



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

## **SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION AND COMPUTER APPLICATION**

GAT NO- 309/310, KUSGAON (BK), OFF- MUMBAI-PUNE EXPRESSWAY  
410401  
[www.sinhgad.edu](http://www.sinhgad.edu)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**January 2018**

# 1. EXECUTIVE SUMMARY

---

## 1.1 INTRODUCTION

Sinhgad Technical Education Society (STES) was established in the year 1993 under the dynamic leadership of Prof. M. N. Navale, Founder President. The sole objective of the society is to provide quality education in the field of Management, Computer Applications, Engineering, and Medical, Dental, Pharmacy, Architecture, Commerce, Law, Science and School education.

Sinhgad Institute of Business Administration and Computer Application (SIBACA), was established in the year 2004. The institute is recognized by All India Council for Technical Education (AICTE) New Delhi and Directorate of Technical Education (DTE) Government of Maharashtra. It is affiliated to Savitribai Phule Pune University (SPPU), Pune. The Institute is located in Kusgaon (Bk), rural area of Lonavala, a popular hill station between two metros, Mumbai and Pune. The Sinhgad Institutes, Lonavala campus is recently awarded by AICTE as the “**Best Clean Campus**” in Western Region.

The institute have qualified and experienced faculty members to impart knowledge to the students in order to strengthen their competency. The institute is fully residential which provides favorable environment and enormous learning opportunities for students. The extensive Student Training Program (STP) is conducted to enhance the skill sets and employability. Also, the case studies undertaken and practical oriented teaching helps students learn in a better way. Conduction of industrial visits, management fest and participation in various competitions are helpful to students in bridging the gap between industry and academia. The institute is applying for NAAC as a step towards reaching up new benchmark and to evaluate the performance of the institute.

### **Vision**

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

### **Mission**

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

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### **Institutional Strength**

- Experienced and highly qualified faculty.
- Research Centre affiliated to SPPU.
- Enormous career opportunities are made available to the students through Central Placement Cell.
- Rigorous extension activities for neighborhood community.

- Sports complex of National standards.
- Free sports coaching in association with SRS Sports Academy, Mumbai.
- Lush green fully residential campus.
- 24 X7 Free medical facility for all is available in campus through Rural Health Training Centre (RHTC).
- Well Equipped infrastructure with ICT facility, Internet and Wi-Fi Facility

### **Institutional Weakness**

- Limited scope for alteration in university syllabus & curriculum.
- Consultancy and Patents
- Connectivity (being at remote location)

### **Institutional Opportunity**

- Upliftment of the research centre by increasing more number of research guides and student enrolment.
- Host various industry/government/non government/academia programs in the campus.
- Community services in neighborhood.
- Near to Mumbai, financial capital of India & Pune-Pimpri-Chinchwad Industrial Area.

### **Institutional Challenge**

- Nearby private Universities & private institutes
- Bridging the gap between Academia and Industry
- Attract students from tier –I cities.
- Students intake from various socio-economic and academic background
- To enhance the communication skills of the students, as most of them are coming from rural background.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Sinhgad Institute of Business Administration and Computer Application (SIBACA) is a self-financing institution and follow the curriculum of Savitribai Phule Pune University (SPPU). The Institute has been making consistent and concerted efforts to supplement the University's Curriculum to ensure that the academic programme and Institution's goals and objectives are integrated. Conscious efforts were being made for providing exposure to students to other institutions/industries eminent faculty and resource persons/social workers/ activists through a series of class room seminars, workshops and interfaces.

The Institute is engaged in continuous dialogue with industries through its faculties who mentor/internal guide of students' project/field works. This enables collection of feedback about curriculum & its implementation. These issues along with the other stakeholders' views (Students, Alumni& Faculty) are discussed in internal meetings and takes the steps to overcome such deficits without waiting for a change in the University syllabus

(as such change is a time consuming process).

The various value-added courses/enrichment programmes are offered to ensure holistic development of students, moral and ethical values, employable and life skills, better career options, community orientation through career guidance, equal opportunity and remedial classes. The institute not only concentrates on offering job opportunities to students but also encourages self-employability by conducting Entrepreneurship Development Programs.

### **Teaching-learning and Evaluation**

Admission process of SIBACA is transparent and well-administered. It complies with all the norms of concerned regulatory authorities, such as, All India Council for Technical Education (AICTE), Directorate of Technical Education (DTE) and Savitribai Phule Pune University.

The institute has competent teaching faculty and designing learning environment in tune with stakeholder's perception. The comprehensive model of teaching and learning is blend of conventional and modern teaching methodology.

Institute adopts different pedagogies to make learner-centric education effective. Teaching staff provide a variety of learning experiences and making learning process constructive.

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

Institute takes various initiatives to build up employability skills and aims for comprehensive development.

### **Research, Innovations and Extension**

Institute has a well equipped research centre affiliated to SPPU with 6 research guides. Institute organizes various research activities to motivate students and faculty members, to undertake variety of research projects which are ultimately useful for society at large.

56% of institute faculty members are Ph.D. holder and rest are in final process of Ph.D. Faculty members are motivated and facilitated to participate in research and related activities outside the institute. Faculty members are supported with financial assistance to attend various seminar, conferences and workshops with 'on duty leave', 'study leave'. Faculty members are also encouraged to pursue projects funded by Board of College and University Development, SPPU. Institute has subscription to various e-journals and magazines to help researchers to be updated and informed about recent research activities across the globe.

Institute has practice of deputing faculty member to various national and international locations under faculty exchange programs. Institute has various MOUs with industry to facilitate students for field visit, survey, internship and industry expert talks. Institute arranges various collaborative, extension and outreach

programs for the social cause.

Around 200 papers are published by the faculty members in various international, national conferences and reputed journals, while 20 manuscripts are published in various specializations.

### **Infrastructure and Learning Resources**

The institute has well equipped and adequate, well-designed, amply illuminated, ventilated and spacious number of class rooms, laboratories, and tutorial rooms. The institute has seminar halls, conference hall, syndicate rooms which are used for various activities such as seminars, workshops and conferences. Ample hostel facility for girls and boys is provided on the campus. Campus is equipped with international standard sports complex with grounds for football, cricket, basketball, athletic track, swimming pool, gymnasium, yoga centre etc. Corporate Training Centre (CTC) is available for conducting various corporate training and industry institute interaction programs. The institute library has excellent collection of books, references, journals, magazines and a book bank facility. Library also has subscription to various e-journals, and has a spacious reading hall for students. Rare books, manuscripts, special reports and other knowledge resource are available for library enrichment.

Institute has multimedia and language lab for students and staff members. All classes, conference hall are equipped with modern ICT tools. E-content are developed and kept on Intranet / FTP server & google classroom created by the institute. The student computer ratio is 1:2. Wi-Fi facility is available in the institution and at the entire hostels for 24 X 7 with bandwidth of 40 mbps. The maintenance of physical facilities and academic support facilities are carried and monitored by central maintenance office. Appropriate funds are made available in the annual budget for it and its utilization is monitored by the campus committee.

### **Student Support and Progression**

SIBACA is constantly flourishing in the development of an inclusive ecosystem and embedding approaches within institute. The institute gets crunch of students from different cultural and geographical background across India for MBA course. In order to cater to the curricular and co-curricular needs of students, the institute has introduced a Mentor-Mentee program to deal with academic and non-academic 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 (T&P) 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.

Every year alumni meet "Milan" is organized which results into career opportunities, alumni talks, projects etc. The institute also offers a platform for sports, cultural activities and participation inside & outside institute. Students are also encouraged for higher education like Ph.D. or M.Phil programs.

### **Governance, Leadership and Management**

The mission and vision of institute are designed in harmony with higher education policies of India. The institute has the governing body works under the STES, which is lead by the academician. Faculty members on the management committee are actively involved in the decision making process at various levels. Periodical interactions are made with all stakeholders for strategic planning and monitoring of policies. The institute organizes workshops, seminars and conferences for the overall development of the students and to inculcate leadership qualities. Regular professional development / administrative training programs are organized by the Institution for teaching and non teaching staff. Faculty members are allowed to attend various professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs and financial support is provided for the same. Quality initiatives are taken by IQAC for promoting quality culture.

The institute has adequate budgetary provision for academic activities and its mobilization is monitored by the institute to ensure optimum utilization. Regular internal audit is carried out. The institute is autonomous in implementation of decisions, planning for strategic development and deployment for perspective plan document. The institute has well defined policies for faculty recruitment and promotion. Improvement in the qualification is appropriately appreciated through pay scale improvement and promotion. Institute has its internal quality assurance system. It aims at continuous improvement of quality and achieving academic excellence. Participatory approach is adopted by the institute where suggestions made are incorporated to set the process for the development of the institute.

### **Institutional Values and Best Practices**

The institute is committed to adopt environment-friendly 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 e-waste, 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 neighborhood 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 student-faculty interaction frequency and standard. The use of ERP software (GEMS) for academic-administrative purpose has shown our commitment to green environment.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION AND COMPUTER APPLICATION
Address	Gat No- 309/310, Kusgaon (BK), Off- Mumbai-Pune Expressway
City	Lonavala
State	Maharashtra
Pin	410401
Website	<a href="http://www.sinhgad.edu">www.sinhgad.edu</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Sachin Annasaheb Borgave	02114-304306	9881476714	02114-304583	director_sibaca@sinhgad.edu
IQAC / CIQA coordinator	Sachin Rushikumar Wankhede	02114-304503	9373663882	02114-270203	srwankhede@sinhgad.edu

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

<b>Establishment Details</b>				
Date of establishment of the college		01-06-2004		
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Maharashtra	Savitribai Phule Pune University	No File Found		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
AICTE	<a href="#">View Document</a>	10-04-2017	12	Validity of extension of approval from AICTE is till the date of next approval process
<b>Details of autonomy</b>				
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?		No		
<b>Recognitions</b>				
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?		No		
Is the College recognized for its performance by any other governmental agency?		No		



<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Gat No- 309/310, Kusgaon (BK), Off- Mumbai-Pune Expressway	Rural	150	64633.88

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
PG	MCA,Management,	36	Graduation	English	1	0
PG	MBA,Management,	24	Graduation	English	120	118
Doctoral (Ph.D)	PhD or DPhil ,Research,	36	Post Graduation	English	18	18

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	2				6				8			
Recruited	2	0	0	2	6	0	0	6	3	5	0	8
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				49
Recruited	35	14	0	49
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				2
Recruited	1	1	0	2
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	0	0	6	0	0	0	1	0	9
M.Phil.	0	0	0	0	0	0	2	2	0	4
PG	0	0	0	0	0	0	1	2	0	3
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>	<b>Others</b>	<b>Total</b>
		0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	69	16	0	0	85
	Female	28	5	0	0	33
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	10	0	0	0	10
	Female	8	0	0	0	8
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	17	13	0	0
	Female	10	3	0	0
	Others	0	0	0	0
ST	Male	2	1	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	19	12	0	0
	Female	2	1	0	0
	Others	0	0	0	0
General	Male	41	37	0	0
	Female	18	19	0	0
	Others	0	0	0	0
Others	Male	6	6	0	0
	Female	3	0	0	0
	Others	0	0	0	0
Total		118	92	0	0

## Extended Profile

---

### 1 Program

#### 1.1

Number of courses offered by the institution across all programs during the last five years

Response: 447

#### 1.2

Number of self-financed Programs offered by college

Response: 2

#### 1.3

Number of new programmes introduced in the college during the last five years

Response: 1

### 2 Students

#### 2.1

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
206	248	274	435	489

#### 2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
90	150	150	180	180

#### 2.3

Number of outgoing / final year students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
104	117	124	268	188

**2.4****Total number of outgoing / final year students****Response: 85****3 Teachers****3.1****Number of teachers year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
25	34	36	39	45

**3.2****Number of full time teachers year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
25	34	36	39	45

**3.3****Number of sanctioned posts year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
25	40	40	48	48

**3.4****Total experience of full-time teachers****Response: 196****3.5****Number of teachers recognized as guides during the last five years**

**Response: 3**

**3.6**

**Number of full time teachers worked in the institution during the last 5 years**

**Response: 47**

## **4 Institution**

**4.1**

**Total number of classrooms and seminar halls**

**Response: 13**

**4.2**

**Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
401.35	281.23	389.18	326.94	507.81

**4.3**

**Number of computers**

**Response: 120**

**4.4**

**Unit cost of education including the salary component(INR in Lakhs)**

**Response: 3.05**

**4.5**

**Unit cost of education excluding the salary component(INR in Lakhs)**

**Response: 1.39**



## 4. Quality Indicator Framework(QIF)

---

### Criterion 1 - Curricular Aspects

---

#### 1.1 Curricular Planning and Implementation

##### 1.1.1

**The institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

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

#### Teaching plan

- 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 ensure 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 notice/circulars.
10. Students are asked to provide faculty feedback for analysis and corrective action at the end of semester.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.1.2

#### Number of certificate/diploma program introduced during the last five years

**Response:** 10

#### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	1	2	1	1

<b>File Description</b>	<b>Document</b>
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.1.3

#### Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 8.38

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic

Council year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	2	0	0	1

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

**Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years**

**Response:** 41.39

1.2.1.1 How many new courses are introduced within the last five years

Response: 185

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.2.2

**Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**

**Response:** 33.33

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 1

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.2.3

**Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**

**Response:** 86.54

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
206	248	274	435	160

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1

**Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum**

**Response:**

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

- Human Rights-I&II: Conceptual perspectives play a significant role for the promotion and realization of human rights. It promotes dignity, tolerance, peace, defend and advocate for their rights.
- Cyber Law & Information Security: Students understood the legal provisions of Information Technology Act, Case Law and practical ramifications of the Act through presentations.
- Personality Development Lab: Students developed an orientation towards business etiquettes for meetings, entertaining, telephone, and Internet business as well as it has minimized their nervousness while in social situations.

- Leadership Lab: Students got hands on experience in empowering, motivating and inspiring others through gaining insight into their patterns, beliefs and attitude.
- Public Relation& Corporate Communication: Students understood the importance of effective communication in HR & PR initiatives by the HR professional
- Emotional Intelligence and Managerial Effectiveness Lab: With the help of presentation & viva students understood the individual and group learning methods and participated in various activities and handle the situation with emotional competency.

**Gender related initiatives:**

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

Institute organizes events on women’s grievances & empowerment. For the same, eminent personalities like , PSI Ms. Madhavi Deshmukh were called for addressing at various functions.

In the cultural events, girls are encouraged to participate. Institute also arranges free health check up camp for girls on the occasion of International Women’s day and the special lectures are arranged for girls to make them aware about Health issues.

**Environmental and sustainability related initiatives:**

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

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

Institute imparts human values and professional ethics through its curriculum. MBA is professional course which imparts the punctuality, discipline, professional ethics and human values. Conducive environment of institute helps in inculcating human values and professional ethics. In line with this, institute regularly conducts events on Swami Vivekananda Jayanti, Constitution Day, Vachan Prerna Diwas, Savitribai Phule Jayanti, Yoga Day and Teachers Day. Students also participate in blood donation camp, traffic rule awareness program and cyber crime awareness program which improve their point of view towards social causes.

File Description	Document
Any Additional Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**1.3.2**

**Number of value added courses imparting transferable and life skills offered during the last five years**

**Response:** 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 3

<b>File Description</b>	<b>Document</b>
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>

**1.3.3**

**Percentage of students undertaking field projects / internships**

**Response:** 40.29

1.3.3.1 Number of students undertaking field projects or internships

Response: 83

<b>File Description</b>	<b>Document</b>
List of students enrolled	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.4 Feedback System****1.4.1**

**Structured feedback received from**

**1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise**

**Response:** B.Any 3 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2**

**Feedback processes of the institution may be classified as follows:**

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

**Average percentage of students from other States and Countries during the last five years**

**Response:** 9.75

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
16	19	39	34	55

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 2.1.2

**Average Enrollment percentage**

**(Average of last five years)**

**Response:** 51.22

2.1.2.1 Number of students admitted year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
92	120	130	144	294

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
180	300	300	360	360

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.1.3

**Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years**

**Response:** 37.53

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
36	48	41	43	116

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

## 2.2 Catering to Student Diversity

### 2.2.1

**The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

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

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

- Tie up is done with HBPS to share the study material like case study, Magazines etc.
- Students Research journal “Pinnacle” is published biannually to nurture habit of research in students.

- To participate in various Business fests/event
- To participate in various entrepreneurship workshop
- To prepare and deliver presentations on recent Business developments
- To carry out research and publish their work.
- To take-up online employability courses (Bloomberg and whee box)
- Volunteer and organizing different activities
- To undergo Value Addition Programs
- To interact with industry experts and faculties from renowned institutes
- Opportunities to participate in Conferences, seminars, paper presentation and competitions
- Special attention is given by all the faculties for grooming the students during Academic sessions and activities.
- Special attention from Placement point of view through STP
  
- **Seminars** – Institutes conducts various Seminars and conferences wherein they are exposed to best in class industry and academic experts. Students are also encouraged to participate in the seminars, symposium and conferences conducted by other Institutes to enhance their knowledge base.
- **Workshops** –The Institute organizes workshops for the students on a regular basis in various aspects of their specialization subjects to provide advanced level of knowledge with recent developments in the concerned areas.
- **Guest Lectures** –eminent speakers are invited from the corporate world to provide real time information and knowledge to the students.

**Support for “slow learners”:**

- Special counseling of students is done during Mentor mentee meetings.
- Subject wise counseling is done by respective teachers
- Opportunities are given to reappear for internal evaluation to improve in the skill set and marks.
- Remedial classes and self-learning sessions are arranged beyond working schedule.
- Special attention is given by internal project guides during the summer internship program for the holistic development of slow learners and the enhancement of employability skills. The core objective behind this is to increase the chances of pre placement opportunities.
- Appropriate counseling is done and training is given to support such students to get placed in industry.

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

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**2.2.2**

**Student - Full time teacher ratio**

**Response:** 8.24

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

### 2.2.3

#### **Percentage of differently abled students (Divyangjan) on rolls**

**Response:** 0

##### 2.2.3.1 Number of differently abled students on rolls

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1

**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**

**Response:**

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

#### **Experiential learning:**

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

- **Project based Teaching:** Faculty members give minor projects to group of students. This enables the students to blend both the theory and practical. Mark are awarded to subjects like Industry analysis desk research (IADR) & Enterprise analysis and desk research (EADR).
- **Lab based Teaching:** The Institute has well equipped computer labs with internet facility. The students are taken to the lab by the faculty members to provide them real time information on subject like Business Communication Lab (BCL), MS Excel,
- **SIP / Dissertation:** The students work in industry for 8 weeks hands on job as a part of summer internship program.

**Participative Learning:**

- **Activity based Learning:** Students are involved in various activities and management games related to the topics from the subject. It enhances ability of the students to apply academic knowledge into practical world.
- **Students Training program (STP):** To groom and prepare the students for good placements a robust training program is designed which includes mock Interviews, group discussions and aptitude test etc. Daily quiz is also conducted to update the current knowledge of the students.
- **EDP activity** – The Institute conducts real time workshops/guest session like “Udyojak” where students get an opportunity to meet and interact with entrepreneurs and understand the real life problems. Events like “Khari-Kamai” are organized to motivate and give real hands on experience to students.
- **Management fest** like Prayukti, Spectrum, NSMG-AIMA, various management competitions like logo making competition, business plan are conducted on regular basis to nurture critical thinking, creativity and scientific temper among the students.
- **CSR Activities** – Institute conducts various collaborative CSR activities in association with government and non government organizations NGO’s like ‘SAMPARC’, Lions club, Municipal Corporation, Lonavala, Snehsadan, AshishBhavan, etc.
- **Team building** activities are regularly conducted like expedition, Treasure hunt and fun games.

**Problem Solving Methodologies**

- **Case-Based Learning:** Various Cases of different subjects are conducted by subject faculties for students. HBSP cases are used as resource material for the same.
- **Research** - - The students are motivated and guided through the mentor to participate in National and International conferences/seminars. Institute organizes national conference, workshops regularly. Students Research journal “Pinnacle” is published biannually to nurture habit of research in students.
- **Curiosity is generated** through faculty in the classrooms, during co-curricular and extra-curricular interactions so that students ask questions. Faculty members serve as catalysts in the process of enabling them to develop their cognitive ability.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**2.3.2**

**Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.**

**Response:** 4

**2.3.2.1 Number of teachers using ICT**

**Response:** 1

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

### 2.3.3

#### Ratio of students to mentor for academic and stress related issues

**Response:** 12.88

#### 2.3.3.1 Number of mentors

Response: 16

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.3.4

#### Innovation and creativity in teaching-learning

**Response:**

Faculty members and students are encouraged to use ICT facilities for effective teaching-learning. Institute is enabled with sufficient internet bandwidth of 40 Mbps to cater the need of student learning. Sufficient numbers of computers are available in the institute.

The institute supports teachers to update their teaching and subject knowledge along with recent advancement in industry.

**Some of the efforts to encourage faculty to adopt new and innovative approaches are:**

- Motivating faculty members to integrate variety of approaches in their session plans, session activities and in formative evaluation.
- Teachers are encouraged to enrich and update their knowledge through refresher and orientation Courses organized by academic staff colleges and other institutes.
- Organizing in-house workshops or FDPs by experts to expose faculty to variety of teaching, training methods. They are also motivated for attending workshops, conferences and seminars.
- Teachers are advised to organize class workshops, seminars and paper presentations, Group discussions for participative learning.

- Faculty member regularly visit other colleges/organizations as guest lecture or on deputation within and outside the nation to get further academic exposure.

Institute uses blended learning in addition to contemporary method of teaching, the faculty members are using case based teaching methodology. Subjects are taught with the IT enabled learning tools such as PPT, Video clippings, Audio system, Online resources, Google class rooms and Decision making games to expose the students for advanced knowledge and practical learning.

**Some innovative teaching approaches / methods adopted by the faculty are:**

- **Individual based learning:** Book Reviews, Teachers conduct technical quizzes at the end of every Unit and students actively participates in the same, incorporating aspects of research in the pedagogy, role-play and Scrap Book, Activity based assignments, Extempore speakers forum etc.
- **Group & Team based learning:** Management games, Project Based Learning, Group Discussions, Case based teaching methodologies, Presentations, Domain Seminars, Collage/Poster Making,
- **Other innovative teaching approaches:** Conducting select sessions in the Library, ICT enabled teaching - open source content, Innovative usage of business newspapers in the classroom through PEST, use of Email and Whatsapp Groups for information sharing.
- **Experiential teaching:** Entrepreneurship Development Cell (EDC) arranges talks of inspiring entrepreneurs to make the students understand the need of innovations and creativity in learning. With events like Khari-Kamai Students are exposed to entrepreneurial skill. This helps them to understand the attributes of entrepreneurship.

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

## 2.4 Teacher Profile and Quality

<p><b>2.4.1</b></p> <p><b>Average percentage of full time teachers against sanctioned posts during the last five years</b></p> <p><b>Response: 90</b></p>	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

<p><b>2.4.2</b></p>
---------------------

**Average percentage of full time teachers with Ph.D. during the last five years****Response:** 30.65

## 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11	14	13	9	4

**File Description****Document**

List of number of full time teachers with PhD and number of full time teachers for 5 years

[View Document](#)

Any additional information

[View Document](#)**2.4.3****Teaching experience per full time teacher in number of years****Response:** 7.84**File Description****Document**

List of Teachers including their PAN, designation,dept and experience details

[View Document](#)

Any additional information

[View Document](#)**2.4.4****Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 58.66

## 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	10	6	0	0



File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>

### 2.4.5

#### Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 8.43

##### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	3	4	4	4

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1

#### Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

**Response:**

##### 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.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**2.5.2**

**Mechanism of internal assessment is transparent and robust in terms of frequency and variety**

**Response:**

The Institute follows all the norms of SPPU for conducting the CIE.

**Mechanism of internal assessment:**

- Subject wise List of CIE is prepared as per the guidelines of university.
- A detailed CIE schedule is prepared and displayed on the notice board for the students.
- Teachers discuss the CIE schedule with students during first lecture.
- Results of each evaluation are displayed to the students and areas of improvements are discussed accordingly.
- The final cumulative marks for all internal subject wise evaluation are displayed on the notice board with the students and Examination department.
- End term examinations: ETE is conducted at end of semester to help the students to gain confidence and to achieve good results in University Examinations.

### **Transparency:**

#### **Following initiatives have led to enhanced transparency in internal assessment (Concurrent Internal Evaluation / Formative Evaluation):**

- Concurrent Internal Evaluation pattern and schedules are shared with the students during the induction & initial sessions by individual course teachers. This helps the students understand the method in which their performance will be evaluated.
- Marks of the Concurrent Internal Evaluation are displayed on notice board.

### **Robust:**

#### **Following initiatives have led to enhanced rigor in internal assessment (Concurrent Internal Evaluation / Formative Evaluation):**

- Introduction to a variety of evaluation modes within each category of Concurrent Internal evaluation.
- Evaluation criteria are Subject specific and have variation in the weightages depending on the nature of subject and employability enhancement objectives.
- Linkages of Concurrent Internal Evaluation are made amongst the nature of the subject, the perceived difficulty level of the learner, and the intended predefined learning outcome from a course.
- Introduction of project based evaluations in certain courses.
- Emphasizing on research - presentation as a key aspect of Concurrent Internal Evaluation.

### **Frequency:**

Assessment is embedded in daily classroom activities, in which teachers use various assessment tools to ascertain that students are improving their skills and knowledge, mastering the curriculum, and meeting industry standards.

- Frequency of CIE depends on the subject requirement.
- Assessments are conducted monthly
- Subject Specific assessments have additional evaluations, which are embedded with class room sessions.
- Few outdoor activities are also planned which gives certain inputs on evaluations like, Managements games, Lab performance etc.
- Institute ensures a continuous internal evaluation. Evaluation is conducted in stress free environment with practical approach.

### **Variety:**

CIE is conducted through variety of evaluations to improve students' learning. Assessment of the students is done on the various subject specific parameters. Evaluations are decided at start of semester to achieve the objectives of course outcomes.

Following are the few evaluations which are conducted throughout the semester

- Class test
- 
- MCQ/ Quizzes
- Subject Presentation
- Scrap Books
- Subject Specific quiz
- HBSP Case Study
- Role play/ Story Telling
- Industry Analysis
- STP Conduct during the session.
- Class interactions

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.5.3

#### **Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

##### **Response:**

Institute has two levels of grievance redressal mechanisms: one to address grievances in internal examinations and other one to deal with grievances SPPU examinations.

##### **Redressal of grievances at Institute level:**

- The Institute has grievance redressal cell. Committee analyses and offer solutions to the problems. The Institute has separate Internal Examination Committee which takes care of invigilation, smooth conduct of examination, assessment and internal grievances. Internal examination related grievances are addressed to quality of question papers, conduct of examination, evaluation of answer sheets etc.
- Initially a notice regarding submission of question papers is circulated to faculty members well before the commencement of examination. After receiving the question papers, a scrutiny committee consisting of 2-3 faculty members assesses the quality of question papers in terms of adherence to university marking scheme & setting of appropriate difficulty level. Any shortcomings found in the scrutiny are conveyed to the concerned subject teacher & due care is taken to minimize grievances.
- Internal examinations are scheduled as per the academic calendar. The time tables of internal examinations and seating arrangements are displayed on notice board regularly. During internal examinations every subject teacher remains present to address the grievances arising (if any) in the question paper. Internal squad is appointed for ensuring smooth conduct of internal examination.
- Subject faculty member evaluates the answer sheets of internal examinations within three to four

days of conduction of examination. The evaluated answer sheets are shown to the students. The grievances (if any) reported by students after going through their answer sheets are addressed and changes in marks (if any) are incorporated in the database accordingly.

#### **Redressal of grievances at University level:**

- There is a system and procedure in place at University level which takes care of the students and institute grievances with reference to evaluation. The institute facilitates the redressal of grievances related to University examinations through notices displayed on notice boards on regular basis and communication with university examination office as and when required.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### **2.5.4**

#### **The institution adheres to the academic calendar for the conduct of CIE**

##### **Response:**

The institute prepares academic calendar in-line with 'SPPU' academic calendar. It incorporates all curricular, co-curricular, extra-curricular 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 extra-curricular 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.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 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 on website and communicated to teachers and students**

**Response:**

The Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are defined by the IQAC in line with the University syllabus.

Institute takes due care for informing POs and COs to all the faculty members & students. The same is available on the website.

- POs and COs are discussed with the students on first day of induction program.
- Faculty members adhere to POs & COs.
- Faculty members includes COs of their respective course in the teaching plan.
- Faculty members discuss COs of respective subjects with students during class room sessions.

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.6.2

**Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**

**Response:**

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

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

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

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.6.3

#### Average pass percentage of Students

**Response:** 78.2

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 104

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 133

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

## 2.7 Student Satisfaction Survey

### 2.7.1

#### Online student satisfaction survey regarding teaching learning process

**Response:** 3.67

File Description	Document
Database of all currently enrolled students	<a href="#">View Document</a>





## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

#### 3.1.1

**Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0.22

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.22	0	0	0	0

#### File Description

#### Document

List of project and grant details

[View Document](#)

e-copies of the grant award letters for research projects sponsored by non-government

[View Document](#)

#### 3.1.2

**Percentage of teachers recognised as research guides at present**

**Response:** 8

3.1.2.1 Number of teachers recognised as research guides

Response: 2

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 3.1.3

**Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0.85

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 8

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Funding agency website URL	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1

**Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

#### **For Research scholars**

The institution has a recognized research centre affiliated to SPPU, Pune since 2013.

**Six research guides** (1 in Marketing Management, 1 in Financial Management, 2 Organizational Management & 2 in Computer Management) are associated with the research center. Additional four research guides have applied for guide ship in university under SIBACA Research Centre.

Eighteen research scholars are pursuing their doctoral research.

Some of the key actions:

- Conduction of PhD course work.
- Series of research based seminars and workshops.
- Programmes on utilization of library and technology resources for research.
- Encouraging faculty members to apply for sponsored research projects.
- Conduction of three week UGC sponsored course work through academic staff college, SPPU-Pune.
- Conduction of UGC approved Summer School program.
- Research cell provides infrastructural support for the research.

Institute follows all the guidelines laid by SPPU to organize the research proposal submission, finalization of research titles, allocation of guide and monitoring the progress of PhD research scholars. The committee comprise of Chairman, research guide, subject expert (internal and external). The progress of research work is presented by research scholars at regular intervals.

**For MBA students**

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

- There is a full course on Business Research Methods in the MBA curriculum.
- Several other courses such as Enterprise Analysis Desk Research (EADR), Industry Analysis Desk Research (IADR), Excel Lab, Contemporary Marketing Research, Summer Internship Project, Dissertation etc. also have elements of research aptitude and scientific temper.
- Students are encouraged to participate and present the papers in Conferences, Seminars organized by the institute.
- The Institute organizes International and National Conferences/ seminars and Workshops.

**Institute Publications**

- SIBACA Management Review with ISSN Number 2231-5861
- SIBACA Students Research Journal- “Pinnacle” with ISBN number 978-93-5087-619-0

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

**3.2.2****Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years**

**Response:** 14

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	2	4	2	1

<b>File Description</b>	<b>Document</b>
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

**3.3 Research Publications and Awards**

**3.3.1**

**The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**

**Response:** Yes

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

**3.3.2**

**The institution provides incentives to teachers who receive state, national and international recognition/awards**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
List of Awardees and Award details	<a href="#">View Document</a>
e- copies of the letters of awards	<a href="#">View Document</a>

**3.3.3**

**Number of Ph.D.s awarded per teacher during the last five years**

**Response:** 1

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 3

<b>File Description</b>	<b>Document</b>
URL to the research page on HEI web site	<a href="#">View Document</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.4**

**Number of research papers per teacher in the Journals notified on UGC website during the last five years**

**Response:** 6.15

## 3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
33	52	49	51	35

**File Description**

List of research papers by title, author, department, name and year of publication

**Document**

[View Document](#)

**3.3.5****Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**

**Response:** 2.32

## 3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
23	20	22	15	3

**File Description**

List books and chapters in edited volumes / books published

**Document**

[View Document](#)

**3.4 Extension Activities****3.4.1****Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years**

**Response:**

Various social extension activities were conducted in the neighborhood community. They are as follows;

**Social Activities:**

**Swacchta Pakhwada:** A CSR activity was conducted where students cleaned campus area. Students understand the importance of cleanliness.

**Blood Donation Camp:** Blood donation camp was organized. Large number of students, faculty, and villagers voluntarily donated the blood.

**Tree Plantation:** Tree plantation is a regular activity in the campus on various occasions like Republic Day, Independence Day, Environmental Day, Foundation Day etc.

**Health & Hygiene:** Every year Guest session is conducted in the neighborhood with the help of Rural Medical Hospital & Its professionals.

**Nirbhay Kanya Abhiyan:** Institute organized Poster Competition For Nirbhay Kanya Abhiyan.

**Techno Social Activities::** Institute promotes various initiatives announced by Government of India (GoI), like ‘Digital India’, ‘Startup India’, ‘Currency Demonetization’, ‘Cash less India’ and ‘Swacchha Bharat Abhiyan’. Institute has jointly organized special camp at Lonavala entitled “Swacchha Lonavala” in association with Municipal Corporation, Lonavala.

**Cyber crime awareness program:** To generate the awareness regarding cyber crime in society, institute has conducted several programs on Cyber Security & Cyber Law.

**Traffic Rules awareness program:** Institute has conducted “Traffic Rules Awareness Program” in collaboration with RTO and Lonavala Police. Under this activity, students and staff members has made people aware about road safety and traffic regulations.

By encouraging active participation of students in these extension activities for the neighborhood community, institute envisions social upbringing and holistic development of students. Institute continuously tries to inculcate social values among students for the integrity and prosperity of our nation.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 3.4.2

**Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years**

**Response:** 9

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	2	0	1	1

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3

**Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years**

**Response:** 15

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	3	3	1

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 3.4.4

**Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Response:** 1.15

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue,

etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	5	1	1	1

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1

**Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response:** 116

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
27	30	36	19	4

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 3.5.2

**Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response:** 25



3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
11	5	3	4	2

<b>File Description</b>	<b>Document</b>
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1

**The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

#### **Response:**

The Institute stands for the well-being and educational upliftment of the students. The institute always follow the norms strictly provided by the SPPU and AICTE. According to AICTE the facilities are divided into three major heads i.e. instructional facilities, Administrative facilities and other amenities.

#### **Instructional Facilities:**

The Instructional Facilities includes Classrooms, Tutorial rooms, Seminar Hall, Computer Centre, Library and Reading Room. The Classrooms are well equipped with green board, PC with internet connection and LCD projection facilities with good ambiance for a seating capacity of 60 students. The Tutorial rooms are well equipped with a round table, white board and a seating capacity of 30 students for conducting tutorial classes and group discussions. The Seminar hall has a seating capacity of 150 students with PC and internet connection, LCD projectors, public addressing system, and whiteboard. Computer Centres are well equipped with latest configuration desktops and software. The institute's library has good collection of text books including 19832 volumes & 5839 titles, 2500 reference books, journals, technical magazines, digital library, newspapers etc. Reading room has a seating arrangement for 150 students along with drinking water and wash room facilities. Library and Multimedia Laboratory is kept open from 8.00 am to 8.00 pm along with a Wi-Fi facility. Language Lab is available in the institute for the development of communication and listening skills of students.

#### **Administrative Facilities:**

The administrative facilities of the institute include director office, board room, and administrative office with all modern amenities. The institute also has separate cabins for faculties and head of the departments. The institute also has facilities like central store, maintenance and housekeeping, pantry for staff etc. The exam control room of the institute is located at the ground floor which is equipped with CCTV camera. Institute also has a separate training and placement office with a round table for conducting group discussions and other placement related activities.

#### **Other Amenities:**

The institute has sufficient number of toilets for ladies and gents on each floor. 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. The institute also has a cafeteria on the ground floor. A stationery store is also available in the campus for the students from where they can purchase the academic related stationery.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.1.2

**The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities**

##### **Response:**

STES Campus Lonavala has nominated with the award of ‘**Most Clean Campus**’ of Western Region in “**AICTE Clean Campus Award 2017**” offered by **All India Council for Technical Education** on 2nd October 2017. It was possible due to the cleanliness, maintainance and the facilities available for sports, games & cultural activities throughout the campus.

The institute encourages and provides facilities for the students to participate in various sports and cultural activities to inculcate team spirit and leadership qualities among them.

##### **Indoor Games:**

Different indoor games facilities are also available in the campus which includes, Table Tennis, Carom, Chess etc. These facilities are available throughout the year.

##### **Outdoor Games:**

The Institute has a sports complex which includes 800 metres running track, football ground, hockey ground, cricket ground, basketball court, lawn tennis court, volley ball ground, etc. Students are encouraged to play and participate in different sports. STES Lonavala also has a cricket academy for offering the platform to the students who want to develop a career in cricket. In this academy well known cricketers are guiding the students towards the improvement of students. This Cricket Academy is headed and guided by well known Indian ex-cricketer Mr. Pravin Amre.

##### **Gymnasium for Boys and Girls:**

Separate well equipped gymnasium facility for boys and girls is available in the campus. Two gymnasiums are available for boys while for girls, one gymnasium is available near girl’s hostel. Gymnasium facility is also available for the staff along with their family members who are staying in the campus.

##### **Yoga Centre:**

Yoga and meditation facilities are available in the campus for boys, girls and staff. Yoga and meditation sessions are conducted for the students and staff separately in the campus premises.

##### **Cultural Activities:**

The Amphi theatre is located at the central place of the campus where cultural activities are conducted. Institute organizes a grand cultural event i.e. ‘Sinhgad Karandak - Megh Malhaar’ which provides a platform to showcase the extra-curricular talents and organization skills of the students. It comprises of competitions and stage performances such as Mr. & Miss SIBACA, Solo Singing competition, Duet Singing competition, Dance competition, Street Play, Fashion Show etc. Different social festivals like Kojagiri, Diwali Celebration, Dandia Night, Holi Celebration etc. are also organised in the campus.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.1.3

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

**Response:** 46.15

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
any additional information	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

#### 4.1.4

**Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**

**Response:** 4.39

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.47	1.00	46.91	12.00	28.00

<b>File Description</b>	<b>Document</b>
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1

#### **Library is automated using Integrated Library Management System (ILMS)**

##### **Response:**

SIBACA Library is located at the basement of the institute. Library has well staking section of 688 Sqm, spacious reading hall, digital library, literature and other amenities. Digital library for downloading e-Journals, articles and various paid and free database is also available in the institute. There are 60 computers available in the multimedia room to have e-access to the library. Students and faculty can get access to various databases like pro-quest database, J-Gate etc. Facilities like printing, scanning and Xerox are available in the library.

##### **SLIM Software:**

SIBACA has fully automated library software named as SLIM21 which is helpful in keeping and maintaining records of books, e-books, films, sound recordings, drawings, clippings, articles, reports, letters, pamphlets, serials publications etc. The version of the SLIM21 Software is 2.6.8.29.

##### **Library collection:**

SIBACA library has enormous collection of Books, Journals, Magazines, Newspapers, CDs etc. There are total 19832 books available in the library for the reference of students and staff members. Total 5839 titles, 2500 Reference books, 500 CDs are available in the library for students and staff members.

The book issue-return system is implemented with barcode facility. OPAC is available in the institute to browse the books availability through ERP module. The open access system in the library enables the student to choose and select the books. Library has well qualified and experienced staff including Librarian, Assistant Librarian and Library Clerk.

The library staff members extend their services to the students and staff members in following ways.

- Personal guidance is offered to trace books, journals and magazines.
- Assistance is provided to the students during the digital library hours.
- Reprographic facility is extended free of cost to the students on their request.

- SPPU Syllabus and question papers are made available to the students.
- Issue of reference books are made available till 8.00pm for the SIBACA students.
- Assistance is provided to the students in downloading e-content.
- The library provides index of dissertations of the pass out students for the reference of the current students.
- Link for all question papers is provided through FTP server.

**Library Services:**

SIBACA library offers different types of services to users like E-Library Automated Services, OPAC, Web Based E- Syllabus, Question Papers, Project Reports, Isolated Staking Area, Reading Hall, Current Awareness Services, Reprography Services, Electronic Document Delivery Service, Inter Library Loan etc.

**E-Resources:**

We have an official Membership of Pro-quest, IEEE, J-Gate, RIMIT databases. Remote Access Facility is also available for Pro-quest Database.

**National Digital Library:**

SIBACA library has registered for institutional membership of National Digital Library which is a pilot project to develop a framework of virtual repository of learning resources with a single window search facility. It includes Educational materials ranging from primary to post graduate level. NDL provides the unique facility of choosing knowledge materials as per the educational level of the user.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**4.2.2**

**Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment**

**Response:**

Collection of Books, Journals, Magazines etc. is continuously updated as per the collection and development policy of SIBACA library. Library collection is comprised of printed books, printed

journals, digital collection, newspapers and institutional membership. A sizable collection of rare books, manuscript, special reports or knowledge resources is available in the library. Library has also collected special reports on saving banks, OHIO prison labor administrative forms commission, reports on finance account & audit, annual reports of Central Institute of Fisheries Technology etc. The library is having around 25 Rare Books, 5 Special Reports, 8 Knowledge Resources and 16 Manuscripts.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.3

**Does the institution have the following:**

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**Response:** B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4

**Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**

**Response:** 4.69

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.62	4.18	1.48	0.48	16.68

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.2.5****Availability of remote access to e-resources of the library****Response:** Yes

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.2.6****Percentage per day usage of library by teachers and students****Response:** 21.21

## 4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 49

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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



**Response:**

Up-gradation of IT infrastructure and associated facilities is a regular process in the institute.

- The Number of PCs to students' ratio at present is 1:2 which is more in proportion than the norms laid down by AICTE which is 1:6.
- The institute upgrades the configuration of the computer systems as per the requirements of the SPPU syllabus and advancement in the technology.
- All the classrooms of the institute are equipped with ICT facilities.
- The institute provides Wi-Fi facility for the students and staff of SIBACA.
- Depending on the strength and advancement in the technology institute always strive for better IT infrastructure and associated facilities such as internet, printers, scanner, reprographic machines, necessary software etc.
- LCD projector is available in the computer laboratories for online demonstrations of teaching and learning for computer languages.
- Institute has responded to the SPPU evaluation patterns by providing online examination facility to students of SIBACA.
- Internet connection facility is available in classrooms for the online demonstration to students.
  
- Dedicated FTP server is there in the institute for downloading several open source software and applications.
- Online access to ERP resources is also available for the students of SIBACA.
- Dedicated 40 MBPS leased line is available for using internet and Wi-Fi.
- All computers in the institute are connected to the Internet.
- Every hostel in the campus is well equipped with Wi-Fi facility.
- The institute has a digital library for internet access and Wi-Fi facility in the campus.
- Institute purchases computers as well as other peripherals and equipments with latest technology whenever required. In the annual budget adequate provisions are made for the same. Institute also renews licenses of software at regular intervals.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**4.3.2****Student - Computer ratio**

**Response:** 1.72

<b>File Description</b>	<b>Document</b>
Student - Computer ratio	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.3.3****Available bandwidth of internet connection in the Institution (Lease line)****Response:** 35-50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.3.4****Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)****Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

**4.4 Maintenance of Campus Infrastructure****4.4.1****Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 85.68

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
297.77	279.64	328.38	272.35	442.20

<b>File Description</b>	<b>Document</b>
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.4.2

**There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

#### **Response:**

#### **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. will be well taken care 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 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. The 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 health-care facility is available in the campus in the form of Rural Health Training Centre. The medical facilities and medicines are given free of cost to the students, staff members and nearby villagers. Specialized doctors like Orthopedics, Dermatologists, Gynecologists and Ophthalmologists etc. are made available on weekly basis. Medical store is also made available in the campus for the students and staff members.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

**Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years**

**Response:** 48.15

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
121	108	96	199	282

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.2

**Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years**

**Response:** 2.74

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	5	5	12	11

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.3

#### Number of capability enhancement and development schemes –

**1.For competitive examinations**

**2.Career counselling**

**3.Soft skill development**

**4.Remedial coaching**

**5.Language lab**

**6.Bridge courses**

**7.Yoga and meditation**

**8.Personal Counselling**

**Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

### 5.1.4

#### Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 9.35

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
49	57	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.5

**Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**

**Response:** 53.02

5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
112	128	144	290	195

File Description	Document
Details of the students benefited by VET	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.6

**The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1

**Average percentage of placement of outgoing students during the last five years**

**Response:** 76.85

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
71	96	115	203	123

### File Description

### Document

Self attested list of students placed

[View Document](#)

Details of student placement during the last five years

[View Document](#)

Any additional information

[View Document](#)

### 5.2.2

**Percentage of student progression to higher education (previous graduating batch)**

**Response:** 0

5.2.2.1 Number of outgoing students progressing to higher education

### File Description

### Document

Upload supporting data for student/alumni

[View Document](#)

Details of student progression to higher education

[View Document](#)

### 5.2.3



**Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response: 0**

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

**5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

**File Description**

**Document**

Number of students qualifying in state/ national/ international level examinations during the last five years

[View Document](#)

## 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) during the last five years.**

**Response: 1**

**5.3.1.1 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-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

<b>File Description</b>	<b>Document</b>
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

### 5.3.2

#### **Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution**

##### **Response:**

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 representatives actively take part, suggest 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, 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

##### **Role & Responsibilities of the SSC members:**

- 1.Organizing and participating in the meetings along with the faculty members from the council, at least once in a month preferably 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 encouraged to submit proposal of an action plan for activities of the Students Council covering cultural, social, co-curricular, sports, and other management events.

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.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**5.3.3**

**Average number of sports and cultural activities/ competitions organised at the institution level per year**

**Response: 46**

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
42	53	52	43	40

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1

**The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

#### Response:

The institute has registered alumni association. Date / year of foundation: 18/02/2009 and Registration number is: F-24525/Pune.

Growing strength of Alumni is contributing to the betterment of SIBACA as well its students in terms of non-financial support activities. Our Alumnus contributes to the institute and its students in terms of;

**Strengthening Alumni Association:** The Alumni Association of SIBACA organizes various activities and events including ‘Alumni Meet’, SIBACA alumni association facilitates get-togethers, outings with family & friends, organizes student alumni Interaction sessions, maintains the database of alumni etc.

**Alumni Student Interaction:** The connection between the alumni and the students is one of the major goals of the Alumni Association formed at SIBACA. SIBACA organizes a frequent alumni interaction programs with existing students, which helps students to keep the connect with the alumni, mentoring of students in terms of choosing the job profile, preparing for interview, importance of campus life while entering in corporate life, preparation required for corporate life, and how participation in college activities help student’s emotional wellness and better prepare them for the real world, general awareness about the world outside and many more. This activity helps in inviting alumni to visit the campus, interact with the students, share and guide the students.

#### Social Initiatives:

Beyond the regular frame of work of the Alumni Association activities, the Association has been taking up various social initiatives related to the alumni and the society at large. The association supports various social awareness initiatives taken up by SIBACA with the support and involvement of alumni and existing students, as a duty towards the society.

**Alumni Participation in Placement:** Our Alumni, which are placed in different national and multinational organizations at different positions, helps institute for summer placement as well as final placement. Alumni directly contacts our placement cell, organizes interviews and selects our students. The valuable contribution 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 offer such training to our present outgoing students at free of cost, which is more

valuable for the institute from the point of view of placement.

To Sum-up

- Alumni have their communication network on Facebook, yahoo and Google groups. Alumni post their articles on various topics, their achievements, advancements and career opportunities.
- Alumni always help the institute for the summer internship as well as final Placements of students.
- Alumni visit the Institute for sharing their valuable experiences with juniors.
- They guide the institute students in their industry oriented project work.
- Alumni help the institute for identifying and making available the Guest lecturers for the academic and industry oriented development of the students.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 5.4.2

**Alumni contribution during the last five years(INR in Lakhs)**

**Response:** 1 Lakh - 3 Lakhs

File Description	Document
Any additional information	<a href="#">View Document</a>
Alumni association audited statements	<a href="#">View Document</a>

#### 5.4.3

**Number of Alumni Association / Chapters meetings held during the last five years**

**Response:** 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

**The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution**

**Response:**

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

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

**Nature of Governance:**

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

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

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

**Participation of the teachers in the decision making bodies**

Institute emphasize on participative management, all the faculty members are involved in various decision making bodies of the institute.

An Internal Quality Assurance Cell operates in SIBACA having faculty members as representatives. The

committee focuses on the smooth functioning of the Institute and ensures heightened level of clarity in institutional functioning towards quality enhancement, internalization of the quality culture, enhancement and coordination among various activities of the institution. IQAC also acts as a dynamic system for quality changes and builds an organized methodology of documentation for internal communication.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2

#### The institution practices decentralization and participative management

##### Response:

##### Practicing decentralization:

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.

##### Participative management:

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

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

The Director and Office Superintendent are responsible for academic and administrative leadership of the institute. The Director meets faculty members and Office Superintendent to discuss academic and administrative issues as well as quality policy and plans.

The apex decision making body at institute level is the Local Managing Committee (LMC). The LMC



has representatives from teaching as well as non teaching staff. All the issues regarding academics, administration and enhancement of infrastructure, are decided by the LMC. Some of the issues handled by LMC are as follows:

- The LMC team reviews the performance for achievement of stated objectives. The institute has constituted IQAC as per the norms of NAAC.
- Prepare the budget and financial statements and recommend to the management.
- Determine the programme of instruction and internal evaluation and to discuss the progress of studies in the institute.
- Make recommendations to the management for the improvement of the standard of teaching in the institute.
- Formulate proposals of new expenditure not provided for in the institute budget.
- Preparation of time-tables, distribution of the available teaching work load and such other matters relating to the internal management of the institute and discipline of the institute students as may be referred to it by the Director, from time to time.
- Consider and make recommendations on the report of the local inquiry committee, if any;
- Perform such other duties and exercise powers as entrusted by the management and the University.
- Faculty members participate in the management process not only through the LMC, but also being a part of the Governing Body.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

#### **Perspective/Strategic plan and Deployment documents are available in the institution**

#### **Response:**

To enhance the quality of the students by empowering them with skills those are globally at par is utmost objective of the institute. To achieve this objective, industry institute interface plays a significant role. The institute emphasizes on strengthening its association with the industry on various fronts by calling industry experts to the institute, hosting various industry programs and HR meets, Signing MOU's etc.

Potential employers are identified and MOU's are signed accordingly for mutual gains with common consent. MOU's includes resource sharing, project reviews and sponsored projects, educational outcomes through student exchange programs, guest lectures, industrial visits, joint CSR and socially beneficial programs. The core objective of the MOU's is to enhance "employability skills" of the students and creating platform for internships, training, and placement opportunities.

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

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>

## 6.2.2

### **Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

#### **Response:**

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

#### **Recruitment**

- The requirement of teaching and non teaching staff is shared with the Head office after calculating the workload.
- A roaster is prepared Centralized for all the management Institutes under STES.
- An advertisement for the requirement is given in the leading news papers like Sakal and Times of India.
- After the receipt of applications along with testimonials from the interested candidates, the date of the interview is decided by the members of the Local Selection Committee as per the guidelines of Savitribai Phule Pune University, Pune.
- At the stipulated date, the interview is conducted as per the norms of SPPU.
- As per the performance of the candidate, required eligibility and category, the selection of the candidate is carried out with appointment orders.

#### **Promotional policies**

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

We follow rules for upgradation of AGP from Rs. 6000-7000/-, Rs.7000-8000/-, Rs.8000-9000/- and

Movement of Pay Band of Rs.15600-39100/- to Rs.37400-67000/- and Upgradation of AGP from Rs. 9000 – 10000/-.

#### **Redressal of grievances Mechanism:**

There are various grievance redressal committees formed in the institute such as internal complaint committee, student grievance committee, and exam grievance committee etc which are made to resolve grievances. A mechanism is in place to resolve all this grievances. Initially committees are formulated, members and representatives are appointed, and the same is displaced. Meetings are conducted by respective committee members as and when required. Issues are discussed within the committee members, minutes of meetings are noted and the issues are resolved accordingly.

#### **List of Committees constituted in the Institutes:**

- **Library Committee**
- **Placement committee**
- **IQAC**
- **Women’s grievance committee**
- **Anti-ragging committee**
- **R & D Committee**
- **Cultural Committee**
- **Sports Committee**

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### **6.2.3**

#### **Implementation of e-governance in areas of operation**

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

**Response:** B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 6.2.4

#### **Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

##### **Response:**

The following committees are operates at SIBACA.

**Library committee:** Library committee look after books purchasers, journal, ISSN, ISBN Journals, online journals. It takes the requirements of the books from staff as per updated syllabus and orders the books accordingly.

**Placement committee:** Guidance about the Summer Internship Project & dissertation is provided by placement cell at all stages of the Summer Internship Project. Providing SIPs, Final placements.

**IQAC committee:** QAC act as the guiding lights to fine tune the learning ecosystem that prominently comprises academic planning, industry connect, co-curricular activities, inputs to faculty, suggestions for application oriented evaluation, assistance to conceptualize add-on/enrichment modules & contemporary inputs for the agenda of various developmental interventions. The internal quality audits by the Quality Assurance Committee (QAC) act as the mechanism to identify and address deviations, opportunities for improvements, corrective and preventive actions.

**Women's grievance committee:** For prevention and prohibition of sexual harassment at workplace and women grievances, institution has Internal Complaint Committee. The institute yearly organizes events on women empowerment.

**Anti-ragging committee:** Institute has "Anti Ragging Committee to handle the sensitive issues regards the students' rights and security. Equal opportunity is given to the girls and boys in various institute level activities.

**R & D Committee:** To ensure quality research in the institute.

**Placement/Alumni/EDP Cell:** To provide job opportunities to students through industry connect and to develop entrepreneurial skills.

**Cultural & Sports Committee:** To conduct various extra-curricular activities to ensure holistic development of students. It arranges various indoor and out-door sports.

One activity is successfully implemented based on the Minutes of the meeting of Quality Assurance Committees (Previous- QAC) at present IQAC since 2013. Details are as follows:

In the QAC meeting, it was decided to conduct faculty presentation on current affairs in management, subject specific, doctoral research, workshop- seminars attended and research publications.

The QAC organize teacher's presentation; prepare schedule, and topic preferences are taken from faculty members based on above mentioned areas or of their choice. They prepare the presentation based on their topic and effectively give the presentation. This is overseen by the academic head and faculty members.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1

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

**Response:**

Institute has various effective welfare measures for the teaching and non-teaching staff members and they are as follows;

- Hill station allowance
- Group insurance scheme.
- Accidental insurance.
- Staff quarters.
- Free medical treatment.
- Registration fee for FDP programs.
- Maternity leaves are provided as per the government and university rules.
- Employee Provident Fund (EPF) with 100% gratuity for all staff.
- Uniform for security guards
- Bus facility from Pune to Lonavala Campus
- 24 Hours security
- Free hospital and medicine facility
- Play ground
- Indoor and outdoor games facility
- Generator backup

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**6.3.2****Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years****Response:** 30.82

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

2016-17	2015-16	2014-15	2013-14	2012-13
18	4	6	14	8

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.3****Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 3.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	4	4	2	6

<b>File Description</b>	<b>Document</b>
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.4

**Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**

**Response:** 29.94

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
20	6	6	6	9

<b>File Description</b>	<b>Document</b>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

### 6.3.5

**Institution has Performance Appraisal System for teaching and non-teaching staff**

**Response:**

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

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

**In the First Section Part – A**, the faculty or staff member mentions his Personal Information like Name, Designation, Date of Joining, and Total experience. Status of appointment from the University, Qualification, FDP attended, Participation in Seminar / Workshop/ Conference, Books published,

Research Publications, subjects taught, achievements, awards, appreciations etc.

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

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

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

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

## 6.4 Financial Management and Resource Mobilization

### 6.4.1

#### Institution conducts internal and external financial audits regularly

#### Response:

The institute gets internal and external audit done. Internal audit is conducted on quarterly basis whereas external audit is also done as per the norms. There are no major audit objections. The last audit of financial year 2015-2016 was completed on 31st March 2017.

Sr. No.	Period of Audit	Particular's/ Objection in brief	Compliance/ Reply by the Institute
1	01.04.2014 to 31.03.2015	Excess payment of salary to Mr.Anil Nagtilak-Rs. 8235/- , Dr.Kiran Kale – Rs.4073/-	Dr.Anil Nagtilak & Dr. Kiran kale excess payment of salary was recovered from May-2016 salary.
2	01.04.2014 to 31.03.2015	Outstanding Fees receivable from students of amount Rs. 38,00,637/-	We have submitted write-off proposal for old out outstanding Fees since 2004 to Hon'ble President. The same was sanctioned and approved.



3	01.04.2014 to 31.03.2015	Scholarship & Freeship receivable from Social Welfare Department.	The same is being regularly followed up with Social welfare department.
4	01.04.2014 to 31.03.2015	Debit balances in the accounts of Suppliers Rs. 1,12,685/-	The Excess payments/ recoveries from suppliers pertain to period prior to 2011. Note put up before the Hon'ble President for the write-off is approved.
5	01.04.2014 to 31.03.2015	Credit balances in the accounts of Suppliers Rs.1503/-	Note before the Hon'ble President for transfer of the amount to Misc receipts has been approved.
6	01.04.2014 to 31.03.2015	Non recovery of notice pay Rs. 65,492/-	With regards to Mrs. Anuradha Kuldharan Rs.51321/-, Mr.Vivek Shewale Rs.13931/-, Mr.Shawn Jhon Rs.240/-, The above staff left / resigned without proper notice & the amounts are not recoverable. Note before the Hon'ble President for waiver of the amount has been approved.
7	01.04.2014 to 31.03.2015	Outstanding Fees receivable from students	We have submitted write-off proposal for Sr.No.D) 1 to 10 of Annexure 'A'- outstanding Fees (Approval received from Hon'ble President- copy enclosed). For other outstanding fees as per Sr.No. A to C recovered as & when student approaches the no dues & original documents.
8	01.04.2014 to 31.03.2015	Scholarship & Freeship receivable from Social Welfare Department.	The same is being regularly followed up with S.W.D.Kindly refer Annexure-1
9	01.04.2014 to 31.03.2015	Fees refundable	Sr.No. A) 1 & 2 (Appendix- C)- As and when the student applies

			for refund along with his bank details, the refund is being done. Kindly refer Annexure-2
10	01.04.2014 to 31.03.2015		Sr.No.C) 1 to 6 (Appendix - C)-It is amount received from S.W. Dept. to be disbursed to the students. As & when students apply for amount with bank details the same will be disbursed. Kindly refer Annexure-2
11	01.04.2014 to 31.03.2015		Sr.No.A) 1 to 5 - Rs.4,49,029/-, 1 to 3- Rs.8,20,780/- & B) 1 to 3 - Rs.19,50,247/- (Appendix - C) :- The amount received from SWD / DTE / excess fees payable to Students for which proper records are not available (prior to year 2009). Note is approved by Hon'ble President for transfer the same amounts to Misc. receipts (Copy enclosed).
12	01.04.2014 to 31.03.2015	Non maintainance of stock books for printing & stationary & other consumables	It is instructed to the concern staff to maintain the proper records for printing & stationary of previous year & follow the same in future. Proper records of stock books for printing & stationary & other consumables are now maintained.
<b>File Description</b>		<b>Document</b>	
Any additional information		<a href="#">View Document</a>	

**6.4.2****Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)****Response: 2**

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.4.3****Institutional strategies for mobilisation of funds and the optimal utilisation of resources****Response:**

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

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

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

**6.5 Internal Quality Assurance System****6.5.1**

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the**

## **quality assurance strategies and processes**

### **Response:**

In 2011-12 Planning and development committee was formed wherein teaching learning process, academic and administrative development was under its purview. The academic monitoring committee came into existence in 2014-15 wherein it focused on academic development of the institute. IQAC has recently been constituted from 10th August 2017.

The primary aim of the IQAC is to develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution. IQAC comprises of peer members, as mentioned in the Table

Institute has Quality Assurance Committee. The role of this committee is enlisted

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

### **Monitoring:**

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

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

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

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

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

- The librarian, faculty and Internal Quality Assurance Committee initiate the library books and journal purchases according to the AICTE norms.
- Infrastructure and faculty status in the institute is peer reviewed by the Local Inspection Committee (LIC) of the university. Suggestions of the LIC are utilized by the Internal Quality Assurance Committee.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.5.2

**The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

#### Response:

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

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

- **Syllabus Completion review:** Every semester IQAC take the review of syllabus completed by faculty members. If the rate of completion of syllabus per month is less, then, remedial measures are suggested to the respective faculty by making necessary changes in the time table.
- **Feedback from the students:** Part of the review, regular feedback from students are taken at the mid of every semester about the teaching methodologies used by the faculty. If the feedback demands change in teaching methodologies then particular faculty is consulted and is suggested to bring changes in teaching methodologies.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.5.3

**Average number of quality initiatives by IQAC for promoting quality culture per year**

**Response: 1.8**

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

**6.5.4****Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

**Response: B. Any 3 of the above**

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

**6.5.5****Incremental improvements made during the preceding five years (in case of first cycle)**

**Post accreditation quality initiatives (*second and subsequent cycles*)**

**Response:**

**Quality enhancement initiatives in the Academic-**

2012-13

- Code of Conduct for Teachers & Students

2013-14

- FDP is conducted for Quality enhancement of faculty.
- Establishment of Research Centre for the promotion of research.
- Initiated various CSR activities.

2014-15

- HBR case study training to faculties
- Conducting Subject and Industrial Experts Sessions
- Plan of each activity through Academic Calendar
- STP- Student Training Program.

2015-16

- Initiated MOU's with Industries
- Soft Skill program in regular Time Table

2016-17

- Decided to go for Accreditation
- Mentor Mentee Program was initiated.
- Tie up with SRS sports academy.

2017-18

- Decided to give "Best Teacher Awards" for motivating the teachers
- Decided to give "Best Student Awards"
- Initiated Social Awareness Programs through National Service Scheme

**Quality enhancement initiatives in the Administrative-**

- PAYWHIZ FOR SALARY & TAXES started in the year 2008-09
- GEMS ERP SOFTWARE has been started in the year 2013-14, prior to that manual system was there.
- APEX S/W Pvt. Ltd 9 started in the year 2017-18
- ZOOM SOFTWARE FOR COLLECTION OF FEES software started in the year 2017-18

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

**Number of gender equity promotion programs organized by the institution during the last five years**

**Response:** 8

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	1	1	2

#### File Description

#### Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

**1. Institution shows gender sensitivity in providing facilities such as:**

**1. Safety and Security**

**2. Counselling**

**3. Common Room**

**Response:**

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



Adv. Monali Kulkarni & Adv. Khire were called to address the students on legislations for women such as Protection of Women against domestic violence Act 2005 and Sexual Harassment of a woman at workplace Act 2013. Education for all is a fundamental human right. So too is equality of women and men. Institute provides same access and opportunity to its students and faculty members.

Regular counseling sessions are conducted to supports the career progression and development of female professional and academic staff. It provides women with opportunities to grow in their leadership capabilities build professional skills and participate in important activities in the institute.

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

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

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

**7.1.3**

**Alternate Energy initiatives such as:**

**1. Percentage of annual power requirement of the Institution met by the renewable energy sources**

**Response:** 31.58

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 36

7.1.3.2 Total annual power requirement (in KWH)

Response: 114

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 7.1.4

##### Percentage of annual lighting power requirements met through LED bulbs

**Response:** 4

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 25

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

#### 7.1.5

##### Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

**Response:**

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

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

Sewage treatment plant, capacity of 3.5 lakh liter/day is installed in the campus for the disposal of

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

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

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.6

#### Rain water harvesting structures and utilization in the campus

##### Response:

Water harvesting is done in the campus for a seasonal period, valleys are blocked by implementing cement bags and the water is used for circulation in the campus after treatment. Water recycling is done as per the requirement in campus. About 5 Lakh litre drainage water is recycled after proper treatment for the cultivation as well as nurturing of plants, gardens, Lawns, various grounds in the campus.

The constant water supply to campus is ensured through enough storage capacity and provisions are made to collect rain water and store it in the pond. Monsoon runoff of roof top water is collected in the pond and used for garden irrigation. A survey has been carried out and storage tanks are being constructed in the campus. Trees and lawns are maintained with water drips and sprinklers to avoid water wastage. Waste water is used for gardening.

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

### 7.1.7

#### Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**

**c) Pedestrian friendly roads**

- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

**Response:**

Plantation is an ongoing activity in the campus where in lot of plants and greenery is seen, both inside and outside of the campus. Green marathon titled “GO GREEN”, “GREENATHON” is a regular activity conducted by the students in the campus for the supports & conservation of environment.

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

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

Facilities like canteen, laundry, cafeteria, Xeroxshop and ATM are provided on campus for students and staff on walk able distance so that use of vehicle can be avoided, which supports to reduce carbon footprint. The institute implemented paperless governance through MIS software system – Governing Educational Management System (GEMS).

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**7.1.8****Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years****Response:** 0.36

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.58	0.50	2.50	0	3.01

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.9****Differently abled (Divyangjan) Friendliness Resources available in the institution:**

- 1. Physical facilities**
- 2. Provision for lift**
- 3. Ramp / Rails**
- 4. Braille Software/facilities**
- 5. Rest Rooms**
- 6. Scribes for examination**
- 7. Special skill development for differently abled students**
- 8. Any other similar facility (Specify)**

**Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**

**Response:** 14

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	1	3	2

<b>File Description</b>	<b>Document</b>
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.11**

**Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**

**Response:** 7

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	1	2	1

<b>File Description</b>	<b>Document</b>
Report of the event	<a href="#">View Document</a>
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13**

**Display of core values in the institution and on its website**

<b>Response:</b> Yes	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Provide URL of website that displays core values	<a href="#">View Document</a>

<b>7.1.14</b>	
<b>The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations</b>	
<b>Response:</b> Yes	
<b>File Description</b>	<b>Document</b>
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>7.1.15</b>	
<b>The institution offers a course on Human Values and professional ethics</b>	
<b>Response:</b> Yes	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

<b>7.1.16</b>	
<b>The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions</b>	
<b>Response:</b> Yes	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17**

**Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 33

<b>File Description</b>	<b>Document</b>
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.18**

**Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

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

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

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

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

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

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



### 7.1.19

#### **The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

#### **Response:**

#### **Academic Transparency**

- Subject preference from the faculty members is taken before the commencement of every semester and accordingly workload is finalized.
- Academics calendar is prepared at the beginning of every academic year. It is shared with all the faculty members & students.
- Lesson plans & evaluation parameters are shared with the students before the commencement of each subject by the subject faculty member.
- Monthly reviews of performance and attendance are taken. Detention list is displayed on the notice board and the mentors are informed accordingly.
- Assessment scores and marks are displayed and shared with the students. Slow learners are given fair chance to improve their performance.

#### **Administrative Transparency**

- All the staff members are regularly updated with the activities/initiatives/ norms/policies related to all the governing bodies.
- Promotional/Assessment/Appraisal systems are transparent.
- Teaching feedbacks are taken and shared with the faculty members for any change in teaching pedagogy/methodology.
- Participative approach is adopted for various decision making process. Suggestions and recommendations are considered from all the stakeholders to the development of the institute.

#### **Financial transparency:**

- All the staff members are involved in the annual budget & academic calendar preparations.
- Allocated funds are transferred to appropriate heads with the prior approval of the head of the institution.
- Purchase committee is appointed to process all the applications for various day to day requirements in the institute. Quotations are asked for major purchases.
- Periodic audits are conducted.
- Funds from alumni association and staff & student welfare utilized are fairly with all consensuses.

#### **Auxiliary functions:**

Regular meetings and suggestions are taken from all the staff members and students council for programs such as Management Fest/STPs/FDPs/Refresher courses/ Career guidance programs/exhibitions/ cultural programs. Wide publicity is given to all the program for healthy participation.

## 7.2 Best Practices

### 7.2.1

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

**Response:**

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

**Objectives of the Practice:**

- To enhance the quality of the students by empowering them with managerial skills those are globally at par.
- To enhance the employability & entrepreneurial skills and make students industry ready.
- To build a personality equipped with exquisite technical and soft skills.
- Analyzing student's skill sets and organizing pre-placement trainings, workshops and seminars accordingly.

**The Context:**

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

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

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

**The Practice:**

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

This activity is carried out in various cycles;

1. **Weekly Test:** It comprises majorly 3 components.

- General knowledge and Current affairs
- Aptitude Test
- Domain Test

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

- Identification of Industry Themes
- Application of Industry Themes
- Critical Analysis of Industry Themes

1. **Excel in Power Excel Challenge:** Sessions are conducted based on use of information technology and its tools in day to day business operations.

2. **Psychometric Test:** Four types of test are conducted immediately after the induction program and results are shared with the students.

- Personal style Inventory
- The big five inventory (BFI)
- Fundamental Interpersonal Relations Orientation-Behavior (FIRO-B)
- Achievement Motivation Inventory

1. **Communication Skills Module:** Various components are added for the development of reading & writing skills of the students. Components comprise SWOT analysis, CV writing, precise writing-technical & conceptual, building profile according to industry expectations and final interview process, voice modulation techniques.

2. **Daily Quiz (PEST):** A ten question MCQ test is conducted daily in the classroom based on previous day business news, general awareness and current affairs from leading news papers.

3. **Domain Specific Quiz/ Subject Specific Quiz:** This is conducted in 2 cycles in a semester based on subjects by the subject teachers.

4. **Harvard Business Review Quiz:** This is conducted in 2 cycles in a semester based on HBR. Quiz is conducted based on pre selected articles from the HBR. The articles are shared with the students in advance.

5. **Aptitude Test/ GD/PI:** This is conducted in 2 cycles in a semester. These are conducted in Semester-I-II-III to make students ready for the placements and development of employability skills.

6. **Team Building and Management Games: Team building exercises & management games** relevant to the subject are regularly conducted by the subject faculty members.

7. **AMCAT Online Test** for reading (SVAR) & writing (WRITEX) is conducted by the AMCAT team from the 2017-18 academic year.

### Evidence of Success:

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

helping them at their workplaces.

### **Problems Encountered and Resources Required:**

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

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

### **Title of the Practice – II: Governing Educational Management System (GEMS)**

#### **Objectives of the Practice**

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 implement Paperless governance for day to day working through GEMS

#### **The Context**

Every faculty and staff is allotted an individual login ID through GEMS. The processes like AC, faculty leave management, faculty appraisal, student feedback and placement activities are operational and followed by every faculty and the staff members of institute.

#### **The Practice**

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

2. **Leave management:** Faculty can apply for all the types of leaves with necessary alternative arrangements. These leaves are approved by HOD, Registrar, and Director. All types of leaves by faculty and staff are submitted through GEMS only and use of paper is completely eliminated for that purpose.
3. **Faculty Profile Management:** All the staff members update their personal profile on the GEMS i.e. Family Details, Medical Details, Qualification, Skill Up-gradation, Subject Taught, Training/ Conference/Seminar/Conclave/Workshop attended, Publications/ Consultancy/ Research Projects, Membership, Patents/Copyrights, Work Experience, Research Interest, Industrial liaisoning, Appointment Status, Service Book, Self Contribution/ Additional Responsibilities etc.
4. **Student Profile:** Every year batches are created based on intake capacity. Accordingly divisions are created after the admission process. Students are given user-id & passwords which is used later for accessing the course material, lesson plans, teaching notes, PPT's, question bank etc.
5. **Faculty appraisal and student feedbacks:** The teaching feedback of every faculty from students is conducted online per semester. Also, the academic performance of faculty is evaluated through the GEMS annually.
6. **Placement activities:** All the students are registered on GEMS and they fill their academic data online. The placement officer makes the announcements of placement activities and furnishes the required student's data to the company's online.
7. **Infrastructure Data:** Details of the infrastructure are maintained on the GEMS i.e. building details, classrooms, syndicate rooms, seminar halls, auditorium, rooms on each floor etc.

### **Evidence of Success**

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

### **Problems Encountered and Resources Required**

GEMS systems run on a variety of computer hardware and network configurations, typically using a database as an information repository. Installation of the system with necessary application and data integration is difficult on various configurations of PCs. Conversion of previous manual system in to equivalent software system is not only difficult but also exhibits strong oppose from various cadres of employees. Therefore, extensive training is necessary for employees with strong convincing ability.

The institutional resources required for implementation of GEMS are as follows:

- Budgetary requirement for training of employees
- High internet bandwidth
- GEMS software
- PCs with latest configuration

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

#### 7.3.1

**Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust**

**Response:**

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

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

**Samvad:** A visit was organized at ‘SAMVAD’, a school for mentally challenged & hearing impaired children’s. Our students taught them the art of making crafts. A contribution was made in the form of art & craft material and some new shirts. The objective was to create awareness about differently-abled people and sensitizing towards them. Students learned the joy of giving and understood the challenges faced by children.

**Sai Seva Dham:** A visit was organized to Sai Seva Dham, (School for crippled) was conducted. Children were motivated to paint. Students along with teaching and non-teaching staff members of the institute donated drawing and stationery material for the noble cause and thus became part of the initiative in achieving our dream of educating the nation. Children showed their potentials.

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

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

**Prodh Saksharta Abhiyan:** The activity was conducted by faculty members at Tikona Village for senior’s citizens under “*shaksarta abhiyan, sarva shiksha abhiyan, prodh shiksha abhiyan*”. The objective behind this activity was to make the senior people aware about the importance of education and literacy of general public. Slates, chalks, pencils, notebooks and bags were donated .

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

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

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

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 5. CONCLUSION

---

### **Additional Information :**

SIBACA lives up to its social responsibilities under CSR through various activities and initiatives to develop the surrounding environment especially in rural areas. We campaign various issues like career guidance, counseling, women empowerment, literacy awareness, blood donation camps, environment sustainability etc. Our aims are not only to make the students successful in life but also make them conscious of their duties and responsibilities towards their fellow citizens. SIBACA emphasize on sports & cultural activities. This enables students to enhance their personality and progress laterally.

The faculty strives to keep pace with the changing trends in academics and industry through research, publications and participation in various international and national conferences, seminars, workshops, professional meets and faculty exchange programs. Institute believes in decentralized and participative approach through involvement of teaching as well as non teaching staff in various decisions, programs & task.

Valuable inputs, suggestions from stake holders help us to introspect and develop further strategy in attainment of academia and functioning of the institute. This has resulted into growth in academic performance and student's development.

### **Concluding Remarks :**

SIBACA is dedicated to impart knowledge and enhance professional skills which enable the students of different background to achieve their educational goals and develop their overall personalities to become effective global leaders. Institute aims to transform human capital through academic rigour by applying continuous innovations in academic and research practices to achieve new standards of performance. We have followed Harvard for their case study based pedagogy and continues development in value addition programs such as STP, extension activities, seminars & workshops.

The institute imparts efficient management practices essential to sand out today in the globalized economy with intent to inculcate the values of personal and professional excellence which helps the larger society to build and manage ecologically, ethically and socially responsible organizations.



## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>3</td> <td>8</td> <td>4</td> <td>5</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>2</td> <td>0</td> <td>0</td> <td>1</td> </tr> </tbody> </table> <p>Remark : As per the clarification and proof provided, the number has been changed.</p>	2016-17	2015-16	2014-15	2013-14	2012-13	2	3	8	4	5	2016-17	2015-16	2014-15	2013-14	2012-13	0	2	0	0	1
2016-17	2015-16	2014-15	2013-14	2012-13																	
2	3	8	4	5																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
0	2	0	0	1																	
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years</p> <p>Answer before DVV Verification : 12</p> <p>Answer after DVV Verification: 3</p> <p>Remark : As per the clarification and proof provided, the number has been decreased.</p>																				
1.4.1	<p>Structured feedback received from</p> <p>1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus- Semester wise/ year-wise</p> <p>Answer before DVV Verification : A.Any 4 of the above</p> <p>Answer After DVV Verification: B.Any 3 of the above</p> <p>Remark : The employers' feedback form has nothing related to the curriculum. Hence this metric has been edited accordingly.</p>																				
2.3.2	<p>Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p> <p>2.3.2.1. Number of teachers using ICT</p> <p>Answer before DVV Verification : 16</p> <p>Answer after DVV Verification: 1</p> <p>Remark : As per NAAC email on 24 July</p>																				

2.4.4	<p>Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years</p> <p>2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 389 1046 524"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>10</td> <td>6</td> <td>2</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 602 1046 736"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>10</td> <td>6</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Since local awards and Ph.D recognition cannot be considered in this metric, it has been edited accordingly.</p>	2016-17	2015-16	2014-15	2013-14	2012-13	9	10	6	2	0	2016-17	2015-16	2014-15	2013-14	2012-13	5	10	6	0	0
2016-17	2015-16	2014-15	2013-14	2012-13																	
9	10	6	2	0																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
5	10	6	0	0																	
4.1.3	<p>Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc</p> <p>4.1.3.1. Number of classrooms and seminar halls with ICT facilities</p> <p>Answer before DVV Verification : 12</p> <p>Answer after DVV Verification: 6</p> <p>Remark : As per the photographs provided, the number has been changed.</p>																				
4.3.4	<p>Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)</p> <p>Answer before DVV Verification : Yes</p> <p>Answer After DVV Verification: No</p> <p>Remark : Since the given link is not working, this metric has been edited accordingly.</p>																				
5.2.2	<p>Percentage of student progression to higher education (previous graduating batch)</p> <p>5.2.2.1. Number of outgoing students progressing to higher education</p> <p>Answer before DVV Verification : 35</p> <p>Answer after DVV Verification: 0</p> <p>Remark : As per the clarification provided by the hei.</p>																				
5.3.1	<p>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) during the last five years.</p> <p>5.3.1.1. 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-wise during the</p>																				

last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
19	17	13	17	16

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

Remark : As per NAAC email on 24 July

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
9	5	11	3	1

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
9	0	0	0	0

Remark : Since the list for only 2016-17 has been provided, the other years has been reduced to 0.

## 2.Extended Profile Deviations

### Extended Profile Deviations

No Deviations