Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**SINHGAD INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION**
Name of the head of the Institution	**DR. ANAMIKA SINGH**
Designation	**Director**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**020-66831897**
Mobile no.	**9823440067**
Registered Email	**director_mba_simca@sinhgad.edu**
Alternate Email	**director_mca_simca@sinhgad.edu**
Address	**B.No.D-I 13/2, Necklace Area, Armament Estate, Pashan, Pune 411021**
City/Town	**PUNE**
State/UT	**Maharashtra**
Pincode	**411021**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**PRADEEP SHITOLE**
Phone no/Alternate Phone no.	**02066831907**
Mobile no.	**9225653740**
Registered Email	**iqac_simca@sinhgad.edu**
Alternate Email	**shitolepradeep@sinhgad.edu**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.sinhgadManagementInstitutes/SIMCA/NAAC.html

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.sinhgad.edu/SinhgadManagementInstitutes/SIMCA/NAAC.html

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**A**	**3.07**	**2018**	**02-Nov-2018**	**01-Nov-2023**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**10-Aug-2017**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Fifth International	**06-Feb-2020**	**114**

Conference on Innovations in It and Management	3	
Workshop on Research Methodology	06-Jun-2020 2	100
Brand Maniac	08-Feb-2020 1	87
Submission of AQAR	31-Dec-2020 10	10
AICTE EOA Process	14-Feb-2020 10	4
Bloomberg Training Programme	26-Feb-2020 1	3
Microsoft Teams training program	23-Jun-2020 1	27
Seminar on Python	18-Nov-2019 1	25

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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
Faculty	UGC BCUD Minor Project	Savitribai Phule Pune University, Pune	2020 1	250000
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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 :	**4**
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	[View Uploaded File]()
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)

International Conference Industrial Seminars FDP Tree Plantation Industrial visits Timely Affiliation Processes of AICTE, DTE and University

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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	Achivements/Outcomes
To Establish Innovation and Incubation Cell.	Innovation and Incubation cell is activated MOU with Savitribai Phule University, Pune is signed.
To organize the meetings with all stake holders	Two meetings with all members of IQAC, Four meetings with Teaching, and one meeting with nonteaching was organized.
To Promote Environmental awareness programme.	Tree plantation is done.
To ensure improvement in Student Training Program and related activities.	STP Contents were modified and Training to newly added faculty is given.
To promote the R & D activities institute level.	Research groups in every department are formed and work was initialized.
To develop E-content on course curriculum.	Videos lectures based University syllabus using various teaching methods like Multimedia Learning Techniques, Web based teaching and Elearning (NPTEL) were followed by the Faculty.

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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
STES IQAC COMMITTEE	14-Sep-2020

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	**30-Jan-2020**
17. Does the Institution have Management Information System ?	**No**

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 Institute is Affiliated to Savitribai Phule Pune University (SPPU) and it adheres to the curriculum designed by the University that is updated and revised periodically. The Institute meticulously develops action plan for effective implementation of the curriculum by planning the academic schedule as per the University norms. Currently, 2016 and 2019 Pattern syllabus is being followed for MBA Program. And for MCA program, 2015 and 2019 Pattern syllabus is in progress. Teaching Learning Process: Planning phase: Academic calendar is prepared at the beginning of the Academic Year by each department involving Head of the Institute, IQAC and all faculty members. Course allocation is done in accordance to the choice and expertise of the faculties. Lecture schedule and evaluation parameters are finalized after discussion with faculty members as per University guidelines. The schedule for various sessions, activities and events, such as, seminars, STP activity, Industrial visits, Celebration of various days and such like other activities to be undertaken is prepared by respective committees and is then incorporated in academic calendar. Class Time Table is prepared, based on which faculties prepare their course files that includes – Time-Tables, Syllabus, Teaching Plan, Teaching Notes, PPTs, MCQs, Resources, Assignments/Case Studies, Evaluation and Remedial action plan for slow learners. Review of available and required academic infrastructure and support is undertaken before commencing each academic semester. The Industry expert sessions/training demands is planned ahead by the faculties and communicated to the Director. Execution Phase: Academic progress is monitored by Director every month. Academic audit is done for the number of lectures planned and the number of lectures actually conducted. This ensures identification of gaps, if any, and necessary corrective actions to fill the gap. Attendance of students are monitored every month and communicated to students. The students with less than 70 percentage attendance are called and counseled to improve. The parents are intimated incase of very poor attendance. In-house examination results are analyzed for suitable necessary remedial measures. Extra sessions are conducted for weaker students and slow learners. Learning beyond syllabus: It is achieved by arranging lectures of experts from Industry by the respective departments to give awareness of new and emerging technologies / developments in the field. Induction Program: For holistic & personality development of the newly admitted students institute organizes Induction program to orient them of institute academic culture, curriculum norms, examination pattern and code of conduct. Activities Undertaken: Theinstitute conducted regular activities like management games, Internship, Assignments, Tests, Industrial visits, Group activities etc. to groom students professional skills. International conference, seminars and research methodology workshops are conducted yearly to get updated with the current aspects. The students are motivated to participate in various management events/competition conducted in-house and outside. Post Execution Phase: Students are asked to provide feedback on deliverables and actual delivery for analysis and corrective action at the end of semester. Cross checking the

| 1.1.2 – Certificate/ Diploma Courses introduced during the academic year |

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

| 1.2.1 – New programmes/courses introduced during the academic year |

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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	GENERAL MAANGEMENT	01/07/2019
MCA	COMPUTER APPLICATIONS	01/07/2019

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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
Management Fundamentals	01/07/2019	207
Business Communication Lab	01/07/2019	207
MS Excel advanced Excel Lab	01/07/2019	207
Linux	20/09/2019	151
Communication Skills	09/09/2019	151
Data Science	14/02/2020	151
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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	Summer Internship Projects	107
MBA	Dissertation	107
MCA	Internship Projects	90
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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

Institute has well established Feedback Mechanism on the Curricular Aspects taken from different stake holders like students, faculty, alumni, employers and parents. Institute analyses the collated information from the various stakeholders. The analysis is done in a scientific way through the use of Surveys. The inclusion of teachers and other education stakeholders made the process participatory and enriching. Furthermore, this feedback is also part of the process in order to ensure that participants' experience and recommendations are taken into consideration for the future enhancement of the MBA/MCA Programme syllabus/curriculum. A Report is prepared every year of the Feedback taken from different education stakeholders for the Design and Review of MBA/MCA Programme Syllabus. The Report for the Academic Year 2019-20 is attached/enclosed herewith. The Report is divided into FOUR Parts viz. Introduction, Process, Feedback and Recommendation. Students feedback is obtained on Relevance of the topics to the subject, Emphasis on fundamentals, Coverage of novel and advanced topics, Overall remark on syllabus, and Exposure to Software's in practical subjects.Teachers give their feedback on Relevance of the topics to the subject, Emphasis on fundamentals, Coverage of novel and advanced topics, Availability of information resources, Industrial applicability of concepts, and Overall remark on syllabus. Employers are asked to point out gaps if any from industry view-point. Alumni need to give feedback on Relevance of the topics to the subject, Coverage of novel and advanced topics, Applicability of syllabus in job, Overall remark on syllabus. Parents are asked whether the current syllabus is able help their wards in their employability and career goals. The suggestions and expectations from all these stakeholders are collated and are shared with IQAC, Director and respective members of BOS (Board of Study) of the Savitribai Phule Pune University for further action. At University level, all these are reviewed and considered while revising syllabus every three years. However, at Institute level, the issues are reviewed during the IQAC meetings and/or with Director depending upon the nature and suitability of the suggestion/expectation so as to look for the possibility of implementation at earliest. The general suggestions/expectations noticed from stakeholders are such as: 1. Syllabus need to be updated as per the industry requirements. 2. Advanced Technology related courses need to be introduced such as New web development technologies like R programming, Data science, AI (Artificial Intelligence), Blockchain, Angular, IoT etc. for MCA Programme. 3. Syllabus and contents be aligned to the new avenues arising due to Digital Economy and Specializations be considered according to evolving scenario and demand. 4. Some weightage may also be considered for Self - Paced Learning (SPL) and Professional Certification Programmes such as MOOC (Massive Open Online Courses) from NPTEL, SWAYAM and other reputed agencies.

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
PhD or DPhil	IT and Management	12	60	12
MCA	Computer Application	330	210	143
MBA	General Management	540	355	313

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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	456	0	42	42

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	Numberof smart classrooms	E-resources and techniques used
42	42	35	20	20	35

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)

Students are admitted through the Common Entrance Test (CET) resulting in a diverse blend of college, students from exceptional academic backgrounds, socioeconomic strata and vernacular language orientations so as to cater to this diversity. The organization has instituted the exercise of creating a pupil profile which gives an perception into the range and talents of the students. A psychometric check at the start of the first semester offers qualitative suggestions to the capabilities and interest of the scholars. This statistics is shared with the class coordinators and college that allows you to facilitate better personal and academic interaction. private interplay within the mentor mentee application, informal college boards for sharing school room interplay of college students and identifying susceptible or superior newbies, mechanism of non-stop assessment of the students through various internal reviews and quit term examinations are used to assess, plan and conduct numerous programs to facilitate mastering of vulnerable students and motivate advanced newbies to carry out higher. Techniques adopted for advanced learner: 1) Encouragement to enroll in value added packages like HR Analytics, virtual advertising, financial modelling, Six Sigma. 2) Possibilities to participate in intra and intercollegiate management competitions, task competitions, entrepreneurship workshops and several employer fests/event on managerial and technical skills. 3) Participation in Smart India Hackathon 2016 organized through HRD government of India. 4) Possibilities to take part in conferences, seminars, paper presentation competitions and publish their work 5) Meritorious students are provided for excellence in educational, extracurricular and co-curricular sports at the yearly prize distribution ceremony. Medals, certificates and a special prize in the shape of valuable books specifically chosen preserving the interest and abilities of every person awardee are distributed. 6) Special interest is given with the aid of all of the college for grooming the students during Academic classes and sports. 7) Special attention from Placement factor of view thru STP. Strategies adopted for Slow Learner:

1)Unique counseling of such college students is performed at some point of Mentor men-tee conferences. 2) Issue smart counseling is accomplished via respective teachers 3) If required, Possibilities are given to reappear for inner evaluation to enhance skill set and marks. 4) Remedial training and self-getting to know sessions are arranged past operating schedule. 5) Unique interest is given by using internal mission publications at some stage in the assignment internship program for the holistic development of gradual inexperienced persons and the enhancement of employ-ability competencies. The center objective behind this is to growth the chances of pre placement possibilities. 6) Appropriate counseling is carried out and education is given to assist such students to get placed in enterprise. 7) Gradual learners are clubbed with the development newcomers for all the sports taking place in and outdoor the institute to increase the participate method. 8) English reading writing and comprehension classes are offered to students who come from vernacular backgrounds. 9) Bridge course for familiarization of basic concepts of accounting.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
456	42	1:11

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
43	42	1	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
No Data Entered/Not Applicable !!!			
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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	MBA	I and III	13/12/2019	14/01/2020
MBA	MBA	II and IV	11/05/2020	22/06/2020
MCA	MCA	I, III and V	16/12/2019	20/01/2020
MCA	MCA	II, IV and VI	11/05/2020	22/06/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The internal evaluation is designed to recognize the capability and talent of a student. 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. • University reforms are aligned with institute's evaluation criteria such as Attendance, Case Study, Class Test, MCQ's, Presentation, Group Discussion, Written Home Assignment, Group Project, Mid-Term Exam and 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. • The continuous assessment provides a feedback on teaching learning process. The feedback after being analyzed is passed on to the concerned student for implementation and subsequent improvement. • 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. • Subject Specific MCQ's, mid-term 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. • 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. University 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 selected locations to monitor the online examinations.

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

An academic calendar is prepared in accordance with the university academic schedule. The calendar is displayed on notice board and shared through emails time to time. The MCA course has two semesters in each academic year. A fixed number of courses are taught in each semester through different teaching methods. Faculty members prepare the session plan by referring various evaluations as per the calendar. Continuous internal evaluation criteria's are based on university requirements. Subject wise different evaluation parameters are set. Major subjects have 100 marks which are divided into 30-70 pattern 30 marks for internal examination and 70 for external examination. For practical and project 50 marks are allotted. In every semester one subject is reserved as internal of 70 marks. Students are continuously assessed throughout the semester and evaluated based on the Mid-Term examination, End-Term examination, Assignments, Presentations or Case studies, Projects, Practical, and Viva and so on. For Internal Evaluation of 30 marks, Institute conducts 40 Marks Mid-Term Examination and 70 Marks End- Term Examination and convert out of 110 marks into out of 10 marks. Presentation or Case Study is evaluated for 10 marks whereas assignments and attendance are evaluated for 5 marks each. Similarly for Internal Evaluation of 70 marks, Institute conducts 40 Marks Mid-Term Examination and 70 Marks End- Term Examination and convert out of 110 marks into out of 30 marks. Presentation or Case Study is evaluated for 25 marks whereas assignments and attendance are evaluated for 15 and 10 respectively. In practical exam student is evaluated based on problem solved, journal and viva. Projects are also evaluated based on Report, User Interface and Knowledge presentation. Academic calendar incorporates all curricular, co-curricular and extra-curricular activities in the calendar which ensure CIE. All these CIE methods enable the faculty to identify the advanced and slow learners. The institute strictly follows the provision for slow learners. For slow learners remedial coaching is given. Regular meetings and reviews are conducted by teachers, coordinators, director. This way the institute adheres to the academic calendar for conduct of CIE.

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)

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
MBA	MBA	MBA	105	99	94.28
MCA	MCA	MCA	90	87	96.66
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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)

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
Students Research Projects (Other than compulsory by the University)	1825	UGC:RGNF	1.25	0.25
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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
2 Days Online Workshop on Research Methodology	MCA. MBA	06/06/2020
Career in Finance- Startups in Financial Sector	MBA	10/10/2019
Career in Marketing –Startups in IT Sector	MBA	01/01/2020
Business Line Club workshop for B schools on Commodity Markets	MBA	07/11/2019
COVID -19 "Pandemic General Awareness Quiz"	MCA. MBA	05/02/2020

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
International	Mr. Amar	Paper	09/03/2020	Best Research

Conferences on Innovations in IT and Management(IC2TM)	Yedake, Dr. Milind A Marathe	presented at International Conference		Paper
Kumar Foods Corporation : Product and Market Growth Strategies	Dr Milind A Marathe	Ivey Publishing	20/01/2020	Case Study
TRIZ and Design for Patentability	Dr Milind A Marathe	TRIZ association of Asia	18/06/2020	Orientation Session

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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
Innovation, Incubation and Linkage	SIMCA Start up and Innovation Cell	Savitribai Phule Pune University, Pune	PRAJWAL BRILLIANCE	Software Consultancy	27/06/2020

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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	3

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)
National	MCA	12	6.8
International	MCA	5	3.0
International	MBA	17	6.8

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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
MCA	1
MBA	1

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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	Name of	Title of journal	Year of	Citation Index	Institutional	Number of

Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
Literature review on Customer perception about Online shoppng with reference to Amazon	Dr Milind A Marathe	Juni Khyat	2020	1	Sinhgad Institute of Management and computer A pplication s, Pune	1

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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
No Data Entered/Not Applicable !!!						
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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/Semi nars/Workshops	34	11	21	6
Presented papers	28	1	1	0
Resource persons	2	2	4	0

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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
Covid Center in Campus	SIMCA,Narhe	1	85
Best out of Waste Competition	SIMCA,Narhe	2	40
Rangoli Competition-Nari Sashaktikaran	SIMCA,Narhe	1	55
Poster Making Competition Women Empowerment	SIMCA,Narhe	1	40
Fit India	SIMCA,Narhe	3	201

Movement -2019			
Tree plantation	SIMCA,Narhe	3	80

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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
No Data Entered/Not Applicable !!!			
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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 activites	Number of students participated in such activites
Poster Making Competition on "Women Empowerment"	SIMCA, Narhe	"Women Empowerment"	5	15

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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
Fifth International Conference on Innovations in It and Management (5-ICI2TM-2020)	114	Savitribai Phule Pune University , Pune	03
Phd Research Centre Presentations	41	Savitribai Phule Pune University , Pune	01

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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
MOU	Commodity Markets	STES, SIMCA	07/11/2019	30/06/2020	201
MOU	Suryadatta Group of Institutes	STES, SIMCA	25/09/2019	30/06/2020	41
MOU	ASSMSIOM Pune	STES, SIMCA	25/09/2019	30/06/2020	41

MOU	Whitesnow Software Consultancy Pvt. Ltd.	STES, SIMCA	15/02/2019	31/12/2019	90

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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
Equity Analytics and Training LLP, Pune	25/09/2019	Guest sessions, opportunities for short projects, SIP	30
ASSMSIOM	25/09/2019	Research	41
Suryadatta Group of Institutes	25/09/2019	Research	41

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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
67.06	52.58

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	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 patially)	Version	Year of automation
SLIM 21	Fully	2.6.8.29	2010

4.2.2 – Library Services

Library	Existing	Newly Added	Total

Service Type						
Text Books	30503	9433375	0	2250	30503	9435625
Reference Books	68	0	2	0	70	0
e-Books	400	0	100	0	500	0
Journals	12	0	3	0	15	0
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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
No Data Entered/Not Applicable !!!			
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	200	4	200	1	1	1	2	32	0
Added	0	0	0	0	0	0	0	0	0
Total	200	4	200	1	1	1	2	32	0

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

32 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
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilites
0.75	0.57	0.55	0.42

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)

> Maintenance and utilization of Campus Infrastructure: The Estate office of the campus is taking care of the effective maintenance and utilization of the campus infrastructure. It takes care of the following tasks. • The civil work

maintenance is taken care by a Civil Engineer. The Civil Engineer and his team are responsible for the upkeep of the building structure and ensure its fitness for use. Constant maintenance works are taken up round the year under the guidance of Civil Engineer. • Electrical Maintenance is taken care by an Electrical Engineer appointed for the purpose. The Electrical Engineer and his team monitor the campus electrical and their replacement throughout the year. •A Power Substation for electrification of the campus is being monitored and taken care by the Electrical Engineer and his team. • A System Administrator and technical assistant are appointed to ensure the upkeep of all laboratories and computers in the institute. • Housekeeping jobs like cleaning, sweeping the corridors and classrooms is maintained by the peons of the college. Library: Library collection is continually updated as per the collection and development policy of library. The new books, journals and magazines are continuously added as per the need and requirement of the syllabus of SPPU. Sports Facilities: The Institute has a sports complex which includes gymnasium hall, badminton, basketball court, volley ball ground etc. The maintenance of all these grounds 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. Computers: The computers and other ICT equipment's are well taken care by the technical team. The technical team is taking care of all the hardware and software of the institute. They are continuously working on updating the configuration of the computers, hardware and software as and when needed. Class rooms: The class rooms of the institute are well maintained cleaned by administrative staff. The ICT facilities are regularly updated by the technical team. The curtains of the windows are washed and cleaned frequently. Free Medical Facilities for students, staff: Medical health-care facility is available in the campus in the form of Rural Health Centre. The medical facilities and medicines are given free of cost to the students, staff. Specialized doctors are made available on weekly basis. Also medical store is available in the campus. Fire Audit of the Institute Building: To carry out a systematic and critical appraisal of all potential fire hazards involving premises of institute, the campus estate office conducts fire audit of the institute building twice a year. For that purpose fire officer has been appointed at the each campus level of the society. At institute level the responsibility is allocated to fire officer of the institute.

http://www.sinhgad.edu/SinhgadManagementInstitutes/SIMCA/NAAC.html

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	Scholorship/ Freeship Category wise	333	12396971
Financial Support from Other Sources			
a) National	PhD Scholorship	1	125000
b)International	Nill	Nill	Nill
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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 implemetation	Number of students enrolled	Agencies involved

Soft skill development	04/07/2020	33		MITU Skillologies, Pune
Soft skill development	03/07/2020	33		MITU Skillologies, Pune
Soft skill development	14/03/2020	33		MITU Skillologies, Pune
Soft skill development	07/02/2020	95		Intelligent Quotient Security System,
Soft skill development	08/11/2019	48		MITU Skillologies, Pune
Soft skill development	04/10/2019	45		Nivedita's NLP Corner
Soft skill development	14/05/2020	56		Alumni

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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 passedin the comp. exam	Number of studentsp placed
2019	Expert Lecture on "How do you uplift your Career Amidst Corona Virus Outbreak" by RiseUP - Webinar Series, Moderated by Markets PRO today	481	481	51	51
2019	MBA_ Placement Preparatory session (Aptitude) BY Mr. Jayesh Minase	481	481	51	51
2019	Technical Expert Lecture Scheme for Online Webinar by	481	481	51	51

our alumni Mr. Pritesh Singh, under "Saturday SIMCA Alumni Forum" on "Post COVID - 19 Opportunities and Challenges"				
[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 redressal
1	1	8

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
618	266	113	72	290	57
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	MCA from SIMCA	Computer Application	130 Snell Engineering Center, Northeastern University, USA	Master of Science in Computer Systems Engineering
[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
GRE	1
[View File](#)	

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

Activity	Level	Number of Participants
Cricket(Boys)	Inter-college	15
Football(Boys)	Inter-college	15
Volleyball(Boys)	Inter-college	7

Table Tennis(Boys)	Inter-college	1
Table Tennis(Girls)	Inter-college	1
Table Tennis Doubles(Boys)	Inter-college	2
Table Tennis Doubles(Girls)	Inter-college	2
Table Tennis Mix-Doubles	Inter-college	2
Chess(Boys)	Inter-college	1
Chess(Girls)	Inter-college	1
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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
2019	Second Prize in Sinhgad Karandak Cultural Program (group Dance)	National	Nill	1	206	Ankita Mohite Manisha Bhandalkar Gourav Joge Kartil Bongirkar Ritu Zade Ashmi Komal Pallavi Prasad Gaikwad Bhagwat Mane Sangeeta Yadav
[View File](#)						

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

Taking cognizance of important role of students in different academic and administrative activities, students are nominated as members of various committees. SIMCA started separate Student Activity Centre. In addition to the Student Activity Centre the co-curricular activities also take an equally important role. This provides an excellent opportunity and awareness to every student. By this SIMCA ensures the overall development of the student as above with appropriate standards. Student members represent the various issues and present their ideas at the respective committee meetings. Their suggestions are given due importance in arriving at decisions. The involvement of students in these creates better understanding between the administration and students. Academic Bodies Student chapters of various bodies like - Sports and Cultural Committee, Class Monitoring Committee, Library Committee, College Academic Committee. Administrative Bodies like - Anti ragging committee, Women Grievance

Redress Committee etc. SIMCA has begun to form student's council where in there will be Student's representatives from MBA/MCA 1st, 2nd and 3rd year, under the name of SIMCA Student's Committee (SSC), who actively take part in administrative work of the institute by means of developing effective communication between students and the institute administration. Members of SIMCA Student's Council 1. Faculty Coordinator 2. Activity Coordinator Faculty 3. Student Representative members The new student representatives are elected unanimously among the MBA/MCA First year students, while the second and third year representatives are continued from first year representatives group. The SSC comprise of 6 student members (2 each from first, second and third year (1 girl 1 boy) selected based on following criteria: 1. Good communication skillsverbal and written) 2. Planning Organizational skills 3. Problem solving Reasoning skills 4. Interpersonal skills 5. Ability to give constructive suggestions and appropriate solutions Role Responsibilities of the SSC members: 1. Organizing and participating in the meetings along with the faculty members from the council, at least once in a month preferably 2. To work as a conduit between students and college administrators. 3. To serve as liaison in bringing any issues/suggestions/feedback to the administration at meetings. 4. To relay key messages from the administration to the students (College also forward such important messages through formed whats app group as well as through official email). 5. To suggest, develop and implement solutions to problems related to campus life. 6. To collaborate with students to coordinate events to enhance students communication. Role Responsibilities of Institute: 1. Understanding the issues raised by the student representatives related to students and providing the necessary solutions and getting feedback from the representative members about the resolution of issues. 2. Active participation of students and the representatives for organizing and conducting the activities at institute, campus level and providing the necessary support. Every year various activities are carried out under Student Activity centre, some are – Induction, Fresher's party, Teachers day, Blood Donation Camp, Technical fests and Sinhgad Karandak(Annual event of STES Group)

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Sinhgad Institute of Management and Computer Application (SIMCA) welcomes you all to join our great community which endeavors to impart, share and collaborate our collective experience among ourselves, the society and the future alumni. In order to have continuous and formal interaction with the alumni college decided to form a Past Students Association in the name of SIMCA Alumni Association. ON, Oct 2010 'SIMCAALUMNI- ASSOCIATION' has been registered (Registration No. Maha/2185/2010/Pune Dated 18/10/2010). Feeling a duty to give back to our beloved institution the leanings that we acquired from it with renewed and fruitful learning we experienced in life enriching it further. Its time we act together, now and in synchrony to make our society and environment a better place to be in. Alumni of Sinhgad Institute - SIMCA has always been a source of support and inspiration for the students and the staff of this college. With a long list of famous personalities in the field of IT companies and even entrepreneurship, who have become an alumni of this college have made the institution proud for years. The alumni always come back to the institution to contribute in various ways. They often guide the current students and share their experiences in the academics (by orienting and teaching them or donating their books and other materials) or employment (by training them for their recruitment in corporate world or making them aware about the career options in their own field). OUR MISSION: To re-unite in the nest from where we grew and flew off. To build a bridge between college life and career life, so as introduce present students to the professional world and to make them proactive

to face the challenges that may emerge in their career path. To provide job opportunities to Final year students through references of professionals. To conduct orientation and training programs to students on various topics to enhance their skills. To create awareness among students about the scope of their subject in the professional world. To provide a platform for students to develop their qualities. To participate in social welfare activities for social accountability.

5.4.2 – No. of enrolled Alumni:
3831

5.4.3 – Alumni contribution during the year (in Rupees) :
0

5.4.4 – Meetings/activities organized by Alumni Association :
The SIMCA Alumni Association conducted the Annual Alumni Meet. Rendezvous - Alumni Meet 2020 was organized for alumni's of SIMCA, SSBS, and SITS. It was open to all alumni from the first batch onwards. The alumni meet is conducted every year in order to reconnect with the Alumni and celebrate their success and various achievements. Over 200 alumni's attended this Alumni meet. The main objective of the Alumni Meet was: • To promote a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them. • To act as a bridge between professionals for interaction on new developments in different areas. • To keep a roster of all Alumni of college and their pertinent data. • To encourage, foster and promote close relations among the alumni themselves. • To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni. . Alumni Meetings held for various objectives like Syllabus updating, Industry Seminars etc The Alumni Association of Sinhgad Institute of Management and Computer Application (SIMCA), achieves these objectives by staging an Alumni Meet every year through communications, interaction in various ways namely alumni meet, mock interviews, guest lectures, and many more. Activities organized by Alumni Association Alumni Student Interaction: Social Initiatives: Alumni Participation in Placement: To Sum-up • Alumni have their communication network on WhatsApp, Facebook 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.

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)

Vision: To shape professionals to be Thought Leaders in world of business, by institutionalizing creativity and innovation in thought process and action and dissemination of relevant knowledge through structured learning systems. Mission: We realize that education is fundamental for the complete development of individuals. As a premier teaching institute, we endeavor to harness this inherent potential through meeting the growing needs of higher technical education. As we grow, we will expand into new technologies, methodologies, disciplines, resources and even attitudes. To achieve this, SIMCA will ensure the highest quality of faculty, resources and infrastructure. These will be

structured with focus on academic excellence and versatility in approach that will meet the ever increasing needs of the students. The Narhe campus houses hostels for girl and boy students for all the three colleges located on the campus. The hostel administration functions independently and is governed by the rules and regulations laid down by the campus office guided by the parent body i.e. STES. The girl students apply for night out leave either for visiting their local guardians or to go home in the preparatory break or vacations. The girls were found to indulge in wrong practices on some occasions to obtain leave giving rise to issues related to their safety and security .The hostel authorities found it difficult to check with each institution the genuineness of the request for leave. So they designed a form which would require the signature of the Heads of the institution and stamp of the institution for sanction of leave. This was a good step, however it posed its own set of issues for the institution. There were instances when the Director was not available due to some engagements outside the institution or due to his preoccupation with work related issues. The students were inconvenienced as they had to wait for long hours or make frequent trips from their classes to check the Directors' availability for verification and signature. The students conveyed this difficulty to their class coordinators and the Director decided to incorporate a system in order to resolve the issue and affect smooth sanctioning of leave. The Director called an informal meeting of all the Class coordinators, head of the first year program and HOD's. After appraising the faculty of the issue it was decided by mutual consent that the Director would transfer this responsibility to a faculty member .Since this matter of leave was more relevant to students of the first year program, it was decided to authorize the first year Program Head to sanction the leave and give the college seal. However to avoid any other related issues cropping up, the student would first have to get the approval of his or her class coordinator, who would verify the details mentioned by the students and then recommend for leave. The Program head would then sanction the leave on the basis of the recommendation. In case of special cases the Director would still remain the final sanctioning authority. In case both the class

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

No

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	Institute admits the students through Centralized Admission Process (CAP) by strictly following the statutory reservation policies set by All India Council for Technical Education (AICTE) and Maharashtra State Government and Directorate of Technical Education (DTE). Eligibility Criteria for MBA MCA Students: Academic Year – 2018-19 1. Candidates must have a bachelor's degree from a recognized university (Appearing candidates also eligible) 2. Candidate should have secured minimum 50 marks in graduation level (45 in case of reserved category students) 3. Candidates must have valid MH-MBA-CET / C-MAT / CAT scorecard or any other entrance recognized by AICTE.

	Candidates securing a position in the merit list are eligible to participate in the counselling procedure. Stages under counselling involves filling of application form, document verification, seat allotment, preference filling and reporting to college for confirmation of seat.
Industry Interaction / Collaboration	The institute is enhancing the quality of education through guest lectures by eminent speakers through industry interactions. To increase career options for all the students by broadening career path to include association with alumni and industry interaction. Alumni Student Interaction: The connection between the alumni and the students is one of the major goals of the Alumni Association formed at SIMCA. SIMCA has organized 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.
Human Resource Management	The Sinhgad Technical Education Society is one of the renowned technical educational Group in Pune (India), and it has gained its name in the field of education, by implementing their plans and policies effectively and efficiently through the participative type of the governance. The Institute has Leave policy, Maternity Leave policy, Medical Leave Policy, Group Insurance Scheme, Free medical treatment, Provident Fund Scheme Vacation is given as per the norms to the staff, Additional increment is given if the Faculty member gets Ph.D. awarded ,Residential facility for staff, Teacher feedback policy, performance appraisal is taken annually, Holidays are given as per university calendar.
Library, ICT and Physical	The institution has good state of art

Infrastructure / Instrumentation	infrastructure to meet the educational requirements of students according to the norms strictly provided by the SPPU AICTE. The Institution Facilities includes Classrooms, Tutorial rooms, Seminar Hall, Computer Centre, Library and Reading Room, Digital library, Language lab, The Classrooms are well equipped with white board and LCD projection facilities with good ambiance with 60 seating capacity. The Tutorial rooms are equipped with a round table, white board and a seating capacity of 30 students and LCD projectors. The institute has four Seminar halls with varying seating capacity as 250, 150, 125 and 50 capacities of students with LCD projectors, public addressing system, and white board. Computer labs are well equipped with latest configuration desktops and software's as well as LCD projectors. The institute's library has good collection of Text books -30593 Volumes Titles - 6097, CDs - 184, E-books which includes Reference books, journals, technical magazines, digital library newspapers etc. The Library offers reprographic, internet and Wi-Fi facilities the library is automated with SLIM 21 software and author-wise/title T wise search is facilitated through OPAC. Reading room has a seating arrangement for 180 students along with drinking water and wash room facilities. The management has taken all the care in building a campus with all the amenities. 24x7 Wi-Fi facility is available for the students in the institute as well as hostel. Generators are installed for complete power back up.
Research and Development	In order to promote a climate for academic excellence with openness to learning, research and development of professional skills, the Institute has started a Research Centre since 2013. The Research Centre offers PhD programmes in IT and Management. The faculty members are supported with financial assistance, writing proposals and liaison with the research institutes of eminence. Institute regularly organize and attend programs related to the research. Research contribution is considered in the career advancement scheme, and appropriate study leaves are awarded

	for the further research. Adequate provisions are made in the annual budget of the institute. The institute conducts International Conference, Research oriented workshops and seminars on filing patents. BCUD of SPPU supports research activities of the institute by providing research grants in addition to the provision of seed money in the annual budget of the institute. Faculty members to write and publish the papers in the UGC approved journals of high impact factor and International Conference Proceeding. Faculty members are involved in interdisciplinary projects. Some faculty members have received awards and recognitions for their research at national as well as International level. The Institute has organised number of collaborative activities for research, faculty exchange, student exchange during the year such as Ph.D. Course Work for the faculty of Commerce and Management, State Level Seminar, National Conference, Fourth International Conference on Innovations in IT and Management (4-ICI2TM-2019)
Examination and Evaluation	Internal evaluation reforms: The internal evaluation is designed to recognize the capability and talent of a student. 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. University reforms are aligned with institute's evaluation criteria such as Attendance, Case Study, Class Test, MCQ's, Presentation, Group Discussion, Written Home Assignment, Group Project, Mid-Term Exam and 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. University 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 selected locations to monitor the online examinations.
	Teaching and Learning	Institute admit the students through Centralized Admission Process (CAP) by strictly following the statutory reservation policies set by All India Council for Technical Education (AICTE) and Maharashtra State Government and Directorate of Technical Education (DTE). The teaching learning process adopted is student centric. Every student is taken care in all respects by adopting Mentor-Mentee program. As per the guidelines of the university examination the institute follows continuous evaluation process transparently and conducts the examinations at different levels. Then based on the evaluation results of these examinations along with feedback from mentor mentee program, students are categorized in advanced learners and slow learners. For slow learner students remedial classes are regularly conducted to improve their skills and performance. The student staff ratio is always maintained as per the norms of AICTE. The Faculty selections are done by affiliating University. The students are also encouraged for their creativity and conducts various competition to prepare posters, present papers and attend seminars or conferences. The college encourages faculty to organize and attend FDP programs, workshops, seminars and conferences etc.
	Curriculum Development	Institute is affiliated to SPPU and follows the curriculum provided by SPPU. The institute follows a well-documented structured process to plan and execute activities for effective implementation of the curriculum delivery. CO attainment is judged based on various mechanisms like Mid-term examination, End-term examination, Mock test, Guest lectures, presentations, assignments etc. The Institute encourages faculty to actively participate in the syllabus discussion meetings conducted by Board of Studies (BoS) at university level. The faculty members participates and organizes various workshops, Faculty Development Programs (FDP) and Short Term Training Programs(STTPs) to understand the

breadth and depth of the subject for effective delivery of the curriculum. The Institute organizes the Debate competition, Group discussions, various management games, and management movie sessions, Harvard Business Article Discussion, Yoga day etc. The institute has signed up MOU with various National and Multinational companies. Institute offers certification courses which are designed in association with IIT Bombay i.e. JAVA, C and CPP, PHP and My SQL etc. The institute has organized value added courses which are Digital Marketing, HR analytics and Advanced Excel, Linux OS, Introduction to website development and launch. The Governing Education Management System (GEMS) facilitates students for e-learning. The institute has organized blood donation camp, Eye check up camp, Women's Day Celebration, Tree Plantation for the awareness of the students to improve their point of view towards social causes, through which the students acquire moral and ethical values. Yearly Feedback on the curriculum is taken from different stake holders like students, faculty, alumni, and industry.

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

E-governace area	Details
Examination	Continuous evaluation and analysis of the attainment of course outcomes is done by means of solving assignments , Midterm examination, end term examination ,MCQs , presentations etc. CO attainment is judged based on various mechanisms like Mid-term examination, End-term Examination, Mock test. As per the guidelines of the university examination the institute follows continuous evaluation process transparently and conducts the examinations at different levels. Then based on the evaluation results of these examinations along with feedback from mentor mentee program.
Student Admission and Support	The Institute provides financial assistance, scholarships, free ships and insurance to the deserving students, as per the government norms. The institute arranges special coaching for competitive examinations and soft skills. The institute has the "Mentoring System" where a mentor is

		allotted for every 15 students. He/ She shall monitor all the aspects of the students regarding attendance, performance, discipline and maintain regular touch with parents. Institute conducts several extracurricular, co-curricular activities and sports for the overall development of the students, throughout the year. The Training Placement (TP) cell of the institute provides career guidance and organizes campus recruitment drives for the students and provides overall grooming of students for placement. Development of entrepreneurial skills is encouraged in the students through Entrepreneurship Development Cell (EDC). The institute has a well-established registered alumni association. The institute has a separate grievance mechanism to address the issues like sexual and ragging issues through separate committees. The conducive environment of the institute highly favors in reducing dropouts and improving the pass percentage. The institute promotes students to participate in various sports and cultural activities along with technical activities to ensure overall growth of the students. Student's participation and feedback through students council is considered while developing such activities. The students have good representation in various committees of published material. On average of more than 50-60 of the enrolled students are getting placed through on/off campus drives.
	Finance and Accounts	Budgeting and optimum utilization of finance as well as mobilization of resources are the key issues handled by the Management. There are established procedures and processes for planning and allocation of financial resources which leads to effective efficient use of financial resources. The Budget Process which is an inclusive and collaborative process is as follows: Departmental Budget Templates are circulated to collect the Budget Requirements for the forthcoming year. The respective HODs of the departments then submit the requirements in the Standardized format which are consolidated. The various heads of the budget include the department capital requirements, staff cost based on the

		manpower plan, student faculty related expenses, event expenses, research development, administrative expenses including lab consumables, repairs maintenance other infrastructure related expenses, etc. The utilization of the current year approved budget along with the budget projected for the forthcoming year is presented to the Finance Committee after discussions in the Executive Committee. After the approval of the finance committee, it is also approved by the Governing Council.
Administration		The institute is governed by Sinhgad Technical Education Society (STES), Pune. The quality policy is designed by the management and implemented by The Director, LMC members faculty members, keeping in mind the vision of the Hon. President of the STES. Sinhgad Institute of Management and Computer Application (SIMCA) was established in 2004. SIMCA shapes the personality of an individual and makes an individual competent to face the industry pressures. This is done methodically in SIMCA. SIMCA is engaged in Multi-faceted training program structure following the University syllabus and going beyond the syllabus to shape the personality of the student. For academic excellence, SIMCA has a retinue of dedicated, devoted and determined teaching faculties, who encourage empower students to do their best. The curriculum embraces both the vertical (industry specific) and horizontal (functional discipline specific) specialization streams. It focuses on the practice of oriented-learning thus creating knowledge-base through experience.
Planning and Development		Tally ERP-9 was started in the year 2004-05 PAYWHIZ FOR SALARY TAXES started in the year 2008-09 GEMS ERP SOFTWARE has been started in the year 2013-14, prior to that manual system was there. APEX S/W Pvt. Ltd 9 started in the year 2017-18 ZOOM SOFTWARE FOR COLLECTION OF FEES software started in the year 2017-18.

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/	Name of the	Amount of support

		workshop attended for which financial support provided	professional body for which membership fee is provided	
Nill	Mr. Sachin Gupta	FDP on MCA Semeter Vs Syllabus design in Association with SPPU at D Y Patil Institute	Nill	200
Nill	Mr. Yogesh Sharma	FDP on MCA Semeter Vs Syllabus design in Association with SPPU at D Y Patil Institute	Nill	200
Nill	Mr. Sachin Gupta	Syllabus Content Development Workshop at Zeal Institute	Nill	200
2020	Mr. Yogesh Sharma	Syllabus Content Development Workshop at Zeal Institute	Nill	200
2019	Dr. Sachin Wankhede	5th International Conference Innovations in IT Management (5th ICI2TM-2020)	Nill	500
[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)
2020	Bloomberg Training Programme	Nill	26/02/2020	28/02/2020	3	Nill
2020	Training on Microsoft Teams Software	Training on Microsoft Teams Software	23/06/2020	23/06/2020	27	9

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
Intelectual Property Rights and Competitive Law	1	01/07/2019	30/09/2020	90
Evolution from Offline to Online Teaching	1	30/05/2020	03/06/2020	05
IKIGAI Quest Webinar 2020	2	13/06/2020	13/12/2020	01

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
27	25	22

6.4 – Financial Management and Resource Mobilization

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

Rigorous Internal Audit is conducted every year in order to verify compliance with respect to rules, regulations and standard operating procedures. Institute Budget is sanctioned twice a year, which gives directions as far as utilization of financial resources are concerned. Incomes and expenditures proofs are maintained in legitimate formats, in case of off the budget expenditures prior permission is taken from appropriate authorities. The Tally, a financial software, is used for maintain all the quantitative financial records. The GEMS, internally developed ERP system, is used for maintaining employee records. Biometric attendance is recorded and verified against the payment of salaries. Internal Auditor visits the branch every year and investigates all the records, with proofs, before submitting the final report to the management. Till date institute has maintained its record of not receiving any query about mobilization of financial resources or concern over SOPs. External Audit is conducted every year in order to verify legal compliance. External Auditor scrutinizes all the financial statements, to see that all the Accounting Standards are followed properly. Till date institute has maintained its record of not receiving any query from the auditor. External Auditor's report include – 1.Balance Sheet 2.Income and Expenditure Account 3.Different Income and Expenditure Schedules 4.Notes forming the part of the accounts

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	Funds/ Grnats received in Rs.	Purpose

funding agencies /individuals	

No Data Entered/Not Applicable !!!

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6.4.3 – Total corpus fund generated

53060

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	Yes	STES IQAC Committee	Yes	SIMCA IQAC Committee
Administrative	Yes	K.S.MALI Company	Yes	STES Statutory Audit Committee

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

Supplying of Basic necessities to the Blind Girls Tree Plantation Women s Day Celebration Orphanage visit to mentally Challenged kid's…from the weaker section of the society

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

1. Tally Training 2. GST Training And Challenges to accounts master in tally 3. TDS Compliance 4. GST Training And accounts finalization 5. Microsoft Teams Training

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

1. Covid Center at Campus 2. Tree Plantation CSR Activity 3. Industrial MOU'S with Core Code IT Solutions Pvt Ltd., Krishana Tool Room, Lawrence Mayo(India) Pvt Ltd, Nissar Transformers Pvt. Limited, Defacto Vertias Certification Private Ltd, Whitesnow Software Consultancy Pvt. Ltd, AICTE And Fourth Ambit

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
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	Fifth International Conference on Innovations in It and Management	06/02/2020	06/02/2020	08/02/2020	114
2020	Workshop on Research	06/02/2020	06/02/2020	08/02/2020	100

| 2020 | Bloomberg Training Programme | 26/02/2020 | 26/02/2020 | 26/02/2020 | 3 |

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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
Poster Making Competition (Women Empowerment (Nari Sashktikaran)	05/10/2019	05/10/2019	22	20
Rangoli Making Competition (Women Empowerment (Nari Sashktikaran)	05/10/2019	05/10/2019	30	30
Women 's Day Celebration	08/03/2020	08/03/2020	155	68

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
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	Yes	1
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 disadva ntages	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	1	1	16/08/2 019	1	Women s Day Celeb ration	Women s Day Celeb ration	48
2020	1	1	11/02/2 020	1	Orphanage visit to mentally Challenge d kid's…f rom the weaker section of the society	Social Responsib ility and inclusive developme nt	20
2020	1	1	16/02/2 020	1	Pune Maha Merathon	Social Responsib ility	40
2020	1	1	03/03/2 020	1	Supplying of Basic necessiti es to the Blind Girls	Social Responsib ility	36
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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 handbooks	01/07/2019	The aim of this document is to set out a framework for codes of practice for ethical conduct in this institute. In line with the commitment of Sinhgad Technical Education Society to enhance the quality provision of education, with the support of various governing bodies and institutions this set of model codes of conduct for the three internal groups of actors in higher education institutions has been

developed. The three internal groups of actors are as follows: governors/managers, academic staff, and students. This document is designed with an aim to bring Ethics, Transparency and Integrity in policies and practices.

7.1.6 – Activities conducted for promotion of universal Values and Ethics			
Activity	Duration From	Duration To	Number of participants
Tree Plantation Taljai Tekdi Pune	16/08/2019	16/08/2019	48
Fit India	29/08/2019	29/08/2019	90
Smile Wellness Program	03/10/2019	03/10/2019	104
Poster Making Competition (Women Empowerment (Nari Sashktikaran)	05/10/2019	05/10/2019	42
Rangoli Making Competition (Women Empowerment (Nari Sashktikaran)	05/10/2019	05/10/2019	60
Best from Waste	24/01/2020	24/01/2020	31
Work shop on Cyber Security	07/02/2020	07/02/2020	91
Pune Maha Marathon	16/02/2020	16/02/2020	40
Outbreak of CORONA (COVID-19)	13/03/2020	13/03/2020	36
Yoga Day Celebration - Online Mode	21/06/2020	21/06/2020	43

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Solid Waste Management 2. Liquid Waste Management 3. e-Waste Management 4. Rain Water Harwesting 5. Paper Less office 6. Green Landscaping with trees and plants 7. No vehicle day

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the practice: 1. Placement and practical oriented training Objective Campus placements at the best B school in India and in the life of any student / graduate are very defining moments that students look up to and prepare themselves thoroughly to score high and well but as well as to impress their potential future employers. It is the one time that students get a precise chance to make that practical application of their technical and employable

soundness to the representatives of the corporate management of the particular industry they opted for or chose in the first place. The main objective is to enhance the employability of the students by providing sufficient practical exposure, soft skills and career guidance to the students. The academic standards are raised and all efforts are made to enhance the acceptability of the students by the software industry and to bridge the gap between academia and industry. Separate Placement and Training cell is established to dedicatedly work to accomplish the goal. The Context Placement opportunities for management (M.B.A.) graduates from good schools have gone up. The number of HR conclaves organised round the year by most colleges (though for placement purposes) is an indicator of the increasing popularity of HR. The placement teams have power to decide on placement activities, maintaining relations and communication with companies. An MBA programme with good innovative learning will play a major role in how much your students could rise in their career. Industry interface, involvement in leadership activities and excellent quality faculty at the B-school are also very crucial. The Practice Institute believes in building a strong foundation by strengthening the core teaching and thereby making the fundamental concepts very clear. The students are analyzed for their weakness in the context of placement. Institute have proven policies to identify and enhance the capabilities of slow learners and further enhance the strength of fast learners. Continuous evaluation and analysis of the attainment of course outcomes is done by means of solving assignments , Midterm examination, end term examination, MCQs , presentations etc. Well-designed practical assignments help students in achieving the practice required by industry in each programming subject. Students are given training, workshops, lectures from industry of new technologies and encourage them to attain certifications to bridge the academic industry gap and enhance placements. Aptitude tests, Group discussions, mock interviews, soft skill training and grooming sessions are conducted to make them confident in facing interviews. Evidence of Success- Problems encountered and resources required • Lack of counselling • Conventional classroom approach • More focus on theoretical concepts by students • Increase in the number of management colleges • Decreasing placement opportunities in recent times • Students with rural background do not posses communication skills. So they face difficulties. Career portal services can be utilized by the colleges to improve the placements. Universities may conduct Job Fests by inviting various companies to one place to help the students of the affiliated colleges. 2. GEMS ERP for managing Academics Objective The implementation of GEMS ERP has been very beneficial and it is helping our institute to improve the various crucial and mundane operations, thus making them manageable and more transparent. It's the time and efficiency factor that places the software ahead of the traditional methods. The purpose and need of the GEMS ERP software are to offer a helpful hand to the faculty and management in the way that many crucial functions of the institute can be made under a single roof. Several reputed colleges and universities have deployed ERP solutions with success. The investment that is made on such software allows many benefits in the long run. The Context ERP in education is not a new concept ERPs were in full-fledged use in major corporations in some of the biggest industries, to ease the management process. With the development of technology and widespread demand for computing, concepts have led to the increasing popularity of ERP solutions in other industries like educational institutes. The Practice Institute uses GEMS, the State-of-the-art software solution for small and big educational institutes. Evidence of success GEMS help to govern, communicate, manage, organize, monitor, measure, report and analyze all of your day-to-day academic operations. It is extremely fast and easy to use. Less paper work and can access and use from anywhere. Some important modules are given below. Academics Gems help to manage all academic related stuff like academic plan, online test, lecture schedule etc. The detailed are given in the below screenshot Personal

Management This module handles weekly plan, leave management, feedback, salary details etc Problems encountered and resources required Sometimes the technical glitches may occur but sorted out by our technicians.

<table>
<tr><td>Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link</td></tr>
<tr><td>http://www.sinhgad.edu/SinhgadManagementInstitutes/SIMCA/NAAC.html</td></tr>
</table>

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

1. Social Media Visibility Social media has changed both the way in which Institutes interact with their students and the way in which events and activity gets promoted. Institute is attempting to utilize social media to reach existing students, get new ones and build or maintain credibility and reputation. More importantly, Institute need to measure their visibility in the most popular social media relative to that of other Institutes. Sinhgad Institute of Management and Computer Application (SIMCA) is distinctly positioned in social media and seems to currently have a concerted strategy for engaging its stakeholders in a particular social media. SIMCA is handling multiple social media account like facebook, twitter, youtube, Instagram, blog, whatapps, telegram etc. to reach multiple students and deliver best quality of education among the students. Institute has also posted various event details in various social media account to reach maximum students and got maximum participation. 2. Harvard Business Review article discussion This activity involves the discussion (presentation) of a Harvard Business Review article by the faculty for the students. The Harvard Business Review (HBR) is a general management magazine published by Harvard Business Publishing, a wholly owned subsidiary of Harvard University. It is essentially a reach source of contemporary management related research, knowledge and content. These articles are generally authored by leading academicians, researchers and corporate leaders across the world and delve into subject areas like leadership development, organizational change, marketing, branding, strategy, and topics related to impact of digital and social media on business world Etc. This session is focused on educating the students on various concepts through practical knowledge and equipping them with the know-how about latest developments and practices in the world of management and business. 3. Student Research - Academic Excellence with Focus on Research and development The academic programmes which the institution offers are well in tune with the institution's goals and objectives as outlined in the vision and mission statements. There is also a judicious selection of curricular and co-curricular activities, which are designed to foster the all-round development of the students. Given below are some of the ways in which the academic programmes reflect the mission of the institution: Institute Distinctiveness: 1. In order to promote a climate for academic excellence with openness to learning, research and development of professional skills, the Institute has started a Research Centre since 2017.The Research Centre offers PhD programmes in Management including various streams like 1. Computer Management 2. HR Management 3. Knowledge management 4. Production Management 5. Marketing management 2. Strengthening Research Aptitude among students- Students are encouraged to publish research articles. The research centre helps them in this endeavour. The selected research papers of students are published in national and International Journal. The students are also motivated and guided by their mentors to participate in National and International conferences/seminars. Institute organizes national, International conferences, workshops regularly. 4. "Intellectual Capital Enhancement" through Faculty Development Objective: is essentially aimed at motivating and encouraging the faculty members to engage

with research related activities.

Provide the weblink of the institution
http://www.sinhgad.edu/SinhgadManagementInstitutes/SIMCA/NAAC.html

8.Future Plans of Actions for Next Academic Year

To ensure 100 utilization of lecture timings. To prepare and publish yearly academic calendar before the beginning of the academic year. To make the subjects more interesting. To support students. (meritorious and academically weak) To keep guardians updated about their wards' performance. To address student grievances. To enhance collaborative research among the departments and to take initiative for inter-institutional collaboration To conduct greater numbers of seminars and workshops of National and International importance at our campus. To ensure fair access to and affordability of academic programs for various sections of society. To enhance outreach programs for the members of the backward community. To enhance the number of smart class rooms in the academic departments. To provide infrastructure comparable to standards. To introduce fully e-based system for different administrative processes like, admission, result publication, etc. To strengthen the liaison among the stakeholders like, students, teachers, parents, employers etc. To fulfill our social obligations. To arrange special programs for teaching/non-teaching staff. To protect the environment. To strengthen industry linkages. To strengthen National and International linkages. To strengthen alumni participation.