Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION AND COMPUTER APPLICATION**
Name of the head of the Institution	**Dr Vikas H Inamdar**
Designation	**Director**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02114673306**
Mobile no.	**9881476714**
Registered Email	**director_sibaca@sinhgad.edu**
Alternate Email	**pbkalaskar@sinhgad.edu**
Address	**Gat No. 309/310, Kusgaon BK, Off Mumbai-Pune Expressway Lonavala Pune 410401**
City/Town	**Lonavala**
State/UT	**Maharashtra**
Pincode	**410401**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Prof Sachin S Hadapad**
Phone no/Alternate Phone no.	**02114673306**
Mobile no.	**9823178776**
Registered Email	**director_sibaca@sinhgad.edu**
Alternate Email	**pbkalaskar@sinhgad.edu**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/iqac-report.aspx

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://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/academic-calendar.aspx

5. Accrediation Details

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

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

7. Internal Quality Assurance System

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

IQAC		
FDP on Redefine Yourself-Management Lesson from Bhagawat Gita	08-Mar-2019 01	23
FDP on Design Thinking	11-Apr-2019 01	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
MBA	NIL	NIL	2019 01	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 :	**2**
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)

1.Training Placement 2.Student Training Program 3.Faculty Development Programs 4. CSR Activities 5.Cleaning Hygiene Maintenance 6.Online performance appraisal through GEMS 7. Central STES performance appraisal for faculty rating.

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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
1) To Maintain Cleanliness and Hygiene in the Institute	1) Two meetings with all non teaching staff were organized. Sinages were displayed. House keeping was improved.
2) To Improve in Student Training Program and related Activities	2) Student Training Program contents were updated as per STES STP committee.
3) To develop E content on course curriculum	3) Video lectures based on university subjects were prepared and uploaded on Youtube.
4) To promote Environmental awareness Program	4) Plantation drive in the campus was carried out by students.
5) FDP to develop academic performance	5) Two FDP programs were conducted
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	10-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The institute implemented paperless governance through MIS software system – Governing Educational Management System (GEMS). With the help of this system, all the academic processes of institute are automated. The major objectives was to have Paperless governance for day to day working through GEMS. Every faculty and staff is allotted an individual login ID through GEMS. The processes like A/C, faculty leave management, faculty appraisal, student feedback and placement activities are operational and followed by every faculty and the staff members of institute. At the beginning of each semester, subject choices are taken from faculties. Allocation of subject, lecture schedule and evaluation parameters are finalized

after rigor discussion with faculty members. The entire planning and organizing of session/seminars schedule is done through GEMS (ERP system) and also is displayed on notice boards. 1.Academic Purpose: All the material regarding academics is uploaded on the GEMS. Facultymember upload the following things on the GEMSTeaching WorkloadAcademic CalendarResult AnalysisTime tableTeaching plan of the subjectSchedules of examinationsAttendance etc. for every semester.Course material is provided on GEMS which mainly consists of: Course syllabus, MonthlyContinuous Assessment/Performance Report, Notes, PPT's,University question papers Question banks 2.Leave management: Faculty can apply for all the types of leaves with necessary alternativearrangements. These leaves are approved by HOD, Registrar, and Director. All types of leaves byfaculty and staff are submitted through GEMS only and use of paper is completely eliminated forthat purpose. 3.Faculty Profile Management: All the staff members update their personal profile on the GEMSi.e. Family Details, Medical Details, Qualification, Skill Up gradation, Subject Taught, Training/Conference/Seminar/Conclave/Workshop attended, Publications/ Consultancy/ Research Projects,Membership, Patents/Copyrights, Work Experience, Research Interest, Industrial liaisoning,Appointment Status, Service Book, Self Contribution/ Additional Responsibilities etc. 4.Student Profile: Every year batches are created based on intake capacity. Accordingly divisionsare created after the admission process. Students are given userid passwords which is used laterfor accessing the course material, lesson plans, teaching notes, PPT's, question bank etc. 5.Faculty appraisal and student feedbacks: The teaching feedback of every faculty from studentsis conducted online per semester. Also, the academic performance of faculty is evaluated throughthe GEMS annually. 6.Placement activities: All the students are registered on GEMS and they fill their academic dataonline. The placement officer makes the announcements of

placement activities and furnishes therequired student's data to the company's online. 7.Infrastructure Data: Details of the infrastructure are maintained on the GEMS i.e. buildingdetails, classrooms, syndicate rooms, seminar halls, auditorium, rooms on each floor etc

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Institute follows well planned documented process for effective curriculum delivery through planning, Implementation and delivering strategies. I. Planning Phase 1. Director, IQAC and faculty members discuss and prepare the academic schedule based on the Inputs received through academic & infrastructure audit. These are documented and classroom delivery is assured by academic coordinator. 2. Guidelines are provided by the University regarding the dates of – • Commencement of the semester • End of the semester • Online Examinations • Oral, Practical Examinations • List of holidays • External examinations 3. At the beginning of each semester, subject choices are taken from faculties. Allocation of subject, lecture schedule and evaluation parameters are finalized after rigor discussion with faculty members. The entire planning and organizing of session/seminars schedule is done through GEMS (ERP system) and also is displayed on notice boards. 4. Academic infrastructure support such as classrooms, seminar hall, ITC facilities, Computer labs are configured and made ready to use before commencement of each academic semester 5. Faculty prepares the course file of each allotted subject as per the instructions given by IQAC which consists of: • Individual time table • Course Outcomes • Evaluation parameters (minimum of three concurrent evaluation components per full credit course and five concurrent evaluation components for each half credit course.) • Updated Lecture Notes • List of assignments • Question Bank • Lecture PPT's • Multiple Choice Questions 6. Institute follows the cafeteria approach – by providing Generic Core/Elective, Subject Core/Elective Courses to the student in each semester. The students have flexibility to choose any one specialization from the offered specializations. 7. The institute plans various activities for holistic & personality development of the newly admitted students through Induction program to understand institute academic culture, curriculum norms, examination pattern and code of conduct. Boot camps (for concept clearance), Hands on Training, Team Building, Internship, Assignments (for writing skills), and Industrial visits / Group Activities (to bridge the gap between theoretical knowledge and real life scenario) are the regular activities conducted in the Institute. II. Implementation phase 1.Institute motivates faculty to adopt innovative teaching practices. 2. Faculty focuses on active participation of student in the curricular and extracurricular activities. 3. Evaluation parameters are set for continuous assessment to assess the skills acquired by students. 4. Monitoring is done by academic coordinator with respect to delivery of sessions & internal evaluations. 5. Academic audit is done to ensures identification of gaps, if any, and necessary corrective actions are taken for filling the gap. 6. The effective implementation of curriculum is ensured by supplementing classroom teaching with sessions conducted by eminent personalities from other Institutes / universities and Industries. This

provides real life exposure to students. 7. The institute arranges the remedial classes for slow-learners and encourages meritorious students (i.e. Flip method) to mentor weaker students. 8. The students are mold to participate in various management events/competitions conducted in-house and outside. 9.The institute has put in place extensive infrastructure for technology led learning for additional learning material and various

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
NIL	**NIL**	**11/12/2018**	**0**	**NIL**	**NIL**

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MBA	**NIL**	**02/07/2018**
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MBA	**Marketing Management**	**02/07/2018**
MBA	**Financial Management**	**02/07/2018**
MBA	**Information Technology Management**	**02/07/2018**
MBA	**Operations Management**	**02/07/2018**
MBA	**Human Resources Management**	**02/07/2018**
MBA	**International Business Management**	**02/07/2018**
MBA	**Supply Chain Management**	**02/07/2018**
MBA	**Rural &Agribusiness Management**	**02/07/2018**
MBA	**Family Business Management**	**02/07/2018**
MBA	**Technology Management**	**02/07/2018**
MBA	**Banking and Insurance Management**	**02/07/2018**
MBA	**Healthcare Management**	**02/07/2018**
MBA	**Entrepreneurship Development**	**02/07/2018**
MBA	**Services Management**	**02/07/2018**
MBA	**Retail Management**	**02/07/2018**
MBA	**Digital Media & Communication Marketing**	**02/07/2018**
MBA	**Tourism and Hospitality**	**02/07/2018**

| MBA | Defence Management | 02/07/2018 |

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Student Training Program	02/07/2018	154
Business Communication LAB	02/07/2018	43
MS Excel Advanced Excel Lab	02/07/2018	43
Skill DevelopmentI	02/07/2018	111
Skill DevelopmentII	02/07/2018	111
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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	Marketing Management	45
MBA	Financial Management	33
MBA	Information Technology Management	2
MBA	Operations Management	3
MBA	Human Resources Management	17
MBA	International Business Management	2
MBA	Supply Chain Management	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
The institute has been practicing a 360 degree feedback system accommodating

all the stake holders including faculties, students, alumni, employers and parents, to help the individuals and organization to improve their performance and effectiveness. FACULTY ? For enhancing the curriculum, academic discipline, Teaching Learning process, Research and Extension activities are discussed in faculty meeting which held before beginning of each semester. ? faculty members express their opinion on the teaching learning process, research and extension activities and the same would be debated and discussed. ? The course faculty is empowered to revise the contents for effective delivery for better outcome of course ? The appropriate suggestions are put forward to the respective councils for implementations. STUDENT ? Feedback provides input for initial corrections in the teachinglearning process, to make the process more effective. ? The student's feedback on the staff will find a place in the performance appraisal system (PAS) of the individual faculty member and the same is evaluated for the sanction of increments. ? The students feedback on Curriculum, Teaching, Learning and Evaluation is discussed in the appropriate forums like Faculty meeting, BOS. ALUMNI ? Alumni is found to be the brand ambassador(s) of our institute, the feedback from them given due considerations by institute. ? exit feedback is conducted by the Alumni association regularly at the end of completion of program ? The consolidated feedback report provides the performances of institute and scope for improvement in institute activities. EMPLOYER ? Employer feedback on the programs offered are given due credence for effective contents delivery of the program. ? Industrial meet was organized by institute in form of seminar workshops in which the attainment of program outcome, teachinglearning process are discussed. PARENTS ? The parents' feedback are also obtained and analyzed on the selected parameters. ? Students' performance is continuous assessed at institute and parents can get the evaluation of its ward at anytime of each semester.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	Management	120	45	43

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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	43	0	17	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
17	17	136	4	1	1

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

SIBACA is constantly flourishing in the development of an inclusive ecosystem and embedding approaches within institute. The institute gets crunch of students from different cultural and geographical background across India for MBA course. In order to cater to the curricular and cocurricular needs of students, the institute has introduced a MentorMentee program to deal with academic and nonacademic issues. The office staff provides timely and necessary support and information regarding various scholarship schemes to the students and helps them avail the facilities. Coaching for slow learners is provided through remedial classes. The Training Placement (TP) cell of the institute provides career guidance and organizes campus recruitment drives, employability enhancement sessions including soft skill development and aptitude training for the students. Career guidance counseling sessions are conducted for capability enhancement and development of the students. Summer internships, live projects are the part of VET. The institute has set up transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases for smooth conduction of the institute administration. The mentor mentee program has significantly improved the studentfaculty Interaction, frequency and standard.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
154	17	1:9

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
8	17	0	0	8

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NIL	Assistant Professor	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	6205	Semester	21/05/2019	17/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Internal evaluation reforms: All evaluation reforms of the University are adopted and effectively implemented as per the guidelines issued by the authority from time to time. Following initiatives are taken by the Institute for the improvement of internal evaluation process. • Emphasis was shifted from giving marks to Attendance to actual learning of students through various

subject specific criteria • Institute has examination cell for smooth conduction of class test internal examination. The results of exams are declared within a week of the conclusion of the test. The students can see their respective answer books and discuss their queries with concerned subject faculty member. • The performance in evaluation of students is displayed on notice board. • For student evaluation, complete transparent system is set by the institute which is aligned with university norms. Evaluation criteria are set with common staff meetings and with approval of all experts with each subject. • A separate examination control room is set for better handling of the examination process and to preserve the evaluation documents. • Subject Specific Quiz (SSQ) and end term examination is conducted in each semester and its performance is accounted for Internal Performance Evaluation. • Internal subjects and projects are evaluated using rules and regulations of university. • University reforms are aligned with institute's evaluation criteria such as Assignments, • Presentations/oral, Group Discussions, Scrapbook, Class test, MCQ, End term exam. • Concurrent evaluation process as per the requirement of SPPU is adopted and all the evaluations are conducted throughout the semester as per the set academic plan.Internal Evaluation results are displayed regularly. External evaluation reforms: • The CEO and Examination Committee schedules and executes the evaluation process with strict monitoring on regular basis. • Internal squad comprising of senior faculty members oversees the smooth conduction of university theory examination. • CCTV cameras are deployed at select locations to monitor the online examinations.

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

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

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
6205	MBA	Management	109	93	85.32

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2.7 – Student Satisfaction Survey

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

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
"Emerging Strategies in Changing Indian Business Scenario"	MBA	05/10/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	02/07/2018	NIL

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	02/07/2018

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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	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	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	MBA	1	5

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

Department	Number of Publication
MBA	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2018	0	NIL	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2018	0	0	NIL

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	1	0	0
Presented papers	0	0	0	0
Resource persons	0	1	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
Certification Program "Digital	SIBACA	2	70

Marketing"			
Faculty Development Program – "Design Thinking"	SIBACA	4	20
"MILAN – 2019" SIBACA – ALUMNI MEET	SIBACA	13	66
"CSR Activity – SAMPARC Balgram" Bhaje, Tal. Maval,Pune	SIBACA	3	22
"Megh Malhar – 2019" – Cultural Activities	SIBACA	13	42
National Unity day – "Marathi Bhasha Din"	SIBACA	2	44
Womens days celebrations(Under theme Safety, Shakti, empowerment)	SIBACA	3	85
FDP – "Redefine Yiurself Management Lesson From Bhagavat Gita"	SIBACA	2	23
SPECTRUM – "Guide the Blind"	SIBACA	13	74
National Unity day –Birth Anniversary of Iron Man'Sardar Vallabhbhai Patel'	SIBACA	1	45
SWACHHTA PAKHWADA AT SIBACA LONAVALA – Ek Kadam Swachhata Ki Aur – Run for Swachhata	SIBACA	2	35
"Bhatkanti – 2018" An Expedition Adventurous Activity	SIBACA	3	65
"Tearchers Day" Birthday of Dr. Radhakrushnan	SIBACA	2	76
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 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited

NIL	NIL	NIL	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
0	0	0	0	0

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	02/07/2018	02/07/2018	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Tripoye Tourism Pvt. Ltd., Pune	04/11/2018	Consultancy in Marketing	4

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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
4400000	4413843

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing

Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SLIM21	Fully	2.6.8.29.78	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11294	22176	12	3000	11306	25176
Reference Books	8572	15857	8	4000	8580	19857
e-Books	54	0	378	0	432	0
Journals	0	0	12	28095	12	28095
e-Journals	0	0	0	0	0	0
Digital Database	0	0	1	68000	1	68000
CD & Video	500	0	10	0	510	0
Library Automation	1	121001	0	0	1	121001
Weeding (hard & soft)	32	9741	14	3051	46	12792
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	02/07/2018
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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	120	2	120	1	1	4	1	40	0
Added	0	0	0	0	0	0	0	0	0
Total	120	2	120	1	1	4	1	40	0

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

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	[NIL](NIL)

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
2700000	2814455	6000000	6487004

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: Maintenance activities of the whole campus related to Electricity, Carpentry work, Plumbing work, Sweeping, Cleaning, Grass cutting of play grounds etc. is taken care well by the estate office of the campus. Apart from this the estate office also takes care of the following tasks related to maintenance and Utilization of campus infrastructure. The civil work maintenance is carried out by a Civil Engineer. The Civil Engineer and his team members 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 carried out by an Electrical Engineer appointed for the purpose. The Electrical Engineer and his team monitor the electrical fittings of the whole campus and their maintenance 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 assistants are appointed to ensure the upkeep of all laboratories and computers in the institute. Library: Library collection is continuously updated as per the collection and development policy of SIBACA. New books, journals and magazines are continuously added as per the need and requirement of the syllabus of SPPU. Stock verification of the library is done on annual basis. Shelf management is done for locating and identifying books on the shelves for the students and staff. The books of the library are well protected from insects through regular pest control. Proper maintenance of the collections is done to prevent damage and to extend books' life through preservation and conservation policy of SIBACA. Sports complex: The maintenance of play 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. Grass cutting of all these grounds is also done on regular basis. Computers: The computers and other ICT equipments 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 as per the

requirement of hardware and software. Class rooms: The class rooms of the institute are well maintained and cleaned by supporting staff. The ICT facilities are regularly updated by the technical team. The curtains of the windows are washed and cleaned fortnightly. Free Medical Facilities for students, staff and villagers: Medical healthcare facility is available in the campus in the form of Rural Health Training Centre. The medical facilities and medicines are given free of cost to the students, staff members and nearby villagers. Specialized doctors like Orthopaedics, Dermatologists, Gynaecologists and Ophthalmologists etc. are made available on weekly basis. Medical store is also made available in the campus for the students and staff members.

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	Bharat Sarkar Shishyavrutti Freeship Rajarshi Chhatrapati Shahu Maharaj Scholarship State CentralMinority Benefits Dr. Panjabrao Deshmukh Hostel Maintenance Scheme	109	10323980
b)International	0	0	0
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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
Career Counselling	02/07/2018	89	Industry Experts during Induction Program as well through Alumni Interaction Seminars
Personal Counselling (Mentor Mentee Program)	02/07/2018	153	SIBACA, Lonavala
Remedial Coaching Classes	02/07/2018	68	SIBACA, Lonavala
Soft Skill	02/07/2018	94	Akshay Shah

Development				Vikram Solanki (Alumni) Kalpesh Hiwase Shooin Stars , 7588776663 STP, SIBACA, Lonavala
Yoga Meditation	02/07/2018	39		Kaivalyadhaam
		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 passedin the comp. exam	Number of studentsp placed
2018	Expert Lecture Scheme	54	56	0	5
2018	Aspiring Minds' Computer Adaptive Assessment (AMCAT)	43	42	0	12
2018	Alumni talk	63	32	0	9
		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
6	6	1

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
CapitalVia Global Research Limited AQUARIUS VENTURES Fazlani Academy Of Business Sciences (FABS) Hinduja	311	65	Talenthunts Venus Maintenance services Pvt. Ltd. Eureka Forbes Ltd. INTERSHALA SILVASSA RESOURCES PVT. LTD.	7	7

Leyland Finance ICICI Securities METRO SERVICES			Accenture		

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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
2018	1	MBA	SIBACA	SIBACA	PhD

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

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

[View File](#)

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

Activity	Level	Number of Participants
Sports and cultural activities	Institute Level	42

[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	Swimming	National	1	0	MB620517 19002	Abhishek Rajendra Patil
2018	Swimming	National	1	0	MB620517 19002 MB62 051719010	Akash Bhosalelam Ansari

2018	Box Cricket	National	1	0	MB620517 19013	Ashish Yogeshwar Dahake
2018	Box Cricket	National	1	0	MB620517 19018	Ashwin Kishor Patel
2018	Box Cricket	National	1	0	MB620517 19030	Bhavik Vilas Wasadeaza Shaikh
2018	Box Cricket	National	1	0	MB620517 19068	Chhatrapal Singh Kaushikara Narayan Kakde
2018	Box Cricket	National	1	0	MB620517 19116	Chinmay Anantrao Kampu
2018	Box Cricket	National	1	0	MB620516 18005	Darshan Sarode
2018	Box Cricket	National	1	0	MB620516 18009	Deepak Almel
2018	100 Running	National	1	0	MB620516 18022	Dhiraj Pralhadrao Sonulkar

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

SIBACA has its student's council where in there are student representatives from MBA 1st year as well MBA 2nd year, under the name of SIBACA Student's Council (SSC). The student representative actively takes part, suggests and contribute in administrative work of the institute by means of developing an effective communication between students and the institute. Members of SIBACA Student's Council generally have 1) HOD Admin 2) HOD Academic 3) Office Superintendent 4) Activity Coordinator Faculty 5) Student Representative Members (Sports, Cultural, IV, Activity coordinator, ICC, CDC, Hostel Mess Committee, Class Representatives etc.) The new student representatives are elected unanimously among the MBA first year students, while the second year representatives are continued from first year representatives group. The SSC comprise of 6 student members (3 each from first second year) selected based on following criteria 1) Good communication skills (verbal and written) 2) Planning Organizational skills 3) Problem solving Reasoning skills 4) Interpersonal skills 5) Ability to give constructive suggestions and appropriate solutions Objectives of the SSC members: 1) Organizing and participating in the meetings along with the faculty members from the council, at least once in a month preferably 3rd Wednesday 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 whatsapp group as well as through official email) 5) To bring to the notice any administrative related issues, activity related issues or infrastructure related issues to the institute administrative

body. 6) To suggest, develop and implement solutions to problems related to campus life. 7) To collaborate with students to coordinate events to enhance students communication opportunities Role Responsibilities of Institute: 1) Active participation of students and the representatives for organizing and conducting the activities at institute, campus level and providing the necessary support. 2) To bring to the notice of the council through class representatives any issues related to academics or resources within classroom, for smooth conduction of classes. 3) The members shall bring the ideas, interests, and concerns of his/her classmates to the meetings, so that such ideas can be incorporated for fullest participation of students in academic as well administrative activities. 4) The council members will also participate in formulation of a framework for implementation of the Council's policy in a way that is encouraging to its objectives benefiting to the students as well as the institute. 5) The council members will also have encouraged to submit proposal of an action plan for activities of the Students Council covering cultural, social, cocurricular, sports, and other management events. 6) The council members are also responsible for consideration of student issues and proposal of appropriate solutions and submittal of the same to the authority of the institute through the council members.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The institute has registered alumni association. Date / year of foundation: 18/02/2009 and Registrationnumber is: F24525/Pune.Growing strength of Alumni is contributing to the betterment of SIBACA as well its students in terms ofnonfinancial support activities. Our Alumnus contributes to the institute and its students in terms ofStrengthening Alumni Association: The Alumni Association of SIBACA organizes various activities andevents including 'Alumni Meet', SIBACA alumni association facilitates gettogethers, outings with family friends, organizes student alumni Interaction sessions, maintains the database of alumni etc.Alumni Student Interaction: The connection between the alumni and the students is one of the majorgoals of the Alumni Association formed at SIBACA. SIBACA organizes a frequent alumni interactionprograms with existing students, which helps students to keep the connect with the alumni, mentoring ofstudents 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 activitieshelp student's emotional wellness and better prepare them for the real world, general awareness about theworld outside and many more. This activity helps in inviting alumni to visit the campus, interact with thestudents, share and guide the students. Social Initiatives:Beyond the regular frame of work of the Alumni Association activities, the Association has been taking upvarious social initiatives related to the alumni and the society at large. The association supports varioussocial awareness initiatives taken up by SIBACA with the support and involvement of alumni and existingstudents, as a duty towards the society. Alumni Participation in Placement: Our Alumni, which are placed in different national and multinationalorganizations at different positions, helps institute for summer placement as well as final placement.Alumni directly contacts our placement cell, organizes interviews and selects our students. The valuablecontribution provided by Mr. Vikram Solanki Akshay Shah, who are working with Accenture India,Pune, who are professional trainers providing training on GD, PI and soft skill development. They offersuch training to our present outgoing students at free of cost, which is more valuable for the institute fromthe point of view of placement.To SumupAlumni have their communication network on Facebook, yahoo and Google groups. Alumni posttheir 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 academicand industry oriented development of the students.

5.4.2 – No. of enrolled Alumni:

117

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

117000

5.4.4 – Meetings/activities organized by Alumni Association :

1 meeting

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

1. Institute arranges various activities like seminars, conferences and workshop, guest lecturers for which the required budget is allocated by the director and IQAC. The final resources are sanctioned by the director. Roles Responsibilities are assigned to the faculty members for various programs, activities, departments, examination, library, research, cultural etc. The delegation of authority remains with the concern faculty members. The heads and in charge takes all the decisions for the smooth functioning of the activities. 2. Institute promotes a culture of participative management. Faculties and students are also involved in the process. • Faculties concern and issues are represented by faculty representative. • Students concerns are represented by the student's representative. • Students are also part of IQAC, which monitors the teaching learning process. • Academic head regularly conducts the meetings with the staff. • Regular meetings are conducted between Director, Heads, and Teaching Non Teaching Staff on different agendas. Issues and concern are recorded and efforts are made to solve them. • Serious issues are presented before the management and discussed. • Participative management culture is also observed at the campus level for the admissions strategy, Sports meetings, cultural activities, etc.

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
Curriculum Development	Sinhgad Institute of Business Administration and Computer Application (SIBACA) is a selffinancing institution and follow the curriculum of Savitribai Phule Pune University (SPPU). The Institute has been making consistent and concerted efforts to supplement the University's Curriculum by giving suggestions from stakeholders. As per

	the needs of the students and job prospect value added programs are conducted. The IQAC ensures the overall Institute development for curriculum implementation. The management has active and lead role for implementation of feedback as well as proper action is taken after feedback analysis. The online as well as manual feedbacks are taken from students.
Teaching and Learning	Institute adopts different pedagogies to make learnercentric education effective. Teaching staff provides a variety of learning experiences and making learning process constructive. Institute uses student centric methods which are based on experiential learning, participative learning and problem solving methodologies. This gives to the students appropriate Academic Industry interface, so that the students meet the exact requirements of the industrial organization. Institute also takes interest in research and extension, so that the students can develop their views regarding the business environment. The internal and continuous assessment is done as per guidelines issues by the SPPU. Academic planning and management committee develops, designs academic calendar every year.
Examination and Evaluation	Examination committee conducts meeting twice in the year prior to University Examination in order to ensure smooth conduction of examination. Committee also takes in to account to reduce malpractices and framed certain rules keeping in the view of regulation laid down by SPPU. Mid semester examination is conducted by SPPU, Pune. Evaluation is done through Common Assessment Program (CAP). For internal Evaluation parameters (minimum of three concurrent evaluation components per full credit course and five concurrent evaluation components for each half credit course.)
Research and Development	The institution has a research centre recognized by SPPU, Pune since 2013. The Research Centre is established with an objective of promoting research by students and the faculty members. It also encourages faculty to organize, attend and present papers at

	state/national/international conferences and seminars. Six research guides (1 in Marketing Management, 1 in Financial Management, 2 Organization and Management 2 in Computer Management) are associated with the research center. Institute Publications: SIBACA Management Review with ISSN Number 22315861 SIBACA Students Research Journal "Pinnacle" with ISBN number 9789350876190
Library, ICT and Physical Infrastructure / Instrumentation	The Institute stands for the wellbeing and educational upliftment of the students. The Institute always follows the norms strictly provided by the SPPU and AICTE as follows. The Instructional Facilities includes Classrooms, Tutorial rooms, Seminar Hall, Computer Centre, Library and Reading Room. The Classrooms are well equipped with PC and internet connection and LCD projection facilities with good ambiance for a seating capacity of 60 students. The administrative facilities of the institute include director office, board room, Syndicate room, Conference Hall and administrative office with all modern amenities. The exam control room and Research Centre of the institute is located at the ground floor which is equipped with CCTV camera. Boys' common room and girls' common room are also there in the institute for the students. The first aid cum sick room is also available in the institute for providing immediate first aid to the students. Separate boys and girls hostels are also available in the campus with all modern amenities.
Human Resource Management	The Institute appoints adequate number of qualified faculty through the procedure of open advertisement and interview by internal and external expert committee. Under the guidance of IQAC, the Institute organizes various FDP programmes for both teaching and nonteaching staff members for upgrading their skills in the latest technology. Medical leave provision is given to the faculty and staff members based on the request. The faculty and staff members are entitled to avail summer and winter vacations, casual leave and compensation leave. On duty is provided for pursuing higher studies, attending FDP

	courses/seminars/conferences/workshops and exam duties. Improvement in the qualification is appropriately appreciated through pay scale improvement and promotion. The institute has proper performance appraisal system, faculty development program and Research Centre.
Industry Interaction / Collaboration	The Institute establishing MoUs with reputed core industries to enhance IndustryInstitute Interaction activities like industrial visits, inhand trainings, value added programs , guest lecturers etc., for the career development of students. Placement cell ensures maximum recruitments in industry. Industry institute interaction is held at regular intervals. Alumni meet is held every year for exchanging innovative ideas and information.
Admission of Students	Admissions are executed by the Government of Maharashtra, Directorate of Technical Education through online centralized Admission process on the basis of student's merit. Admissions by Institute are invited through advertisements in newspapers. Admissions at Institute are conducted according to merit. Candidates must have qualified the graduation degree from any recognized college or university. Graduate students from any stream can apply for MBA admission. In the qualifying exam, candidates should have obtained minimum 50 (45 for reserved categories) marks. Final year appearing students are also eligible to apply. Candidates can apply for MBA online on the official website. MBA candidates belonging to Maharashtra will have to qualify the MAHCET exam. Outside Maharashtra Candidates, students can apply through CAT/MAT/ATMA/XAT/MAHCET.

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

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

	respective folders are later procured for many official purposes like time table, lesson plan, magazine reports, annual reports, higher education reports etc. Institute has complete office automation with the help of various software and ERP System. Office automation will include students' database, faculty and staff database, feedback system etc. Academic process like Academic calendar, Time table, code of conduct, Research publication, STP calendar, NIRF report etc. all is displayed on Institute website. Library automation has been initiated by the use of SLIM 21 software. SIBACA Library provides several new materials, media and mode of storing and communicating the information. SIBACA Library has fully Automated Library software named as "SLIM21" which is help in keeping and maintaining records of books, ebooks, films, sound recording, clippings, articles, reports, pamphlets, serials publication etc. book issue return systems is implemented with barcode Technology.web OPAC facility is available for finding the library materials institute has subscribed Databases which are in IP based, facility like Printing, Scanning Xerox are available in the library.
Administration	The institute implemented paperless governance through MIS software system – Governing Educational Management System (GEMS). With the help of this system, all the academic processes of institute are automated. The major objectives were to implement Paperless governance for day to day working through GEMS. Every faculty and staff is allotted an individual login ID through GEMS. The processes like faculty leave management, faculty appraisal, student feedback and placement activities are operational and followed by every faculty and the staff members of institute. Leave Management: SIBACA uses the ERP called GEMS, on which faculty members and non teaching staff can fill up their leave applications and also can view their status as to whether it is approved or not and if not why. They can also view their leave balance online at any given time. Students Feedback: Student's feedback also is conducted online on GEMS twice a year during every

	semester. A Matirx is prepared which includes many points like subject knowledge the faculty possesses, quality of communication, tools used while teaching, teaching methodology, etc. The report of the feedback is generated and can be viewed by the director. Performance Appraisal: Faculty members are instructed to fill up their appraisal forms every year on the GEMS ERP which is first filled by the individual faculty member later on it passes further to the HOD after he gives his comments and marks it progresses to the Director and after the Director gives his remarks it proceeds to the President of the Organization. Notices and circulars are communicated to staff members through email from the office of the Institutes. The Institute provides 24X7 Internet and WiFi connections along with CCTV surveillance in the Institute office, Library, Examination cell etc.
Finance and Accounts	Fully equipped computerized methods are followed to keep tracks and records of all financial matters of the Institute. Advanced software is used to keep scanned documents, efiling and budget transactions accurate. Management checks, verifies and guides the finance and accounts section time to time. Tally ERP 9 is an important tool in calculating monetary terms, accountancy, tax and GST calculating, managing commercial transactions effectively and efficiently. Tally ERP 9 helps us to manage all our data in a proper way and can be efficiently accessed whenever needed. It allows us to all our data in wellmannered way. Tally ERP 9 is computer software which is widely used for accounting purpose mostly by small and medium business. Now, this software is used for Accounting, Payroll, Billing, Sales and Profit Analysis, Auditing Inventory, Taxation such as VAT, TDS, TCS GST. Receipt of admission fees is completely computerized / online. Salary of faculty members and staff is transferred directly to the bank account. Salary bills are submitted to the STEs office through PAYWHIZ software. All other Payment for the work orders is done through RTGS/online.

Student Admission and Support	The admission process of MBA Students is completely done by DTE through Online mode. It is start with online application for ENTRANCE test which is conducted online by DTE. Then online merit list will displayed and accordingly all document verification process done through online. For constant support and assistance to the student community online tools are used to keep in touch and inform them about various notices time to time. The student's support system is placed properly in the Institute. The student's data base is maintained in the office in softcopies. For category students all fees related forms are filled by online. Online fees portal is developed by DTE. The students have to create their online account for further process. The Student's eligibility, Prorate, Examination forms fess, students verification etc. done through online. Email ids and contact numbers of all members of Anti Ragging Committee, Anti Ragging Squad and Internal Complaints Committee have been uploaded to the college website and students can communicate to the members through email. The following software is used for fees and database of the students. 1. Tally ERP 2. PAYWHIZ software.
Examination	Final / Semester end examination is conducted by SPPU, Pune. Online Question Papers are sent by university to avoid the leakage of question papers. Examination cell is under CCTV surveillance. Notices related to exams are also mailed to the students on priority basis. Thus the Chief Examination Officer and examination committee of the Institute ensures transparency and quicker methods of conducting exams. University appointed College Examination Officers (CEO) ensures smooth conduct of examinations. University also appoints External Senior Supervisor to monitor the examinations. For Internal marks University provides online link to fill the marks. Besides that marks of the internal exams and semester exams are also sent to the University online. The Institute also displayed Internal Examination Results Online on College Website. The final mark sheets of the students generated by SPPU, Pune.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Sunita Shah	Moodle Workshop	IIT Bomby	100
2019	Dr. Sachin Wankhede	Moodle Workshop	IIT Bomby	100
2019	Dr. Rena Nath	Moodle Workshop	IIT Bomby	100
2019	Dr. Manisha Badgujar	Moodle Workshop	IIT Bomby	100
2019	Sachin S Hadapad	Moodle Workshop	IIT Bomby	100
[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	Moodle Learning Management System	Nill	15/03/2019	15/03/2019	7	3
[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 on Redefine Yourself Management Lesson from Bhagawat Gita	23	18/03/2019	18/03/2019	1
FDP on Design Thinking	20	11/04/2019	11/04/2019	1
[View File](#)				

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

Teaching		Non-teaching	

Permanent	Full Time	Permanent	Full Time
17	17	7	7

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

External Audit: 1. External Audit conducted by Statutory Auditor who checks accounts day to day activities like bank transactions, cash transactions, purchases etc. 2. The period for External Audit is April to September October to March of every year. 3. The purpose for External Audit is to check rectify our accounts transactions. 4. The External Auditor finalizes the Balance sheet for every financial year. 5. The report of External Audit is submitted to head of the Institute Society's Finance office. Internal Audit: 1. Sinhgad Technical Education Society appoints an Internal Auditor who verifies accounts transaction as well as administration establishment work every year. 2. The Internal Auditor thoroughly checks every accounts transaction like receipts payments, Salary, advances Bill purchases etc. 3. Under the Establishment Department the Internal Auditor checks every personal file of all the employees in the Institute verifying Medical Earned Leave balance, continuations, increments, deputations, long leaves etc. 4. The Internal Auditor prepares a descriptive report mentioning what compliances should be made, following which respective staff complies where needed further it is presented by head of the Institute to Head of Organization.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
[View File](#)		

6.4.3 – Total corpus fund generated

29966289

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	No	NIL	Yes	IQAC
Administrative	No	NIL	Yes	IQAC

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

Parent teacher meeting is conducted every year. Feedback is taken from parents regarding teaching and learning process. Faculty members maintain attendance record of students. If a student shows poor attendance, then parents are informed about the same by faculty members and Principal and subsequently meetings are arranged by the college authority with the parents. In almost all cases, parents provide essential support and care to ensure proper attendance of their ward

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

Educational Eligibility Online Process Training Workshop

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

1. FDP on Redefine Yourself Management Lesson from Bhagawat Gita 2. FDP on Design Thinking 3. Teachers provided with financial support to attend workshops.

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
2019	FDP on Redefine Yourself Management Lesson from Bhagawat Gita	16/07/2018	18/03/2019	18/03/2019	9
2019	FDP on Design Thinking	16/07/2018	11/04/2019	11/04/2019	9
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Issue/ Gender Sensitivity	20/02/2019	20/02/2019	12	32

Awareness program					

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
Power requirement met by renewable energy sources Total power requirement Renewable energy source Renewable energy generated and used Energy supplied to the grid 26KW 54 KW Solar Water Heater Directly used for water heating purpose in the hostel 0 10KW 60 KW 10KW Solar Power Generation (Sanctioned In process) 10KW 10KW

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	7
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	0	02/07/2018	0	NIL	NIL	0
				View File			

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students	02/07/2018	If there is a case against a student for a possible breach of code of conduct, then a committee will take a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be

		taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the disciplinary actions based on the nature of misconduct.
Code of Conduct and Professional Ethics for Teachers	02/07/2018	If there is a possible breach of code of conduct then a committee will take a suitable disciplinary action by inquiring and accordingly suggest the action to be taken against them.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Marathi Bhasha Din	27/02/2019	27/02/2019	47
Blood Donation	12/08/2018	12/08/2018	186
SWACHHTA PAKHWADA AT SIBACA LONAVALA – Ek Kadam Swachhata Ki Aur – Run for Swachhata	01/09/2018	15/09/2018	37
National Unity day –Birth Anniversary of Iron Man'Sardar Vallabhbhai Patel'	31/10/2018	31/10/2018	46
SPECTRUM – "Guide the Blind"	21/02/2019	21/02/2019	87
Womens days celebrations (Under theme- Safety, Shakti, empowerment)	08/03/2019	08/03/2019	25
Gandhi Jayanti	02/10/2018	02/10/2018	32
"CSR Activity – SAMPARC Balgram" - Bhaje, Tal. Maval,Pune	22/03/2019	22/03/2019	25
View File			

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

1. Various initiatives are taken by the institute such as tree plantation, gardening, waste management, and disposal of e-waste, use of renewable energy resources like solar water heaters, water harvesting, and sewage treatment plant. 2. Installation of water efficient toilets, urinals, faucets and shower heads in campus thus optimum utilization of water is achieved. 3. We have

implemented Smart class room in our campus. After implementing smart classroom we are able to save Rs.388/- per month. 4. We have installed three units for solar power generation and total capacity is 30KW. 5. The use of ERP software (GEMS) for academic-administrative purpose has shown our commitment to smart technology.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The institute is committed to adopt environmentfriendly policies towards environmental consciousness and sustainability. With regard to it various initiatives are taken by the institutes such as tree plantation, gardening, waste management, and disposal of ewaste, use of renewable energy resources like solar water heaters, water harvesting, and savage treatment plant. Institute has started many innovative programs such as gender equity sensitivity promotion, which have helped to create positive impact and improvement in academic culture. Various initiatives are taken to engage local neighbourhood community and simultaneously locational advantages and disadvantages are addressed. Handbook for code of conduct is available to maintain human values and professional ethics. Institute organizes activities to increase consciousness about national identities and symbols. Institute emphasize on creating awareness amongst students regarding the fundamental duties and rights of Indian citizens and other constitutional obligations. Institutional functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities. Institute emphasizes on best practices through various aspects, value addition programs such as STP, mentor mentee program, entrepreneurship development, research, GEMS etc. The formation of student training program (STP) based on Industry expectations has added impact on employability skills and holistic development of the students. The mentor mentee program has significantly improved the studentfaculty interaction frequency and standard. The use of ERP software (GEMS) for academicadministrative purpose has shown our commitment to green environment.

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

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

7.3 – Institutional Distinctiveness

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

The institute is active in social responsibility (CSR) activities which are distinct from its vision. Efforts are taken to make students conscious towards the social responsibilities and are encouraged to take initiatives in the social sector for the betterment of the society. Following are the certain outreach program initiatives taken by the institute. The institute is very insightful to the impact of activities on its students, faculty, as well as on the regional community and on the environment. It aims at improving the lives of people in and around Lonavala. "CSR Activity – SAMPARC Balgram" Bhaje : A social activity was conducted in association with SAMPARC an NGO at Bhaje Village. Institute adopted the village for three months and provided guidance to the students of 10th std. about the opportunity for various vocational and technical courses offered by SAMPARC. SIBACA LONAVALA – Ek Kadam Swachhata Ki Aur – Run for Swachhata : Inspired from "Swach Bharat Abhiyan", our faculty and students regularly conduct and participate in cleanliness drives in the campus and village. Recently the drive was conducted in Lonavala in association with Municipal Corporation Lonavala. The Sinhgad Institutes, Lonavala campus is

recently awarded by AICTE as the "Best Clean Campus" In Western Region. Tree plantation is an ongoing activity. Blood donation camps are regularly organized in the campus where large number of students, faculty, and villagers voluntarily donate blood."Bhatkanti – An Expedition Adventurous Activity activity being conducted every year. We consider association of our activities with the local community, and the CSR programs very much reflects our commitment to operate in an environmentally sustainable and socially responsible manner. We give back to the local communities in which we live, work and play. Our communitygiving is centered on educational and workplace willingness, employee volunteerism and ecological sustainability.

Provide the weblink of the institution
http://cms.sinhgad.edu/sinhgad_management_institutes/sibaca_mba/academics/academic_1.aspx

8.Future Plans of Actions for Next Academic Year

Sinhgad Technical Education Society's SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION COMPUTER APPLICATION (SIBACA) Kusgaon (Bk.), Lonavala, Pune 410401 INTERNAL QUALITY ASSURANCE CELL FUTURE PLANS OF THE INSTITUITION FOR THE YEAR 2019-2020 • Introduction of standardized mechanism for reporting to IQAC. • Workshop for students on skill development Programme • Entrepreneurship Development programme for Students • Introduction of Digital Notice Board for interactive / real-time publication of emergency notices / information to the students • Capital Market Awareness programme for students • Promotion of eco-friendly campus and paper less administration • Online feedback system for students other stakeholders • Guest lecturers to strengthen industry linkages • Alumni meet to strengthen alumni participation • Organization of Seminars/ Workshops to create a research culture in faculty and students • Introduction of Self-Appraisal system for Teachers • Exploring options to provide consultancy services to nearby organizations. • Empowerment of faculty about emerging trend in their profession for career/academic advancement. • Preparing for NAAC 2nd Cycle • Preparing for NBA accreditation • Final PhD viva voce examination 9 PhD students who have submitted their PhD thesis through SIBACA research centre at DMS PUMBA (SPPU)