relationship between alumni and institute which further strengthen the brand SIBACA in Industry as well as in Society.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1m7vpRdqSFIBkWbJD62f723vnEsfQofxB/view?usp=sharing">https://drive.google.com/file/d/1m7vpRdqSFIBkWbJD62f723vnEsfQofxB/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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**Vision:** To be a benchmark business school in human capital transformation through academic rigour and business research approach.

**Mission:** Continuous innovations in academic and research practices to achieve new standards of performance. Comprehensive transformation of students to make them better citizens of tomorrow.

**Nature of Governance:**

The institute is governed by Sinhgad Technical Education Society (STES), Pune. The quality policy is designed by the management and implemented by Director, LMC members & faculty members looking towards vision of the Hon. President of the STES. Being residential



campus, Management always supports excellent infrastructure, resources required for students and staff members in the campus and institute. SIBACA aims at achieving excellence in management education with recognition at national level through our commitment to;

- Provide excellent infrastructure and quality technology interface to students and faculty.
- Employ competent faculty, further supported by exposing students to well qualified speakers from industry and academia.
- Enrich research activities with various statutory bodies.
- Provide best of the faculty assistance to the students being residential campus.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/about-us.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/about-us.aspx</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The governance of the institution is reflective of and in tune with the vision and mission of the institution

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- Employ competent faculty, further supported by exposing students to well qualified speakers from industry and academia.
- Enrich research activities with various statutory bodies.
- Provide best of the faculty assistance to the students being residential campus.

Institute arranges various activities like seminars, conferences and workshop, guest lecturers for which the required budget is allocated by the director and IQAC. The final resources are sanctioned by the director. Role and responsibilities are assigned to the faculty members for various programs, activities, departments, examination, library, research, cultural etc. The delegation of authority remains with the concern faculty members. The heads and in charge takes all the decisions for the smooth functioning of the activities.

Institute promotes a culture of participative management. Faculties and students are also involved in the process.

- Faculties concern and issues are represented by faculty representative.
- Students concerns are represented by the student's representative.
- Students are also part of IQAC, which monitors the teaching learning process.
- Academic head regularly conducts the meetings with the staff.
- Regular meetings are conducted between Director, Heads, and Teaching Non Teaching Staff on different agendas. Issues and concern are recorded and efforts are made to solve them.
- Serious issues are presented before the management and discussed.

- Participative management culture is also observed at the campus level for the admissions strategy, Sports meetings, cultural activities, etc

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/governance.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/governance.aspx</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed:

Perspective plans - The institute has set up perspective plans with a mission to innovate academic and research practices necessary for the holistic development of students thereby enabling them to become best citizens of country. The institution follows a three-fold curriculum involving curricular, co-curricular and extra-curricular activities. This curriculum is designed to enhance and empower the knowledge base of students through a unique value system leading to good citizen supported with transparent work culture in the favorable learning environment. The focus is on creating awareness, exposure to recent trends in management and knowledge transfer through industry-institute interactions. This strategy helps to generate, preserve and share knowledge in developing a vibrant society, by imparting quality education.

To enhance the quality of the students by empowering them with skills those are globally at par is utmost objective of the institute. To achieve this objective, industry institute interface plays a significant role. The institute emphasizes on strengthening its association with the industry on various fronts by calling industry experts to the institute, hosting various industry programs and conduct entrepreneurship programs in association with Ministry of Education under the Mahatma Gandhi National Council of Rural Education (MGNCRE).

The interaction of industry personnel with the students and faculty members helps to enrich the learning experience. Also, such interactions are helpful to depute the students in industries for internships which in turn, may provide final placement to the

students. The students are put through rigorous training program to prepare them for final placements as well as facing the business world.. Institute strategic plan is based on overall development of students where reactive participation of all the staff members is ensured that includes teaching and non teaching staff at various level in different committees.

Participation of the teachers in the decision making bodies under various bodies and committee i.e IQAC committee, Anti Ragging Committee, College Development committee, Internal complain committee and many more as visible in college website in attached link

An Internal Quality Assurance Cell operates in SIBACA having faculty members as representatives. The committee focuses on the smooth functioning of the Institute and ensures heightened level of clarity in institutional functioning towards quality enhancement, internalization of the quality culture, enhancement and coordination among various activities of the institution. IQAC also acts as a dynamic system for quality changes and builds an organized methodology of documentation for internal communication.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/governance.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/governance.aspx</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Faculty and staff are involved in the decision making process, policy formulation and planning key programmes. The institute ensures commensurate authority with the responsibilities assigned to an individual. Institutional committees ensure wider representation of faculty & staff.

#### Recruitment

The requirement of teaching and non teaching staff is shared with the Head office after calculating the workload.

A roaster is prepared Centralized for all the management Institutes under STES.

An advertisement for the requirement is given in the leading news papers like Sakal and Times of India.

After the receipt of applications along with testimonials from the interested candidates, the date of the interview is decided by the members of the Local Selection Committee as per the guidelines of Savitribai Phule Pune University, Pune.

At the stipulated date, the interview is conducted as per the norms of SPPU.

As per the performance of the candidate, required eligibility and category, the selection of the candidate is carried out with appointment orders.

#### Promotional policies

The faculty is promoted to higher post after acquiring necessary qualification and experience as per the norms of new act of Maharashtra State University Act 2016. Policies are as per the norms laid down in the 6th Pay by AICTE.

We follow rules for up gradation of AGP from Rs. 6000-7000/-, Rs.7000-8000/-, Rs.8000-9000/- and Movement of Pay Band of Rs.15600-39100/- to Rs.37400-67000/- and Up gradation of AGP from Rs. 9000- 10000/-.

#### Redressal of grievances Mechanism:

There are various grievance redressal committees formed in the institute such as internal complaint committee, student grievance committee, and exam grievance committee etc which are made to resolve grievances. A mechanism is in place to resolve all this grievances. Initially committees are formulated, members and representatives are appointed, and the same is displaced. Meetings

are conducted by respective committee members as and when required. Issues are discussed within the committee members, minutes of meetings are noted and the issues are resolved accordingly.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="http://cms.sinhgad.edu/media/493734/6_2_2%20organizational%20chart.pdf">http://cms.sinhgad.edu/media/493734/6_2_2%20organizational%20chart.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Hill station allowance Group insurance scheme.

Accidental insurance.

Staff quarters.

Free medical treatment. Registration fee for FDP programs.

Maternity leaves are provided as per the government and university rules.

Employee Provident Fund (EPF) with 100% gratuity for all staff.

Uniform for security guards

Bus facility from Pune to Lonavala Campus 24 Hours security

Free hospital medicine facility

Play ground

Indoor and outdoor games facility Generator backup

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/493746/6.3.1.pdf">http://cms.sinhgad.edu/media/493746/6.3.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

8

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

4

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

The institute has designed online self-appraisal form for the staff members. This form consists of many parameters: Performance Appraisal System for teaching and non-teaching staff of SIBACA is divided into 3 parts.



1. Personal Information which is to be submitted by the faculty/staff member (Part -A)
2. The Academic Monitoring Committee / Head of the department Verifies (Part -B)
3. Remarks of Director (Part -C)

In the First Section Part - A, the faculty or staff member mentions his Personal Information like Name, Designation, Date of Joining, and Total experience. Status of appointment from the University, Qualification, FDP attended, Participation in Seminar / Workshop/ Conference, Books published, Research Publications, subjects taught, achievements, awards, appreciations etc.

In the Second Section Part - B, The Head of the Department discuss with faculty members one to one and verifies the details mentioned in the Part A and also grades the faculty according to his performance for that particular Academic Year. The Parameters of the Assessment like Quality/Accuracy of the Job, General Intelligence, Integrity and Character, Punctuality, Fitness to continue in the present position, Control over class & discipline, Students feedback, Proficiency in subject of Specialization & Initiative to work, any punishments or Rewards received during the reporting period Grading is done in 4 Parameters -

a) Very Good, b) Good, c) Average, d) Below Average

Very Good and Good grades are expected by the management. The appropriate increments are provided to the staff accordingly. The existing appraisal system provides an opportunity to map / assess self SWOT analysis and self development to the teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/512150/performance%20appraisal%20of%20teaching%20and%20non%20teaching%20staff.pdf">http://cms.sinhgad.edu/media/512150/performance%20appraisal%20of%20teaching%20and%20non%20teaching%20staff.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institute gets internal and external audit done. Internal audit is conducted on quarterly basis whereas external audit is also done as per the norms.

### External Audit:

1. External Audit conducted by Statutory Auditor who checks accounts day to day activities like bank transactions, cash transactions, purchases etc.
2. The period for External Audit is April to September October to March of every year.
3. The purpose for External Audit is to check rectifies our accounts transactions.
4. The External Auditor finalizes the Balance sheet for every financial year.
5. The report of External Audit is submitted to head of the Institute Society's Finance office.

### Internal Audit:

1. Sinhgad Technical Education Society appoints an Internal Auditor

who verifies accounts transaction as well as administration establishment work every year.

2. The Internal Auditor thoroughly checks every accounts transaction like receipts payments, Salary, advances Bill purchases etc.

3. Under the Establishment Department the Internal Auditor checks every personal file of all the employees in the Institute verifying Medical Earned Leave balance, continuations, increments, deputations, long leaves etc.

4. The Internal Auditor prepares a descriptive report mentioning what compliances should be made, following which respective staff complies where needed further it is presented by head of the Institute to Head of Organization.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/512153/audit%20report%202020-21_compressed%201.pdf">http://cms.sinhgad.edu/media/512153/audit%20report%202020-21_compressed%201.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institute being a private Un-Aided college or self-financed and

not getting any financial aid/grant from the state or central government, fee collection is the only major source of revenue/income generation for the institute. The other sources of funds for the college are schemes, grants received from university for purchases of sports, equipments and conducting workshops-seminars & conferences.

Deficit in income is adjusted by the Sinhgad Technical Education Society. Audited income and expenditure statement is available.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/512899/6.4.3.xls">http://cms.sinhgad.edu/media/512899/6.4.3.xls</a>
Upload any additional information	<a href="#">View File</a>

## 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

The primary aim of the IQAC is to develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution. The role of this committee is enlisted.

- Guidelines for mentoring the students.
- Developing infrastructure.
- Preparation of academic calendar.
- Conducting Academic Audit
- Effective and smooth functioning of academic and administration.
- Addition of self learning session and extra inputs scheme for weak students. Library enrichment

### Monitoring:

The academic progress is constantly monitored by Quality Assurance Committee. The Director of the institute regularly conducts meetings with Quality Assurance Committee .The Quality Assurance Committee reviews the various academic activities every month and guides the staff members accordingly

Internal audit: The IQAC undertakes internal academic audit in following matters:

- Verification of course plan and record of each faculty is carried out by Quality Assurance Committee members periodically. This ensures audit of all aspects of teaching learning process.
- A separate audit about coverage of syllabus is conducted every month.
- All the faculty members submit the report of academic activities to the Quality Assurance Committee at the end of every semester.

Internal quality policies: IQAC prepare internal quality policies in following ways.

- Continuous assessment scheme is an internal mechanism to generate internal term work marks of a student. The Term work marks are included in the examination results by the university.
- Internal Quality Assurance Committee and the faculty members propose the Up gradation for infrastructure as and when required as per the AICTE norms. Infrastructure development is done accordingly.
- The Internal Quality Assurance Committee verifies the faculty requirement data as per the university norms and AICTE norms. Ensures the required Faculty and their approvals.
- The librarian, faculty and Internal Quality Assurance Committee initiate the library books and journal purchases according to the AICTE norms.

Infrastructure and faculty status in the institute is peer reviewed by the Local Inspection Committee (LIC) of the university. Suggestions of the LIC are utilized by the Internal Quality Assurance Committee

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/494535/iqac%20meeting.pdf">http://cms.sinhgad.edu/media/494535/iqac%20meeting.pdf</a>
Upload any additional information	<a href="#">View File</a>

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 and recorded the incremental improvement in various activities

The academic progress is constantly monitored by Internal Quality Assurance Committee. The Director of the institute regularly conducts meetings with Internal Quality Assurance Committee and faculty members.

The Internal Quality Assurance Committee reviews the various academic activities every month and guides the staff members accordingly.

Institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are as follows:

Syllabus Completion review: Every semester IQAC take the review of syllabus completed by faculty members. If the rate of completion of syllabus per month is less, then, remedial measures are suggested to the respective faculty by making necessary changes in the time table.

Feedback from the students: Part of the review, regular feedback from students are taken at the mid of every semester about the teaching methodologies used by the faculty. If the feedback demands change in teaching methodologies then particular faculty is consulted and is suggested to bring changes in teaching methodologies.

Academic Audit is conducted after the semester.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/494535/iqac%20meeting.pdf">http://cms.sinhgad.edu/media/494535/iqac%20meeting.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for**

**C. Any 2 of the above**

**improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://cms.sinhgad.edu/media/512560/nief%20report-2020-21.pdf">http://cms.sinhgad.edu/media/512560/nief%20report-2020-21.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Lonavala campus of Sinhgad Technical Education Society is 100% residential campus. The security system in the campus is very much robust with multiple check points for all the people including the students and staff members coming in the campus. There are security guards and gunmen's are available 24 X 7 in the campus. I-cards are checked at the main gate from all the students and staff members. Separate boys and girls hostels are available in the campus. Female students are not allowed to leave campus after 7.00pm. Wardens are appointed for the hostels to maintain daily records and discipline. Ambulance facility is available in the campus for emergency services. Students are regularly counseled on safety and security. Regular sessions are conducted on safety and security.

Regular counseling sessions are conducted to supports the career progression and development of female

professional and academic staff. It provides women with opportunities to grow in their leadership capabilities build professional skills and participate in important activities in the institute.

No preference and discrimination is made. Fairness, give the same benefit. Balance is maintained. The Equity in the Classroom is also being implemented. It aims at facilitating equal participation of girls and boys in the classroom. Admission ratio of girls has improved over the period of time. International Women's Day is celebrated every year to boost the morale. Various programs are conducted for women empowerment along with sessions on health & hygiene and training programs on women safety & self defense..

Adequate Washroom facility, counseling rooms & sick room are available separately for boys and girls. Institute has introduced greater gender sensitivity in the classroom to create a better environment for learning and education. More emphasis is given by the institute having equal participation by the students and faculty in every activity. Various group activities with great importance are conducted to bring greater gender sensitivity. Group discussion, small projects, debates, sports, team building games, business plan competitions, management fest etc are conducted amongst boys and girls

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**



File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The campus is residential and dust bins are placed every corner of the canteens, mess, hostels, library, on all the academic floors etc. Daily garbage and waste is collected through the campus in truck and disposed without polluting the environment. Wet and biodegradable waste is collected from the canteens and is dumped. Paper waste, cardboards, carton boxes, used files etc are sold to external agency for recycling after frequent intervals.

Students from SIBACA and the campus have actively participated in 'Swachh Bharat Abhiyan', India's biggest cleanliness drive, by cleaning the Lonavala city in association with NSS and Municipal Corporation, Lonavala, spreading the message to keep our environment clean and plastic free.

Sewage treatment plant, capacity of 3.5 lakh liter/day is installed in the campus for the disposal of contaminants from wastewater, primarily from household, institutes, hostel, canteens etc sewage. An agency is appointed for the operation and maintenance of the MLD sewage treatment plant. Treated water from this sewage treatment plant is being used for gardening and constructions purposes. In due course with further increased in the load, 10lakh litre/day capacity sewage treatment plant has been erected.

The life of computers, projectors, electronic equipment is extended by appropriate upkeep and minor repairs carried out by technicians. The e-wastes are disposed periodically through a professional e-scrap vendor.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **B. Any 3 of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the** **E. None of the above**

**following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**Plantation is an ongoing activity in the campus where in lot of**

plants and greenery is seen, both inside and outside of the campus. Green marathon titled "GO GREEN", "GREENATHON" is a regular activity conducted by the students in the campus for the supports & conservation of environment.

Various water conservation techniques are adopted in the campus. Placards like GO GREEN, SAVE WATER, SAVE ELECTRICITY are placed in and around the campus at various places to inspire and continually reminds the students and staff to conserve energy.

Students & staff members are advised to use bicycle, public transport and vehicle pooling to avoid unnecessary usage of vehicles in the campus & also in the town. Efforts are underway to reduce the use of plastic bags and bottles on campus. Volunteers of 'Green Campus 'are working towards a plastic free campus. The campaign is a part of this effort.

Facilities like canteen, laundry, cafeteria, Xeroxshop and ATM are provided on campus for students and and staff.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties, and responsibilities of citizens India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex. Fairfield Institute of Management & Technology sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and

affordable learning environment. These elements are inculcated in the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules is framed with courses like Constitution of India, Essence of Indian Traditional Knowledge, as a small step to inculcate constitutional obligations among the students. Major Initiative during last five years Vigilance Awareness Week: 'Integrity - A way of Life 'To spread awareness regarding sanitation, living standards of life, and knowing one's personality. Online lectures were delivered on ethics, values, duties, and responsibilities and on saving the environment. Ethical Values, rights, duties, and responsibilities of citizens are some of the topics that are enlisted in Elocution, debates, and class presentation. He appealed to all to remember the struggle of freedom and respect the National Flag and National Anthem. Online A voters pledge programme was organized. Independence day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution.

The institute manage following activities

1. Independence
2. Guest lecture on Indian constitution
3. Republic Day
4. General group discussion on Global warming
5. National Voters day
6. Lecture on traffic rules 26.08.2017 150

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code C. Any 2 of the above**

of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institute regularly organize and celebrate all the festivals like Gandhi Jayanti, The Republic Day, The Independence Day with great zeal and enthusiasm.

On Republic Day & Independence Day, various formal events including flag hoisting and march-past by the students, staff and security department are conducted. Cultural programs are organized by the students and staff members. Speeches by students, staff and chief guests are delivered. Sweet distribution to students and faculties is done.

Festivals like Ganesh Festival, Guru Purnima, Shivaji Jayanti, Maharashtra Foundation Day, Teacher's Day, Holi, Diwali, Navratri are celebrated with joy and happiness on the campus by all the students and staff members.

Birth anniversaries of Savitribai Phule on 3rd Jan, Dr. Babasaheb Ambedkar on 14th March and Dr. S. Radhakrishnan (5th September) was celebrated in the institute by all the staff members and students with great spirit.

Death anniversary of Dr. A. P. J. Abdul Kalam was celebrated on 27th July a "Wachan Prerna Diwas" by remembering his contributions towards the nation especially satellite launching vehicle and missiles.

Due to the covid pandemic, the institute is closed for students. However, still, efforts have been made to conduct various important events either through skeletal staff or on virtual mode. SIBACA takes pride in organizing all the important national events irrespective of any bias towards caste, creed or religion.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

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

Response:

Title of the Practice -I : Student Training Program (STP) Objectives of the Practice:

To enhance the quality of the students by empowering them with managerial skills those are globally at par.

To enhance the employability & entrepreneurial skills and make students industry ready. To build a personality equipped with exquisite technical and soft skills.

Analyzing student's skill sets and organizing pre-placement trainings, workshops and seminars accordingly.

## The Context:

The student training program (STP) was designed looking towards the global competitiveness and industry expectations from management students. The intended outcome of this practice is a suitable employment for the students after they spend substantial amount of time and money on obtaining a higher education degree.

It was a challenge for the institute to make the students industry ready since the large number of students in the institute comes from rural background. After rigorous interactions with industry and alumni, institute was able to devise student training program consisting of various modules to address the gap in the present management education.

In STP cycles, various components are added for the holistic development of the students. Activities like general knowledge, current affairs, domain test, aptitude test, critical analysis of industry, Harvard business review quiz, entrepreneurship skills, ethic, moral, professional skills, leadership skills, communication skills, team building activities, career guidance, alumni talks, management games, personal interviews, sectorial guidance to students, use of information technology and its tools in day to day business operations etc are the part of STP.

## The Practice:

STP involves the provision of special training over a wide spectrum of attributes a manager is supposed to possess. The whole training is subdivided into two cycles per semester. STP calendar is designed quite thoughtfully and are reviewed and revised suitably from time to time.

This activity is carried out in various cycles;

1. Weekly Test: It comprises majorly 3 components.

General knowledge and Current affairs Aptitude Test



## Domain Test

1. Alumni Challenge/ Domain Doyens: It is a competition conducted intra class, inter class and inter institute based on following themes. The competition is aligned with IADR & EADR subjects. Alumni are called to evaluate the teams.

## Identification of Industry Themes Application of Industry Themes Critical Analysis of Industry Themes

1. Excel in Power Excel Challenge: Sessions are conducted based on use of information technology and its tools in day to day business operations.
2. Psychometric Test: Four types of test are conducted immediately after the induction program and results are shared with the students.

## Personal style Inventory The big five inventory (BFI)

## Fundamental Interpersonal Relations Orientation-Behavior (FIRO-B) Achievement Motivation Inventory

1. Communication Skills Module: Various components are added for the development of reading & writing skills of the students. Components comprise SWOT analysis, CV writing, precise writing- technical & conceptual, building profile according to industry expectations and final interview process, voice modulation techniques.
2. Daily Quiz (PEST): A ten question MCQ test is conducted daily in the classroom based on

previous day business news, general awareness and current affairs from leading news papers.

1. Domain Specific Quiz/ Subject Specific Quiz: This is conducted in 2 cycles in a semester based on subjects by the subject teachers.
2. Harvard Business Review Quiz: This is conducted in 2 cycles in a semester based on HBR. Quiz is conducted based on pre selected articles from the HBR. The articles are shared with

the students in advance.

3. Aptitude Test/ GD/PI: This is conducted in 2 cycles in a semester. These are conducted in Semester-I-I-III to make students ready for the placements and development of employability skills.
4. Team Building and Management Games: Team building exercises & management games relevant to the subject are regularly conducted by the subject faculty members.
5. AMCAT Online Test for reading (SVAR) & writing (WRITEX) is conducted by the AMCAT team from the 2017-18 academic year.

#### Evidence of Success:

Student training program (STP) has shown significant results over the period of time. Holistic development amongst students has been seen in terms of improvement in leadership skills, communication skills, interpersonal skills, technical skills and placements. Exponential rise in students' placement has been recorded since the inception of student training program. The STP program has shown long term effect on the students. It is not only helping them getting employment is also helping them at their workplaces.

#### Problems Encountered and Resources Required:

Several problems were encountered at the initial stages of STP since four cycles and many components were added. Later on many changes were made over a period of time looking at the difficulties and challenges faced in the implementation of the STP. STP calendar, evaluation parameters, availability of slots, test material, co-ordination etc are the major things to be done before the commencement of each semester & STP cycle.

Students and faculty members were finding it difficult in the routine academics. Getting slots for the STP in regular time table was a challenge. Extra sessions were conducted in initial phases, later things got streamlined. Student participation and consistency in all the STP cycles is a challenge. Record keeping, data consolidation, and result analysis, individual performance report is difficult and time consuming. Enormous stationery for various evaluation and record keeping, ICT facility and library resources are required. Team of faculty members is required to conduct the STP

sessions.

Title of the Practice - II: case study base learning

#### The Practice

The institute implemented case study base learning with the help of this system, all the academic processes is mapped with various subjects. The major objective was to implement this to get solution base knowledge of business world.

#### The Context

Every faculty and staff is allotted an individual case base on their subject mapping and set time table for the same. Along with this we provide hard copy and soft copy of the cases to respective students and faculties.

#### The Practice

1. Academic Purpose: All the material regarding Harvard cases are available in the institute. It reflect on following things
  - Teaching Workload
  - Academic Calendar
  - Teaching plan of the
  - Subject Schedules of case
  - Attendance etc.

Case study material is provided which mainly mapped with university syllabus, Monthly Continuous Assessment/Performance Report, Notes, PPT's, case study p[re]sonation and question conduction

1. Faculty development course for case study: All the staff members update their personal profile with reference to case study solving skills. Institute conduct workshop for the same
  
1. Student development skill: Every year batches small case study group is used to create based on intake capacity. Accordingly divisions are created after the admission process. Students are given case study material and ask to present ppt for the same.
  
1. Faculty and student feedbacks: The teaching feedback of every faculty from students is conducted online per semester. Also, the academic performance of faculty is evaluated.
  
1. Placement gain tool : All the students are getting benefit of such for their placement

#### 6.Evidence of Success

The lesson plan of the respective subject case study is available based on which the lectures are planned. Accordingly the attendance has been monitored. The reports of case study activity are generated as per the requirements.

#### Problems Encountered and Resources Required

Through Harvard case study magazine subscription the case studies of respective subject were available to respective students and teachers. Faculties were train to how to solve the case studies.

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The institutional resources required for implementation of case study are as follows:

1. Digital infrastructure

1. Case study material in hard copy and soft copy

### 7.3.1 Response:

The institute is active in social responsibility (CSR) activities which are distinct from its vision. Efforts are taken to make students conscious towards the social responsibilities and are encouraged to take initiatives in the social sector for the betterment of the society.

Following are the certain outreach program initiatives taken by the institute. The institute is very insightful to the impact of activities on its students, faculty, as well as on the regional community and on the environment. It aims at improving the lives of people in and around Lonavala.

**Utthan- Haath Se Haath:** A social activity was conducted in association with SAMPARC- an NGO at Ghewande Village. Institute adopted the village for three months and provided guidance to the students of 10th std. about the opportunity for various vocational and technical courses offered by SAMPARC.

**Kunal Katkari Vidya Mandir:** A visit was organized at Kunal Katkari Vidya Mandir, Kunegaon Khandala, and A Social Welfare Centre. Students conducted various fun games and activities for the school students. The institute donated stationary and food items i.e. pen, pencils, chocolates, sweets, ice- creams to the students.

Recently the drive was conducted in Lonavala in association with Municipal Corporation Lonavala. The Sinhgad Institutes, Lonavala

campus is recently awarded by AICTE as the "Best Clean Campus" In Western Region.

Tree plantation is an ongoing activity. Blood donation camps are regularly organized in the campus where large number of students, faculty, and villagers voluntarily donate blood.

We consider association of our activities with the local community, and the CSR programs very much reflects our commitment to operate in an environmentally sustainable and socially responsible manner. We give back to the local communities in which we live, work and play. Our community-giving is centered on educational and workplace willingness, employee volunteerism and ecological sustainability.

Apart from this, special attention has been given on 'Women Empowerment'. Different activities have been conducted throughout the year like Nirbhaya Kanya Abhiyaan, Nari Manch, and Women Empowerment cell women grievance cell. The female teacher has to conduct at least 1 activity or informal meet once in a fortnight and information communication with those adopted girl's student of college. Such activities help in building the confidence, of those girls. Their problems have been solved in an affectionate way

File Description	Documents
Best practices in the Institutional website	<a href="https://drive.google.com/file/d/13Kc991FkDNxq7vzfUtS-zCk9SNA9T5Tn/view?usp=sharing">https://drive.google.com/file/d/13Kc991FkDNxq7vzfUtS-zCk9SNA9T5Tn/view?usp=sharing</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Following are the certain outreach program initiatives taken by the institute.

**Samvad:** A visit was organized at 'SAMVAD', a school for mentally challenged & hearing impaired children's. Our students taught them the art of making crafts.

**Utthan- Haath Se Haath:** A social activity was conducted in association with SAMPARC- an NGO at Ghewande Village. Institute adopted the village for three months and provided guidance to the students of 10th std. about the opportunity for various vocational and technical courses offered by SAMPARC.

**Swacchta Pakhwada & Swachhatha Abhiyan:** Inspired from "Swach Bharat Abhiyan", our faculty and students regularly conduct and participate in cleanliness drives in the campus and village. Recently the drive was conducted in Lonavala in association with Municipal Corporation Lonavala. The Sinhgad Institutes, Lonavala campus is recently awarded by AICTE as the "Best Clean Campus" In Western Region.

Tree plantation is an ongoing activity. Blood donation camps are regularly organized in the campus.

**Future plans**

**Plan of action for the next academic year**

1. To increase alumni and industry interaction to students
2. To motivate faculty members for the FDP programmers'
3. To provide advance excel course to students
4. To provide values added course to students.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The Regulations and Curricula are fixed by the affiliating University. Within this framework, the Institution offers a wide range of electives wherever possible. The faculty members go beyond the syllabus to augment the learning outcomes of students. The institute develops and deploys action plans for the effective implementation of the curriculum in the following ways:

1. At the beginning of the each semester subject choices are taken from faculty members & consultation with each faculty members following issues are addressed such as allocation of subjects, lectures schedule and evaluation parameters.
2. After the meetings the copy of standard formats for academic requirements are distributed to the respective faculties.
3. Faculties are required to prepare the course file of each allotted subjects which consists of:
  1. Class time table
  2. Individual time table
  3. Academic Calendar
  4. Syllabus
  5. Teaching plan
  6. List of text books/reference books
  7. List of E learning Resources
  8. Evaluation parameters (minimum of three concurrent evaluation components per full credit course and five concurrent evaluation components for each half credit course.)
  9. Updated Lecture Notes
  10. List of assignments
  11. Question Bank
  12. University Question papers(last three year minimum)
  13. e-learning Material
  14. Lecture PPT's
  15. Multiple Choice Questions
4. Institute follows the cafeteria approach - by providing Generic Core/Elective, Subject Core/Elective Courses to the students in each semester. The students have the flexibility to choose any one specialization from the



offered specialization. According to the MBA 2019 Syllabus Pattern, Students can opt for Minor specialization in Semester III.

5. The institutes plan the various activities for holistic & personality development of the students such as Induction program (for newly admitted students to understand institute academic culture, curriculum norms, examination pattern and code of conduct), Boot camps (for concept clearance), Hands on Training, Team Building, Internship, Assignments (for writing skills) and Case Studies/Group Activities (to bridge the gap between theoretical knowledge and real life scenario).
6. The interaction with the research bodies and Industry happens through guest lecture conducted by eminent personalities from other Institutes / Universities and Industries.
7. The institutes arranged the remedial classes for slow-learners and encouraged meritorious students (i.e. Flip method) to mentor weaker students.
8. The students are encouraged to participate in various management events/competitions conducted in-house and outside.
9. The institute has put in place extensive infrastructure for technology led learning. It extensively used for posting course notes, MCQ, PPT, additional learning material and various discussions/circulars.
10. For comprehensive development of students various value addition programs such as Student Training Program (STP001, STP002), Skill Development-I & II, Human rights-I & II & Information Security-I,II,III &IV are conducted and accordingly assessment and evaluation procedures are set.
11. Individual faculty member have the flexibility to design the evaluation components but required minimum of three evaluation components per full credit course and five evaluation components for each half credit courses.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://cms.sinhgad.edu/media/493680/link%20for%20%201.1.lmba%20syllabus%20sppu.pdf">http://cms.sinhgad.edu/media/493680/link%20for%20%201.1.lmba%20syllabus%20sppu.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations.

SIBACA follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute-level calendar of events which includes details like the total number of working days and holidays, CIE dates (evaluation submission dates), guest lectures, online workshops, online webinars, other co-curricular and extra-curricular activities. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except unforeseen circumstances.

The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. Director closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. CIE is decided well in advance before commencement of the semester and every faculty decides the CIE parameters according to their respective subjects.

Internal Assessment tests (IA), assignments, MCQs, Presentation, Case studies and Group Discussion sessions are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar of events. The subject faculty members prepares IA question papers based on the revised Bloom's Taxonomy along with the scheme of evaluation, reviewed by the Academic coordinator and approved by the department Head. The internal assessment test timetable prepared by the examination committee is published to stakeholders, and conducted as per the schedule. Post IA tests, evaluation of answer scripts, and calculation of CO-PO/PSO

attainment are carried out by respective Subject Teachers. Continuous evaluation and assessments are also done for Summer Internships. Conduction of viva-voce, Submission of assignments are the major components of CIE.

The Director, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://cms.sinhgad.edu/media/493683/link%20for%201.1.2%20academic%20calender.pdf">http://cms.sinhgad.edu/media/493683/link%20for%201.1.2%20academic%20calender.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**D. Any 1 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

85

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

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

Human Values:

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

Institute imparts human values and professional ethics through its curriculum. MBA is professional course which imparts the punctuality, discipline, professional ethics and human values. Conducive environment of institute helps in inculcating human values and professional ethics. In line with this, institute regularly conducts events on Swami Vivekananda Jayanti, Constitution Day, Vachan Prerna Diwas, Savitribai Phule Jayanti, Yoga Day and Teachers Day.

**Human Rights-I&II:** Conceptual perspectives play a significant role for the promotion and realization of human rights. It promotes dignity, tolerance, peace, defend and advocate for their rights.

**Professional Ethics:**

**Introduction to cyber Security I/II/III/IV:** Students understood the legal provisions of Information Technology Act, Case Law and practical ramifications of the Act through presentations.

**Contemporary Frameworks in Management:** With the help of presentation & viva students understood the individual and group learning methods and participated in various activities and handle the situation with emotional competency.

**Corporate Governance:** With the help of this subject, students can get insight about the functioning of governing bodies and rules and regulation within which firm has to operate with Legal obligations.

**International Business Environment:** Students can get insight about the Political Economy of International Business, Economic and Political Systems, Legal Environment, Cultural Environment, Ethics and CSR in International Business

**Gender related initiatives:**

Institute organizes various awareness program through online mode such as Role plays, poster competition, group discussions & debates to address issues like gender inequality and sexual harassment. Institute follows co-education practices to provide equal opportunities to all in various activities such as coordinators /volunteers / participants. Institute organizes

events on women's grievances & empowerment. For the same, eminent personalities like , Meghana Mudwadkar - Cabin Crew Air India, Ms. Chetna Mhaskey - Forest Range Officer at Govt. of Maharashtra, Ms. Hitashi Nair - Mechanical Engineer Ms. Neha Thombre - You Tuber, Ms. Naina Ahluwalia - Model & Fashion Blogger and Ms. Madhu Chauhan - System Engineer & Coder were called for addressing girl students on the occasion of International Women's day.

Girls and boys participate in various academic, co-curricular and extracurricular activities such as subject topics presentations and group discussions.

**Environmental and sustainability related initiatives:**

Institute takes efforts for participation of students in the activities such as Save Tree, Save Electricity and Save Water to address issues like environmental and sustainability. Students also participate in the Tree plantation Activity which is conducted on several occasions. STES Campus Lonavala has been awarded with Best Clean Campus by AICTE in western region. STES has a vision to develop a green campus and therefore following initiatives are taken such as Sewage treatment plant, Tree plantation, Solid and liquid waste handling, Drip irrigation and solar water heaters.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

31

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
--	---------------------

File Description	Documents
URL for stakeholder feedback report	<a href="http://cms.sinhgad.edu/media/493686/feedback%20of%20stake%20holders%20link%20for%201.4.2%20&amp;%201.4.1.pdf">http://cms.sinhgad.edu/media/493686/feedback%20of%20stake%20holders%20link%20for%201.4.2%20&amp;%201.4.1.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://cms.sinhgad.edu/media/493686/feedback%20of%20stake%20holders%20link%20for%201.4.2%20&amp;%201.4.1.pdf">http://cms.sinhgad.edu/media/493686/feedback%20of%20stake%20holders%20link%20for%201.4.2%20&amp;%201.4.1.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

54

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

28



File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Learning levels of students are identified on the basis of various entrance examinations & qualifying examination scores at the time of induction & foundation course. Then students are allocated to the mentors. SIBACA has developed the mechanism of continuous evaluation of the students. The performance of the student is assessed in online interactions, through various internal evaluations and end-term examinations. Based on the various evaluation results along with feedback from the mentor-mentee program, students are categorized as advanced learners and slow learners.

For advanced learners: Institute provides opportunities for advanced learners to augment their talent and meet learning needs.

- Tie up is done with HBPS to share the study material like case studies, Magazines, etc.
- Institute conducted various online sessions for improving the skills such as group discussion, personal interview, general knowledge session, reading skills, writing skills, etc to improve the overall knowledge of the students.
- Organized special session with respect to entrepreneurship
- Students' presentations on recent Business developments were conducted.
- To take up online employability courses (Bloomberg and wheel box) Volunteer and organize different activities
- Institute added various value-added programs
- Under the Guest lecturers, the session Institute called various industry experts and faculties to deliver updated ongoing changes in the industry which is helpful for the students from a placement perspective.
- Students were guided to participate in Conferences, seminars, paper presentations through online mode.
- Special attention is given by all the faculties for grooming the students during Academic sessions and

activities.

- Special attention from the Placement point of view through STP

Support for "slow learners":

Special counseling of students is done during Mentor mentee meetings.

Subject wise counseling is done by respective teachers

Opportunities are given to reappear for internal evaluation to improve in the skill set and marks.

Remedial classes and self-learning sessions are arranged beyond the working schedule.

Special attention is given by internal project guides during the summer internship program for the holistic development of slow learners and the enhancement of employability skills. The core

The objective behind this is to increase the chances of pre-placement opportunities.

Appropriate counseling is done and training is given to support such students to get placed in Industry.

Slow learners are clubbed with the advanced learners for all the activities taking place in and outside the Institute to develop the participative approach and peer learning.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/493689/2.2.1%20mentor%20mentee%20form.pdf">http://cms.sinhgad.edu/media/493689/2.2.1%20mentor%20mentee%20form.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
85	11

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Institute offer Management Program which uses Student centric method which is based on experiential learning, participative learning and problem solving methodologies. This gives to the students appropriate Academic - Industry interface, so that the students meet the exact requirements of the organization. Institute also takes interest in research and extension, so that the students can develop their views regarding the business environment.

#### Experiential learning:

Institute makes students to be personally responsible participant, cognitively to processes knowledge, skills, and attitudes in a learning situation characterized by a high level of active involvement. This is achieved through following activities.

**Project based Teaching:** Faculty members give minor projects to a group of students. This enables the students to blend both the theory and practical. Marks are awarded to the subjects like Industry analysis desk research (IADR) & Enterprise analysis and desk research (EADR).

**Lab based Teaching:** The Institute has well equipped computer labs with internet facility. The

Students are taken to the lab by the faculty members to provide them real time information on

Subject like Business Communication Lab (BCL), MS Excel,

**SIP:** The students work in industry for 8 weeks hands on job as a part of summer Internship program. And they have to submit the project report for the same based on primary or secondary research.

### Participative Learning:

Activity based Learning: Students are involved in various activities and management games

related to the topics from the subject. It enhances ability of the students to apply academic

Knowledge into practical world.

Students Training program (STP): To groom and prepare the students for good placements a

Robust training program is designed which includes mock Interviews, group discussions and

Aptitude test etc. Daily quiz is also conducted to update the current knowledge of the students.

EDP activity - The Institute conducts real time workshops/guest session like to meet and interact with entrepreneurs and understand the real life corporate Problems.

Management fest - Various management competitions like logo making competition, business plan, Poster making Competition, Debate competition are conducted on regular basis through online platform to nurture critical thinking, creativity and scientific temper among the students.

CSR Activities - Institute conducts various collaborative CSR activities in association with

Government and non government organizations NGO's like 'SAMPARC', Lions club, Municipal Corporation, Lonavala, Snehsadan, AshishBhavan, etc.

Team building activities are regularly conducted like expedition, Treasure hunt and fun games.

### Problem Solving Methodologies

Case-Based Learning: Various Cases of different subjects had

conducted by subject faculties for Students. HBSP cases are used as resource material for the same.

Research - - The students are motivated and guided through the mentor to participate in National

And International conferences/seminars. Institute organizes national conference, workshops

Regularly. Students Research journal.

Curiosity is generated through faculty in the classrooms, during co-curricular and extra-curricular interactions so that students ask questions. Faculty members serve as catalysts in the process of enabling them to develop their cognitive ability.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/academics/academic_1.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/academics/academic_1.aspx</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

According to the changing teaching pedagogy, the teaching and Learning Process is enhanced by using the ITC tools and the Institution believes in allowing faculty members to effectively and efficiently use ICT resources and provides complete freedom to decide what ICT teaching tools they wish to use for course delivery.

The diversity of the students in terms of their educational background and experiences makes it necessary to implement innovative ICT teaching strategies to enhance learning patterns. The Institution has made conscious efforts in this direction. ICT in education improves engagement and knowledge retention. When ICT is integrated into lessons, students become more engaged in their work. This is because technology provides different opportunities to make it more fun and enjoyable in terms of teaching the same things in different ways.

More than 90% of classrooms are well equipped with LCDs and other teaching aids. Along with the chalk and talk, ICT enabled classes teaching tools to enable students to understand the concepts effectively.

Microsoft teams session helps students to know the current information which is subject relevant. Online Quizzes and other activities are also conducted through internet facilities Most of the Departments are equipped with modern teaching aids like computers, LCD.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

11

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

11

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

9

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

131

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**Mechanism of internal assessment:**

Subject wise List of CIE is prepared as per the guidelines of university.

A detailed CIE schedule is prepared and displayed on the notice board for the students.

Teachers discuss the CIE schedule with students during first lecture.

Results of each evaluation are displayed to the students and areas of improvements are discussed

The final cumulative marks for all internal subject wise evaluation are displayed on the notice

Board.

**Transparency:**

Following initiatives have led to enhanced transparency in internal assessment (Concurrent Internal

Concurrent Internal Evaluation pattern and schedules are shared with the students during the

induction by individual course teachers. This helps the students understand the method on which their performance will be evaluated.

Marks of the Concurrent Internal Evaluation are displayed on notice board.

**Robust:**

Following initiatives have led to enhanced rigor in internal assessment (Concurrent Internal

- Introduction to a variety of evaluation modes within each category of Concurrent Internal
- 
- Evaluation criteria are Subject specific and have variation in the weight ages depending on the nature of subject and employability enhancement objectives.



- Introduction of project based evaluations in certain courses.
- Emphasizing on research - presentation as a key aspect of Concurrent Internal Evaluation.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://cms.sinhgad.edu/media/493695/2.5.1%20internal%20evaluation.pdf">http://cms.sinhgad.edu/media/493695/2.5.1%20internal%20evaluation.pdf</a>

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

Institute has two levels of grievance redressal mechanisms: one to address grievances in internal

examinations and another one to deal with grievances SPPU examinations.

Redressal of grievances at Institute level:

The Institute has a grievance redressal cell. Committee analyses and offers solutions to the problems.

The Institute has a separate Internal Examination Committee which takes care of invigilation, smooth conduct of examination, assessment, and internal grievances. Internal examination-related

grievances are addressed to quality of question papers, the conduct of examination, evaluation of answer sheets, etc.

Initially, a notice regarding the submission of question papers is circulated to faculty members well before the commencement of the examination. After receiving the question papers, a scrutiny committee consisting of 2-3 faculty members assesses the quality of question papers in terms of adherence to the university marking scheme & setting of appropriate difficulty level. Any shortcomings found in the scrutiny are conveyed to the concerned subject teacher & due care is taken to minimize grievances.

Internal examinations are scheduled as per the academic calendar. The timetables of internal

Examinations and seating arrangements are displayed on the notice board regularly. During internal

Examinations every subject teacher remains present to address the grievances arising (if any) in the question paper. An internal squad is appointed for ensuring the smooth conduct of the internal examination. Subject faculty member evaluates the answer sheets of internal examinations within three to four\days of conduction of examination. The evaluated answer sheets are shown to the students. The grievances (if any) reported by students after going through their answer sheets are addressed and changes in marks (if any) are incorporated in the database accordingly.

Redressal of grievances at the university level:

There is a system and procedure in place at the university level which takes care of the students and

institute grievances with reference to evaluation. The institute facilitates the redressal of grievances related to University examinations through notices displayed on notice boards on a regular basis and communication with the university examination office as and when required.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://cms.sinhgad.edu/media/493698/2.5.2%20gravience%20commitee.pdf">http://cms.sinhgad.edu/media/493698/2.5.2%20gravience%20commitee.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are defined by the IQAC in line with the University syllabus. Institute takes due care for informing POs and COs to all the faculty members & students. The same is available on the website. POs and COs are discussed with the students on first day of induction program. Faculty members adhere to POs & COs. Faculty members includes COs of their

respective course in the teaching plan. Faculty members discuss COs of respective subjects with students during class room sessions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://cms.sinhgad.edu/media/512614/2.6.2.pdf">http://cms.sinhgad.edu/media/512614/2.6.2.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

POs. To measure the attainment of POs, PSOs, and COs, the institute has developed a mechanism as follows:

Continuous evaluation during the semester: As institute practices, CIE rigorously where the performance of each candidate is continuously assessed by the respective subject teacher during sessions. These outcomes are also evaluated through various activities and subjects specific evaluations conducted by the subject teacher. At the end of every semester, End semester examinations are also conducted. Apart from this, the level of attainment of COs is evaluated through students' performance during the entire semester by the subject teacher.

Evaluation at the end of the semester: Students' performance is evaluated at the end of every semester through analysis of University examination (theory, online, and VIVA-VOCE) results. It gives an understanding of the attainment of COs of the courses undertaken by the students during the academic year. It also helps in mapping attained COs with prescribed

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://cms.sinhgad.edu/media/512614/2.6.2.pdf">http://cms.sinhgad.edu/media/512614/2.6.2.pdf</a>

2.6.3 - Pass percentage of Students during the year

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

29

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://cms.sinhgad.edu/media/512614/2.6.2.pdf">http://cms.sinhgad.edu/media/512614/2.6.2.pdf</a>

**2.7 - Student Satisfaction Survey**

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<http://cms.sinhgad.edu/media/493707/student%20satisfaction%20survey%20%20batch%202020-21.pdf>

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.2 - Innovation Ecosystem**

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has a recognized research centre which is affiliated to SPPU, Pune. Research centre approval no is CA/814Dated: 10/4/2013.

There are 6 research guides (1 in Marketing Management, 1 in Financial Management, 2 Organizational Management & 2 in Computer Management) associated with the research center. More 3 research guides have applied for guide ship in SIBACA Research Centre which is awaited.

23 research scholars are pursuing their doctoral research in management (2 in Financial Management, 3 Organizational Management & 13 in Computer Management) at the PhD Research Centre. Out of 23 research scholars 12 students awarded Ph.D.

Some of the key actions were the conduction of PhD course work at Institute, organizing a series of research based seminars and workshops, programmes on utilization of library and technology resources for research, more faculty members applying for BCUD sponsored research projects, conduction of three week UGC sponsored course work through academic staff college, SPPU-Pune, Conduction of UGC approved Summer School program and creation of separate infrastructure for research cell, leading to a culture of research promotion.

Institute is following a committee based approach to organize the research proposal submission, finalization of research titles, allocation of guide and monitoring the progress of PhD research scholars enrolled at the institute. This committee has the Head as the Chairman, the research guide, one internal research guide as an expert & one external research guide as an expert. The research scholars present the progress of their research work at various stages (6 monthly progress) such as - research proposal (topic finalization), literature review, measurement tools (questionnaires), pilot study, pre-PhD submission, etc. The suggestions given by the committee at various stages of the research work are incorporated by research scholars in their work. These presentations to the research committee improve the quality of the PhD work.

The institute tries to inculcate research aptitude and research culture among the students in various ways, such as:

- There is a full course on Business Research Methods in the MBA curriculum.
- Several other courses such as Enterprise Analysis Desk Research (EADR), Industry Analysis Desk Research (IADR), Excel Lab, Contemporary Marketing Research, Summer Internship Project, Dissertation etc. also have elements of research aptitude and scientific temper.
- Students are encouraged to participate and present the papers in Conferences, Seminars organized by the institute. The Institution organizes National & International Conferences, Workshops, Seminars etc. It also encourages students to participate and
- contribute through research papers. We have Research Journals;
- SIBACA Management Review with ISSN Number 2454-5341

- SIBACA Students Research Journal- "Pinnacle" with ISBN number 978-93-5087-619-0

Students have demonstrated their research aptitude and scientific temper through participate in the joint research projects (that involve data collection and analysis) in partnership with industry and professional bodies. Faculty members guide the students

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	<a href="http://cms.sinhgad.edu/media/493710/link%20for%203.3.1.2%20guide%20letters%20-%20nagtilak%20&amp;%20bhadale.pdf">http://cms.sinhgad.edu/media/493710/link%20for%203.3.1.2%20guide%20letters%20-%20nagtilak%20&amp;%20bhadale.pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year



**Blood Donation Camp:** SIBACA has organized Blood donation camp for Student & Faculty members of College Campus in 2020. Near about 100 students and 80 faculty members were participated in the blood donation activity. SIBACA have conducted for campus & various Areas.

**.Tree Plantation:** SIBACA has arranged Tree Plantation Programme on 12th August 2020 after STES Foundation Day by Dr. M. S Gaikwad and Director, SIBACA Dr. Prashant Kalaskar inaugurated the event & principals of all the other Institutes of Sinhgad Lonavala Campus, Teaching & non teaching staff were present there for tree plantation. About 20 tree plants were planted by guest, teaching, non teaching staff & students.

The faculty and staff of SIBACA celebrated International Day of Yoga on 21/6/2020 by observing social distancing. Director SIBACA explained the imortaqnce of Yoga especially during current scenario of COVID-19 where it can help boost immunity and reduce stress.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/493713/link%20for%203.4.1.pdf">http://cms.sinhgad.edu/media/493713/link%20for%203.4.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS**

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

62

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

27

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The classrooms of SIBACA are well furnished with a seating capacity of 60 students. All the classrooms are well equipped with LCD projector, white board, PC with internet connection etc. The classrooms are well illuminated and aerated for comfortable sitting of students.

To facilitate hands on learning for our students we have state of the art computer-laboratories which are equipped with modern computers. The Institute has established global connectivity through high speed uninterrupted internet access to the students to keep pace with the latest developments in the corporate world. The multimedia lab is utilized for e-learning, research projects,

online creative work and academic assignments.

An interactive language lab has been set up where the students listen to the native speakers of English and also imbibe the phonetic sounds of the English language. Language lab of SIBACA is well equipped with ICT facilities. The PCs are connected with internet and head phones. The language lab has a capacity of 20 students. This lab is utilized for improving communication skills of the students.

Library, it is a veritable knowledge bank which houses 19896 Text Books and 6000 Reference Books in all the disciplines of management studies. We subscribed e-journals & periodicals of national and international repute. The Library facility is made available to the students 9 hrs a day

A conference hall with all modern amenities like LCD projector, white board, PC with internet connection and PA system is available in the institute. It is utilized for arranging small institutional activities like guest lectures, quiz competition, Mad Ads etc.

Seminar Hall & Syndicate Rooms to support the unique teaching learning process, SIBACA is fully equipped with 2 seminar halls, 2 syndicate rooms and 1 conference hall where the interactive sessions and the interface with the experts from the corporate world take place. These are equipped with audio visual aids like OHP, LCD, TV, Movie Projector, et

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/494346/4.1.1.pdf">http://cms.sinhgad.edu/media/494346/4.1.1.pdf</a>

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

- Sinhgad Technical Education Society has always encouraged and supported the co-curricular and extracurricular activities in its institutes. It has given priority to sports for overall development of the students. The

facilities given by our institute for Cultural, sports, indoor and outdoor games, gymnasium etc, are spread across around 40 acres in the campus.

- The institute lays considerate emphasis on students' participation in extracurricular activities like sports, cultural activities, and recreation. Indoor and outdoor sports facilities are available on the campus for boys and girls separately.
- The Sports Academy was started on 06th March 2016 inaugurated by Mr. Pravin Amre- former Indian cricketer. He is the mentor of the sports academy and under his guidance we have developed cricket pitches and nets in 2016. The cricket ground was inaugurated by well-known cricketer Mr. Sanath Jaya Suriya on 06th January 2012.
- In recent years Sinhgad Institute's sports teams have achieved the pinnacle of sporting excellence by participating in different sports competitions. We have organized Inter-college and inter-zonal tournaments under SPPU from 2016 with the best possibilities. Our college has received the best organization award from the Pune district sports committee for Inter-college Football Tournament
- We provide all the necessary sports materials to students for their practice and matches. The institute has following Outdoor and Indoor sports which are hosted in Sports complex

1. Jogging Track of 800 mtrs with 11lanes
2. Hockeyground
3. Foot Ballground
4. Two Hard core lawn tenniscourts
5. Two Basket Ballcourts
6. Two Volley Ballcourts
7. Skating court

#### Cricket Ground

A separate and spacious cricket ground is spread over an area of 5 acres. A separate practice cricket ground is also made available to students and residential staff.

#### Gymnasium

State of the art gymnasium is also provided at the campus which is freely accessible to students, for encouraging them towards fitness and its importance in daily routine. Track of visiting students is also maintained in separate register.

**Facilities for Indoor games**

Chess, Table Tennis Carrom, Gym and Hall for Yoga.

**Facilities for Cultural activities**

Open Air Theatre, Cultural room with latest musical instruments and practice area.

< >A separate budget is allocated by the institute for organization of various Gymkhana activities and students are encouraged to get sponsorship for organizing the cultural events like Surabhi, Sinhgad Karandak etc. Swimming pool with area 312.5 Sq.M. is mai

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/494361/4.1.2.pdf">http://cms.sinhgad.edu/media/494361/4.1.2.pdf</a>

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

8

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/512093/merged%20file%20for%204.1.3.pdf">http://cms.sinhgad.edu/media/512093/merged%20file%20for%204.1.3.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR**

in Lakhs)

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

10,59,100

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**

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

SIBACA Library has SLIM Software which is an online library management system to automate library processes and provides for an interactive user experience. SLIM follows a modular approach and the essential modules like Acquisition, Cataloguing, Circulation and Serials to help user acquire, catalogue and circulate books, films, sound recordings, drawings, clippings, articles, reports, letters, pamphlets, serials publications etc.

SIBACA Library able to give statistics services to user through advanced modules like CAS, SDI, SMS etc

**Online public access catalog:-**

- Powerful, accurate and faster search engine with relevant filters to narrow down search results.
- Contact library staff and access News Items
- Easy and secured access to Digital Material
- Evaluate collection with Rating and Review platform
- See Book Preview available on Google Books
- Single Sign On
- Collaborative Capabilities

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://cms.sinhgad.edu/media/494367/4.2.1.pdf">http://cms.sinhgad.edu/media/494367/4.2.1.pdf</a>

<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>B. Any 3 of the above</b>
--	------------------------------

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

13



File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

##### 1. IT Infrastructure

##### Response:

The institute is well-equipped with a strong IT infrastructure, for academic as well as administrative purpose. Central computing facility with 70 Mbps speed Internet connectivity is available. For uninterrupted computing, generator backup is available.

- The Institute comprises of separate centralized maintenance system in order to support the IT infrastructure, campus facilities and equipment.
- The institute also maintains and updates IT Infrastructure to ensure seamless connectivity and proper technical support in teaching learning process.
- Faculty members are provided with the computer and Internet connection at their respective locations.
- All the Computer laboratories and facilities are connected with the Internet and are made available to the faculties and students for their academic needs in their respective departments.

##### 4.3.1. Institute frequently updates its IT facilities

In the field of digital communication , the internet communication is important in teaching learning process. The Institute has IT facilities like leased line for internet connection and the software is also frequently updated.

- Learning Management System (LMS)- For smooth and effective conduction of academics in all respect, the Institute has provided license copy of Microsoft Teams as a common online platform for teaching-learning. It has helped the faculty

and students immensely during the pandemic situation.

- The institute has massive network of 30 computers with 70 Mbps Internet connectivity and Wi-Fi facility to fulfill the academic and research need. Centralized server room is used for network monitoring, management and Internet security.
- LAN facility: 3-Layer Switching (Core, Distributed and Access) network is available for the entire campus. Core layer switches in the buildings have been connected with the Optical Fibre Ring Network. This core switching is further extended to Distributed Switching for departments where 100Mbps (Gigabit Switches) are installed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

30

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

10.59	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

4.4.2: The Institute adopts standard established systems and procedures for maintaining the physical, academic and support facilities. There are Institute level committees that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities:-

**Laboratory and Library Facilities:** The classrooms, laboratories, seminar halls, and library facilities are utilized regularly by the students for the learning process and record is maintained at uses register of the library. Repair and Maintenance of laboratory equipment's/instruments are initiated by the respective Laboratory In charge as and when required. The purchase committee handles the repair/maintenance/calibration request appropriately. As a part of regular practice laboratory in charge, along with laboratory assistant, ensures proper working of all equipment at the beginning of each semester. SIBACA is having very rich resource of learning at library in the form of huge collections of new books, journals and magazines are continuously added as per the need and requirement of the syllabus of SPPU. Stock verification of the library is done on annual basis

**Computers:** All the computer related facilities including hardware, computer peripherals, UPS and generator are maintained by lab assistants and electricians of the Institute has legal antivirus software to protect browsing & secured handling of internet. SIBACA is having trained staff who take care of all the hardware and software of the institute. They are continuously working on updating the configuration of the computers as per the

requirement of hardware and software.

**Sport Complex::** SIBACA is having world class amenities for the overall development of students i.e swimming pool, cricket ground, Football ground and Gym which helps in overall development of students. The maintenance of all such amenities is well taken care by ground staff under the guidance of the estate office. Cleaning of all these grounds are done on daily basis. Water is sprayed on all these grounds through sprinkler irrigation system. Grass cutting of all these grounds is also done on regular basis.

**Hygienic Canteen& Mess Facilities:** SIBACA provides hygienic and healthy food facilities for all the residents which is regularly monitored by appropriate Committee. Campus also provides Laundry and salon facilities for the students.

**Classrooms:** The classrooms and seminar halls which are well equipped with LCD Projectors and internet facilities are utilized regularly by the students for the learning process and timetables indicate the regular utilization of the respective facilities by students and faculties. The class rooms of the institute are well maintained and cleaned by supporting staff. SIBACA is intended to provide hygienic and clean learning environment for which all the classrooms are maintained with curtains on the windows which are washed and cleaned regularly.

**Medical Facilities:** The Free Medical Facilities for students, staff and villagers: Medical healthcare facility is available in the campus in the form of Rural Health Training Centre. The medical facilities and medicines are given free of cost to the students, staff members and nearby villagers. Specialized doctors like Orthopedics, Dermatologists, Gynecologists and Ophthalmologists etc. are made available on weekly basis.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/494385/4.4.2.pdf">http://cms.sinhgad.edu/media/494385/4.4.2.pdf</a>

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

73

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>B. 3 of the above</b>
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File Description	Documents
Link to Institutional website	<a href="http://cms.sinhgad.edu/media/512617/5.1.3.pdf">http://cms.sinhgad.edu/media/512617/5.1.3.pdf</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>
--

85

<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>
--

85

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<b>5.1.5 - The Institution has a transparent</b>	<b>A. All of the above</b>
--	----------------------------

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

6

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0



File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The Sinhgad Student Council (SSC), a students' elected body. The SSC is the overall governing students' council which acts as a coordinator for, and provides administrative support to, various student activities and events at Sinhgad Institute besides taking policy decisions regarding student affairs in consultation with the specific event coordinator. The SSC has six clubs and seven cells to organize events under their domain; like: Management, Finance, Marketing, Operations, The event includes Alumni Talks, Case study session, group discussions, quizzes corporate interaction. Funds for such activities are provided by the Institute and in addition, The Placement Committee works directly under the guidance by Corporate Placement Director. The Placement Committee oversees the conduct of summer internships for the junior batch and Final placements for the outgoing senior batch. The Team of senior students is responsible for conducting induction programmes for the incoming batch every year. The programme consists of personality development, public speaking, interpersonal behavior, stress management, team building and organizing students into various clubs and forums within the student bodies. In addition, the Student Councils also supervises the annual function Sinhgad Karandak where solo singing, dance, Fashion show, stage show etc. and conducted across the campuses. Students Clubs work to ensure collaborative and comprehensive learning throughout the year. The clubs impart domain and industry-specific knowledge via Knowledge Transfer Sessions through through Case Studies, seminars, workshops. SIBACA provides a platform for students to interact with eminent professionals from the industry and Alumni. Under the various clubs specific seminars such as Marketing/Finance/HR/Finance are organized in every semester.

Cultural Committee of senior batches organizes Freshers' Welcome and juniors give Farewell party to senior also organizes Students also organizes, Blood Donation and intra college event to promote cultural and sports events. Sports Committee The Sports Committee ensures that in most gruelling academic framework, students participate in a large corpus of sports such as Cricket, Badminton, Basketball, Volleyball, Throwball, Table Tennis, Chess, Carom, Online Gaming and Poker. The institute provides sports budget to procure sports equipment.

In last but not the least SIBACA provides the opportunity to all the students throughout the year and groom them for their overall development.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/governance.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/governance.aspx</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

We have registered Alumni Association & our placement cell works closely with alumni and our alumni contributes in the development of existing students.

Sinhgad Institute of Business and Computer Application (SIBACA ) has strong base of alumni spread in different part of country, and Placement cell is actively engaged in developing a strong and active network of these cherished former students. SIBACA graduates have achieved success in diverse fields and hold positions of responsibility and influence as distinguished corporate leaders, pioneering entrepreneurs, eminent academicians, and inspirational leaders. The SIBACA seeks to foster life-long intellectual and emotional bonding between the institute and its alumni, and to provide the current students at the institute an opportunity to connect with the alumni across the globe. This is the common practice in SIBACA also facilitates a common platform for professional networking and business, career development, and sustained learning opportunities. The focus of the SIBACA is to offer a platform for the alumni to connect with their alma mater and contribute to enhancing the legacy of SIBACA. The Placement Cell a student and faculty body that functions to organizes guest lectures, assists in the career mentorship program of SIBACA students, maintains the Alumni database, and keeps alumni and students updated through the official social media handles. The cell hosts several events throughout the year, ranging from alumni interaction during Induction program as well as call them while assessing the Summer Internship programme of the students. Alumni's play vital role in the overall development of students and support through mentor-mentee programme, Group discussion panel and provides updated information's about industry requirement for their overall developments.

The constructive interactions improve the image and the build long lasting relationship between alumni and institute which further strengthen the brand SIBACA in Industry as well as in Society.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/lm7vpRdqSF_IBkWbJD62f723vnEsfQofxB/view?usp=sharing">https://drive.google.com/file/d/lm7vpRdqSF_IBkWbJD62f723vnEsfQofxB/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

6.1.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Vision:** To be a benchmark business school in human capital transformation through academic rigour and business research approach.

**Mission:** Continuous innovations in academic and research practices to achieve new standards of performance. Comprehensive transformation of students to make them better citizens of tomorrow.

**Nature of Governance:**

The institute is governed by Sinhgad Technical Education Society (STES), Pune. The quality policy is designed by the management and implemented by Director, LMC members & faculty members looking towards vision of the Hon. President of the STES. Being residential campus, Management always supports excellent infrastructure, resources required for students and staff members in the campus and institute. SIBACA aims at achieving excellence in management education with recognition at national level through our commitment to;

- Provide excellent infrastructure and quality technology interface to students and faculty.
- Employ competent faculty, further supported by exposing students to well qualified speakers from industry and academia.
- Enrich research activities with various statutory bodies.
- Provide best of the faculty assistance to the students being residential campus.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/about-us.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/about-us.aspx</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Vision:** To be a benchmark business school in human capital transformation through academic rigour and business research approach.

**Mission:** Continuous innovations in academic and research practices to achieve new standards of performance. Comprehensive transformation of students to make them better citizens of tomorrow.

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The effective leadership is visible in various institutional practices such as decentralization and participative management.

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- Provide excellent infrastructure and quality technology interface to students and faculty.
- Employ competent faculty, further supported by exposing students to well qualified speakers from industry and academia.

- Enrich research activities with various statutory bodies.
- Provide best of the faculty assistance to the students being residential campus.

Institute arranges various activities like seminars, conferences and workshop, guest lecturers for which the required budget is allocated by the director and IQAC. The final resources are sanctioned by the director. Role and responsibilities are assigned to the faculty members for various programs, activities, departments, examination, library, research, cultural etc. The delegation of authority remains with the concern faculty members. The heads and in charge takes all the decisions for the smooth functioning of the activities.

Institute promotes a culture of participative management. Faculties and students are also involved in the process.

- Faculties concern and issues are represented by faculty representative.
- Students concerns are represented by the student's representative.
- Students are also part of IQAC, which monitors the teaching learning process.
- Academic head regularly conducts the meetings with the staff.
- Regular meetings are conducted between Director, Heads, and Teaching Non Teaching Staff on different agendas. Issues and concern are recorded and efforts are made to solve them.
- Serious issues are presented before the management and discussed.
- Participative management culture is also observed at the campus level for the admissions strategy, Sports meetings, cultural activities, etc

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/governance.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/governance.aspx</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed:

Perspective plans - The institute has set up perspective plans with a mission to innovate academic and research practices necessary for the holistic development of students thereby enabling them to become best citizens of country. The institution follows a three-fold curriculum involving curricular, co-curricular and extra-curricular activities. This curriculum is designed to enhance and empower the knowledge base of students through a unique value system leading to good citizen supported with transparent work culture in the favorable learning environment. The focus is on creating awareness, exposure to recent trends in management and knowledge transfer through industry-institute interactions. This strategy helps to generate, preserve and share knowledge in developing a vibrant society, by imparting quality education.

To enhance the quality of the students by empowering them with skills those are globally at par is utmost objective of the institute. To achieve this objective, industry institute interface plays a significant role. The institute emphasizes on strengthening its association with the industry on various fronts by calling industry experts to the institute, hosting various industry programs and conduct entrepreneurship programs in association with Ministry of Education under the Mahatma Gandhi National Council of Rural Education (MGNCRE).

The interaction of industry personnel with the students and faculty members helps to enrich the learning experience. Also, such interactions are helpful to depute the students in industries for internships which in turn, may provide final placement to the students. The students are put through rigorous training program to prepare them for final placements as well as facing the business world.. Institute strategic plan is based on overall development of students whereactive participation of all the staff members is ensured that includes teaching and non teaching staff at various level in different committees.

Participation of the teachers in the decision making bodies under various bodies and committee i.e IQAC committee, Anti Ragging Committee, College Development committee, Internal complain

committee and many more as visible in college website in attached link

An Internal Quality Assurance Cell operates in SIBACA having faculty members as representatives. The committee focuses on the smooth functioning of the Institute and ensures heightened level of clarity in institutional functioning towards quality enhancement, internalization of the quality culture, enhancement and coordination among various activities of the institution. IQAC also acts as a dynamic system for quality changes and builds an organized methodology of documentation for internal communication.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/governance.aspx">http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/governance.aspx</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Faculty and staff are involved in the decision making process, policy formulation and planning key programmes. The institute ensures commensurate authority with the responsibilities assigned to an individual. Institutional committees ensure wider representation of faculty & staff.

#### Recruitment

The requirement of teaching and non teaching staff is shared with the Head office after calculating the workload.

A roaster is prepared Centralized for all the management Institutes under STES.

An advertisement for the requirement is given in the leading news papers like Sakal and Times of India.



After the receipt of applications along with testimonials from the interested candidates, the date of the interview is decided by the members of the Local Selection Committee as per the guidelines of Savitribai Phule Pune University, Pune.

At the stipulated date, the interview is conducted as per the norms of SPPU.

As per the performance of the candidate, required eligibility and category, the selection of the candidate is carried out with appointment orders.

#### Promotional policies

The faculty is promoted to higher post after acquiring necessary qualification and experience as per the norms of new act of Maharashtra State University Act 2016. Policies are as per the norms laid down in the 6th Pay by AICTE.

We follow rules for up gradation of AGP from Rs. 6000-7000/-, Rs.7000-8000/-, Rs.8000-9000/- and Movement of Pay Band of Rs.15600-39100/- to Rs.37400-67000/- and Up gradation of AGP from Rs. 9000- 10000/-.

#### Redressal of grievances Mechanism:

There are various grievance redressal committees formed in the institute such as internal complaint committee, student grievance committee, and exam grievance committee etc which are made to resolve grievances. A mechanism is in place to resolve all this grievances. Initially committees are formulated, members and representatives are appointed, and the same is displaced. Meetings are conducted by respective committee members as and when required. Issues are discussed within the committee members, minutes of meetings are noted and the issues are resolved accordingly.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="http://cms.sinhgad.edu/media/493734/6_2_2%20organizational%20chart.pdf">http://cms.sinhgad.edu/media/493734/6_2_2%20organizational%20chart.pdf</a>
Upload any additional information	<a href="#">View File</a>

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>A. All of the above</b>
---	----------------------------

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

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

Hill station allowance Group insurance scheme.

Accidental insurance.

Staff quarters.

Free medical treatment. Registration fee for FDP programs.

Maternity leaves are provided as per the government and university rules.

Employee Provident Fund (EPF) with 100% gratuity for all staff.

Uniform for security guards

Bus facility from Pune to Lonavala Campus 24 Hours security

Free hospital medicine facility

Play ground

Indoor and outdoor games facility Generator backup

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/493746/6.3.1.pdf">http://cms.sinhgad.edu/media/493746/6.3.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

8

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

4

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

The institute has designed online self-appraisal form for the staff members. This form consists of many parameters: Performance Appraisal System for teaching and non-teaching staff of SIBACA is divided into 3 parts.

1. Personal Information which is to be submitted by the faculty/staff member (Part -A)
2. The Academic Monitoring Committee / Head of the department Verifies (Part -B)
3. Remarks of Director (Part -C)

In the First Section Part - A, the faculty or staff member mentions his Personal Information like Name, Designation, Date of Joining, and Total experience. Status of appointment from the University, Qualification, FDP attended, Participation in Seminar / Workshop/ Conference, Books published, Research Publications, subjects taught, achievements, awards, appreciations etc.

In the Second Section Part - B, The Head of the Department discuss with faculty members one to one and verifies the details mentioned in the Part A and also grades the faculty according to his performance for that particular Academic Year. The Parameters of the Assessment like Quality/Accuracy of the Job, General Intelligence, Integrity and Character, Punctuality, Fitness to continue in the present position, Control over class & discipline, Students feedback, Proficiency in subject of Specialization & Initiative to work, any punishments or Rewards received during the reporting period Grading is done in 4 Parameters -

a) Very Good, b) Good, c) Average, d) Below Average

Very Good and Good grades are expected by the management. The appropriate increments are provided to the staff accordingly. The existing appraisal system provides an opportunity to map / assess self SWOT analysis and self development to the teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/512150/performance%20appraisal%20of%20teaching%20and%20non%20teaching%20staff.pdf">http://cms.sinhgad.edu/media/512150/performance%20appraisal%20of%20teaching%20and%20non%20teaching%20staff.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institute gets internal and external audit done. Internal audit is conducted on quarterly basis whereas external audit is also done as per the norms.

##### External Audit:

1. External Audit conducted by Statutory Auditor who checks accounts day to day activities like bank transactions, cash transactions, purchases etc.
2. The period for External Audit is April to September October to March of every year.
3. The purpose for External Audit is to check rectifies our accounts transactions.
4. The External Auditor finalizes the Balance sheet for every financial year.
5. The report of External Audit is submitted to head of the Institute Society's Finance office.

##### Internal Audit:

1. Sinhgad Technical Education Society appoints an Internal

Auditor who verifies accounts transaction as well as administration establishment work every year.

2. The Internal Auditor thoroughly checks every accounts transaction like receipts payments, Salary, advances Bill purchases etc.

3. Under the Establishment Department the Internal Auditor checks every personal file of all the employees in the Institute verifying Medical Earned Leave balance, continuations, increments, deputations, long leaves etc.

4. The Internal Auditor prepares a descriptive report mentioning what compliances should be made, following which respective staff complies where needed further it is presented by head of the Institute to Head of Organization.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/512153/audit%20report%202020-21_compressed%201.pdf">http://cms.sinhgad.edu/media/512153/audit%20report%202020-21_compressed%201.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

The institute being a private Un-Aided college or self-financed and not getting any financial aid/grant from the state or central government, fee collection is the only major source of revenue/income generation for the institute. The other sources of funds for the college are schemes, grants received from university for purchases of sports, equipments and conducting workshops-seminars & conferences.

Deficit in income is adjusted by the Sinhgad Technical Education Society. Audited income and expenditure statement is available.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/512899/6.4.3.xls">http://cms.sinhgad.edu/media/512899/6.4.3.xls</a>
Upload any additional information	<a href="#">View File</a>

## 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

The primary aim of the IQAC is to develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution. The role of this committee is enlisted.

- Guidelines for mentoring the students.
- Developing infrastructure.
- Preparation of academic calendar.
- Conducting Academic Audit
- Effective and smooth functioning of academic and administration.
- Addition of self learning session and extra inputs scheme for weak students. Library enrichment

### Monitoring:

The academic progress is constantly monitored by Quality Assurance Committee. The Director of the institute regularly conducts meetings with Quality Assurance Committee .The Quality Assurance Committee reviews the various academic activities every month and guides the staff members accordingly



Internal audit: The IQAC undertakes internal academic audit in following matters:

- Verification of course plan and record of each faculty is carried out by Quality Assurance Committee members periodically. This ensures audit of all aspects of teaching learning process.
- A separate audit about coverage of syllabus is conducted every month.
- All the faculty members submit the report of academic activities to the Quality Assurance Committee at the end of every semester.

Internal quality policies: IQAC prepare internal quality policies in following ways.

- Continuous assessment scheme is an internal mechanism to generate internal term work marks of a student. The Term work marks are included in the examination results by the university.
- Internal Quality Assurance Committee and the faculty members propose the Up gradation for infrastructure as and when required as per the AICTE norms. Infrastructure development is done accordingly.
- The Internal Quality Assurance Committee verifies the faculty requirement data as per the university norms and AICTE norms. Ensures the required Faculty and their approvals.
- The librarian, faculty and Internal Quality Assurance Committee initiate the library books and journal purchases according to the AICTE norms.

Infrastructure and faculty status in the institute is peer reviewed by the Local Inspection Committee (LIC) of the university. Suggestions of the LIC are utilized by the Internal Quality Assurance Committee

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/494535/igac%20meeting.pdf">http://cms.sinhgad.edu/media/494535/igac%20meeting.pdf</a>
Upload any additional information	<a href="#">View File</a>

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 and recorded the incremental improvement in various activities

The academic progress is constantly monitored by Internal Quality Assurance Committee. The Director of the institute regularly conducts meetings with Internal Quality Assurance Committee and faculty members.

The Internal Quality Assurance Committee reviews the various academic activities every month and guides the staff members accordingly.

Institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are as follows:

**Syllabus Completion review:** Every semester IQAC take the review of syllabus completed by faculty members. If the rate of completion of syllabus per month is less, then, remedial measures are suggested to the respective faculty by making necessary changes in the time table.

**Feedback from the students:** Part of the review, regular feedback from students are taken at the mid of every semester about the teaching methodologies used by the faculty. If the feedback demands change in teaching methodologies then particular faculty is consulted and is suggested to bring changes in teaching methodologies.

Academic Audit is conducted after the semester.

File Description	Documents
Paste link for additional information	<a href="http://cms.sinhgad.edu/media/494535/igac%20meeting.pdf">http://cms.sinhgad.edu/media/494535/igac%20meeting.pdf</a>
Upload any additional information	<a href="#">View File</a>

<p><b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b></p>	<p><b>C. Any 2 of the above</b></p>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://cms.sinhgad.edu/media/512560/nief%20report-2020-21.pdf">http://cms.sinhgad.edu/media/512560/nief%20report-2020-21.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

**7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The Lonavala campus of Sinhgad Technical Education Society is 100% residential campus. The security system in the campus is very much robust with multiple check points for all the people including the students and staff members coming in the campus. There are security guards and gunmen's are available 24 X 7 in the campus. I-cards are checked at the main gate from all the students and staff members. Separate boys and girls hostels are available in the campus. Female students are not allowed to leave

campus after 7.00pm. Wardens are appointed for the hostels to maintain daily records and discipline. Ambulance facility is available in the campus for emergency services. Students are regularly counseled on safety and security. Regular sessions are conducted on safety and security.

Regular counseling sessions are conducted to supports the career progression and development of female

professional and academic staff. It provides women with opportunities to grow in their leadership capabilities build professional skills and participate in important activities in the institute.

No preference and discrimination is made. Fairness, give the same benefit. Balance is maintained. The Equity in the Classroom is also being implemented. It aims at facilitating equal participation of girls and boys in the classroom. Admission ratio of girls has improved over the period of time. International Women's Day is celebrated every year to boost the morale. Various programs are conducted for women empowerment along with sessions on health & hygiene and training programs on women safety & self defense..

Adequate Washroom facility, counseling rooms & sick room are available separately for boys and girls. Institute has introduced greater gender sensitivity in the classroom to create a better environment for learning and education. More emphasis is given by the institute having equal participation by the students and faculty in every activity. Various group activities with great importance are conducted to bring greater gender sensitivity. Group discussion, small projects, debates, sports, team building games, business plan competitions, management fest etc are conducted amongst boys and girls

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	C. Any 2 of the above
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The campus is residential and dust bins are placed every corner of the canteens, mess, hostels, library, on all the academic floors etc. Daily garbage and waste is collected through the campus in truck and disposed without polluting the environment. Wet and biodegradable waste is collected from the canteens and is dumped. Paper waste, cardboards, carton boxes, used files etc are sold to external agency for recycling after frequent intervals.

Students from SIBACA and the campus have actively participated in 'Swachh Bharat Abhiyan', India's biggest cleanliness drive, by cleaning the Lonavala city in association with NSS and Municipal Corporation, Lonavala, spreading the message to keep our environment clean and plastic free.

Sewage treatment plant, capacity of 3.5 lakh liter/day is installed in the campus for the disposal of contaminants from wastewater, primarily from household, institutes, hostel, canteens etc sewage. An agency is appointed for the operation and

maintenance of the MLD sewage treatment plant. Treated water from this sewage treatment plant is being used for gardening and constructions purposes. In due course with further increased in the load, 10lakh litre/day capacity sewage treatment plant has been erected.

The life of computers, projectors, electronic equipment is extended by appropriate upkeep and minor repairs carried out by technicians. The e-wastes are disposed periodically through a professional e-scrap vendor.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways

B. Any 3 of the above

<b>4. Ban on use of plastic</b> <b>5. Landscaping</b>	
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File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<b>No File Uploaded</b>
Any other relevant documents	<b>No File Uploaded</b>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>E. None of the above</b>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Plantation is an ongoing activity in the campus where in lot of plants and greenery is seen, both inside and outside of the campus. Green marathon titled "GO GREEN", "GREENATHON" is a regular activity conducted by the students in the campus for the supports & conservation of environment.

Various water conservation techniques are adopted in the campus. Placards like GO GREEN, SAVE WATER, SAVE ELECTRICITY are placed in and around the campus at various places to inspire and continually reminds the students and staff to conserve energy.

Students & staff members are advised to use bicycle, public transport and vehicle pooling to avoid unnecessary usage of vehicles in the campus & also in the town. Efforts are underway to reduce the use of plastic bags and bottles on campus. Volunteers of 'Green Campus 'are working towards a plastic free campus. The campaign is a part of this effort.

Facilities like canteen, laundry, cafeteria, Xeroxshop and ATM are provided on campus for students and and staff.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties, and responsibilities of citizens India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex. Fairfield Institute of Management & Technology sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules is framed with courses like Constitution of India, Essence of Indian Traditional Knowledge, as a small step to inculcate constitutional obligations among the students. Major Initiative during last five years Vigilance Awareness Week: 'Integrity - A way of Life 'To spread awareness regarding sanitation, living standards of life, and knowing one's personality. Online lectures were delivered on ethics, values, duties, and responsibilities and on saving the environment. Ethical Values, rights, duties, and responsibilities of citizens are some of the topics that are enlisted in Elocution, debates, and class presentation. He appealed to all to remember the struggle of freedom and respect the National Flag and National Anthem. Online A voters pledge

programme was organized. Independence day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution.

The institute manage following activities

1. Independence
2. Guest lecture on Indian constitution
3. Republic Day
4. General group discussion on Global warming
5. National Voters day
6. Lecture on traffic rules 26.08.2017 150

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institute regularly organize and celebrate all the festivals like Gandhi Jayanti, The Republic Day, The Independence Day with great zeal and enthusiasm.

On Republic Day & Independence Day, various formal events including flag hoisting and march-past by the students, staff and security department are conducted. Cultural programs are organized by the students and staff members. Speeches by students, staff and chief guests are delivered. Sweet distribution to students and faculties is done.

Festivals like Ganesh Festival, Guru Purnima, Shivaji Jayanti, Maharashtra Foundation Day, Teacher's Day, Holi, Diwali, Navratri are celebrated with joy and happiness on the campus by all the students and staff members.

Birth anniversaries of Savitribai Phule on 3rd Jan, Dr. Babasaheb Ambedkar on 14th March and Dr. S. Radhakrishnan (5th September) was celebrated in the institute by all the staff members and students with great spirit.

Death anniversary of Dr. A. P. J. Abdul Kalam was celebrated on 27th July a "Wachan Prerna Diwas" by remembering his contributions towards the nation especially satellite launching vehicle and missiles.

Due to the covid pandemic, the institute is closed for students. However, still, efforts have been made to conduct various important events either through skeletal staff or on virtual mode. SIBACA takes pride in organizing all the important national events irrespective of any bias towards caste, creed or religion.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

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

Response:

Title of the Practice -I : Student Training Program (STP)

Objectives of the Practice:

To enhance the quality of the students by empowering them with managerial skills those are globally at par.

To enhance the employability & entrepreneurial skills and make students industry ready. To build a personality equipped with exquisite technical and soft skills.

Analyzing student's skill sets and organizing pre-placement trainings, workshops and seminars accordingly.

The Context:

The student training program (STP) was designed looking towards the global competitiveness and industry expectations from management students. The intended outcome of this practice is a suitable employment for the students after they spend substantial amount of time and money on obtaining a higher education degree.

It was a challenge for the institute to make the students industry ready since the large number of students in the institute comes from rural background. After rigorous interactions with industry and alumni, institute was able to devise student training program consisting of various modules to address the gap in the present management education.

In STP cycles, various components are added for the holistic development of the students. Activities like general knowledge, current affairs, domain test, aptitude test, critical analysis of industry, Harvard business review quiz, entrepreneurship skills, ethic, moral, professional skills, leadership skills, communication skills, team building activities, career guidance, alumni talks, management games, personal interviews, sectorial guidance to students, use of information technology and its tools in day to day business operations etc are the part of STP.

#### The Practice:

STP involves the provision of special training over a wide spectrum of attributes a manager is supposed to possess. The whole training is subdivided into two cycles per semester. STP calendar is designed quite thoughtfully and are reviewed and revised suitably from time to time.

This activity is carried out in various cycles;

1. Weekly Test: It comprises majorly 3 components.

General knowledge and Current affairs Aptitude Test

Domain Test

1. Alumni Challenge/ Domain Doyens: It is a competition conducted intra class, inter class and inter institute based on following themes. The competition is aligned with IADR & EADR subjects. Alumni are called to evaluate the teams.

Identification of Industry Themes Application of Industry Themes  
Critical Analysis of Industry Themes

1. **Excel in Power Excel Challenge:** Sessions are conducted based on use of information technology and its tools in day to day business operations.
2. **Psychometric Test:** Four types of test are conducted immediately after the induction program and results are shared with the students.

Personal style Inventory The big five inventory (BFI)

Fundamental Interpersonal Relations Orientation-Behavior (FIRO-B)  
Achievement Motivation Inventory

1. **Communication Skills Module:** Various components are added for the development of reading & writing skills of the students. Components comprise SWOT analysis, CV writing, precise writing- technical & conceptual, building profile according to industry expectations and final interview process, voice modulation techniques.
2. **Daily Quiz (PEST):** A ten question MCQ test is conducted daily in the classroom based on

previous day business news, general awareness and current affairs from leading news papers.

1. **Domain Specific Quiz/ Subject Specific Quiz:** This is conducted in 2 cycles in a semester based on subjects by the subject teachers.
2. **Harvard Business Review Quiz:** This is conducted in 2 cycles in a semester based on HBR. Quiz is conducted based on pre selected articles from the HBR. The articles are shared with the students in advance.
3. **Aptitude Test/ GD/PI:** This is conducted in 2 cycles in a semester. These are conducted in Semester-I-I-III to make students ready for the placements and development of employability skills.
4. **Team Building and Management Games:** Team building exercises & management games relevant to the subject are regularly conducted by the subject faculty members.
5. **AMCAT Online Test for reading (SVAR) & writing (WRITEX) is**

conducted by the AMCAT team from the 2017-18 academic year.

**Evidence of Success:**

Student training program (STP) has shown significant results over the period of time. Holistic development amongst students has been seen in terms of improvement in leadership skills, communication skills, interpersonal skills, technical skills and placements. Exponential rise in students' placement has been recorded since the inception of student training program. The STP program has shown long term effect on the students. It is not only helping them getting employment is also helping them at their workplaces.

**Problems Encountered and Resources Required:**

Several problems were encountered at the initial stages of STP since four cycles and many components were added. Later on many changes were made over a period of time looking at the difficulties and challenges faced in the implementation of the STP. STP calendar, evaluation parameters, availability of slots, test material, co-ordination etc are the major things to be done before the commencement of each semester & STP cycle.

Students and faculty members were finding it difficult in the routine academics. Getting slots for the STP in regular time table was a challenge. Extra sessions were conducted in initial phases, later things got streamlined. Student participation and consistency in all the STP cycles is a challenge. Record keeping, data consolidation, and result analysis, individual performance report is difficult and time consuming. Enormous stationery for various evaluation and record keeping, ICT facility and library resources are required. Team of faculty members is required to conduct the STP sessions.

Title of the Practice - II: case study bas e leaning

The Practice

The institute implemented case study base learning with the help of this system, all the academic processes is mapped with various subjects. The major objective was to implement this to get solution base knowledge of business world.

### The Context

Every faculty and staff is allotted an individual case base on their subject mapping and set time table for the same. Along with this we provide hard copy and soft copy of the cases to respective students and faculties.

### The Practice

1. Academic Purpose: All the material regarding Harvard cases are available in the institute. It reflect on following things

- Teaching Workload
- Academic Calendar
- Teaching plan of the
- Subject Schedules of case
- Attendance etc.

Case study material is provided which mainly mapped with university syllabus, Monthly Continuous Assessment/Performance Report, Notes, PPT's, case study p[reparation and question conduction

1. Faculty development course for case study: All the staff members update their personal profile with reference to case study solving skills. Institute conduct workshop for the same



1. Student development skill: Every year batches small case study group is used to create based on intake capacity. Accordingly divisions are created after the admission process. Students are given case study material and ask to present ppt for the same.

1. Faculty and student feedbacks: The teaching feedback of every faculty from students is conducted online per semester. Also, the academic performance of faculty is evaluated.

1. Placement gain tool : All the students are getting benefit of such for their placement

#### 6.Evidence of Success

The lesson plan of the respective subject case study is available based on which the lectures are planned. Accordingly the attendance has been monitored. The reports of case study activity are generated as per the requirements.

#### Problems Encountered and Resources Required

Through Harvard case study magazine subscription the case studies of respective subject were available to respective students and teachers. Faculties were train to how to solve the case studies.

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The institutional resources required for implementation of case study are as follows:

## 1. Digital infrastructure

### 1. Case study material in hard copy and soft copy

#### 7.3.1 Response:

The institute is active in social responsibility (CSR) activities which are distinct from its vision. Efforts are taken to make students conscious towards the social responsibilities and are encouraged to take initiatives in the social sector for the betterment of the society.

Following are the certain outreach program initiatives taken by the institute. The institute is very insightful to the impact of activities on its students, faculty, as well as on the regional community and on the environment. It aims at improving the lives of people in and around Lonavala.

Utthan- Haath Se Haath: A social activity was conducted in association with SAMPARC- an NGO at Ghewande Village. Institute adopted the village for three months and provided guidance to the students of 10th std. about the opportunity for various vocational and technical courses offered by SAMPARC.

Kunal Katkari Vidya Mandir: A visit was organized at Kunal Katkari Vidya Mandir, Kunegaon Khandala, and A Social Welfare Centre. Students conducted various fun games and activities for the school students. The institute donated stationary and food items i.e. pen, pencils, chocolates, sweets, ice- creams to the students.

Recently the drive was conducted in Lonavala in association with Municipal Corporation Lonavala. The Sinhgad Institutes, Lonavala campus is recently awarded by AICTE as the "Best Clean Campus" In Western Region.

Tree plantation is an ongoing activity. Blood donation camps are regularly organized in the campus where large number of students, faculty, and villagers voluntarily donate blood.

We consider association of our activities with the local community, and the CSR programs very much reflects our commitment to operate in an environmentally sustainable and socially responsible manner. We give back to the local communities in which we live, work and play. Our community-giving is centered on educational and workplace willingness, employee volunteerism and ecological sustainability.

Apart from this, special attention has been given on 'Women Empowerment'. Different activities have been conducted throughout the year like Nirbhaya Kanya Abhiyaan, Nari Manch, and Women Empowerment cell women grievance cell. The female teacher has to conduct at least 1 activity or informal meet once in a fortnight and information communication with those adopted girl's student of college. Such activities help in building the confidence, of those girls. Their problems have been solved in an affectionate way

File Description	Documents
Best practices in the Institutional website	<a href="https://drive.google.com/file/d/13Kc991FkDNxq7vzfUtS-zCk9SNA9T5Tn/view?usp=sharing">https://drive.google.com/file/d/13Kc991FkDNxq7vzfUtS-zCk9SNA9T5Tn/view?usp=sharing</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Following are the certain outreach program initiatives taken by the institute.

**Samvad:** A visit was organized at 'SAMVAD', a school for mentally challenged & hearing impaired children's. Our students taught them the art of making crafts.

**Utthan- Haath Se Haath:** A social activity was conducted in

association with SAMPARC- an NGO at Ghewande Village. Institute adopted the village for three months and provided guidance to the students of 10th std. about the opportunity for various vocational and technical courses offered by SAMPARC.

Swacchta Pakhwada & Swachhatha Abhiyan: Inspired from "Swachh Bharat Abhiyan", our faculty and students regularly conduct and participate in cleanliness drives in the campus and village. Recently the drive was conducted in Lonavala in association with Municipal Corporation Lonavala. The Sinhgad Institutes, Lonavala campus is recently awarded by AICTE as the "Best Clean Campus" In Western Region.

Tree plantation is an ongoing activity. Blood donation camps are regularly organized in the campus.

#### Future plans

#### Plan of action for the next academic year

1. To increase alumni and industry interaction to students
2. To motivate faculty members for the FDP programmers'
3. To provide advance excel course to students
4. To provide values added course to students.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 7.3.2 - Plan of action for the next academic year

SIBACFA Future Action for the next academic years emphasis on the

development of faculty members and students through various online and off line courses i.e NPTL, SWAYAM, which will inculcate to faculty members for providing quality education to management students.

A. Plan programme for Faculty-

1. FDP from HRDC

2. e-learning skill enhancement courses for developing digital skills among faculty members. .

B. Plan Programme for Students

a. Courses on :-

Advance Excel

GST,

Digital marketing,

Project Report for startups.