



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT
Name of the head of the Institution	Dr. Rajashree Shinde
Designation	Director
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	020-24354036
Mobile no.	8975769599
Registered Email	director_sknsbm@sinhgad.edu
Alternate Email	rajashreeashinde@gmail.com
Address	S.No. 10/1, Ambegaon(BK), Pune
City/Town	Pune
State/UT	Maharashtra
Pincode	411041

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	private
Name of the IQAC co-ordinator/Director	Dr. Shalaka Rahul Sakhrekar
Phone no/Alternate Phone no.	02024354036
Mobile no.	9922402945
Registered Email	shalakasakhrekar.sknsbm@sinhgad.edu
Alternate Email	sakhrekar@yahoo.co.in

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.sinhgad.edu/SinhgadManagementInstitutes/SKNSSBM-MBA/NAAC.html
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/SKNSSBM-MBA/AQAR.html

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.06	2018	02-Nov-2018	01-Nov-2023

6. Date of Establishment of IQAC	02-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 IQAC	Date & Duration	Number of participants/ beneficiaries
Human Rights Workshop	03-Sep-2018	257

	1	
Seminar for HR specialization	27-Apr-2019 1	52
Seminar for Marketing Specialization	08-Feb-2019 1	117
Seminar for Finance specialization	30-Jan-2019 1	97
Industry-Institute interaction through guest sessions and industrial visits	07-Feb-2019 17	250
Orientation on institutional quality policies for newly joined faculty members.	07-Feb-2019 2	8
FDP for new Faculty Memebers	06-Feb-2019 2	20

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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	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 :

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)

Institution of Institute Innovation Cell (E Cell)

FDP For Finance specialization

FDP for Marketing Specialization

FDP for HR specialization

Human Rights Workshop

[View Uploaded File](#)**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
E-Cell Development	Development of Entrepreneurial skills
Faculty Development Programmes	Newly joined faculty members has got the idea about different subjects, curriculum which helped them to acquire the and create new teaching learning methods
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Academic monitoring Committee	27-Aug-2019

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

Yes

Date of Visit

28-Nov-2018

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

07-Jan-2019

<p>17. Does the Institution have Management Information System ?</p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>It is a system designed to systematically organize information related to the management of educational development. MIS is responsible for the promotion and use of information for policy planning and implementation, decisionmaking, and the monitoring and evaluation of an education system. As we live in the age of information, the success in organizing information systems for the development of education lies in the use of information for development. Not using accurate and timely educational information for monitoring development activities results in retarded development. MIS also substantially aids efforts made to assess the performance of an education system. It also closely monitors the equitable distribution of resources, and plays an active role in providing information to top management about the deployment.</p> <ol style="list-style-type: none"> 1. Admission Process - This module helps in admission process of students of the institute and is used to complete the admission formality by filling up online admission forms writing all the academic and other information on this forms. Maintain admission date, enquiry date, Application forms. Maintain alumni data, student data. Promote the student in second year, demote the students from second year to first year in the case of year down result. 2. Administration - The day to day data related to attendance of all teaching and nonteaching staff is part of this module which also helps in monthly salary payment of all employee of the institute. Daily biometric report of all the staff members is getting maintained here, In/Out time record, Late mark report, 3. One module is for Faculty appraisal and Student feedback. Feedback is getting analyzed through this module. 4. Fees : At admin side Institute fees, scholarship record, fee receipts printing, balance, fees refund, fees are getting maintained and managed 5. Printing of college level certificates like Bonafied Certificate. 6. Accounts and Finance - Institutes accounts and finance is run with all

its functions using accounts and finance modules. 7. Salary : Salary calculation, TDS Return filing, TDS Challan printing, Professional tax challan printing. 8. Library : Module for issue and return of Books, data maintenance.

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

Being an affiliated Institute, we follow the curriculum designed by the Savitribai Phule Pune University. The Institute adheres to the guidelines given by AICTE/UGC and other relevant regulatory bodies. Phase I : Planning

- At the beginning of each semester, subject choices are taken from faculties. Allocation of subject, lecture schedule and evaluation parameters are finalized. The entire planning and organizing of sessions schedule is displayed on noticeboards.
- Faculty prepares the teaching plan for the subjects allocated to them by considering academic calendar. Every faculty prepares a detailed course file which includes syllabus, Individual timetable, Academic Calendar, teaching plan, evaluation parameters, class notes, question banks, Question papers of SPPU, List of Assignments, Lecture PPTs , MCQs., List of Different learning resources.
- Activity based and participative teaching process.
- Consistent efforts for enhancement of employability of students.
- All time enrichment of curriculum by conducting Institutional activities and offering infrastructural support. Institute arranges Induction program which includes institute academic culture, curriculum norms, examination pattern and code of conduct for students.
- Critical analysis of feedback of stakeholders and timely changes in curriculum planning.
- Various value added activities regarding human rights, moral & ethical values, career options, CSR.
- Value addition in the university curriculum by incorporating business communication, general awareness, aptitude, guest lectures, Group discussions and Personal Interviews at Institute level for personality development.
- Mentor-Mentee system is followed. And internship guide allocation is done.
- Institute tries to follow paperless environment with the help of ICT.

Phase 2 : Implementation

- Institute motivates faculty to adopt innovative teaching practices viz. Use of Project based learning; case based learning, role play etc.
- Faculty focuses on quality delivery & active participation of student in the entire curriculum, cocurricular and extra curricular activities.
- Evaluation parameters are set for continuous assessment to assess the skills acquired by students.
- Monitoring is done by academic coordinator with respect to delivery of sessions & internal evaluations.
- The effective implementation of curriculum is ensured by supplementing classroom teaching with sessions conducted by eminent personalities from other Institutes / universities, Industries.
- The institute arranges the remedial classes for slow-learners & encourages meritorious students to mentor weaker students.
- Students are asked to provide faculty feedback, & based on that analysis and corrective actions are taken at the end of semester.
- Institute follows cafeteria approach - by providing Generic Core/Elective subject in each semester. The students have flexibility to choose any one specialization from offered specializations, and for that Institute is conducting Orientation Programme.
- Regular absent students are identified by the mentors and the same is informed to the parents through telephonic conversation, SMS alert or if required by post. Students are

allocated to faculty guides for internship. 10.ERP is promoted for paperless activities (GEMS),The institute premise is equipped with Wi-Fi connectivity. For effective teaching learning process all classrooms are equipped with LCD Projectors and LCD Screens. The classrooms are also facilitated with LAN.

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
Complete Business Skills	NA	02/03/2019	5	Enterprene urship	Skill Development
MIS Course on Swayam portal	NA	02/02/2019	28	Employabil ity	Skill Development

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	MBA-Marketing	02/07/2018
MBA	MBA-Finance	02/07/2018
MBA	MBA-HR	02/07/2018
MBA	MBA-Operation	02/07/2018
MBA	MBA-IT	02/07/2018
MBA	MBA-IB	02/07/2018
MBA	MBA-SCM	02/07/2018

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

	Certificate	Diploma Course
Number of Students	84	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
Human Rights	03/09/2018	242
Soft Skill	02/07/2018	266
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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
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MBA	Finance	103
MBA	Marketing	116
MBA	HR	47
MBA	Operations and SCM	16
MBA	IB	7
MBA	IT	2
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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 SKNSSBM Institute has its Stakeholders feedback policy and receives feedback from various stakeholders namely Students, Teachers, Employers, Alumni, and Parents. This feedback plays a critical part in the design, development and implementation of the Curriculum, Objectives : 1. To provide students with the opportunity to comment on the quality of their learning experiences 2. To assess the success of academic provision in relation to the expectations of Stakeholders 3. To provide feedback to teachers in order to improve delivery and/or content of the Curriculum 4. To enhance and enrich the overall learning experience of students. Process for Feedback Collection: Process followed in institute is we circulate hardcopy of feedback form to all stakeholders, hardcopy contains parameters related to MBA curriculum .All stakeholders rate the parameters as per the scale ,if in case of any explanation required by any of the stakeholders we clarify their queries. After collecting the feedback from stakeholders we analyse the feedback and represent it through graphical representation. Based on the graphical representation we can understand the parameter which requires improvement. Action Taken: We focus on skill development and skill building by add-on courses like Soft skill and Human rights through presentations and group activities. For Industry exposure we take students to different industries. We call our alumni for guiding students on industry requirement and regarding skills competencies expected from students. Some faculties go for syllabus restructuring so that they can give their views regarding Industry expectation of linkage between theory and application so that we can increase employability of students.</p>

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	Human Resource Management, Informatio	600	535	533

n Technology, International Business, Marketing Management, Finance Management, Supply Chain Management, Operations Management

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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
2018	0	533	0	25	25

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
25	25	16	10	10	7

[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)

Mentoring student is unique, interactive and target oriented system involving students to address common student concerns ranging from anxiety, stress fear of change and homesickness and other academic queries. It is a process of creating a supporting relationship with teachers, parents and students aiming at holistic development of students. On admission to institute for the first year of MBA, each student (mentee) is assigned to a faculty Mentor. Mentors should work as per the guidelines given below. Mentors are required to counsel the mentees assigned to them with regard their personal and academic issue. Mentor should maintain details of each mentee their Family background and information regarding academics and activities information is collected and record is maintained in "Student Counseling Form" Regular interaction and meetings are conducted with Mentee by their Mentors and discussion is made regarding student's requirement and their performance. Student's attendance, performance in unit test /prelim examination /university examination, participation various institute level activities / events is monitored keenly through Mentor and Mentee scheme. In case poor attendance or performance, reasons for the same are discussed empathetically and remedies for improvement are suggested. Parents are also informed regarding the same, through personal interaction or through telephonic discussion. Student's feedback and suggestions about the teacher learning process and institutional facilities are taken and conveyed to Director in regular meeting for necessary corrective measures. Mentor can extend their guidance to Mentees for the selection of their specialization according to their aptitude tests and preferences. After that final specialization form is filled and submitted to placement cell. Guidance is given to as and when require by mentee for learning tools like MS Excel, Word, and Power- point Presentation etc. Mentor takes proactive steps for grievance redressal of Mentees. Mentors should extend all their support and guidance to mentees in their placements namely mapping job profile with skill sets, preparing them for Aptitude Tests, Group Discussions and Personal Interviews. Mentors need to Interact with the Alumni's and analyzes the expectations of the industries so as to incorporate these changes and groom the mentees accordingly. With active mentor –mentee coordination project work, vocational training, workshops should be undertaken.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
533	25	1 : 21

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
30	25	5	2	7

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
2018	Dr.Rajashree Shinde	Director	Yashwantrao Chavan Maharashtra Open University, Nashik YCMOU
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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	MB6741	2018-2019	14/05/2019	06/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institute is affiliated to Savitribai Phule Pune University (SPPU), and needs to follow reforms done by SPPU time to time. Institute follows latest revised syllabus of 2016 and 2013 pattern. In revised syllabus 2013 and 2016, SPPU changed the system of evaluation from traditionally one time evaluation by pen paper to continuous evaluation throughout the semester. SPPU has given certain suggestive parameters for continuous internal evaluation (CIE). The institute follows these norms rigorously. In addition to these norms and parameters provided by SPPU, we at the institute level adopted some new methods of continuous internal evaluation like - Poster presentation, presentation of review of research paper for BRM subject, Change in pattern of term end examination, Additional MCQ examination in the Semester, Appointment of panels as internal examiners for evaluation of the Summer Internship Projects [SIP], Dissertations, Mini Projects, and Involvement of Industry Personnel, Alumni in evaluating presentations, Role Plays, and Field based assignments in related subjects. Emphasis is given to include the research component for evaluation in many of the courses. Students are encouraged to write a research paper based on SIP and Dissertation which also prepares them for different competitions and publishing the same. Thus, the internal marks for SIP, Dissertation and Research Methodology have an evaluative component of research paper. The institute has adopted reforms in continuous internal evaluation (CIE) based on

curriculum prescribed by SPPU to assess the progress of students in their capabilities in terms of knowledge, skills and attitude. Faculty members had been a part of all these reforms initiated by SPPU through the meetings conducted for Syllabus revision. Subject teachers at the institute use different evaluative criteria for CIE as per uniform policy for the particular subject (course). This is arrived at after discussion / meeting of teachers of each course before the semester starts. Subject teachers give consideration for development of different skills in framing criteria for CIE for the respective courses. Based on the expected learning outcomes, subject teachers provide appropriate weightage for student's participation in seminars, co-curricular activities related to the course. For e.g. Every year Budget Session of Finance Ministry is live telecasted in the institute and the students have to prepare a report on it. This activity is included in the internal evaluation of respective course. The institute has made Case Study evaluation as a standard component in many courses. The suggested components of the CIE by SPPU are as follows: 1. Case Study / Caselet / Situation Analysis - (Group Activity or Individual Activity) 2. Class Test 3. Open Book Test 4. Field Visit / Study tour and report of the same 5. Small Group Project Internal Viva-Voce 6. Learning Diary 7. Scrap Book 8. Group Discussion 9. Role Play / Story Telling 10. Individual Term Paper / Thematic Presentation 11. Written Home Assignment 12. Industry Analysis - (Group Activity or Individual Activity) 13. Literature Review / Book Review 14. Model Development / Simulation Exercises - (Group Activity or Individual Activity) 15. In-depth Viva

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

The institute prepares the academic calendar with reference to the dates declared by Savitribai Phule Pune University for commencement and conclusion of the semester / term. The respective circular / academic calendar of SPPU is referred for the holidays during the semester and accordingly, academic calendar of institute is prepared. The Academic Calendar of the institute has the details of tentative schedule of all curricular, co-curricular and extra-curricular activities, tentative schedule of online, end-term and viva voce examinations. It is displayed on institute notice board and also on the college website. With reference to the academic calendar of the institute, the internal exam team at the institute plans and conducts the internal end term examinations on the dates mentioned in the institute calendar. The time tables of internal end term exam are prepared and displayed on institute notice board. Similarly, respective subject teachers prepare and display the schedules of their continuous internal evaluation (CIE) for the courses they teach. In general, care is taken to schedule the CIE, be it mid-term, end term exam (or any component of CIE), not to clash with University online Exam schedule. Only in case, the University declares the time-table of the online examinations which clashes with CIE, accordingly the institute / concerned subject teacher, as it may be applicable, change the schedule of CIE through institute / class room notice boards. The external exam team of the institute keeps the students informed about different announcements of the University through notice board and emails. The students are informed about the URL of University official website and page-link of Examination department of University for referring to schedules of exam form filling, time tables of online / theory examinations, declaration of result, re-evaluation. They are encouraged to visit this website from time to time for latest updates on all examination related notices / circulars by University.

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://www.sinhgad.edu/2018/SKNSSBM/NAAC-2018/programme_outcomes.pdf

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
MB6741	MBA	Human Resource Management, Information Technology, International Business, Marketing Management, Finance Management, Supply Chain Management, Operations Management	294	263	89.46

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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://www.sinhgad.edu/2018/SKNSSBM/NAAC-2018/Student_Satisfaction_Survey.pdf

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
Projects sponsored by the University	730	SPPU	0.6	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
Intellectual Property Rights	MBA	28/08/2018
Basic Concept of Entrepreneurship	MBA	25/09/2018
Complete Business Skills	MBA	02/03/2019

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
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Recognition for Ph.D.	Dr.Sangita Gorde	Thane District Swakul Sali Samaj	27/10/2018	Research
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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
NA	NA	NA	Mediatactical	Digital Marketing	03/07/2018
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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	1

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)
International	MBA	9	4.79
National	MBA	1	0
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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	7
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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
A Study of Employee Retention	Dr.Sangita Gorde	Journal of Emerging Technologies and Innovative Research	2018	0	NA	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
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/Seminars/Workshops	6	3	0	42
Presented papers	6	2	0	0
Resource persons	1	0	0	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
Yoga Meditation	SKNSSBM	5	133
Diet Counselling	SKNSSBM and Healthy Life Wellness Centre	15	103
Tree Plantation	SKNSSBM	12	10
Yoga Day Celebration	SKNSSBM, SCOE and CENTRAL LIBRARY	70	39
Womens Day Celebration	SKNSSBM	13	101
Taljai Plastic Free Campaign	SKNSSBM	11	117
Rashtriya Ekta Divas	SKNSSBM	7	43
Marathi Bhasha Din	SKNSSBM and Central Library	4	26
Blood Donation	SKNSSBM and SKN Medical College and General Hospital	2	63
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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
Blood Donation	Appreciation Certification	Smt. Kashibai Navale General	63

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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
Health Awareness	SKNSSBM	Yoga Meditation	5	133
Health Awareness	SKNSSBM and Healthy Life Wellness Centre	Diet Counselling	15	103
Tree Plantation Movement	SKNSSBM	Tree Plantation	12	10
Health Awareness	SKNSSBM, SCOE and CENTRAL LIBRARY	Yoga Day Celebration	70	39
Gender Issue	SKNSSBM	Womens Day Celebration	13	101
Swachh Bharat	SKNSSBM	Taljai Plastic Free Campaign	11	117
National Integrity	SKNSSBM	Rashtriya Ekta Divas	7	43
Language Awareness	SKNSSBM and Central Library	Marathi Bhasha Din	4	26
Blood Donation	SKNSSBM and SKN Medical College and General Hospital	Blood Donation	2	63

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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	Prof.Sambhaji Pawar	Paid Leave	1
Faculty Exchange	Dr.Rahul Wagh	Paid Leave	1
Faculty Exchange	Dr.Sadhana Ogale	Honorarium	92

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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	Duration From	Duration To	Participant
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		/research lab with contact details			
No Data Entered/Not Applicable !!!					
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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
Jeevan Sanjivani Manav Sanshodhan and Vikas Sanstha	01/08/2018	Personality Development Program	117
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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
6.15	6.19

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Video Centre	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	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
GEMS	Fully	In-House	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	301	76755	15	0	316	76755

Reference Books	6308	1797951	197	0	6505	1797951
e-Books	0	0	0	0	0	0
Journals	60	145814	0	0	60	145814
Weeding (hard & soft)	0	0	0	0	0	0
Others (specify)	0	0	2	9050	2	9050
View File						

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
Dr. Shalaka Sakhrekar	Swayam-MIS	Swayam : Savitribai Phule Pune University, Pune	04/01/2019
View File			

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	116	60	116	0	25	8	13	32	10
Added	2	0	0	2	0	0	0	0	0
Total	118	60	116	2	25	8	13	32	10

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
Youtube Channel	https://www.youtube.com/watch?v=lJN0xpH7Fy8

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

1	0.9	40	40.19
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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)

Institute is assigning the staff for maintain the register of Repairs Maintenance and assign staff for verification of Dead stock and maintain Dead stock register. Institute has appointed a System Administrator and Trainee System Administrator to maintain the Computer lab and networking and taking care of repairs maintenance of Equipment and Tools, Furniture fixture, Electrical maintenance, and Electrical equipment. Cleaning and maintaining corridor, classrooms, washrooms, office, seminar hall etc. is done by peon and housekeeping team every day. Library is well maintained by Library staff and pest control for library books is done by time to time. For any medical emergency there is provision of 24/7 ambulance facility available in the campus as well as dispensary. Estate office is taking care security and effective maintenance work of Providing Power backup, Carpentry, Electricity, Gardening and cleaning parking area of our institute. Institute is utilise budget sanctioned by Head office for maintaining Building, Computers, Printing and Stationery, Equipment's and official Travelling exp. Etc.

http://www.sinhgad.edu/2018/SKNSSBM/NAAC-2018/4_4_2.pdf

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	0	0	0
Financial Support from Other Sources			
a) National	FREESHIP and SCHOLARSHIP	362	14882505
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 implemetation	Number of students enrolled	Agencies involved
Yoga Meditation	07/08/2018	172	Sinhgad Institutes
Skill Development	10/08/2018	656	Multiple Agencies are involved. Details are given in excel file attached herewith.
Career Counseling	10/08/2018	995	Multiple Agencies are involved. Details are given in excel file attached herewith.
Language Lab	14/08/2018	415	SKNSSBM

Personal Counseling	06/08/2018	203	SKNSSBM and Healthy Life Wellness Centre
Remedial Coaching	09/08/2018	96	SKNSSBM
Guidance for Competitive Examinations	13/09/2018	60	SKNSSBM
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
2018	Banking Examination	10	10	1	1
2018	Civil Services	6	6	1	0
2019	SIP(Ukraine)	1	1	0	1
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
9	9	3

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
400	200	77	11	30	11
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
2018	1	SKNSSBM	MBA	SPPU	Ph.D.
2018	1	SKNSSBM	MBA	SPPU	Ph.D.
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
Civil Services	1
Any Other	1
View File	

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

Activity	Level	Number of Participants
Details Available in attached Excel file	Inter-Institute Level	318
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
2018	0	National	0	0	0	0
2018	0	Internat ional	0	0	0	0
2019	0	National	0	0	0	0
2019	0	Internat ional	0	0	0	0
View File						

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

SKNSSBM has an active student council (SSC) with MBA Student representatives. These Student representatives actively take part in academic work as well as administrative work of the institute. They are the mediators between students, faculty and the institute administration. Members of SKNSSBM's Student Council are as follows for the academic year 2018-19

- 1) Chairman of the council - Mrs. Ajita More
- 2) Head of Council - Mr. Sourabh Bagade
- 3) Secretary - Ms. Aishwarya Bhuyan
- 4) Member (Academics) - Ms. Mrunali Godse
- 5) Member (Seminars/Guest Lectures) - Mr. Sourav Paul
- 6) Member (Sports/Cultural) - Mr. Vishal Sutar
- 7) Member (Spectrum/Industrial Visit) - Mr. Abhilash Patle

The SSC comprises of total 7 members. There is a senior faculty as Chairman of the Council who provides her/his guidance to all the student representatives in the council. Council has one Student Head (MBA-II), one Student Secretary (MBA-1) and 4 student representative members (2 from MBA-1 2 from MBA-2). All the Student representatives of the council are selected based on the following criteria

- 1) Leadership skills
- 2) Good communication skills (verbal and written)
- 3) Planning Organizational skills
- 4) Problem solving Reasoning skills
- 5) Interpersonal skills

Role Responsibilities of the SSC members:

- 1) Organizing and participating in the meetings along with the faculty members once or twice in a month.
- 2) To work as a conduit between Students, Faculty College administration.
- 3) To serve as a liaison in bringing any issues/suggestions/feedback related to the academics and students' welfare to the administration in meetings.
- 4) To convey key messages from the faculty administration to the students (College also forwards such important messages to the students through official email service and whatsapp service).

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes. SKNSSBM has registered alumni association in the year of 2015 and its Registration number is 003273, 1548/2015/Pune.(Maharashtra). It comprises total seven members which include a Chairman, a Secretary, a Treasurer and four other members. Growing strength of our Alumni is contributing to the betterment of SKNSSBM and its students in terms of various non-financial support activities. Our Alumni contribution strengthens the institute in various ways. Alumni association's role in various activities: The connection between alumni and the students is one of the major goals of the Alumni Association formed at SKNSSBM. Institute organizes frequent alumni interaction programs with existing students, which help the students to keep a good connect with the alumni, to mentor the students in terms of choosing a good job profile, preparing for interviews, getting tips to be placed in good companies, knowing about the challenges in business corporate world etc. Alumni help the students in various ways. By interacting them, students would be knowing about the required skills of the employees in various jobs, for getting placed in good companies. Students clear their doubts by asking the alumni regarding various issues related to their career. Alumni counsel and motivate the students to develop their skills, knowledge and abilities. They provide practical exposure to the students by sharing their work experiences. SKNSSBM's alumni are invited as judges to evaluate the performance of the students in various activities. Institute invites them as guest speakers to share their knowledge with the existing students. Social Initiatives: As a part of Alumni Association activities, the members participate in social awareness programmes conducted by SKNSSBM. They also encourage the existing students to participate in various activities like plastic free environment, road safety awareness etc.

5.4.2 – No. of enrolled Alumni:

263

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

SKNSSBM organizes 'Alumni Meet' every year. Alumni Association of SKNSSBM facilitates get-togethers, outings with family friends, organizes student alumni interaction sessions and maintaining the database of alumni etc. They facilitate Faculty and student interaction sessions too. Most importantly, Association plays an important role in getting admissions by spreading awareness of the institute. In Alumni Association meeting of 2018-19, the following points were discussed. 1. Helping students in getting placements. 2. Being a connector between the institute and their companies by arranging industrial visits. 3. Alumni participation in various activities conducted for the students. 4. To play a role of a mentor for the students, if required. 5. Giving guidance to students to become entrepreneurs. 6. To participate in various social activities, 7. To implement strategies for the development of the institute. 8. To help institute in bringing admissions 9. To maintain strong working relationships among themselves 10. Helping the existing students in getting summer internship projects. Alumni have promised for implementing the above activities. They assured that their contribution remains for the life time in developing students' progress and also the institute development.

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)

The Vision and Mission of Institute is communicated to all the students, teachers, administrative and support staff and other stake holders. The head of the institution i.e. Director administers all the activities and plays a leading role in governance and management of the institution. All activities are planned as per the suggestion of the governing body and other committees. The meetings of all faculty members are regularly conducted for the effective working of the institute. Internal Quality Assurance cell (IQAC) formulates perspective plan taking into consideration inputs from all stake holders. This plan is presented and deliberated in Institute Development Committee under the chairmanship of Principal to get consensus. This plan is forwarded to the governing body for approval. The Institution policy believes involvement of all staff in decision making and implementing the decentralized decision policy. To streamline the same, various committees at Institute level are formed which look after academic and administrative activities which lead to the realisation of vision and mission of the Institute. Institute provides multiple responsibilities for faculty to ensure participative management by giving them various portfolios. The management has given autonomy to the Director, faculty and administrative authorities for the overall progress and development of the institute in terms of academic and administrative matters. Multiple committees formed in the institute play important role in various institutional functions.

A detailed academic plan is prepared at the start of each semester which includes all academic, co-curricular and extra-curricular activities to meet the institutional objectives. The plan is prepared in line with the Savitribai Phule Pune University (SPPU) academic calendar. Institute has developed Case Study Module in association with Harvard Business School Publishing (HBSP) as a key aspect of teaching learning process. Institute has taken an initiative to run innovative programmes like Student Training Program (STP) aimed at achieving excellent placement for its students. Comprehensive student development incorporates not only learning academic knowledge and skills, but also inculcating other aspects of students as a human being. While doing so, institute as responsible stakeholder in the field of management education is striving to implement unique value system, transparent work culture, excellent academic and physical environment favorable to learn, create and transfer knowledge and induce ethical standards and professionalism.

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
Teaching and Learning	Academic coordinator of the department monitors the teaching learning process and prepares a report which is periodically shared with the Institute Academic Coordinator. The academic coordinator monitors the following teaching learning activities: 1. Conduct of lectures and practicals as per the time table 2. Preparation of the list of defaulters whose attendance is less than 75 3. Conduct of makeup

classes for the defaulters 4. Coverage of the curriculum as per the syllabus 5. Continuous assessment (CAS) of the practicals 6. Conduct of project and seminar presentations 7. Conduct of the unit tests as per the plan 8. Analysis of test results 9. Assignments as per the plan Activities of the Academic monitoring are periodically reviewed by the Director and corrective actions taken.

Curriculum Development

The Institute follows the curriculum approved by SavitribaiPhule Pune University (SPPU). Our faculty members participate at various bodies of the university such as Academic Council, Board of Studies (BOS), and Subject Chairmen who contribute in framing of syllabus regularly. Institute has its own stakeholder's feedback policy in place. The purpose of this Policy is to provide a framework for obtaining, summarizing and documenting information on student and stakeholder perceptions of the quality and effectiveness of the Institute's curriculum. All the feedbacks received from various stakeholders are summarized and analysed. The recommendations are communicated to the BOS for curriculum revision.

Human Resource Management

Key points of human resource management of the college are as follows Recruitment through the Local Staff Section Committee Staff requirements are obtained from all Heads of Department and reviewed by the Principal Approval is taken from the management Advertisement in leading newspapers and Institute website Conducting interviews by Local Staff Section Committee Annual appraisal of all faculties done by HOD and reviewed by the Principal Promotions of the faculty decided through the Staff Selection Committee Annual increment decide by management based on annual appraisals

Admission of Students

To improve admissions, following salient activities are being done: Banners are placed a prominent locations around Pune Advertisements in leading newspapers Brochure of the Institute is prepared Department Newsletters are prepared ,Institute brochure and newsletters are shared with parents and students during the

CET exam Counseling of students and parents is done Faculty counseling to the Junior colleges at various locations. Maharashtra MBA Selection Process There are three ways in which a candidate in Maharashtra is selected to get admission in MBA colleges of the state. Candidates must go through the following selection processes to get a clearer understanding. Selection Process for Maharashtra Admissions DTE CAP MAH CET 2020/ CAT/ GMAT/ CMAT • DTE Maharashtra will commence the registration process for CAP (Centralised Admission Process). • Candidates with a valid MAH CET / CAT/ GMAT/ CMAT score are eligible to register for DTE CAP. • The selection process is based on the MBA/ MMS merit list released by DTE Maharashtra. • The seat allocation will be based on rank or merit of the candidates in the entrance exams. • During the counselling process, the candidates will have to exercise web options. • Based on the rank and college preferences, DTE will allocate the seats. • Usually, DTE Maharashtra conducts four rounds of CAP, and the candidates who are not able to secure a seat in the first round of CAP can take part in subsequent rounds. • Students of Maharashtra domicile are eligible to take part in DTE CAP. Selection Process for Maharashtra Admissions based on Other Entrance Exams • Students who are not interested to take part in DTE CAP can apply for popular B-Schools individually with a state or national-level entrance test core. • These institutes may shortlist the candidates based on their entrance test scores. • The shortlisted candidates will have to take part in other stages of the selection process that involve Group Discussion/ Written Ability Test/ Personal Interview. • The institutes will decide the mode of the selection process. • The final selection for MBA/ MMS course is based on the candidate's performance in all stages of the selection process. Direct MBA Admission/ Management Quota Admission • Students who did not take part in DTE CAP or were unable to secure seats can approach the private colleges and deemed universities directly for admission under management quota. • The

individual institution decides the eligibility criteria for management quota admission. • DTE sanctioned 20 of seats to each private management institute that can be filled through management quota. The Institute has surrendered this management quota seats to DTE.

Examination and Evaluation

The examinations for the programmes offered is conducted by the University and hence, the college has no control over the evaluation. However, for the internal evaluation, the college has developed the strategies for quality improvement: 1. Question papers are prepared by faculty appointed by the examination department. 2. The question papers are printed by the examination department. 3. The unit test is conducted as per the procedure. 4. The paper is assessed by the concerned faculty. 5. Assignments are given to the students failing in the internal examinations. 6. Internal marks are divided into Internal Exam, assignments and attendance as per university guidelines 7. Internal audits of Examination procedure is conducted to ensure continual improvement. 8. University appoint the External Exam Controller at exam center.

Library, ICT and Physical Infrastructure / Instrumentation

o Annual budgets is provided by the college for purchase of new volumes, titles, National and International journals Purchase of books is done as per the recommendations of the subject experts to ensure availability of all required teaching resources. o The library operates from 8am till 8pm. This is extended library hours especially for students. o The faculty teaching the Subject also sends notes to the students through email / ERP by subject faculty. o Student assignments bank are available in library with model answers. o Most of the classroom sessions are conducted with the use of LCD Projectors. o Library also maintains a Bank of power point presentation for core subjects. o Annual purchases carried out to upgrade the infrastructure and equipment. o Annual maintenance contracts (AMC's) are done for infrastructure and critical equipment. o Cleaning and maintaining of common / public areas is outsourced and monitored by inhouse

	<p>housekeeping Personnel. o Utmost care is taken of critical equipment's and their maintenance with the help of Log books, history cards and Breakdown registers. o Breakdown procedures are followed to ensure repairs are carried out on time to avoid inconvenience. o Sufficient budgets are allocated for repairs and maintenance</p>
Industry Interaction / Collaboration	<p>o The college organizes Industrial visits for students to various organization to increase their knowledge. o The college organizes various guest lecture series / workshops for staff and students to hone their skills and to develop additional skills that would be helpful for them to gain Additional edge in industry o Leading brands from industry support and Sponsor College for various events. o The College Have Placement Cell Which Interact with industry and Provided Placement opportunities to students. o Industry experts are also called upon to be a part of sensory evaluation team during major activities conducted by the college</p>
Research and Development	<p>o In SE Student Have Research Project For which University Conduct Viva-voce, Faculty members are allotted as guides to students to monitor the quality of their projects. o Various Workshops and Seminars are Conducted on Intellectual Property Rights (IPR),Basic Concept of Entrepreneurship and Complete Business Skills o 3 Faculty members received their PhD degree in the academic year. o A total of 10 research papers have been published in academic year 2018 19 from 9 were Published in international Journals, 1 in National Journal.</p>

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

E-governance area	Details
Administration	<p>ERP based activities are used for administrative purpose too. Some of the administrative tasks carried out by ERP software include assigning roles to access ERP reports as per hierarchy (GFM, Head, etc.), Icard generation for students,(Academics Employees Leave, ICard, Library, Biometric attendance monitoring for Employees and Students, Late mark report, In/Out time record, this module also helps in monthly salary payment of all employee of the institute.</p>

<p>Finance and Accounts</p>	<p>Finance and accounts section uses Tally and excel for carrying out various accounting activities. Accounting activities carried out using Tally software are: a. Cheque printing b. Cash Book/Bank Book maintenance c. Maintenance of ledger d. Fees register e. Bank reconciliation statements (BRS) Following tasks are achieved using microsoft excel: a. Preparation of salary bills b. Preparation and maintenance of student's fees record. TDS Return filing, TDS Challan printing, Professional tax challan printing.</p>
<p>Student Admission and Support</p>	<p>1. This ERP modules helps in admission process of students of the institute and is used to complete the admission formality by filling up online admission forms writing all the academic and other information on this forms. Maintain admission date, enquiry date, Application forms. Maintain alumni data, student data. Promote the student in second year, demote the students from second year to first year in the case of year down result. Library automation, Management of books, Issue /return work, Library books acquisition.</p>
<p>Examination</p>	<p>The College allow student to use Computer Lab Facility to fill University Exam Form and for the Examinations of Swayam Courses. The college website displays the academic calendar stating the exam dates for unit test, University Term end exam, Student Can Pay Examination fees through online payment options.</p>
<p>Planning and Development</p>	<p>Academic Event Calendar displays the events planned for the entire academic year on the website. Academic Plan states the faculty subject allotment and administrative duties for the academic year. Purchase Requirements are planned and monitored using ICT. A perspective plan is made by the college which acts as a blue print for the year. The same is uploaded on the college website for reference. Academic Event Calendar displays the events planned for the entire academic year on the website.</p>

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	4	Student Innovation, Startups and Ecosystem	STUDENT STARTUP AND INNOVATION POLICY GUJRAT KNOWLEDGE SOCIETY	4740
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	Orientat ion on Ins titutional Quality	Orientat ion on Ins titutional Quality	07/02/2019	08/02/2019	4	4
2018	SIP Guidance meeting by Director	SIP Guidance meeting by Director	11/09/2018	11/09/2018	1	1
2018	Soft Skill Training Program for Non Teaching Staff	Soft Skill Training Program for Non Teaching Staff	07/08/2018	07/08/2018	1	1
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
FDP PROGRAMME AT IIM AHMEDABAD	1	14/05/2018	31/08/2018	109
FDP PROGRAM AT D.Y.PATIL INSTITUTE OF MANAGEMENT	5	26/10/2018	26/10/2018	1
FDP PROGRAM ON HRM AT S.B.PATIL	2	03/07/2019	03/07/2019	1

INSTITUTE OF M.R.A. STUDIES				
FDP AT D.Y.PATIL INSTITUTE OF MANAGEMENT	1	06/07/2019	06/07/2019	1
FDP PROGRAM AT AISSMS INSTITUTE	2	10/07/2019	10/07/2019	1
FDP PROGRAM AT RAJGAD INSTITUTE OF MANAGEMENT	1	12/07/2019	12/07/2019	1
FDP PROGRAM AT D.Y.PATIL INSTITUTE	1	06/07/2019	06/07/2019	1
FDP on Soft skills for Teachers(HRM)	4	19/12/2018	25/12/2018	7
Ph.D Course work Session on Research methodology	4	10/06/2019	19/06/2019	4
FDP on RM in COmmerce and MGMT	2	23/07/2018	29/07/2018	7
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	2	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
10	11	3

6.4 – Financial Management and Resource Mobilization

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

Institution conducts internal and external financial audits regularly Response: Institute implements two level financial audit mechanisms as follows 1) Internal audit 2) External audit 1. Internal Audit Procedure The auditor looks over the information contained in the documents and plans out how the audit will be conducted. An audit plan is then drafted. This audit is proprietary audit. Its focus is on adherence to internal rules and procedures set for internal control within the organization. Following steps are followed for systematic audit procedure and practice. Object of the Audit: To check financial propriety of transactions. Authorization of various transactions, whether proper procedure is followed. 1. Manual Cash Book: Check all Receipts and Payments and to see the correctness of account. 1. Bank Account: To verify all the receipts and payments. During auditing of vouchers to see that all procedures regarding purchases followed. To check bank

Reconciliation. 1. Checking of fee Reconciliation, All Journal Vouchers Prospectus Reconciliation etc. 1. All Pay Bills: To see increment drawn properly. All recoveries effected properly. 1. Library Section: All books purchased accounted for in Accession Registered. All periodicals received. 1. Yearly verification of books has been done otherwise. Mechanism for settling audit objections During internal financial audit, auditors raise objections related to finance and stock related records, giving an opportunity to the Institute to address and rectify the same. They also give necessary guidance for improvement in account maintenance. These measures ensure no further discrepancies in the records that can be objected to by the external auditors.

2. External Audit Indicative Statutory Audit Checklist: 1. Cash book checking 2. Bank book checking 3. Journal Prior period entries if any to be noted. 1. Fees Reconciliation Statements 2. Bank Reconciliation Statements - 3. Branch Division Balances of various branches within Campus should tally with balances as per respective Campus Books of A/c 1. Bank Transaction - 2. Sundry creditors having debit balances:- 3. Advances to staff- Year wise breakup of such advances 1. Fees receivable from students- Year wise list of students and o/s amount 2. Fee receivable from Social Welfare 3. Prepaid expenses verification with period.

4. Classification / Proper Account of Capital Expenditure and Revenue Expenditure. 5. Scrutiny of Long outstanding debit and credit balances 6. Comparative statement of Income and Expenditure and Balance sheet with the previous year 2018-19 7. Physical verification Report of stock and cash balances from Accounts Officers 8. Verification of Investments 9. Checking of Depreciation sheet 10. Checking of Following Registers:- 1. Fixed Assets Register 2. Printing and Stationary Register 3. Stock Register 1.. Statements of statutory dues duly verified by the campus accounts officers 2. Other Earmarked funds - University Ordinance No. 171. 3. Interest charged by the bank:- 4. List of outstanding debit and credit entries - Obtain confirmation from respective parties. 5. Grant, university fees, examination fees, eligibility fees, university pro-rata fees 6. See and check properly the following: 1. Year End Provision for all types of expenses 2. Allocation of expenditure 3. Allocation of Loan 4. Allocation of Assets 5. Allocation of Interest

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
Sinhgad Technical Education Trust	206500	FDP PROGRAMME AT IIM AHMEDABAD
View File		

6.4.3 – Total corpus fund generated

0

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	Null	Yes	AMC of STES
Administrative	No	Null	Yes	AMC of STES

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

1) To provide Parent the opportunity to comment on the quality of Teaching-Learning Process, We arranged Parents-meet 2) Under Stakeholders feedback

policy we Collect feedback from Parents and Teachers. 3) To enhance and enrich the overall learning experience of students we have Implemented Suggestions that are Given in Parents-Teacher meet.

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

Sr.no Name of Staff Name of Programmes
 1 Mr.Vikas Bansode FDO PROGRAM ON LIBRARARY SCIENCE RESEARCH AT IMCC
 2 Mr.Vikas Bansode ONE DAY WORKSHOP ON DEVELOPING LIBRARY NETWORK 2 AT IIMS
 3 Mr.Vikas Bansode NATIONAL SEMINAR FOR LIBRARIANS PAID TO MIT WORLD PEACE UNIVERSITY

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

- The institute motivate faculty members to attend/participate in conferences/seminars/workshops and also extend travel financial support from the institute funds.
- The institute Arranges Various Entrepreneurship Development Cell Events
- The institute Has Signed MOU with Companies.
- Student training Programme (STP) Sessions for English language Proficiency, Personality Development
- Internal Quality Assurance Cell are developed properly made more functional.
- Value added, industry-based and skill development certificate courses has been Started with the help of Swayam, MOOC and NPTEL Platforms.

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
2018	Human rights workshop	03/09/2018	03/09/2018	03/09/2018	257
2019	FDP for New faculty members	06/02/2019	06/02/2019	07/02/2019	20
2019	Orientation on Institutional Quality	07/02/2019	07/02/2019	08/02/2019	8
2019	Industry-institute interaction through Guest Sessions Industrial Visits	07/02/2019	07/02/2019	25/02/2019	250
2019	Seminar For Finance Specialization	30/01/2019	30/01/2019	30/01/2019	97
2019	Seminar	08/02/2019	08/02/2019	08/02/2019	117

	For Marketing Specialization				
2019	Seminar For HR Specialization.	27/04/2019	27/04/2019	27/04/2019	52
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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
Self-Defense Workshop for girls (Woman's Day Celebration)	08/03/2019	08/03/2019	90	11
Project on development of 'Stri Sanmman and Suraksha' in College Campus	22/08/2019	22/08/2019	60	40

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
<p>1. Solar systems for water heating and street lights 2. Institute has implemented GEMS ERP system for the academic, purchase and stores, finance, and other activities, with which the paper waste is limited. 3. Environmental clearance from the respective state pollution boards is taken. 4. Independent sewage treatment plant to treat the sewage generated from campus and the treated water is used for gardening. 5. The garbage generated from Campus is segregated within our area and sent to the designated areas through outsourced parties as per the directions of pollution board. 6. The wet garbage generated from campus especially through the both the dining halls is fed into a bio gas plant to generate gas which in turn is used for Institute cafeteria. 7. Tree plantation is carried out during monsoon period every year to plant new or to replace the deceased plants. 8. Phasing out CFL and replacement with LED lights.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	600
Provision for lift	Yes	600
Ramp/Rails	Yes	600
Rest Rooms	Yes	600
Special skill development for differently abled	Yes	0

students		
Scribes for examination	Yes	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
2018	1	2	12/01/2018	1	Awareness Rally on Financial Literary Program (Vittiya Saksharta Abhiyaan)	Convinced the small vendors and shop keepers to use cashless transactions. People in the neighborhood area of Ambegaon Campus were given financial education about making various types of digital payments.	40
2019	1	2	21/02/2019	1	TB Awareness Program	Making people aware about Tuberculosis disease, its symptoms	30

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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)
SKNSSBM Handbook on code of conduct for Students Teachers, Manuals Brochures on Human values professional ethics	01/08/2019	A code of conduct is a set of rules outlining the norms, responsibilities and practices for an individual and committees

for the smooth conduct in the organizations. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document failing which the action shall be taken as per the procedure laid down by Savitribai Phule Pune University, Pune, Government of Maharashtra and competent authorities. The Local Management Committee reserves the right to change/modify the rules and regulations as and when necessary and apply their discretion in specific cases. The rules and regulations included in this handbook are applicable for students, Principal, teaching staff, official staff, supporting staff and Governing committees. As we are associated with the education faculty, our code of conduct has pivotal importance in a student's development

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Republic Day Celebration	26/01/2019	26/01/2019	533
Independence Day Celebration	15/08/2019	15/08/2019	533
Celebration of Swami Vivekananda Birthday	12/01/2019	12/01/2019	242

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

1. Energy conservation a. Use of Energy Efficient Equipment b. Insulation of Hot Water Pipes c. Use of CFL/LED and Energy Rated equipment's and fixtures d. Master Switches for each Room to shut down power of entire room when not in use e. CRT monitors being replaced with LCD/LED Monitors 1. Use of renewable energy: Solar Powered Street Lighting Solar Powered Water Heating System, The hostels are provided with solar water heaters to harness the solar energy. The power control centers are provided with capacitor bank to maintain the power factor unity to reduce the losses. The portion of Campus Street light and medical Centre are connected with three hybrid power system of 5 kW each i.e.

power generated by solar. The hostels are provided with solar water heaters.

Some standalone street lights are powered with solar panels in specific junctions. 2. Water harvesting- a. Institute building is equipped with Rain Water Management System with Channelized Drain Pipe Network, Rain Water Holding Tank, Pumps and Ground Water Recharge Pits. b. Approx. 2km of Storm Water Drain Line is also provided with four rain water recharge pits c. Rain Water Harvesting Recharge Pits are provided at numerous locations of the campus. 3. Efforts for Carbon neutrality- Tree plantation is carried out to achieve carbon neutrality to cover the most open areas. Institute residents are encouraged to use cycle as a transport medium within the campus. All the wastes generated in the campus are taken care of as per norms. Decrease in electrical usage by substitution with renewable sources of energy. 4. Plantation - Every year we have plantation drives to increase the greenery with the replacement of deceased plants. We have self-sufficient staff in house as well as through external housekeeping contractors for maintenance of landscape. 5. Hazardous waste management - This factor has been taken care of in an adequate manner to provide an eco-friendly environment within the campus 6. E-waste management - e-waste generated is collected and sent either to an e-waste dealer or to the collection point prescribed by pollution board.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: Student Training Program (STP) Development and implementation
Objective: To match the skill gap in terms of Knowledge, skill and attitude amongst the students and design the training program to develop the reading, writing, communication, aptitude reasoning skills needed for business management. Students who are pursuing MBA program are from different socio, economic background and belong to mostly to towns and rural areas of state of Maharashtra and Rest of India. So it is necessary to bring all the students in terms of knowledge and skills and attitude. Therefore training session need to be conducted for developing communication skill, reading writing skill, assessing the economic environment and career opportunities has become necessary. **Best Practice: 2. Industry Engagement as a curricular aspect**
Objective of the practice: SKNSSBM has an educational philosophy that establishes a dialectical link between theory and practice. The institute curriculum is continuously being innovated upon and refreshed to reflect the latest developments in technology and trends within industry. Pure academics are supplemented by pervasive industry engagement through the Practice School.

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

<http://www.sinhgad.edu/SinhgadManagementInstitutes/SKNSSBM-MBA/AQAR.html>

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 establishment of the SKN Sinhgad School of Business Management symbolizes the ascendance of plateau of achievement of academic excellence, in dissemination of quality education from pre-primary to collegiate level by Sinhgad Technical Education Society, ensconced at Pune, by Prof. M. N. Navale Sir. SKN Sinhgad School of Business Management is committed to usher in socio-economic transformation by providing inclusive innovative quality education of global standards to fully meet the expectations of the stake holders as initiated by the founding fathers. To recruit and retain well qualified motivated faculty and staff and provide adequate infrastructure, equipment and machinery. To provide amenities and sports facilities in harmony with nature.

Industry institute interaction to provide adequate exposure to the students to the world of work. Enrich library and provide latest teaching gadgets and process to promote effective teaching, learning. To provide holistic value based education and inculcate entrepreneurial abilities so that the students are well groomed in knowledge, skills and values to have the ability to face the challenges of the corporate world and life.

Provide the weblink of the institution

http://cms.sinhgad.edu/sinhgad_management_institutes/sknssbm_mgt/aboutus.aspx

8.Future Plans of Actions for Next Academic Year

Institute has been initiating and implementing various activities to assure and improve quality in the different aspects of academics, co-curricular and extracurricular activities, faculty development. Another aspect, institute is focusing is social exposure to students and faculty by conducting extension activities. In view of the vision, mission and core values, institute has planned for following initiatives. 1. Enhancing academic excellence. 2. Development of skills of the students by inculcating core values among them further by imparting value-based education. 3. Organize more community service activities to contribute to the wellness of the society Institute is planning to Organize more community service activities to contribute to the wellness of the society. 4. Firm up collaborations to bridge the gap between academia and industry. Industry is the major stake holder of Management institution. Continuous interaction between management institution and industry is an essential requirement to enhance an employability of management students. Institute has been in association with various industries and providing very good industrial exposure to the students. In order to sustain and enhance the interaction with the industries, Institute has planned to focus on interaction with industry with the involvement of every faculty and students as well. More focus through interaction with industry will be to motivate students for industrial internships. 5. Intensive training for preparing students for competitive examinations. 6. To promote entrepreneurship and innovation through skill development. Institute has developed "Entrepreneurship Cell" and planning for enhanced activities in this area. Skill development will be the focused area for enhancing employability of students