



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION AND COMPUTER APPLICATION
Name of the head of the Institution	Dr Prashant B Kalaskar	
Designation	Director	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	02114673306	
Mobile no.	9881476714	
Registered Email	director_sibaca@sinhgad.edu	
Alternate Email	pbkalaskar@sinhgad.edu	
Address	Sinhgad Institutes, Lonavala Campus, Kusgaon BK, Lonavala	
City/Town	Lonavala	
State/UT	Maharashtra	
Pincode	410401	

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Sachin S Hadapad
Phone no/Alternate Phone no.	02114673306
Mobile no.	9881476714
Registered Email	director_sibaca@sinhgad.edu
Alternate Email	pbkalaskar@sinhgad.edu

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.sinhgad.edu/SinhgadManagementInstitutes/SIBACA/pdf/AOAR_2018_2019.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/academic-calendar.aspx

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	2.63	2018	02-Nov-2018	01-Nov-2023

6. Date of Establishment of IQAC	10-Aug-2017
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Guest Seesion Alumni Talk	28-Feb-2020 1	30
Alumni Meet	01-Mar-2020 1	92
Debate Competition	12-Mar-2020 1	10

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0
NIL	NIL	NIL	2019 0	0

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1) 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 Activities 5) Alumni Talks for the students

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
2) To promote Environmental awareness Program	2) Plantation drive in the campus was carried out by students.
5) To Counsel and guide students Mentor Mentee is planned	5) Through mentor mentee meetings students were guided for the study as well as their career.
4) To develop social responsibility among students one program was planned	4) Students were given information about CSR through CSR activity
3) To increase number of E content on course curriculum	3) Video lectures based on university subjects were prepared and uploaded on Youtube by faculties
1)FDP on online teaching and evaluation to develop academic performance	1) Faculties attended university and other institutes FDP programs on online teaching
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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

21-Jan-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The institute implemented paperless governance through MIS software system - Governing Educational Management System (GEMS). With the help of this system, all the academic processes of institute are automated. The major objectives was to have Paperless governance for day to day working through GEMS. Every faculty and staff is allotted an individual login ID through GEMS. The processes like A/C, faculty leave management, faculty

appraisal, student feedback and placement activities are operational and followed by every faculty and the staff members of institute. At the beginning of each semester, subject choices are taken from faculties. Allocation of subject, lecture schedule and evaluation parameters are finalized after rigor discussion with faculty members. The entire planning and organizing of session/seminars schedule is done through GEMS (ERP system) and also is displayed on notice boards.

1. Academic Purpose: All the material regarding academics is uploaded on the GEMS. Faculty member upload the following things on the GEMS Teaching Workload Academic Calendar Result Analysis Time table Teaching plan of the subject Schedules of examinations Attendance etc. for every semester. Course material is provided on GEMS which mainly consists of: Course syllabus, Monthly Continuous Assessment/Performance Report, Notes, PPT's, University question papers Question banks

2. Leave management: Faculty can apply for all the types of leaves with necessary alternative arrangements. These leaves are approved by HOD, Registrar, and Director. All types of leaves by faculty and staff are submitted through GEMS only and use of paper is completely eliminated for that purpose.

3. Faculty Profile Management: All the staff members update their personal profile on the GEMS i.e. Family Details, Medical Details, Qualification, Skill Up gradation, Subject Taught, Training/Conference/Seminar/Conclave/Workshop attended, Publications/ Consultancy/ Research Projects, Membership, Patents/Copyrights, Work Experience, Research Interest, Industrial liaisoning, Appointment Status, Service Book, Self Contribution/ Additional Responsibilities etc.

4. Student Profile: Every year batches are created based on intake capacity. Accordingly divisions are created after the admission process. Students are given user id passwords which is used later for accessing the course material, lesson plans, teaching notes, PPT's, question bank etc.

5. Faculty appraisal and student feedbacks: The teaching feedback of every faculty from

studentsis conducted online per semester. Also, the academic performance of faculty is evaluated throughthe GEMS annually. 6.Placement activities: All the students are registered on GEMS and they fill their academic dataonline. The placement officer makes the announcements of placement activities and furnishes therequired student's data to the company's online. 7.Infrastructure Data: Details of the infrastructure are maintained on the GEMS i.e. buildingdetails, classrooms, syndicate rooms, seminar halls, auditorium, rooms on each floor etc

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Regulations and Curricula are fixed by the affiliating University. Inside this structure, the Institution offers a wide scope of electives at every possible opportunity. The faculty go past the schedule to increase the learning results of students. The foundation creates and sends activity plans for the successful usage of the educational program in the accompanying manners: 1. At the start of every semester Academic calendar is prepared by the department by referring SPPU academic calendar. Subject choices are taken from resources' and discussion with every Faculty member following issues are addressed, for example, portion of subject, address timetable and assessment boundaries. 2. After the meetings the copy of standard outlines for academic necessities are conveyed to the respective faculty members. 3. Faculties are needed to set up the course record of each assigned subjects which comprises of: a. Class time table b. Individual time table c. Academic Calendar d. Syllabus e. Teaching plan f. List of text books/reference books g. List of E learning Resources h. Evaluation parameters (minimum of three concurrent evaluation components per full credit course and five concurrent evaluation components for each half credit course.) i. Updated Lecture Notes j. List of assignments k. Question Bank l. University Question papers (last three year minimum) m. e-learning Material n. Lecture PPT's o. Multiple Choice Questions 4. Institute follows the cafeteria approach - by giving Generic Core/Elective, Subject Core/Elective Courses to the students in every semester. The students have the flexibility to pick any one specialization from the offered specialization. 5. The Institution plans the different exercises for the overall personality and holistic development of the students, for example, Induction program (for recently admitted students to comprehend foundation scholarly culture, educational program standards, assessment example and set of principles), Boot camps (for idea generation), Hands on Training, Team Building, Internship, Assignments (for composing abilities), and Industrial visits/Group Activities (to overcome any barrier between hypothetical information and genuine situation). Interactive Sessions: Subjects topics can be covered through Presentations, Book review, Group Discussion, Case study, Mock Interview. 6. To fill the gap between Industry and Institute several guest lectures were arranged. Eminent personalities from other Institutes and Industries are called to address on the

issue. 7. The institutions organized the remedial classes for moderate students and supported exemplary students (for example Flip strategy) to guide more weak students. 8. Different management events/competitions (curricular/extracurricular, cultural, Sports) organized in-house and outside. The students are encouraged to participate in these activities. 9. The Institution has set up broad framework for innovation driven learning. It widely utilized for posting course notes, MCQs, PPTs, extra learning materials and different conversations/handouts. 10. For exhaustive improvement of students different value-added programs projects, for example, Student Training Program (STP001, STP002, STP003), Skill Development-I&II, Human rights-I& II and Information Security-I, II, III &IV are directed and in like manner evaluation and assessment methodology are set.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	02/07/2020	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MBA	NIL	08/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MBA	Marketing Management (MKT)	08/07/2019
MBA	Financial Management (FIN)	08/07/2019
MBA	Human Resources Management (HRM)	08/07/2019
MBA	Operations & Supply Chain Management (OSCM)	08/07/2019
MBA	Business Analytics (BA)	08/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Student Training Program	08/07/2019	31
Human Rights-I	08/07/2019	31
Human Rights-II	08/07/2019	31

Introduction to Cyber security-I	08/07/2019	31
Introduction to Cyber security-II	08/07/2019	31
Introduction to Cyber security-III	08/07/2019	41
Introduction to Cyber security-IV	08/07/2019	41
Skill Development-I	08/07/2019	41
Skill Development-II	08/07/2019	41
Verbal Communication Lab	08/07/2019	31
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	MBA- Marketing Management	17
MBA	MBA- Financial Management	7
MBA	MBA- Human Resources Management	13
MBA	MBA- International Business Management	2
MBA	MBA- Supply Chain Management	1
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The institute has been practicing a 360 degree feedback system accommodating all the stake holders including faculties, students, alumni, employers and parents, to help the individuals and organization to improve their performance and effectiveness. FACULTY ? For enhancing the curriculum, academic discipline, Teaching Learning process, Research and Extension activities are discussed in faculty meeting which held before beginning of each semester. ? faculty members express their opinion on the teaching learning process, research and extension activities and the same would be debated and discussed. ? The course faculty is empowered to revise the contents for effective delivery for better outcome of</p>

course ? The appropriate suggestions are put forward to the respective councils for implementations. STUDENT ? Feedback provides input for initial corrections in the teaching-learning process, to make the process more effective. ? The student's feedback on the staff will find a place in the performance appraisal system (PAS) of the individual faculty member and the same is evaluated for the sanction of increments. ? The students feedback on Curriculum, Teaching, Learning and Evaluation is discussed in the appropriate forums like Faculty meetings. ALUMNI ? Alumni is found to be the brand ambassador(s) of our institute, the feedback from them given due considerations by institute. ? exit feedback is conducted by the Alumni association regularly at the end of completion of program ? The consolidated feedback report provides the performances of institute and scope for improvement in institute activities. EMPLOYER ? Employer feedback on the programs offered are given due credence for effective contents delivery of the program. ? Industrial meet was organized by institute in form of seminar workshops in which the attainment of program outcome, teaching-learning process are discussed. PARENTS ? The parents' feedback are also obtained and analyzed on the selected parameters. ? Students' performance is continuous assessed at institute and parents can get the evaluation of its ward at anytime of each semester.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	Management	60	31	31
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	0	31	0	9	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
9	9	120	4	1	1
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

SIBACA is constantly flourishing in the development of an inclusive ecosystem and embedding approaches within institute. The institute gets crunch of students from different cultural and geographical background across India for MBA course. In order to cater to the curricular and co-curricular needs of students, the institute has

introduced a Mentor-Mentee program to deal with academic and nonacademic issues. The office staff provides timely and necessary support and information regarding various scholarship schemes to the students and helps them avail the facilities. Coaching for slow learners is provided through remedial classes. The Training Placement (TP) cell of the institute provides career guidance and organizes campus recruitment drives, employability enhancement sessions including soft skill development and aptitude training for the students. Career guidance counseling sessions are conducted for capability enhancement and development of the students. Summer internships, live projects are the part of VET. The institute has set up transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases for smooth conduction of the institute administration.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
72	9	1:8

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
6	10	0	0	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NIL	Assistant Professor	NIL
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	MB6205	II Sem	30/04/2020	14/12/2020
MBA	MB6205	IV	30/04/2020	14/12/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Internal evaluation reforms: All evaluation reforms of the University are adopted and effectively implemented as per the guidelines issued by the authority from time to time. Following initiatives are taken by the Institute for the improvement of internal evaluation process. • Emphasis was shifted from giving marks to Attendance to actual learning of students through various subject specific criteria • Institute has examination cell for smooth conduction of class test internal examination. The results of exams are declared within a week of the conclusion of the test. The students can see their respective answer books and discuss their queries with concerned subject faculty member. • The performance in evaluation of students is displayed on notice board. • For student evaluation, complete transparent system is set by the institute which is aligned with university norms. Evaluation criteria are

set with common staff meetings and with approval of all experts with each subject. • A separate examination control room is set for better handling of the examination process and to preserve the evaluation documents. • Subject Specific Quiz (SSQ) and end term examination is conducted in each semester and its performance is accounted for Internal Performance Evaluation. • Internal subjects and projects are evaluated using rules and regulations of university. • University reforms are aligned with institute's evaluation criteria such as Assignments, Presentations/oral, Group Discussions, Scrapbook, Class test, MCQ, End term exam. • Concurrent evaluation process as per the requirement of SPPU is adopted and all the evaluations are conducted throughout the semester as per the set academic plan. Internal Evaluation results are displayed regularly. External evaluation reforms: • The CEO and Examination Committee schedules and executes the evaluation process with strict monitoring on regular basis. • Internal squad comprising of senior faculty members oversees the smooth conduction of university theory examination. • CCTV cameras are deployed at select locations to monitor the online examinations.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institute prepares academic calendar in line with 'SPPU' academic calendar. It incorporates all curricular, co curricular, extracurricular activities in the calendar and separate CIE calendar. This calendar is displayed on notice board and institutional website at the beginning of semester and also circulated among all the faculty members as well as students on the first day of induction. Regular meetings and reviews are conducted by teachers, coordinators, director. The reviews and corrective actions if any are discussed in the director's meeting. The institute adheres to the academic calendar for conduct of CIE. • Calendar is prepared by the committee and precautions are taken so that during evaluation week all the subject evaluation gets evenly distributed and no overlapping happens. • Subject wise different evaluation parameters are set in accordance with university requirement. • Faculty member prepare the session plan incorporating various evaluations as per the calendar. • The academic schedule is displayed on notice board and shared with students well in advance and also is reminded by subject teacher from time to time • During weekly meetings, review of academic plan for next week is discussed for various curricular and extracurricular activities along with evaluation. • The institute strictly adheres to Calendar, and being a continuous internal evaluation the scope for reevaluation for slow learner and any genuine cases (medical or other reasons) is considered to give a holistic approach for evaluation. In order to ensure the satisfactory performance of the students in the evaluation process mentor mentee meeting helps to discuss the strength and weakness of students. This also gives feedback to incorporate any further improvements in the calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/academics/academic_1.aspx

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage

MB6205	MBA	Management	40	40	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/feedback.aspx

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	0	NIL	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	15/07/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	15/07/2019	NIL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	15/07/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
MBA (Management Research Centre)	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	MBA	2	5.77

National	MBA	2	6.3
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
MBA	0
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2019	0	NIL	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2019	0	0	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	35	4	5
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
CSR Activity	SAMPARC Balgram, Bhaje, Tal: Maval, Pune	2	10
Tree Plantation on the occasion of STES Foundation day	STES Lonavala Campus	9	42
Shramdan on Teachers day 5.9.20 under theme Swatchh Bharat	SIBACA ,Lonavala	11	18
Vehicle day was scheduled at SIBACA Lonavala	STES Lonavala Campus	5	20

Plastic day was celebrated at SIBACA Lonavala on	STES Lonavala Campus	8	18
Gender Sensitivity Awareness program is organized SIBACA Lonavala	Advocate Mrs. Khire	9	32
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	NIL	0	0
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty exchange	Undergraduates	NIL	120
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	15/07/2019	15/07/2019	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Global Information Technology, Kothrud, Pune	04/02/2020	Training of Interview Technique for MBA Students	30

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1700000	1654779

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SLIM21 System for Library Information and Management	Fully	2.6.8.29.78 2.6.8.29.78 2.6	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11306	25176	4	1644	11310	26820
Reference Books	8580	19572	5	2508	8585	22080
e-Books	432	0	25	0	457	0
Journals	0	0	0	0	0	0
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	440	0	4	0	444	0
Library Automation	1	121001	0	0	1	121001
Weeding (hard &	46	12792	0	0	46	12792

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	01/04/2020
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	60	0	60	1	1	4	1	40	0
Added	0	0	0	0	0	0	0	0	0
Total	60	0	60	1	1	4	1	40	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Local Server at Lonavala campus	http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/library.aspx

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1700000	1194100	1654779	1654779

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

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 classrooms 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.

http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/infrastructure.aspx

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Bharat Sarkar Shishyavrutti Freeship , Rajarshi Chhatrapati Shahu Maharaj Scholarship, State Central-Minority, Dr. Panjabrao Deshmukh Hostel Maintenance Schemeenefits,	73	7185291
Financial Support from Other Sources			
a) National	0	0	0

b) International	0	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skill Development	13/08/2019	72	STP, SIBACA, Lonavala
Soft Skill Development	27/11/2019	45	Prof. Shilpa Branger Asst. Prof. SIHMCT, Lonavala
Soft Skill Development	28/02/2020	25	Mihir S Rotiwar, Business Intelligence amp Quotation Manager at BMT Drive Solutions Pvt Ltd, Pune
Remedial Coaching Classes	25/11/2019	25	SIBACA, Lonavala
Personal Counselling (Mentor Mentee Program)	14/08/2019	72	SIBACA, Lonavala
Career Counselling	01/08/2019	40	Industry Experts during Induction Program as well through Alumni Interaction
Yoga Meditation	21/08/2019	25	Kaivalyadhama Yoga Institute
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Expert Lecture Scheme	30	18	0	4
2020	Alumni talk	42	21	0	8
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance
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		redressal
5	5	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
DMart India	8	2	HDB Financial Service Limited, Integrated Personnel Services Pvt. Ltd., TCS, QUESS Corp Limited (Formerly IKYA Human Capital Solutions)	54	14
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	0	MBA	SIBACA	0	0
2019	0	MBA	SIBACA	0	0
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
Any Other	0
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Bedminton	Sports	2
Cricket	Sports	12
Sinhgad Cricket League	Management Games	4
Face Painting	Management Games	13
Solo Dance	Cultural	1
Solo Singing	Cultural	1
Fasion Show	Cultural	12
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Mehandi	National	1	Nil	MB19200263	Aishwarya R Todmal
2020	Rangoli	National	1	Nil	MB19200263	Aishwarya R Todmal
2020	Solo Singing	National	Nil	1	MB19207001	Kishori Thorat
2020	Chess	National	1	Nil	MB19214489	Benaifer Parva
2020	Chess	National	1	Nil	MB19207377	Dayanand Sontakke
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

SIBACA has its student's council where in there are student representatives from MBA 1st year as well MBA 2nd year, under the name of SIBACA Student's Council (SSC). The student representative energetically takes part, suggests and contributes in administrative work of the institute by means of developing an effective communication between students and the institute. Members of SIBACA Student's Council generally have 1) HOD Admin 2) HOD Academic 3) Office Superintendent 4) Activity Coordinator Faculty 5) Student Representative Members (Sports, Cultural, IV, Activity coordinator, ICC, CDC, Hostel Mess Committee, Class Representatives etc.) The fresh student representatives are nominated commonly among the MBA first year students, while the second year representatives are continuous from first year representatives group. The SSC comprise of 6 student members (3 each from first second year) selected based on following criteria 1) Good communication skills (verbal and written) 2) Planning Organizational skills 3) Problem solving Reasoning skills 4) Interpersonal skills 5) Ability to give constructive suggestions and appropriate solutions Objectives of the SSC members: 1. Organize and taking part in the meeting alongside with the faculty members from the council, at least as soon as in a month ideally third Wednesday 2. To work as a channel between students and college administrator 3. To serve as association in

bringing any problem/suggestion/opinion to the administration at meetings 4. To communicate messages from the administration to the students (College also forward such important messages through formed whatsapp group as well as through official email) 5. To bring to the notice any administrative related problems, activity related concern or infrastructure related problems, to the institute administrative body. 6. To recommend, expand and implement solutions to problems related to campus life. 7. To work together with students to coordinate events to develop students communication opportunities

Role Responsibilities of Institute: 1) Active participation of students and the representatives for organizing and conducting the activities at institute, campus level and providing the necessary support. 2) To bring to the notice of the council through class representatives any issues related to academics or resources within classroom, for smooth conduction of classes. 3) The members shall bring the ideas, interests, and concerns of his/her classmates to the meetings, so that such ideas can be incorporated for fullest participation of students in academic as well administrative activities. 4) The council members will also participate in formulation of a framework for implementation of the Council's policy in a way that is encouraging to its objectives benefiting to the students as well as the institute. 5) The council members will also have encouraged to submit proposal of an action plan for activities of the Students Council covering cultural, social, co-curricular, sports, and other management events. 6) The council members are also responsible for consideration of student issues and proposal of appropriate solutions and submittal of the same to the authority of the institute through the council members.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

, the institute has registered alumni association. Date / year of foundation: 18/02/2009 and Registration number is: F-24525/Pune. Growing strength of Alumni is contributing to the betterment of SIBACA as well its students in terms of non-financial support activities. Our Alumnus contributes to the institute and its students in terms of Strengthening Alumni Association: The Alumni Association of SIBACA organizes various activities and events including 'Alumni Meet', SIBACA alumni association facilitates get-togethers, outings with family friends, organizes student alumni Interaction sessions, maintains the database of alumni etc. Alumni Student Interaction: The connection between the alumni and the students is one of the major goals of the Alumni Association formed at SIBACA. SIBACA organizes a frequent alumni interaction programs with existing students, which helps students to keep the connect with the alumni, mentoring of students in terms of choosing the job profile, preparing for interview, importance of campus life while entering in corporate life, preparation required for corporate life, and how participation in college activities help student's emotional wellness and better prepare them for the real world, general awareness about the world outside and many more. This activity helps in inviting alumni to visit the campus, interact with the students, share and guide the students. Social Initiatives: Beyond the regular frame of work of the Alumni Association activities, the Association has been taking up various social initiatives related to the alumni and the society at large. The association supports various social awareness initiatives taken up by SIBACA with the support and involvement of alumni and existing students, as a duty towards the society. Alumni Participation in Placement: Our Alumni, which are placed in different national and multinational organizations at different positions, helps institute for summer placement as well as final placement. Alumni directly contacts our placement cell, organizes interviews and selects our students. To Sum-up • Alumni have their communication network on Facebook, yahoo and Google groups. Alumni post their articles on various topics, their

achievements, advancements and career opportunities. • Alumni always help the institute for the summer internship as well as final Placements of students. • Alumni visit the Institute for sharing their valuable experiences with juniors. • They guide the institute students in their industry oriented project work. • Alumni help the institute for identifying and making available the Guest lecturers for the academic and industry oriented development of the students.

5.4.2 – No. of enrolled Alumni:

41

5.4.3 – Alumni contribution during the year (in Rupees) :

41000

5.4.4 – Meetings/activities organized by Alumni Association :

SIBACA Alumni Association Agenda of Alumni Association meeting: 1. Strengthening Alumni Association: Ensuring good interaction between the Alumni and the ongoing students through placement activities and guest lecturers / seminar thereby making the alumni to be a part of developmental activities, taking place in the college. 2. Students Networking: Arranging at least two to three Alumni talk in each semester as well Guest Appearances for various events competition organized for students. 3. Alumni Contribution in final placement as well as summer placement for the ongoing batch. 4. Alumni Registration Membership fees: Encouraging students to register in SIBACA Alumni Association and become member. 5. Planning of date for the upcoming Alumni Meet "Milan".

Alumni Association Members: Sr. No Name Designation Signature 1 Dr. Vikas Inamdar Director/ Secretary 2 Dr. Anil Nagtilak Treasurer 3 Prof. Sachin Hadpad Member 4 Mr. Zuber Shaikh Member 5 Mr. Mihir Rotriwal Member 6 Mr. Jagdeep Singh Member

Minutes of the Meeting A meeting was conducted on 20th November 2019 at 1.00 pm in conference Hall. The meeting was presided over by the Director and attended by the committee member and Alumni of SIBACA. The following points were discussed in the meeting: 1. It was decided that to provide good interaction between the Alumni and the college through placement activities and guest lecturers / seminar thereby making the alumni to be a part of developmental activities, taking place in the college. 2. Arranged at least two to three Alumni talk and Guest Appearances for various events competition organized for students. 3. Alumni will help for enhance the final placement as well summer internship for students. 4. Alumni registration fee of Rs. 500 is collected from the past out students. 5. It has decided the Alumni meet will be conducted in last week of March or first week of April so many alumni will be coming for meet. Alumni Meet was organized on 1st March 2020 was very successful. We got a good response even though the event was conceptualized and executed just in a span of two weeks. 92 Alumni participated from various batches starting. The aims of gathering Alumni of different batches on single platform turned out beautifully were able to interact with them, share their feelings suggestions reveal our expectations from them. In response, a few of the alumni shared their experience as well as interesting moments of campus life to the audience. As a part of the entertainment program, funny games were organized for everyone to take part and prizes were distributed. MILAN 2020 SIBACA Alumni Meet Schedule: Sunday, 1st March 2020 Sr. No. Particulars Time Venue 1 Registration Tea 3:00 pm - 4.30 pm CTC Registration Tea 3:00 pm - 4.30 pm CTC 2 Lightening the Lamp 4.30 pm - 4.40 pm CTC 3 Presentation on SIBACA 4.40 pm - 4.50 pm CTC 4 Directors Speech 4.50 pm - 5.10 pm CTC 5 Felicitation of Fac

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. 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. Roles 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. The Institute formed various committees such as Internal complaint committee, Student Grievance committee, Alumni committee, Anti- ragging committee etc. Students are also assigned some academic activities for enhancing their skills, knowledge and leadership qualities. 2. 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. The Director and Office Superintendent are responsible for academic and administrative leadership of the institute. The Director meets faculty members and Office Superintendent to discuss academic and administrative issues as well as quality policy and plans. The apex decision making body at institute level is the Local Managing Committee (LMC). The LMC has representatives from teaching as well as non teaching staff. All the issues regarding academics, administration and enhancement of infrastructure, are decided by the LMC. Some of the issues handled by LMC are as follows: • The LMC team reviews the performance for achievement of stated objectives. The institute has constituted IQAC as per the norms of NAAC. • Prepare the budget and financial statements and recommend to the management. • Determine the programme of instruction and internal evaluation and to discuss the progress of studies in the institute. • Make recommendations to the management for the improvement of the standard of teaching in the institute. • Preparation of time-tables, distribution of the available teaching work load and such other matters relating to the internal management of the institute and discipline of the institute students as may be referred to it by the Director, from time to time.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admissions are executed by the Government of Maharashtra, Directorate of Technical Education through online centralized Admission process on the basis of student's merit. Admissions by Institute are invited through advertisements in newspapers. Admissions at Institute are conducted according to merit. Candidates must

have qualified the graduation degree from any recognized college or university. Graduate students from any stream can apply for MBA admission. In the qualifying exam, candidates should have obtained minimum 50 (45 for reserved categories) marks. Final year appearing students are also eligible to apply. Candidates can apply for MBA online on the official website. MBA candidates belonging to Maharashtra will have to qualify the MAHCET exam. Outside Maharashtra Candidates, students can apply through CAT/MAT/ATMA/XAT/MAH-CET.

Industry Interaction / Collaboration

The Institute establishing MoUs with reputed core industries to enhance Industry-Institute Interaction activities like industrial visits, in-hand trainings, value added programs, guest lecturers etc., for the career development of students. Placement cell ensures maximum recruitments in industry. Industry institute interaction is held at regular intervals. Alumni meet is held every year for exchanging innovative ideas and information

Human Resource Management

The Institute appoints adequate number of qualified faculty through the procedure of open advertisement and interview by internal and external expert committee. Under the guidance of IQAC, the Institute organizes various FDP programmes for both teaching and nonteaching staff members for upgrading their skills in the latest technology. Medical leave provision is given to the faculty and staff members based on the request. The faculty and staff members are entitled to avail summer and winter vacations, casual leave and compensation leave. On duty is provided for pursuing higher studies, attending FDP courses/seminars/conferences/workshops and exam duties. Improvement in the qualification is appropriately appreciated through pay scale improvement and promotion. The institute has proper performance appraisal system, faculty development program and Research Centre.

Library, ICT and Physical Infrastructure / Instrumentation

The Institute stands for the well-being and educational upliftment of the students. The Institute always follows the norms strictly provided by the SPPU

and AICTE as follows. The Instructional Facilities includes Classrooms, Tutorial rooms, Seminar Hall, Computer Centre, Library and Reading Room. The Classrooms are well equipped with PC and internet connection and LCD projection facilities with good ambiance for a seating capacity of 60 students. The administrative facilities of the institute include director office, board room, Syndicate room, Conference Hall and administrative office with all modern amenities. The exam control room and Research Centre of the institute is located at the ground floor which is equipped with CCTV camera. Boys' common room and girls' common room are also there in the institute for the students. The first aid cum sick room is also available in the institute for providing immediate first aid to the students. Separate boys and girls hostels are also available in the campus with all modern amenities.

Research and Development

The institution has a research centre recognized by SPPU, Pune since 2013. The Research Centre is established with an objective of promoting research by students and the faculty members. It also encourages faculty to organize, attend and present papers at state/national/international conferences and seminars. Seven research guides (2 in Marketing Management, 1 in Financial Management, 2 Organization and Management 2 in Computer Management) are associated with the research center.

Examination and Evaluation

Examination committee conducts meeting twice in the year prior to University Examination in order to ensure smooth conduction of examination. Committee also takes in to account to reduce malpractices and framed certain rules keeping in the view of regulation laid down by SPPU. Mid semester examination is conducted by SPPU, Pune. Evaluation is done through Central Assessment Program (CAP). For internal Evaluation parameters- (minimum of three concurrent evaluation components per full credit course and five concurrent evaluation components for each half credit course.)

Teaching and Learning

Institute adopts different pedagogies

to make learner-centric education effective. Teaching staff provides a variety of learning experiences and making learning process constructive. Institute uses student centric methods which are 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 industrial organization. Institute conducts online classes and Expert talk through Microsoft Teams, Google Meet, Zoom app. Institute also takes interest in research and extension, so that the students can develop their views regarding the business environment. The internal and continuous assessment is done as per guidelines issues by the SPPU. Academic planning and management committee develops, designs academic calendar every year.

Curriculum Development

Sinhgad Institute of Business Administration and Computer Application (SIBACA) is a self-financing institution and follow the curriculum of Savitribai Phule Pune University (SPPU). The Institute has been making consistent and concerted efforts to supplement the University's Curriculum by giving suggestions from stakeholders. As per the needs of the students and job prospect value added programs are conducted. The IQAC ensures the overall Institute development for curriculum implementation. The management has active and lead role for implementation of feedback as well as proper action is taken after feedback analysis. The online as well as manual feedbacks are taken from students.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The Institute has developed GEMS (Governing Educational Management System) that preserves and provides all academic and official data under one system of online information. GEMS software provides folders to all academic and administrative departments and faculties of the Institute. The information and details provided in all respective folders are later procured

for many official purposes like time table, lesson plan, magazine reports, annual reports, higher education reports etc. Institute has complete office automation with the help of various software and ERP System. Office automation will include students' database, faculty and staff database, feedback system etc. Academic process like Academic calendar, Time table, code of conduct, Research publication, STP calendar, NIRF report etc. all is displayed on Institute website. Library automation has been initiated by the use of SLIM 21 software. SIBACA Library provides several new materials, media and mode of storing and communicating the information. SIBACA Library has fully Automated Library software named as "SLIM21" which is help in keeping and maintaining records of books, e-books, films, sound recording, clippings, articles, reports, pamphlets, serials publication etc. book issue - return systems is implemented with barcode Technology.web OPAC facility is available for finding the library materials institute has subscribed Databases which are in IP based, facility like Printing, Scanning Xerox are available in the library.

Administration

The institute implemented paperless governance through MIS software system - Governing Educational Management System (GEMS). With the help of this system, all the academic processes of institute are automated. The major objectives were to implement Paperless governance for day to day working through GEMS. Every faculty and staff is allotted an individual login ID through GEMS. The processes like faculty leave management, faculty appraisal, student feedback and placement activities are operational and followed by every faculty and the staff members of institute. Leave Management:- SIBACA uses the ERP called GEMS, on which faculty members and non teaching staff can fill up their leave applications and also can view their status as to whether it is approved or not and if not why. They can also view their leave balance online at any given time. Students Feedback:- Student's feedback also is conducted online on GEMS twice a year during every semester. A Matrix is prepared which

includes many points like subject knowledge the faculty possesses, quality of communication, tools used while teaching, teaching methodology, etc. The report of the feedback is generated and can be viewed by the director. Performance Appraisal:- Faculty members are instructed to fill up their appraisal forms every year on the GEMS ERP which is first filled by the individual faculty member later on it passes further to the HOD after he gives his comments and marks it progresses to the Director and after the Director gives his remarks it proceeds to the President of the Organization. Notices and circulars are communicated to staff members through e-mail from the office of the Institutes. The Institute provides 24X7 Internet and Wi-Fi connections along with CCTV surveillance in the Institute office, Library, Examination cell etc.

Finance and Accounts

Fully equipped computerized methods are followed to keep tracks and records of all financial matters of the Institute. Advanced software is used to keep scanned documents, e-filing and budget transactions accurate. Management checks, verifies and guides the finance and accounts section time to time. Tally ERP 9 is an important tool in calculating monetary terms, accountancy, tax and GST calculating, managing commercial transactions effectively and efficiently. Tally ERP 9 helps us to manage all our data in a proper way and can be efficiently accessed whenever needed. It allows us to all our data in well-mannered way. Tally ERP 9 is computer software which is widely used for accounting purpose mostly by small and medium business. Now, this software is used for Accounting, Payroll, Billing, Sales and Profit Analysis, Auditing Inventory, Taxation such as TDS, TCS GST. Receipt of admission fees is completely computerized / online. Salary of faculty members and staff is transferred directly to the bank account. Salary bills are submitted to the STEs office through PAYWHIZ software. All other Payment for the work orders is done through RTGS/online.

Student Admission and Support

The admission process of MBA Students

is completely done by DTE through Online mode. It is start with online application for ENTRANCE test which is conducted online by DTE. Then online merit list will displayed and accordingly all document verification process done through online. For constant support and assistance to the student community online tools are used to keep in touch and inform them about various notices time to time. The student's support system is placed properly in the Institute. The student's data base is maintained in the office in softcopies. For category students all fees related forms are filled by online. Online fees portal is developed by DTE. The students have to create their online account for further process. The Student's eligibility, Prorate, Examination forms fess, students verification etc. done through online. E-mail ids and contact numbers of all members of Anti Ragging Committee, Anti Ragging Squad and Internal Complaints Committee have been uploaded to the college website and students can communicate to the members through e-mail. The following software is used for fees and database of the students. 1. Tally ERP 2. PAYWHIZ software.

Examination

Final / Semester end examination is conducted by SPPU, Pune. Online Question Papers are sent by university to avoid the leakage of question papers. Examination cell is under CCTV surveillance. Notices related to exams are also mailed to the students on priority basis. Thus the Chief Examination Officer and examination committee of the Institute ensures transparency and quicker methods of conducting exams. University appointed College Examination Officers (CEO) ensures smooth conduct of examinations. University also appoints External Senior Supervisor to monitor the examinations. For Internal marks University provides online link to fill the marks. Besides that marks of the internal exams and semester exams are also sent to the University online. The Institute also displayed Internal Examination Results Online on College Website. The final mark sheets of the students generated by SPPU, Pune.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Nil	Nil	Nil	Nil
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nil	Tally Software Training	05/11/2019	05/11/2019	Nil	1
2019	Nil	TDS Seminar	15/10/2019	15/10/2019	Nil	1
2020	Nil	New Pay roll system	11/08/2020	11/08/2020	Nil	2
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Business Analytics: Applications and Opportunities	3	29/05/2020	29/05/2020	1
National Webinar Series organised by MUPTA on "The Various Aspects of Covid 19"	4	20/05/2020	25/05/2020	6
Research Methodology - Defining and Redefining	2	28/04/2020	28/04/2020	1
International E-Conference on "Strategies Challenges in	2	15/05/2020	17/05/2020	3

Higher Education during COVID-19 Lockdown Period in India with reference to the World				
National level FDP on online college management and online content development tools	2	30/04/2020	02/05/2020	3
Career Oriented Teaching Learning	3	22/05/2020	22/05/2020	1
Cyber Security Threats to IT Business Applications	4	02/06/2020	02/06/2020	1
Digital Marketring Session for teachers on Google Classroom and Microsoft Teams	4	24/06/2020	26/06/2020	2
OUTCOME BASED EDUCATION: A STEP TOWARDS EXCELLENCE	7	11/05/2020	15/05/2020	5
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Hill station allowance, Staff quarters, Free medical treatment, Maternity leaves are provided as per the government and university rules, Employee Provident Fund (EPF) with 100 gratuity for all staff, Bus facility from Pune to Lonavala Campus etc.	Hill station allowance, Staff quarters, Free medical treatment, Maternity leaves are provided as per the government and university rules, Employee Provident Fund (EPF) with 100 gratuity for all staff, Bus facility from Pune to Lonavala Campus etc.	For economically backward students Institute provides dormitory accommodation in concessional rate, students Insurance, free medical facility in campus, sports, Gymnasium facility, canteen, hostel, etc.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

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 rectify 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.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
View File		

6.4.3 – Total corpus fund generated

30609899

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent teacher meeting is conducted every year. Feedback is taken from parents regarding teaching and learning process.

6.5.3 – Development programmes for support staff (at least three)

1) Tally Software Training 2) TDS Seminar 3) New Pay roll system

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Encouraging Faculty members for writing Research papers and Minor projects
2) Promotion of Online teaching -Learning tools among faculty members 3) Focus on MoUs in next academic year

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes

c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Guest Session Alumni Talk	10/02/2020	28/02/2019	28/02/2019	30
2020	Alumni Meet	10/02/2020	01/03/2020	01/03/2020	92
2020	Debate Competition	03/03/2020	12/03/2020	12/03/2020	10
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Issue/ Gender Sensitivity Awareness program	16/09/2019	16/09/2019	12	20

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The institute is celebrating various days like No plastic day, No vehicle day , Tree Plantation program to make aware the importance of conservation of environment and be Environmental Conscious. On No plastic day, students went to nearby villages to make people aware about how use of plastic degrades the environment and the need to conserve the environment by preventing use of plastics. Students also met shop keepers made aware of harms of plastic bags and importance of environment conservation. On No vehicle day students and staff members haven't used bicycle or car while coming to college, students have conducted awareness amongst villagers, the importance of protecting environment and the need to conserve it. The Tree Plantation program was organized by SIBACA the faculties from various institutions were actively participated in the tree plantation. The head of institutions along with the teaching and non teaching staff graced the occasion. The renewable energy source, solar PV system is installed in SIBACA which is having capacity of 10 Kw, and it fulfills near about 15 requirement of the Institute.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0

Braille Software/facilities	No	0
Rest Rooms	Yes	7
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	3	3	08/07/2019	2	1. Bus facility for staff 2. Auto Rikwsha on sharing basis 3. Accomodation for parents	Made provision for 1. Bus facility To and fro (Pune to Lonavala). 2. Auto Rikwsha from Lonavala to campus 3. Concessional Accomodation for parents	5

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students	08/07/2019	If there is a case against a student for a possible breach of code of conduct, then a committee will take a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee

		may meet with the student to ascertain the misconduct and suggest one or more of the disciplinary actions based on the nature of misconduct.
Code of Conduct and Professional Ethics for Teachers	08/07/2019	If there is a possible breach of code of conduct then a committee will take a suitable disciplinary action by inquiring and accordingly suggest the action to be taken against them.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Tree Plantation on the occasion of STES Foundation day	12/08/2019	12/08/2019	46
Shramdan on Teachers day celebration under theme Swatchh Bharat	19/09/2019	19/09/2019	30
"CSR Activity - SAMPARC Balgram" - Bhaje, Tal. Maval, Pune	11/03/2020	11/03/2020	25
Womens days celebrations (Under theme- Safety, Shakti, empowerment)	09/03/2020	09/03/2020	88
Marathi Bhasha Gaurav Din	27/02/2020	27/02/2020	20
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<p>The garbage pickup contract is given to M/s. Chaitnya Enterprises, Lonavla by STES Lonavala wef 6.10.2020 to pickup and safely dispose off the garbage of campus (wet and dry) The provision for disposal of old papers, metal sheets, E - Scraps and other scraps is done by SIBACA renewed on 14.08.2020 to dispose the scrap material. The contract is given to Mr. Zagade. The Annual Maintenance Contract for operation and maintenance of 1 MLD Sewage treatment plant is renewed on 17.07.2020 to treat the Sewage and re use the water for gardening. The renewable energy source, solar PV system is installed in SIBACA which is having capacity of 10 Kw, and it fulfills near about 15 requirement of the Institute. The Institute is conducting tree plantation activity on various occasions such as Republic Day, Independence Day Foundation Day etc.</p>
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: Student Training Program (STP) 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, morality, ethics, 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 is reviewed and revised suitably from time to time. This activity comprises of:-

- Aptitude Test/ GD/PI: to make students ready for the placements and development of employability skills.
- AMCAT Online Test for reading (SVAR) writing (WRITEX) is conducted by the AMCAT team from the A.Y. 2017-18 and onwards.
- Preparation of video CV using K point platform, Writing and Reading skills for the communication skills.

Outcome of STP: 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 but is also helping them at their workplaces

Best Practice 2: Campus Placements The Institute seeks faculty mentors' support in grooming, counseling and document preparation and verification of students for placement, Profiling of the students based on domain, experience, strength, weakness and their areas of interest. The institute has planned allocating the students to mentors for improving communication, rapport building in order to make them ready for placement process. It has been planned that TPOs will share all placement related information with the faculty Mentors so that they can better understand the placement process and will conduct counseling activities and grooming activities. Institute has completed the TCS certification and Firstnaukri assessments are mandatory from 2019-21 batch students. The faculty mentors guide the students regarding academic as well as personal details, TCS certification and Firstnaukri assessment completion, selecting the Specialization, how to choose company as per eligibility criteria, and writing their resume. The Institution has planned to conduct in-house and industry exerts sessions for grooming of students in association with CPC. The MOU for purchase order of Aon-CoCubes is signed and will be conducted for batch 2019-21

The Aon-CoCubes test will be conducted section-wise to prepare the students for placements. In addition to this, institute has also planned spoken English and written communication activities, speaker forum activities to improve communication, stage courage, public speaking skills and presentation skills etc. MS - Office classroom training sessions are planned to improve office related work skills. Aptitude related activities are planned like numerical, grammar etc which are useful for crack screening tests. Preparation of students on GD and PI prior going for interview.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/academics/academic_1.aspx

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institute conducts various social responsibility (SR) activities which results in for the betterment of society and community. The students are becoming very conscious about the social responsibilities and they are encouraged to take initiatives in the social sector. Institute undertakes certain outreach program initiatives. 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. "CSR Activity - SAMPARC Balgram" - Bhaje : A social activity was conducted in association with SAMPARC- an NGO at Bhaje 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. SIBACA LONAVALA - Ek Kadam Swachhata Ki Aur - Run for Swachhata : 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 where large number of students, faculty, and villagers voluntarily donate blood. "Bhatkanti - An Expedition Adventurous Activity activity being conducted every year. We consider the 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.

Provide the weblink of the institution

http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/academics/academic_1.aspx

8.Future Plans of Actions for Next Academic Year

Institute is planning to conduct various Environmental Consciousness and Sustainability programs such as tree plantation, water harvesting, green practices such as no vehicle day, go green, green marathon, save tree awareness program etc Institute is planning to conduct various corporate social responsibilities such as visiting nearby villages for computer literacy program, visiting orphanages for donating food items and school stationary, conducting swachhatta abhiyan in and around the institute etc. Institute practices strong moral principles by being honest in the terms of admission processes, evaluation of students etc. Institute is dedicated for continuous improvement and progress by dedicated input from the top management and faculty members and staffs. The institution also planning to instill the values of social service among its students and faculty members by being a part of various social welfare schemes, and tie-ups with NGOs from time to time. It strives to consistently uplift the standard of education provided, with relevance to the current global trends and standards. Institute is planning for conducting various gender equity programs such as lecture on Corporate Social Responsibility and Gender Sensitivity at Workplace, Talk on Manavadhikar of Women and Children, Talk on AIDS Awareness: Gender Justice and Display of Charts Posters on Stop Violence against Women

Institute is also planning to conduct below activities such as International Literacy Day: Need for Women Literacy to Remove Gender Disparities Gandhi Jayanti: Talk on Gandhian Philosophy and Gender Parity in Independence Movement and Human Rights Day: Gender Equality Essential for Social Transformation. Institute is planning to conduct the Induction Program for Newly Joined MBA Students with the aim to make students aware of industry environment and the preparation they need to do to be competent in industry life. This activity is based on Games for learning of Management skills, having Alumni interaction, helps students to understand the experiences of their alumni seniors how is campus and industry life. Institute has also planned to conduct various activities like Marathi bhasha din, guide the blind CSR activities like visiting orphanage, nearby schools for computer literacy program etc. For Best Practices institute is having following the best practices such as Khari kamai Scheme, the Objectives of the practice is to make them aware of how businesses are set up and what are the various challenges are to be faced for being entrepreneur skills. In addition to this institute has also planned spoken English and written communication activities, speaker forum activities are planned to improve communication, stage courage, public speaking skills and presentation skills etc. MS - Office class activities are planned to improve office related work. Aptitude related activities are planned like numerical, grammar etc which are useful for cracking screening tests. Preparation of students on GD and PI prior going for interview.