



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SHRI SHIVAJI MARATHA SOCIETY'S INSTITUTE OF MANAGEMENT AND RESEARCH

**SR. NO. 74/1A, 74/1B, PARVATI, NEAR SHINDE HIGH SCHOOL, TALJAI ROAD,
ARANYESHWAR**

411009

www.ssmsimr.edu.in

SSR SUBMITTED DATE: 01-03-2019

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Highly qualified, experienced and dedicated faculty members are an asset to our institute who deliver lectures with a blend comprising theoretical knowledge strengthening the fundamentals of management coupled with activities which give practical exposure.

The teaching method is student-friendly, student-oriented and fully accelerated in the making of compatible warriors in the field of management. Influential development tools are being employed for nurturing the personality of our students. Of course, we believe the Mentorship Program enhances our students for better responsible managers of tomorrow so we have initiated the program from the last 2 years.

The Institute is located in the heart of Pune City. The lush green & eco-friendly campus provides a serene ambience for our students to be on our campus, which provides mental peace and eco-friendly surroundings.

Institute of Management and Research (IMR) is pleased to present this Self Study Report (SSR) to the National Assessment and Accreditation Council (NAAC), Bengaluru.

The institute is hereby applying for NAAC as a step towards reaching up to new benchmark and evaluates the performance of the institute.

All faculty members, support staff of library and administrative staff have taken a lot of efforts and given their best services. This SSR reflects all the efforts taken by faculty and staff with the support of the management.

Mission Statement :Our Society

"Bahujan Hitay Bahujan Sukhay".(For the uplifting of masses)

Vision

To provide leadership to global corporate world.

Mission

To create & develop competent and knowledge based young managers by imparting them quality education.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Strong foundations based on the Shri Shivaji Maratha Society's Philosophy, Heritage & Legacy.
- Good Infrastructure - Lush green & eco-friendly campus.
- Active & engaged Governing Body.

- Excellent sports and cultural facilities to support student participation in extracurricular activities.
- Qualified faculty members. Encouraging environment for overall development of students.
- Renowned status of affiliating University.

Institutional Weakness

- The admitted students are not up to the mark in Professional and communication skills.
- Less number of quality publications, research and consultancy projects.
- Limited alumni engagement.
- Rank of Students at entry level is low.
- The institution requires funding support from government agencies and industries for incorporating research culture.

Institutional Opportunity

- Establishing the brand of the institute in the public.
- To motivated faculty members towards research and academic excellence.
- Inculcation of social responsibilities among the students through active social activities to produce good citizens of India with moral and ethical values.
- To promote the active engagement of the learner via project-based learning and development of projects through excellence centers to satisfy social needs.
- Co-teaching from the industry expert through active training and placement cell.
- Scope for research, training & consultancy needs to the Industry.

Institutional Challenge

- Attracting meritorious students.
- Retaining faculty of the cadre.
- Improvement in campus placement.
- Cultivation of research culture.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institute is affiliated to SPPU and therefore implements curriculum set by the SPPU. The Institute has structured, systematic planning and implementation of the curriculum. The Institute ensures an effective curriculum delivery by deploying a student-centric approach through a well-planned and documented process of plan, develop, check and action is taken.

The CBCS (Choice Based Credit System) curriculum offers flexibility for students to choose the course out of the basket like a cafeteria approach. These courses are offered to the students considering the employability potential, students' background, skill sets, availability of resources and value addition that happen to the students' skills as an outcome of the course.

The Institute integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics through activities like workshops/ seminar/conferences, guest sessions and through suitable policies and practices. Institute offers professional management programmes and it is important that the student carries out i) Summer internships projects, ii) Dissertations which help students to gather more practical knowledge about their subject.

The Institute has a structured mechanism to obtain feedback from the stakeholders regarding curriculum and curriculum delivery. The necessary action in terms of feedback to the management and refinement of academic processes is initiated.

The alumnae contribution towards the development of the institute is through participation in different institute-level committees, work as a resource person for various event and activities etc. Training & Placement Cell has a vigorous campus placement and career guidance activities.

Teaching-learning and Evaluation

Students are admitted in the institute through the Centralized Admission Process (CAP) conducted by Government of Maharashtra through Director of Technical Education. All the seats including Institute level seats are filled through CAP ensuring transparency in the admission process. Admission process ensures the inclusion of students from all types of categories as per policy laid down by the Government of Maharashtra.

Institute has also the facilities for differently abled students. The student-centric method which is based on participative learning, experiential learning, and problem-solving methodologies are also used for enhancing learning experiences. The comprehensive model of teaching and learning is the integration of conventional and modern teaching methodology. All faculties are adopting innovative pedagogy to make learner-centric education effective. E-Learning resources and ICT like e-Journal, videos, PPT's, etc are used extensively. For various issues related to academic and stress of students, Mentor-Mentee program is initiated by the institute.

The assessment parameters for the entire internal evaluation schedule are shared with the students before the commencement of each semester. The Examination Committee handles all the grievances and solves it transparently and efficiently.

Innovation and creativity are used to enhance the teaching-learning process. The institute has proficient teaching faculty with some of them holding Ph.D. The continuous internal evaluation is practiced where institute adheres to ensure overall development of the faculty members; the Institute motivates them to participate in various workshops, seminars, conferences, and FDP and University responsibilities.

Formative evaluation is carried out in the Institute. In Formative assessment, the Institute adopts various concurrent evaluation parameters given in the SPPU curriculum for continuous monitoring and assessment of student's progression during a course it is followed by summative evaluation carried out by SPPU.

Research, Innovations and Extension

The Institute feels the need to inculcate research culture in the Institute and has been taking small steps in that direction. The Institute supports faculties to conduct research and consultancy activities by motivating them. Faculties and students have access to the library, e-journals, online resources, and ICT facilities for research on

campus. The Institute motivates faculties and students to publish their research work, Books/ Book chapter in seminar/conference/reputed journals/publications. The Institute publishes "*Anveshan*", our Management Journal (ISSN Indexed Journal). The Institute has stated *Code of Ethics* to check malpractices and plagiarism in Research for faculties and students. The Institute proposes to set up a Research and Consultancy Cell in the near future.

The Institute has established the Entrepreneurial Development Cell. Initiatives like inviting successful first generation entrepreneurs in the Campus for sharing their success stories to the students are encouraged. Institute conducts the number of guest lectures, workshops/seminars/ conferences to bridge the gap between Industry and Academia.

As an extension, efforts are pursued to fulfill its corporate social responsibilities for the nearby community through organizing social activities like Tree Plantation, Bharat Swachata Abhiyan, Demonitization Awareness Programs, to create awareness about genuine voting by using VVPAT machine. The Institute has signed a couple of MoUs with the industries and academic institutes for the exchange of knowledge and resources.

Infrastructure and Learning Resources

The Institute believes in the holistic development of its students and in creating an environment encouraging for this to happen. Apart from having ICT enabled classrooms, two computer labs, seminar hall, and library, it also has to support facilities like sports ground, indoor games, yoga, cultural activity room. Care has been taken to modify the available infrastructure for differently able students. Budgetary provision for up-keep of the infrastructure is made. We have a well-maintained garden in and around our campus. Parking facility is also available.

The Library, the knowledge resource of the institute, has Library Management Software (AutoLib) for monitoring and reviewing library resources. The library is enriched with a variety of books, e-journals, newspapers, CD. Multimedia PC's and reprographic facilities are also provided in the Library.

Connectivity is provided through a business broadband connection having speed up to 80 Mbps. The Institute frequently updates its IT facilities from time to time. Wi-Fi facility is available in the institute at adequate places. The computational facilities cater to the needs of Students, faculty members, and researchers. Computer labs are 100% networked. Institute makes sufficient budgetary provision for maintenance of both Physical, Academic and Library support facilities. The Institute has received the grant for the purchase of equipment from SPPU.

Infrastructure and related facilities are provided on the Campus for students to exhibit their talent and overall development. The Institute has Grievance redressal cell, Anti Ragging Committee, to resolve issues of the students.

Student Support and Progression

The Training and Placement cell is participative and student driven. Internship and placement activities are coordinated through the cell. To strengthen the corporate relations the institute has set a Corporate Advisory Body which consists of senior industry professionals. These professionals provide their inputs for developing the students as per current trends in the industry. They also provide excellent suggestions for updating the

syllabus and content of training programs. This advisory body also helps the institute in scheduling interviews for students at reputed organizations. It provides pre-placement guidance and required training to the students to make them employable. The Institute not only encourages students to participate in various co-curricular and extracurricular activities at various levels but motivates to organize co-curricular and extra-curricular competitions/events in the institute.

The Institute has initiated the registration process for the Alumni Association. The Institute has been conducting an Alumni meet frequently. Efforts are being made towards Alumni Engagement in the development of the Institute by increasing the contribution and involvement of Alumina members in Academic and Placement activities.

To improve the employability of the students the placement cell offers various training and certification programs, guest lectures, counseling and mentorship activity by industry professionals. Along with this, the cell organizes frequent industry visits in various world-class organizations, which provides practical knowledge to students and it improves their understanding of various systems, procedures and work-culture in top class organizations.

The Institute follows a student-centric approach. Financial assistance in the form of scholarship and free ships is provided to the eligible students as per Government norms. Mentoring and counseling sessions for students are conducted to guide/counsel in terms of their personal and life goals.

Governance, Leadership and Management

Democratic and participative approaches are adopted by the Governing Body (GB) and Local managing committee (LMC) & College Development Committee (CDC). Both the bodies have a representation of teaching staff. This helps to design, deploy and monitor various policies, plans and procedures for effective governance. By delegating authority to various functional committees, the GB has adopted a decentralized approach. These committees perform their activities and report to the authority.

The top management encourages faculties to develop leadership qualities by setting goals, involving them in participative decision-making through a well-defined program. The Governance system of the Institute brings transparency and accountability.

For faculty empowerment, the Institute promotes the faculty for active participation in Orientation programs, Refresher courses, Faculty Development Programs, Seminars/Conferences, and Workshops.

The Institute prepares an annual budget and makes financial provisions for the forthcoming year. The financial provision provides for compliance with the norms specified by government regulatory bodies like the affiliating University, DTE and AICTE. The income and expenditure of the institution are audited internally and externally annual basis. The revised budget is prepared and presented to the Governing Body.

Internal Quality Assurance Cell (IQAC) is recently constituted to plan, monitor, suggest and assure quality in every aspect of the running of the Institute.

Institutional Values and Best Practices

Institutional Values:

The Institute assimilates core values and designs code of conduct for the stakeholders and the same are communicated. True to its core values the Institute believes in maintaining transparency and the same is reflected in its financial, academic, administrative and support functions.

The Institute organizes a program to address cross-cutting issues related to gender and environmental sustainability. The Institute has the network of CCTV cameras installed, and security guards are on duty 24x7 for safety and security. The common room and separate washroom are available for Ladies in the Institute. The students are educated and counseled about 'Police Kaka' scheme formed by the Pune police commissioner for the safety of students.

Best Practices:

The Institute has adopted conscious steps to maintain a green, eco- friendly and pollution free campus. Campus focuses on energy conservation, Rain harvesting, tree plantation, bio-composting, and e-waste disposal management not only this but social initiatives such as 'Swaccha Bharat Abhiyan' and various awareness programmes such as Digital literacy, Plastic-free environment and women health programmes to involve and make the local people aware of government's initiatives.

The Institute empathizes with differently abled people and provides infrastructure and necessary resources such as Physical facilities, Provision for Ramp / Rails, Rest Rooms.

The Institute takes efforts to study and adopt Best Practices which are student-centric and work at enhancing quality in all its processes and facilitate entrepreneurship development in students as a service to the nation.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHRI SHIVAJI MARATHA SOCIETY'S INSTITUTE OF MANAGEMENT AND RESEARCH
Address	Sr. No. 74/1A, 74/1B, Parvati, Near Shinde High School, Taljai Road, Aranyeshwar
City	Pune
State	Maharashtra
Pin	411009
Website	www.ssmsimr.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Tushar Vaman Dagade	020-24214310	7028971219	020-24222614	director@ssmsimr.edu.in
IQAC Coordinator	Gazala Nadap	020-24222612	7588682118	020-24222771	iqacell@ssmsimr.edu.in

Status of the Institution	
Institution Status	Self Financing and Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

Date of establishment of the college	01-06-2001
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University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	01-06-2018	12	Approval for Academic Year

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Sr. No. 74/1A, 74/1B, Parvati, Near Shinde High School, Taljai Road, Aranyeshwar	Urban	5	3207.28

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
PG	MBA, Management	224	Graduation	English	120	120

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				3				8			
Recruited	1	0	0	1	0	2	0	2	3	4	0	7
Yet to Recruit	0				1				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				2			
Recruited	0	0	0	0	0	0	0	0	0	2	0	2
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	10	1	0	11
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	2	0	0	0	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	6	0	9

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		2	3	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	74	1	0	0	75
	Female	43	2	0	0	45
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	14	7	2	6
	Female	8	5	4	5
	Others	0	0	0	0
ST	Male	1	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	20	11	3	1
	Female	5	2	0	2
	Others	0	0	0	0
General	Male	80	61	36	20
	Female	37	20	8	2
	Others	0	0	0	0
Others	Male	6	6	3	4
	Female	5	2	1	1
	Others	0	0	0	0
Total		176	114	57	41

3. Extended Profile

3.1 Program

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

Response: 133

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
176	114	57	41	108

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
78	78	78	78	78

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
73	34	18	21	82

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
12	4	5	5	10

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
16	16	16	16	16

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 7

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

2017-18	2016-17	2015-16	2014-15	2013-14
54.08	58.58	47.34	45.76	30.62

Number of computers

Response: 98

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:

Shri Shivaji Maratha Society's Institute of Management and Research is affiliated to Savitribai Phule Pune University (SPPU) hence implements curriculum given by the university. The Institute has a structured, organized plan to implement the curriculum. In order to ensure the effective curriculum delivery we strictly follow the academic calendar of Savitribai Phule Pune University (SPPU) and in accordance with SPPU's academic calendar, we prepare our own academic calendar for effective planning of different activities. Faculties maintain course files for every semester to maintain all the records of academics like the timetable, attendance sheets, teaching plans, and academic notices and subject notes. The CBCS (Choice Based Credit System) offers flexibility for students to choose the course as per their likes and preference. These courses are offered to the students considering the industry demands, students' capabilities, expertise, availability of resources and value addition that happen to the students' skills as an outcome of the course. Students have the freedom to select the subjects of their choice from the offered subjects of the University of Pune. Students can opt for dual specialization to learn more than one subject. The Institute persistently makes efforts to enrich the University's Curriculum. Relentless efforts are made for providing exposure to the students to industries. To enhance student's Life Skills various courses are offered which are imparted through curriculum-based activities, such as industrial visit is organized for every batch.

Guest lectures by well-known industries are organized every year to get insight into the real business scenario. Such as Barclay's training program, Business Stock Exchange (BSE) Training programs. Students are engaged in various extracurricular activities throughout the year such as Sports activities, cultural events and various competitions like Poster, Mehandi which helps in overall development of students. The Institute is also in a meeting with many industries through its faculties who are mentors of students for various field projects and internship. The Institute believes in continuous growth and development of students as well as a society thus providing qualitative education in affordable fees by adopting student-centric and practical teaching pedagogy. Different scholarship schemes given by the government of India of economically backward classes are provided to students so they can avail of these benefits. At the time of admission, our faculty members inform students about all various government scholarship schemes and also help our students to complete the online process to avail these benefits. To improve the performance of teaching and learning, the Institute takes feedback from the stakeholders regarding curriculum and curriculum delivery. After analysis of the feedback, the essential action in terms of feedback to the management and improvement of academic processes is initiated.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

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: 138.89

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

2017-18	2016-17	2015-16	2014-15	2013-14
8	1	0	1	0

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

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:** 100

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

Response: 133

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 100

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

Response: 1

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

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:** 2.5

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

2017-18	2016-17	2015-16	2014-15	2013-14
22	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

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 Institute conducts various activities on cross-cutting issues like gender, Environment Awareness, and sustainability, Human Values and professional ethics. Also, the Institute creates awareness among the students by organizing different programs in which the resource persons are invited to address the students on cross-cutting issues.

Organic fertilizers are created and used in the field of horticulture and agriculture. For the maintenance of the garden, we have special staff appointed with the relevant experience and expertise in agriculture. We have preserved and maintained a huge green campus and clean campus having different kinds of plants of flowers and fruit which are continuously maintained by experts on our campus. Trees and plants such as Mango, coconut, Ficus Racemosa (Udumbara), Areca catechu (Supari Tree), Rose Tree, Nyctanthes Arbor-Tristis (Parijatak), Hibiscus tree (Jaswand), Peltrafarm tree, Jacaranda (Neel Mohar). We are using the rain harvesting system to maintain the garden. We have proposed solar energy project which helps the environment.

The Institute had organized different activities to address cross-cutting issues such as gender and create awareness among female students. To motivate and empower women we have named sections of our garden with the legendary females of India. Such as Savitribai Phule, Rastramata Jijau, Sindhutai Sapkal, Kalpana Chawla. Institute participates in activities like tree plantation and Swachha Bharat Abhiyan.

Institute promotes Professional Ethics into the Curriculum by following all the rules of Savitribai Phule Pune University. College uniform is compulsory for students for all the formal functions. Formal dress code is made compulsory for Teaching Staff and non-teaching staff. We follow the workload and work hours as per the guidelines give by AICTE. Code of conduct is followed by all the students as well as teaching and non-teaching staff. Wearing the institute Identity card is compulsory for students as well as staff. Students, as well as staff, are informed prior to any activity happening in the institute by email. Respective class coordinator and event coordinators share the responsibility to inform students and staff about upcoming events.

Human Rights Education is a compulsory subject for MBA students which helps to create awareness among the students to tackle the cross-cutting issues. In addition to the above activities, to maintain a healthy academic environment in the institute, various committees are formed as mentioned below. These committees are observing that all corresponding acts and statutes of Government and SPPU are strictly followed.

- Grievance Committee
- Anti-ragging committee

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

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

Response: 8

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

Response: 8

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 154.55

1.3.3.1 Number of students undertaking field projects or internships

Response: 272

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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**A.Any 4 of the above****B.Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** B.Any 3 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:**A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected****Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

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: 4.35

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	5	2	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 44.67

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

2017-18	2016-17	2015-16	2014-15	2013-14
103	80	39	20	26

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

2017-18	2016-17	2015-16	2014-15	2013-14
120	120	120	120	120

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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:** 22.82

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

2017-18	2016-17	2015-16	2014-15	2013-14
35	28	5	9	12

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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:**

The college organizes Induction program for the students at the commencement of the programme for the new batch every year. The program would help students to get familiarized with the institution, curricular and co-curricular activities, facilities, rules, and regulations etc. Before the commencement of the classes, the different requirements of the students are identified and addressed at the earliest by way of a strategic approach. Every year students are given training on Communication Skills, Personality Development, Time Management, and Motivational speeches. In order to motivate both the slow and advance learners workshops are organized to enhance their skills. With the active participation of advanced learners as coordinators, both sets of students get benefited. Guest Lectures are arranged for the students to help them gain industry and practical knowledge from the experts.

Advanced learners:

High performing students are identified on the basis of Internal Assessment, University Examination, and involvement in the classroom.

Motivation gave to participate in group discussions, quizzes & Debate Competitions to develop analytical and problem-solving abilities in them and thereby to improve their presentation skills.

Various group activities are conducted by the entire faculty in the respective areas to mold the students in the corresponding field. NPTEL session is conducted for the entire subject for tough topics.

Students are encouraged to participate in Seminars/ Conferences in order to inculcate research orientation and practical awareness in the second year apart from the regular Dissertation and SIP.

Students are also provided opportunities to develop their creativity by participating and organizing Intercollegiate as well as National level events.

Bright and diligent students are motivated and inspired to get University ranks.

Semester toppers and University rank holders are encouraged with certificates by the management.

Slow learners:

The Institute practices a robust student academic counseling process. During the time of admission, Director interacts with the parents and the student to assess their need and aspirations.

Further, during the course of a study group of students are assigned to a faculty for counseling.

The Mentor monitor academic performance and interact frequently to understand and assist any student with issues that affect their ability to learn or impede their academic success.

A set of students are assigned to a faculty as a mentor and personal and academic care of the student is taken care of by the corresponding mentor.

Care is taken by faculty in monitoring the performance of slow learners. Faculty members have periodic interaction with parents about the performance of slow learners.

Learning material prepared by subject handling faculty is prepared regularly for students reference.

Departments conduct remedial classes, provide course notes for students especially the slow learners and convince those students who are at the verge of dropping out due to difficult subjects.

Extra classes are organized to clarify doubts. Critical topics are re-explained for better understanding to the students by the faculty. Appropriate counseling with additional teaching is done which eventually results in students attending the classes regularly.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 14.67

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Any additional information	View Document

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:

To motivate the students coming from varied backgrounds having diverse learning abilities, apart from the Lecture method the other important approaches towards Experiential learning, Participative learning & Problem-solving methodologies are used.

Experiential Learning: This approach allows students to live with real situations, hands-on experience to make decisions, and feel the consequences. The different aspects of such learning are provided to the students through Projects, Industry Internships, Treks, Management Games, Role Play etc. The Exclusive time arrangements made through the library, its e-resources, the digital library not only caters the students within the campus but also gives remote access for their uninterrupted access to knowledge and resources.

Participative Learning: Such approaches are a means to encourage students to learn from each other's ideas & share experiences. The concept of Pair/Peer Learning is also a part to it wherein an advance learner helps or is paired up with a slow learner so that she develops her capabilities through a participative approach. Assignments which are related to the participative approach as Group Presentations, Debate, Model Making, Poster Presentation, Workshops & Certificates includes intensive interaction and students are seen to grasp concepts better and faster.

ICT aided learning & digital materials are made available to the students to supplement classroom teaching. Through the help of Interactive TV's, Smart Boards, Digital Library, Moodle the participative mode of learning becomes more effective and easy to connect among the students and with the teacher. The interview session of students through Skype, Virtual sessions in concern to conferences along with session broadcasting to address a huge gathering of students. Thus the connection to the students and the

reach of knowledge is taken due care off. MOOC, online sessions are conducted for the students of IT specialization.

Student-centric learning is inculcated through Tutorials, Workshops, Study Tours, Management Games, Individual /

Group Presentations, Assignments, Group Discussions / Brain storming sessions.

Skill Development Programmes: Cyber Security, Human Rights, IT Skills such skill enhancement courses are also catered to the students.

Library Sessions: Discussions on Articles through Journals, Magazines, Newspapers in the Library. Sessions are conducted as Article Review, Research paper Review (Ebsco, J-Gate, NDL, NPTEL) etc.

Soft Skill & Grooming Sessions: These sessions facilitate the students in enhancing the Confidence level, Communication Skills, Interview Technique Skills, Group Discussion Skills.

Problem Solving Methodologies: The Advance learners are mostly benefitted from such an approach of the Teaching-Learning Process which accelerate the process of learning. Tutorials (Case studies, Situation Analysis), Brainstorming sessions, Making Business Plans.

Yoga & Meditation

At IMR we believe that the development of student should be holistic, his/her health, mental & physical health should be made strong.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 91.67

2.3.2.1 Number of teachers using ICT

Response: 11

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

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

Response: 16

2.3.3.1 Number of mentors

Response: 11

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

We at SSMS's IMR follow Innovative practices where every batch is developed in a unique method.

Induction Program:

Students from a varied background are informed about the course and content to make them comfortable about their journey in the academic year.

Co-curricular activities:

Opportunities for learning, growing and achieving exists everywhere at IMR. IMR is a blend of academic, extra-curricular and leisure activities. In addition activities such as cultural programs, festivals, cultural celebrations and inter-college events make life at IMR very colorful, enriching and enjoyable " Fiestin-o-Beatz"(ZEAL) is an annual Endeavour of IMR to promote overall development of students. Over one week, happy days are celebrated like Childhood Day, Mismatch Day, Black & White Day, Traditional Day, Sports Day and the last day is concluded with Annual function.

Interactive business games:

To improve the skill of the students Management based games as Mock Stock, Best Manager, and Mad Ad's are organized.

Mentoring & Counseling:

Counseling and Mentoring are given individually to each student while participating in various activities and events and also in their growth and progress.

Industry–Institute-Interfacing:

Industry Visit is arranged on regular basis in Pune & other cities. Industrial Visits bridge the gap between classroom theoretical training and practical learning in a real-life environment. It provides an opportunity for students to ask questions related to their area of interest.

Workshops:

We conduct Brainstorming sessions, expert lectures, projects, quizzes, group discussions with peers, case study and role play are also practiced. Students are exposed to Industry which creates practical based replication exercises that imitate the real business situations and provides students the first-hand experience on some of the real-world scenarios.

Outdoor team building exercises:

Sports Day/Week is organized in the institute to boost our students Health, Self Confidence, and self-esteem, Teamwork, Leadership, Social Skills, Discipline, Brainpower, Improved energy levels.

Seminars:

Seminars are organized for students to give them an insight into current trends.

Remedial Sessions:

Extra sessions are planned for difficult subjects as Decision Science, Accounts, Financial Management to make students to understand & be comfortable with the subjects.

Waste Management Project:

At IMR we have started a waste management project to convert Bio-waste into compost which can be re-used in plants as an organic manual.

Vermi Compost Project:

We have initiated vermiculture to make organic fertilizer for plants to develop students attitude towards society and handle the project successfully.

Green Campus Initiative:

Every year the new batch undertakes the initiative for tree plantation which makes them aware about go green and inculcate the community development in them.

Yoga & Meditation:

We at IMR provide holistic development of the students; we conduct yoga sessions for the students to keep

them physically & mentally fit. also organized Zumba sessions for intrested students.

TEACHING PEDAGOGY AT IMR:



File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 45

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 27.33

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	1	2	0	3

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: 0.58

2.4.3.1 Total experience of full-time teachers

Response: 6.95

File Description	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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 8.75

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	1	1

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

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

Response:

The Academic calendar is designed for the academic year. HOD & Faculty members prepare to teach plan for their respective subjects, course file preparation and assessment strategies for internal evaluation of the students. Course Structure and syllabus of the respective programme are displayed on the University website and in Library. At the commencement of the semester, students are notified about the criteria for evaluation of term work. Coordinators and subject faculty inform students about the evaluation process. The continuous internal assessment based on students attendance and concurrent evaluation parameters. Additional teaching hours are included in a difficult subject. The information in all these processes is informed to the industry at the time of the Training & Placement cycle.

The institute is affiliated to SPPU and hence strictly follows University evaluation processes. All the necessary circulars and notices are available on the University website. The institute has separate examination cell working under College Examination Officer (CEO) which takes care of dissemination of

University circulars and notices to the institutes. At the beginning of the academic year, students are informed about the examination question paper pattern. Concerned faculty informs the students how to prepare, write the answers at the University and Internal Exams. Concerned staff informs students about the concurrent evaluation system for internal and external subjects. The examination committee follows all the rules, ordinances etc. to ensure the sincere implementation of the system. In the Examination Control Room, an advanced photocopier machine is installed for printing the question papers. Results of internal examinations are notified in the Notice Board.

The Choice Based Credit System (CBCS) offered by the affiliated university offers a wide range of choice for students to opt for courses based on their aptitude and their career goals. CBCS enables a student to obtain a degree by accumulating the required number of credits prescribed for that degree.

The Institute has been given the freedom under CBCS pattern to decide the pattern of Internal Marks (30 marks) and accordingly, the evaluation pattern for Internal Assessment is framed by the Institute itself. The evaluation is carried out continuously. The internal evaluation process is designed with the help of the exam committee and the academic monitoring committee. Evaluation formats for the various activities have been made. All the faculty members maintain a record of performance of the students in their subjects and display the same on notice board.

The reforms at the University Level

The major reform in the evaluation process at the Savitribai Phule Pune University is the online submission of exam forms, tickets of students, online results. The SPPU creates question banks for various subjects and courses to facilitate random selection of question papers. The question bank is also created for multiple choice questions for various generic, core, and non-core subjects for respective specialization. The grading system is used instead of marks and therefore CGPA and SGPA are calculated.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Through the Academic calendar, students are informed well in advance about the internal assessment criteria and their tentative dates. The transparency is maintained through timely notices and display of time tables. Question papers are set keeping in mind the variety of topics encouraging students for fostering learning. These are designed according to the course objective and course outcome. Multichoice Question Bank is also given to students for practicing so that students get hands-on experience to perform well in the online exam.

Class tests are conducted in a semester. Class tests performance is communicated by showing the corrected answer sheets to the students. The solutions are discussed in the class and feedback is given to all the

students. According to the performance of the class test, inputs are given to students with low performance.

Every course teacher analyzes the difficulty level of students and gives solutions to them. Students are asked to give PowerPoint Presentations (ppts) on topics related to the respective subjects in the regular classes. Case study discussion is held in groups and students are required to come up with solutions. Assignments are given to students and are then evaluated to assess their understanding of the topics covered. An internal exam is carried out as per the pattern of external university paper and is conducted one month prior to the final examinations.

Summer Internship Project is evaluated by respective guides that are allocated to individual students. Students are required to complete their research projects as per the given timeline. An internal presentation on the project work is carried out.

The transparency is maintained through the following:

- An internal exam is taken once in each semester before online exams.
- Question papers are set as per the standards.
- Variety of questions are used for fostering students for study.
- Transparency is maintained in the whole process.
- SIP is checked and enhancement is suggested to make it up to the mark.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Grievance at the college: Mechanism to deal with examination related grievances is transparent, time-bound and efficient for any internal examination grievances following mechanism is followed

1. Written signed application from students addressing exam section, mentioning the grievance is taken, The subject related grievance is solved by the subject teacher.
2. For any other exam related grievance, it is handled by the exam committee headed by Chief exam officer.
3. If the query is not resolved within eight days of application, the student can apply to the director of the institute. Where the exam committee headed by the director can solve the Grievance related to exam.

Type of Grievances

1. The rechecking and revaluation at the SPPU.

2. The name on the Mark sheet is incorrect.
3. Exam Form filling related grievances.
4. Appointment of the writer to the student on the medical ground
5. The SPPU question paper related query can be directly submitted online and can be resolved immediately.
6. The online exam related grievances

During the university examination, internal squad committee is formed to keep vigilance on the overall conduct of the examination. Students are given regular instructions and checking is done to see that the exams are conducted smoothly.

Grievance at the University Exams: If the students have queries related to the marks obtained in the university exam, the students apply online for the revaluation and rechecking with the stipulated fees.

Candidates submit an application along with the requisite fees, within ten days from the date of receipt of a photocopy. Head of the University Department or the Principal/Director of the college/institution concerned then forwards all applications within five days from the last date of receipt of applications for revaluation, along with the number of fees.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Savitribai Phule Pune University, Pune publishes academic calendar bi-annually (SEM wise) for MBA Course and other Faculties.

Academic Calendar is prepared as per the SPPU guidelines:

- Commencement and Conclusion of teaching
- Practical / Oral / Theory Examination dates
- Result declaration dates
- Submission dates
- Holidays

This university calendar is used as a reference point to prepare the academic calendar of the institute. The academic calendar is prepared at the beginning of each term and separate exam calendar is prepared which includes the timeframe for activities and examination that are scheduled throughout the term.

The academic calendar gives the students an idea about upcoming examination like an internal, external & online exam, internal and external SIP viva, Internal and external Dissertation viva. Internal and external

theory exam along with other co-curricular/cultural events. The class test, GD, assignments, role-play, presentations etc. are part of CIE. It is the discretion of the subject faculty to conduct the exam and give the schedule prior to the exam. The session lesson plan includes the schedule of the CIE for the respective subjects as prepared by the subject teacher. The Faculty members send mail to the students regarding the upcoming exam or any other planned activity.

The academic calendar is prepared by inviting schedules and proposed activities from each department and committees. The academic plan after discussion with the faculty members in the meeting is circulated to students, teaching and non-teaching staff. The academic calendar is followed to a large extent, but due to some inevitable emergency, it can be revised and a new schedule of the exam or activity is communicated to the students and staff members.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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:

SSMS's Institute of Management & Research is affiliated to Pune University. The MBA program has a curriculum (Syllabus) of Pune University (SPPU). The Course Outcomes are clearly mentioned, including the learning objectives and the specific key areas to be discussed by the individual faculty member and the students who have taken admission at the beginning of the session or academic year.

At the commencement of the academic term, every faculty is assigned the subject/s as per his or her area of specialization. Each individual faculty is expected to make a detailed session plan. The session plan should include notes of individual subtopics, PowerPoint Presentations (If Any), Cases or case lets, Newspaper Clipping relevant to the subject matter.

At the Induction Program as well as the inaugural lecture of every course, the concerned faculty tries to make the students aware of the outline of the course and the expected learning outcomes.

The modes of assessment and the thrust areas are also made known to the students. Wherever necessary sub-topic wise assignments are given and the responses of these assignments are discussed in the class, with comparison with the expected response. Also, the students are given information about the assessment of the online exam, internal evaluation, and external evaluation.

The program outcome as well as course outcome has been displayed on the website of the institute.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

To ensure a fair and reliable measure of students' performance, knowledge, and skills against the learning outcomes a disciplined pedagogy is used. The PSOs, POs, and COs are designed with specific need from the industry. To meet the program outcome the curriculum is designed by the SPPU. Apart from the curriculum, the institute offers various add-on and certificate course. The institute also carries out various outreach activities to inculcate ethical and social values in the students.

Course Outcome Attainment: In the CO attainment levels can be measured based on the results of the internal assessment and external examination conducted by the university. This is a form of direct measurement of attainment. The indirect method of attainment is measured through an exit survey. The feedback is taken from the students on a continuous basis as well as at the end of the term to assess the course outcome indirectly. It also gives scope for change or improvement in the future action plan.

Continuous Internal Evaluation: To assess the course outcome continuous internal evaluation carried. The internal evaluation has a weight of 30% (Internal Evaluation).

Summative Evaluation: The weight of end semester examination is 70%. The skill development course has grades.

Summer Internship: To offer the opportunity for the young students to acquire on the job skills, knowledge, attitudes, and perceptions along with the experience needed to constitute a professional identity summer internships are provided by corporates, government, and NGOs. Institute also encourages students to take up winter internships.

Dissertation: The dissertation adds to the research aptitude of the students. It helps in enhancing the learning experience of the students.

Placement: The students get placed in reputed organizations and handle important roles and responsibilities. The students may also take entrepreneurship.

Academic Result: The resulting analysis is done to measure the academic performance of the students. The resulting analysis is done at the end of each Semester. The action plan is made for the students who have not performed upto the mark. The mentors offer regular mentoring to counsel the students to achieve the desired result.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 68.57

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

Response: 48

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

Response: 70

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

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

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)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

File Description	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

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

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

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:**Institution has created an ecosystem for innovations including incubation center and other initiatives.**

Institute of Management and Research has taken several initiatives for creation & transfer of knowledge to the M.B.A. students which expose them to the latest knowledge applications in the various field. We organize various CSR activities for MBA students through this it integrates social, environmental, economic concerns for knowledge gain. We invite CEO's, Alumni, Industry experts, and a visit to an industry which help students to understand the latest development, work culture of industry and also meet the practical exposure. We organize yoga sessions and invite yoga experts which share their knowledge to our students which help them to be mentally and physically fit so that learning skills become effectively. For knowledge gain and latest trends and development, we organize sessions/workshops which help our students and staff members to learn a skill which requires in their day to day work and how they operate their work effectively. There is Entrepreneurship Development Cell has established with esteemed goal & objectives to give assistance for students who desire to be the job given rather than job seekers. They act as role models for other students. The variety of product or process ideas and the execution plans in their minds need a proper platform for the systematic processing and progression towards a viable innovation, which has been provided by the institute. It contributes not only towards their employment but also towards the contribution to the society or nation in form of the employment and solutions to the unsolved problems of the society.

To transfer knowledge and innovation Institution initiate ED Cell. Entrepreneur Development Cell gives exposure and practical experiences to budding entrepreneurs of different backgrounds. For effectively knowledge gain/transfer we developed our infrastructural facilities i.e. library facilities and computer lab facility. In-library we introduced the latest journals, business magazines which help our students and staff members to understand current trends and development in the corporate world. In computer lab for the purpose of knowledge gain effectively and the development of innovation at the institute, we increase internet speed at the computer lab and provide students and staff member to utilize internet facility for their innovative and academic work. The use of Information and communication technology (ICT) and Wi-Fi enable users to access, store, transmit information effectively. For the development of Knowledge gain and innovation several MoUs have been signed which share their knowledge, training, soft skills, research skill, entrepreneurship skill, technical skill to our staff and students which help their development and innovative ideas.

The objective of ED Cell:

- (1) To share the knowledge for the development of entrepreneurship skills.
- (2) To enable students to become self-reliant.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years**Response:** 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	1	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

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

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** No**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 0

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 4

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

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

Response: 0.42

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	2	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	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: 1.25

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	0	1	0	1

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	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:

Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years

The institute has conducted various activities through the involvement of its students and staff for the benefit to society. The students get a platform to involve with each other and learn more about the culture, traditions, and values of people. Under the extension activities, our management students learn the Teamwork, Leadership Skills, Time Management, Effective Communication Skills, and Effective Decision Making. Institute involves the faculty and students in Community Development. This helps the students to learn ethical values and understand their responsibilities and develop them holistically. Management education awareness program to create awareness. Entrepreneurship Awareness Camp, Awareness of Stock Market, Free Health checkup camp, Field Visit, Visit at Industry & company, Tree plantation, No vehicle day to promote pollution free environment. A campaign on *Vittiya Saksharta Abhiyan /Awareness* conducted. Through these activities, we invited neighborhood communities to attend the programme and get benefited.

Through these activities, we promote socialization and students learn to think beyond individual interests and for social welfare. Our institution is always encouraging to faculties and students to follow corporate social responsibility to makes them socially responsible and teach them the values, responsibilities, and ethics which are essential to be a good citizen.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
Any additional information	View Document

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: 9

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	5	1	1	1

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

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: 29.66

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

2017-18	2016-17	2015-16	2014-15	2013-14
80	75	0	0	40

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

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: 6

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	4	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

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: 6

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)

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	4	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

NAAC

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:

Shri Shivaji Maratha Society's Institute of Management and Research (SSMS' IMR) is approved by All India Council for Technical Education (AICTE) New Delhi, affiliated to Savitribai Phule Pune University (Formerly known as University of Pune) & recognized by DTE Govt. of Maharashtra. Institute of Management & Research is established in the year 2001 with the main objective of imparting quality professional management education to all strata of society. IMR which is providing excellent training in management education is located in Pune most convenient, prime, lush green area which is an added advantage. The institute has excellent infrastructural facilities, similar to any well-established institute. The campus is on five acres of land with built up 3207.28 Sq. meters. Institute develops the infrastructure as per the norms of AICTE, University, and State government.

IMR is enriched with adequate facilities and infrastructure built-up for student's overall academic development. The facilities in the institute are as follows:

The teaching method is appealing to students and is proven to be fully effective in making outstanding entrepreneurs in the competitive era of management. There are total 5 classrooms and 2 tutorial rooms out of which 4 classrooms have LCD screens and LCD Projector mounted in each classroom.

The internet facility through a secured line is available in all campus. The wired internet connection made available to computers in Director Cabin, Staff Rooms, Computer Labs, Library and Administration office.

There are two computer labs having 90 terminals in each. Each of which is equipped with a high-speed Internet Connection line.

The Internet Service Provider's internet bandwidth has adequate and consistent speed and gives a consistent speed of average 80 Mbps of speed on all PCs connected. The internet connectivity is also equipped with High-Speed Wi-Fi connection through Fiber Optic connectivity with secured access at adequate places.

Institute has well-equipped Library with the books to cater to the needs of different specialization students. As per the new syllabus, books are made available for various subjects. Separate Reading room for the students is also available, where they can access newspapers, latest magazines, and Books.

The digital library has 8 pcs with a high-speed connection. Language lab facility is provided to improve the English language proficiency of students.

Separate computers are provided to all faculty members for individual access, printer facility, scanner facility is provided on a common basis along with Internet and Wi-Fi access etc.

The institution ensures that the infrastructure facilities meet the requirements of students with physical

disabilities by Ramp/Rails, Rest Room and support during writing exams. Special toilet block on each floor. The safety and security provisions are made available through security on the campus, CCTV, fire extinguisher System, etc.

For the healthy atmosphere and environment, the Institute has developed a green lawn, different trees in the campus of the Institute.

Infrastructure Details:

Sr. No.	Particulars	Total Area (in Sq. m.)
1	Instructional Area	1315.37
2	Administrative Area	520.00
3	Amenities Area	699.36
4	Circulation & Other Area	672.55
	Total Area	3207.28

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Sports:

“A sound mind is in a sound body”

The proverb insists that the mind and body should be both healthy and sound. Healthy persons can think normally and act instantly in any given situation. Taking this into consideration the institute aims to produce physically and mentally fit students. The institute has a playground to play many sports activities like badminton, Kho-Kho ground, Cricket, volleyball etc. with facilities for different outdoor games. The aggregate area of the playground is 8145.2 Sq. ft. The institute has a sufficient number of sports equipment and accessories. The institute has made provision of indoor games such as carom, chess etc. the institute conducts the session for yoga and meditation in the seminar hall or at some convenient place. For students active participation in physical activities; institute organizes various events for students. The sports facilities are as follows:

1. Indoor sports

- Chess – Chess set
- Carom – Carom board with coins and striker

2. Outdoor sports

- Volleyball court – Ball & Net (Area-1730 Sq.Ft.)
- Cricket ground (practice pitch) – Cricket Kit (Area-722 Sq.Ft.)
- Kho -Kho ground (Area-4953 Sq.Ft.)
- Badminton court - (Area-741 Sq.Ft.)

Cultural Activities:

The institute provides a platform for the students to explore their talent in cultural events. The institute has “seminar hall” with 200 seating capacity for conducting conferences/workshops/cultural Events with well-equipped facilities. We have facilities like the stage, music system, Public address system, LCD projector, screen, Net connectivity. Students celebrate many cultural activities viz. Makar Sankranti, Shiv Jayanti, Fresher’s Party, Dandiya, Farewell Party, yoga day, international women day, state and national festivals.etc. “Festino-O-Beatzz...” is celebrated as an Annual Cultural event; it is a blend of cultural and sports activities, in this event institute organize various competitions, sports etc.various cultural programmes are performed by students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 85.71

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	View Document
any additional information	View Document
Link for additional information which is optional	View Document

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

Response: 54.45

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five

years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
15.29	28.65	26.13	28.88	23.50

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The Library aims to provide new knowledge through acquisition, organization, and dissemination of knowledge resources and providing for value-added services. The library is well equipped with contemporary amenities including internet and Closed Circuit Television System (CCTV). It is divided into parts like Stack section, Circulation Section, Digital Library, Language lab, Reading hall with a seating capacity of 60 students is available. We offer open access to the stack room so that readers can choose the book of their area of interest. The library is continuously upgraded by acquiring the books, e-resources, CD's, project reports, newspapers. The library has various sections viz. Stacking area, periodical section, digital library section, processing area, reading hall.

A proper process of enrolling to the library facility exists. List of admitted students is collected from the coordinator then the admitted Students need to fill up the Library enrolling form. Once the form is processed which takes approximately a week, then ID card and library card (borrower's card) are given to students for the library transactions. The same process is used for staff also. Working hours of the library are 9.30 a.m.-5.30 p.m. excluding holidays. The total area of the library including reading room is 226.14 sq.mtrs including Reading halls Seating Capacity is made for 60 students.

The library has an Open access system and use of Dewey Decimal Classification (DDC) Classification Scheme for the systematic arrangement of the Books. High-speed business broadband Internet connection facility is available in the library.

The library has an Institutional Membership of National Digital Library' E-journals such as EBSCO, J-Gate, Delnet are subscribed in the last five years as per norms of AICTE. The multimedia facility is available in the library in the form of CDs. NPTEL Video Lectures. Soft and hard copies of previous Question Papers & Syllabus copies are available in the library.

Digital Library: Digital library provides digital resources and users can download from the digital library. Students can use the digital library for their Student Internship Programme, Dissertation preparation. Digital library is also used as a language lab which is useful for enhancing soft skills.

- **Name of the ILMS software:** AutoLib Library Management System
- **Nature of automation (fully or partially):** Partially
- **Version:** New Generation (NG)
- **Year of automation:** 2009 upgraded in 2018

We are using Auto Lib library management software since 2009. This ILMS is very user-friendly and it enables efficient library administration to cater to user services. Auto Lib software keeps all the transaction records & generates various reports which are very useful for library administration. Software having different modules such as Master, Member, Acquisition, Circulation, Tools, Search, Reports, Print, System Administration etc.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The library has an adequate collection of books related to management and various Specializations in management like Financial Management, Human Resource Management, Computer Management, Marketing Management, Production and Operations Management, Digital Media Marketing Management and Supply Chain Management. The institute treats library as a Knowledge Resource Centre and endeavors to fulfill the library needs of the students and faculties. Therefore the library is enriched with resources which go beyond the curriculum. The library is enriched with the resources such as Encyclopedias, Dictionaries, rare books, case studies, biographies and autobiographies of leaders. Books authored by like Philip Kotler, Robin Sharma, Stephen Covey, etc. are also available in the library collection.

The latest trend in setting up a digital library has been adopted by the library department. The digital library has digital learning resources such as NPTEL videos and e-journals. CD's are also available to users for their learning. Summer Internship Project reports of past students have been stacked separately for students' reference. Language Laboratory facility is provided to improve the English language proficiency of students. Our library is having an Institutional Membership of National Digital Library. The National Digital library of India is a project under Ministry of Human Resource Development; India. The National Digital Library of India provides free access to many manuscripts, books in English and the Indian languages.

To access the rare books, Institute has provided few links on the institute's website.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

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

Response: 1.21

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0.82	2.22	3.01	0

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 15.96

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

Response: 30

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Computer Lab:

- There are two computer labs including a total number of 90 terminals/computers. Out of these 90 terminals, 60 are Thin Clients and 30 terminals are Desktop PCs.

- The Internet Connection is shared in the campus through the Fiber Optic broadband connectivity which ensures high speed at all the time with the minimum drop-down rate.
- Internet facility is available to serve the day-to-day computing needs of students as well as to staff. It gives a wealth of information via the connectivity of up to 80 Mbps.
- Practical sessions are allocated within the timetable to the utilization of the Computer Laboratory. the Institute has arranged Wi-Fi facility at adequate access points. It is deployed from the last year to enjoy the benefits of Internet access on mobile phones and related devices.
- Before the commencement of every semester, there is a regular and periodic schedule of preventive maintenance of all computer terminals, server and other components.
- Well equipped Computer Center consisting of suitable and IT hardware and software requirements. The computer laboratory is established with modern devices & peripherals especially for the students to avail them the efficient IT facilities.

Classrooms:

There is a total of 5 classrooms with a seating capacity of 60 students in each. Out of these 5 classrooms 4 classrooms are dedicated to presentations and audio-visual activities for the purpose of student's projects, research, and academic presentations. These classrooms are having the facility of LCD projectors along with CPU. Classrooms are accessible with internet through LAN and internet.

Library:

There is an adequate support in the library for students and the facilities are made available through the internet for the easy accession of all the learning resources.

Digital Language Lab software is installed in 8 computers in the library for students to improve English language proficiency. Students can access Digital Library with Internet Connection.

Seminar Halls:

Seminar Hall/Auditorium is equipped with wired internet access, audio-visual systems and has a seating capacity of 200 persons for the organization of events, seminars, conferences, guest lectures, and health-awareness sessions etc.

Office Area:

The biometric is installed in an office area for attendance recording. Institute has a photocopier machine installed in Office. The communication is done through effective e-tools apart from phones and SMS. Such tools are Group emails, Website, Social media sites etc. The entire premise is equipped with CCTV surveillance that monitors important locations viz. Entrance, Exam Section, Library, Computer Laboratory, Corridors, and premises. Institute has the upgraded printing facility and the same is availed through shared resource.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio	
Response: 1.8	
File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)	
>=50 MBPS	
35-50 MBPS	
20-35 MBPS	
5-20 MBPS	
Response: >=50 MBPS	
File Description	Document
Any additional information	View Document

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	View Document

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: 96.33	
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)

2017-18	2016-17	2015-16	2014-15	2013-14
53.09	54.51	44.96	44.87	29.82

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

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:

IMR has a well-developed mechanism for maintenance of the facility. All physical facilities like Computer Laboratories, Library, Classrooms, and Digital Library & Language Laboratory are made available to students. Institute has also made arrangements of sports and cultural requirements by providing sports ground and seminar hall respectively.

The classrooms and furniture facilities are utilized regularly by the students. The maintenance and the cleaning of the classrooms, labs are taken care of by the non-teaching staff. The college has an adequate number of computers with internet connections and the utility software's distributed in different locations like office, labs, library, etc. The library has a reading hall and digital library for students to access e-journals. The library staff provides the facilities to the students and staff by regularly exchanging the books. The library is having a sufficient number of books for issuing purposes. The teachers also obtain the requisite number of books from the Library. Thus the college library staff helps in attending the teachers and student's demand. The library has also provided LAN facility for the computers. The Digital library is provided LAN facility for the computers. Library and computer labs have defined their rules and regulations for the utilization of the facilities such as books and computer lab to the students. The institute ensures that the infrastructure facilities meet the requirements of students with physical disabilities by Ramp/Rails, Rest Room and support during writing exams. Library books or any other reading material is made available to them as per their requirement on the ground floor only. There is a special toilet block on each floor.

The Institute and the staff can make use of the computer system with the internet at their seating places. The computer laboratory connected in LAN is open for the students, the office computers which are also connected through the LAN is consisting of the all the required software making work easier and are restricted to use only by the appointed office staff. The college website is developed and regularly maintained by the in-house team. Anti-virus software is purchased and is renewed annually for the smooth working of all the computers in the institute.

The total teaching-learning process is student-centered. The college teachers make their lectures more students centered by making the use of various lecture methods like a case study. Especially the key aspects are narrated through the help of ICT. Practical lessons of excel are carried in the computer lab. The institution at the beginning of the year prepares the detailed financial budget. This budget is sent to the society for approval, after obtaining the approval by adopting due procedure the expenditure on such head mentioned in the budget is carried out. Building extension and maintenance, furniture repairs and maintenance, Purchases of equipment's and computers are provided for and due expenses are carried out.

The institute has a playground area 8145.2Sq. Ft. With facilities for different outdoor games. The institute also has adequate infrastructure for indoor games. For encouraging students to have active participation in physical activities; institute organizes various events for students. The college students participated in various games like cricket, volleyball, kho –kho, Badminton etc. The sports facility of the institute is handled by a faculty member designated as Sports In-charge and these facilities are made available to all the students of the institute.

The institution has a generator/backup system for any electricity supply failure or voltage fluctuation.

Pure and safe water supply at prominent places adequate number of water reservoirs is there in place.

These water reservoirs are well maintained so that they conform to the standards of hygiene and safety enforced. Activities such as fumigation and pest treatment are conducted regularly across all facilities.

For Security purpose of the institute three security guards are also appointed by the institute. CCTV, fire extinguisher System etc facilities are also available.

We take initiative to adopt green practices such as tree plantation, plastic-free campus, production of natural fertilizers, rainwater harvesting. We are having a variety of plants and trees like flower plants, fruit trees. The institute garden is maintained by the gardener appointed by the institute.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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: 45.75

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

2017-18	2016-17	2015-16	2014-15	2013-14
97	50	17	22	50

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

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: 1.87

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	4	0	0

File Description	Document
Any additional information	View Document

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

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: 53.75

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

2017-18	2016-17	2015-16	2014-15	2013-14
67	68	53	32	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 2.5

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

2017-18	2016-17	2015-16	2014-15	2013-14
22	0	0	0	0

File Description	Document
Details of the students benefited by VET	View Document
Any additional information	View Document

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	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 37.36

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

2017-18	2016-17	2015-16	2014-15	2013-14
21	18	12	5	12

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: 5.48

5.2.2.1 Number of outgoing students progressing to higher education

Response: 4

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: 40

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	0	0	1

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	0	0	1

File Description	Document
Upload supporting data for the same	View 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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

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

Response:

For the active participation of each and every student, Institute creates different Students Councils to improve the qualities within the students which ultimately encourages improving their soft skills and leadership qualities.

Roles & Responsibilities of Students academic & administration committees:

- Each student council has its own representative which gives a democratic process to give students a voice. They are the point of communication from the side of students and from the institution.
- This representative brings and shares student's ideas, interests and requests about academic and administrative activities.
- Students' councils help in organizing social and extracurricular events as well.
- The respective student council representatives are involved in planning and execution of social

events, community projects e.g. Blood donation camp, organizing Yoga and meditation camp, helping people in need, raise funds for social events, etc.

- Academic & administrative committees encourage giving the students' feedback regarding events and happenings in the institute.
- These committees are responsible for organizing regular council discussions and to prepare reports so that no one can miss out anything which is going on in the college.

We have formed the below student committees:

- Cultural committee
- Sports committee
- Placement committee
- Academic committee
- Library committee

Cultural Committee:

Students take active participation in cultural activities to promote our traditions. Navratri festival, Rangoli competitions, Mehendi competitions, Ganapati festival, Traditional days etc.

Sports Committee:

This committee mainly encourages the students as well as teachers to take part in various sports activities. The respective representative always looks into the good health and better mental and physical condition of students and faculty members.

Placement committee:

Mainly this committee helps to arrange lectures of respective subject's mentors or specialized persons to give guidance regarding placements which can make them more confident. This committee encourages developing soft skills, presentation skills, leadership qualities etc. which can enhance their employability.

Academic Committee:

This committee mainly shows what changes can be done according to improve academic experiences, how we can introduce new techniques, student's view relating to the faculty. This committee can also suggest if students want some courses like computer basics, English speaking etc. which can help them in academics.

Library Committee:

This committee provides suggestions about the purchase of new and updates reference books for this every academic year. It also helps the Library staff in issuing and returning the books and it maintains the records of the transactions. They also help the library staff in maintaining and updating the accession register.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 6.8

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

2017-18	2016-17	2015-16	2014-15	2013-14
9	6	5	7	7

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

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 firmly believes that Alumni are the face of the institute which provides a strong identity to the institute. Alumni are the brand ambassadors who help the institute in creating and maintaining a unique and special brand name in the external world. IMR has realized the importance of maintaining a strong association with the alumni members and therefore the institute has set up an Alumni Association to strengthen the relations with its Alumni. IMR has a strong network of Alumni members and so far about 1300 students have passed out from IMR since its inception in 2001. This Alumni network is a huge source of knowledge and inputs for IMR.

To increase the interaction between IMR and its Alumni an alumni core committee was established in the year 2016 which consists of senior Alumni members. This alumni core committee helps the institute to maintain strong relations with all Alumni members. It also works as a facilitator between IMR and its Alumni and it continuously tries to improve the communication between both the parties. IMR conducts

regular meetings with the members of the Alumni core committee. Through these meetings, the Alumni members share their suggestions and inputs for the overall growth and development of the institute.

The institute has also included an Alumni member in the College Development Committee of the institute who provides his contribution in the overall strategic planning and decision making of the institute.

Along with these meetings with the Alumni Core committee members, every year IMR organizes an alumni meet where all the Alumni members are invited. This alumni meet is called 'Smruti'. This alumni meet is a platform for all alumni members to get together, interact with other Alumni members and provide their inputs for the development of the students and the institute.

The Alumni association of IMR has been significantly involved in various programs of the institute. The Association always takes part in various activities related to the development of the institute.

Some of the activities conducted by alumni association are as follows:

- Planning and execution of events related to the curriculum as well as extracurricular activities.
- Alumni Association cooperates to arrange various social work initiatives such as some events e.g. Blood Donation Camp, tree plantation, and annual cultural day.
- Alumni members continuously provide job opportunities and internship opportunities for current students.
- They share their experiences with current students by taking seminars, delivering guest lecturers as per their area of expertise, which provides excellent knowledge to the students about the current trends and expectations from the industry.
- Alumni members also provide mentorship and career guidance to the current students and provide them information about the various new career options in various specializations.
- Alumni members provide information to the faculty members and students about the various opportunities in the field of research and innovation.
- In this way, Alumni members are a valuable asset for IMR and they provide a wonderful contribution to the overall growth and development of the students and institute.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

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

Response: 3

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

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 Provide Leadership to the Global Corporate World.

Mission: To create & develop competent and knowledge-based young managers by imparting them a quality education.

The Institute has worked for the upliftment of the masses representing various strata of society. The majority of students belonging to economically and socially weaker sections is high in the institute. The Institute works on the basis of inclusive education i.e. education to all, the Institute extends all facilities to the students belonging to socially & economically weaker section students.

The organizational structure of the institute follows the decentralized approach for inclusive governance. The decentralized structure of the institute involves the statutory bodies like Governing Body, CDC, Director, other functional committees, teaching, and non-teaching staff to offer essential services, statutory services and supporting services in effective and proficient manner with the participation of all the stakeholders.

The participative and democratic nature of governance considers stakeholder interests and establishes and maintains an appropriate relationship. For a management institute, the stakeholders are Management, Teaching staff, Non-teaching staff, Students, Alumni, Parents, and Employers.

The Institute provides an environment which is conducive for faculty growth and empowerment by giving them representation on various bodies. The top management provides academic leadership to the faculty members by involving them in planning, implementation, and evaluation of the plans and policies. The vision of each individual regarding the Institutes' growth is valued.

The Director of the Institute who represents academic leadership assigns roles and responsibilities to the institute's staff members for various functional committees, event coordination. The Institute gives a platform to the programme coordinator and the head, academics to design, evaluate and implement institutional policies regarding academic and administrative activities.

The institute promotes participative management at various levels for the overall growth of the institute. Faculty, Staff, and Students are encouraged to contribute through participation. Participation of the teachers in the decision making bodies To increase the involvement and feeling of ownership efforts are made to involve teachers in decision making regarding all the activities of the institute. New ideas, innovations or best practices of other institutes are discussed and customized in order to have the desired results for the institute.

Faculty members are invited to be a part of the CDC and GB of the institute. Faculty members are encouraged to be part of BOS, Staff Selection Committees, LIC member, CEO, External Senior Supervisor

etc, They are also encouraged to be a Convener, Coordinators of Conferences, Workshops, Seminars, Cultural Committees, Sports Committees, etc.

IMR strongly believed this Institute is student-driven which results in their overall development and belongingness about their institute.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The management of the Institute believes in participative management and strives to bring in excellence by the structured organizational system with the involvement of all the stakeholders. Various stakeholders of the institute are the members of the statutory bodies and their meetings are conducted regularly.

The Institute collects feedback from all the students on teaching, curriculum and support services. The feedback from employers and alumni are used to improve the overall performance of the institute. The Director who works closely with the administrative team comprising faculties, co-coordinator, and senior teachers, offers effective leadership by setting values and participative decision-making process, coordinating the academic and administrative aspects.

The Institute promotes a culture of participative management at various levels. The Institute involves its stakeholders in important decision making and management process. The Governing Body, the highest policy-making body delegates all authority of implementation to the CDC Chairman and Director. Employers can participate by offering their expertise for Institute management.

The Institute ensures participative management through a number of strategies: -

- Strategic plan for the activities of an academic year is formed out by the Director in consultation with the various committees.
- Consultations are sought from the faculties in decisions making related to curriculum, teaching learning and assessment processes.
- The non-teaching staffs take care of the smooth running of the administrative system in collaboration with the teaching staff.
- Teaching and non-teaching members are included in different committees like Academic, Anti-ragging, Co-curricular and Examination Committee.
- Class representative leads to all the activities like Sports, Cultural and Intra-Institute activities etc.
- Feedback from alumni is collected for the improvement of the services provided.
- Decentralized structure of the administrative system of the Institute in planning and implementation of all activities has developed an atmosphere of co-operation, sharing of knowledge, innovations and empowerment of the staff.

- Empowerment of the faculty members and staff is ensured as they are included in various committees. Thus, they can play active role in policy making and its implementation.
- The Institute promotes the participation of students, faculty and staff in all curricular, co-curricular, extra-curricular, community development & Social works.

Director and Faculty meet every month to discuss academic initiatives, students and faculty development and administrative support required for all the activities. Director interacts with the faculty regularly to convey the policies and take the related feedback. Director takes the review and monitors the overall functioning of the Institute.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

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

Response:

IMR has a perspective plan on the continuous qualitative teaching process. Further Management works to elevate the strategic process to increase overall student strength for MBA program. IMR proposed in IQAC meeting that the Alumina Registration should be done. Faculty Development program, national Seminar, and lectures to be organized in each year. Institute is also planning to start a Doctoral program in various streams of management. After successful completion of NAAC, we will apply for permanent affiliation of SPPU & also apply for autonomy so that we can offer various industry-based courses which help our students to become business leaders in today's business world.

Strategic plan for admission process: The institute restructured the website and made it more students friendly. Many important tabs/ information have been added to the webpage. Many new links are added to the portal for the benefit of our students.

All the efforts of IMR are directed towards enhancing the employability of our students. Along with academics as part of holistic development of our student's efforts are taken to expose them to the trends in the business environment through industry-academia interactions, industrial visits, through summer internships and through real-life experiences.

MOU with Industry:

Objectives of MOU with Industry & Academic (Educational) Institutes

1. To build a good rapport between the industry and the institute.
2. To know the requirements of the industries through industry-institute interaction.
3. To increase the knowledge of our students and faculty we have MOUs for students faculty

exchange program with educational institute.

MoU with Industry is the most preferred activity for mutual benefit and growth of industries as well as institutions. It provides the best platform for showcasing the best practices, the latest technological advancements, and their implementation and impact on the industry. Teaching-learning processes are improved by integrating industrial training to the students which also provides exposure to the corporate world. It also promotes the development of entrepreneurs which further leads to rapid industrialization and hence improved the well-being of a business field. It provides a platform for both the students as well as faculty members to be aware of industry expectations of skill sets required students.

Developed Entrepreneurship Cell:

As discussed and approved by CDC & IQAC Cell the institute started the Entrepreneurship Cell for boosting the young entrepreneur.

Placement Cell & Training & Placement Officer:-

The focus is given on the placements to our students to get placed in good companies with high packages. This impact on getting good admissions. Lots of initiatives were taken by the placement cell in the form of organizing guest lectures, industrial visits.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

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:

About Shri Shivaji Maratha Society: Our society has a legacy of 100 years in the field of education and it is committed to “Upliftment of Masses”.

Governing Council: This committee monitor and regulates the entire functioning of the SSM Society. Various important issues related to major administration and functioning are discussed in the meetings of the governing council which are held after every 3 months. Major decisions regarding various new upcoming projects in various academic institutions under SSMS are discussed during the meetings.

Working Committee: It is an apex body of SSMS. This committee monitors the progress of SSMS and recommends changes in the interest of students and Society. Major decisions & issues recommended by the Governing Council are approved by this committee.

Secretary: The Quality Policy of SSMS is controlled by transparency and accountability of our efforts and is monitored by the secretary of SSMS through a suitable combination of self and external audits.

About IMR: The democratic and participative approaches are adopted by the Governing Body (GB) & College Development Committee (CDC). Both the bodies have a representation of teaching staff. This helps to design, deploy and monitor various policies, plans and procedures for effective governance. By delegating authority to various functional committees, the GB has adopted a decentralized approach. These committees perform their activities and report to the authority.

College Development Committee: This Committee is formed by elected members, trustees and employees' representatives. It is responsible for the planning and monitoring of new projects and various activities in the institute.

CDC Chairman: The College Development Committee comprises of the Chairman appointed by the Society. He reviews the progress of the institute, gives approval to various Institutes activities, sanctions funds for procurement. He also ensures smooth functioning and timely implementation of policies.

Director: The Director of the institution is responsible for day to day academics, financial and administrative activities. He also monitors admissions, teaching-learning mechanism, and placement activities in coordination with HODs, Academic Coordinators, Placement officer & Sr. Clerk.

Faculty Members: Faculty members ensure effective content delivery through conduction of exams. They assist the Director to plan, execute and monitor the curricular, co-curricular and extra-curricular activities. They motivate students, plan, perform and monitor various activities for the improvement of students. Faculty members adhere to quality policies of the institute and work towards achievements of goal and work towards the research and development activities.

Librarian: The librarian takes initiative in planning and development of the Library. She also decides the scheme of classification for documents related to the library. Librarian along with library staff executes all the library related processes and activities in consultation with Director.

Grievance Redressal Committee: The committee gives a listening to all complaints which is register through class coordinators and any grievance to Academic head, Grievances if any related to service conditions are reported to Director and appropriate action, is accordingly taken.

Our Institute is affiliated to SPPU hence, our services, rules regulations are as per University Statute, University Act.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

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

Response:

Different Committees Approving the Programs/Activities:

At SSMS' IMR after Composition of IQAC cell, the events and activities are planned and put forth in the College Development Committee. After the sanctioning of the event/activities by CDC then again the IQAC executives the event.

The effectiveness of various bodies/cells/committees is evident with an example of an event organizer, the National Level Seminar on “Innovation and Emerging Global Trends in Management”. It was held in association with Savitribai Phule Pune University, Pune on 16th and 17th February 2018. A total of 30 participants took part in the two days National Seminar.

All the committees operate as per the standard operating procedures. Before conducting any activity, detailed planning is done. Responsibilities are attributed to various faculty members as per requirements. If an external expert or guest is invited, all communications are carried out well in advance to finalize the schedule.

The different committees were formed for the planning and implementation of different activities of the

National seminar as an Event Core Committee, Stage committee, Registration committee, Campus Decoration committee, Refreshment committee, Student Attendance committee, Anchoring committee etc. The tasks were distributed among the committees which consisted of faculty members as well as students from the institute so as to carry out the activities and to run the whole program smoothly. The registration committee is responsible for registering the delegates. The stage committee looked after the overall arrangement on the stage before each and every session. While the sessions were going on, report writing committee was responsible for taking notes of the discussion topics and accordingly event in-charge prepares Press note and further forwards it to print media. Student Attendance committee is responsible for maintaining discipline. They were also looking after the authenticity of the participating members. During the event, the food arrangements for participants, guests, and all the organizing members are made by food Committee. The overall planning and execution of the event are meticulously carried out by the core committee.

About the Seminar: Innovation continues to be essential to the development of society, to business growth, and to maintain the competitive advantage within markets. It is a way to provide accessible and affordable solutions to meet ever-shifting consumer needs. Exemplars from around the world clearly depict the role played by innovative solutions in increasing economic growth and improving standards of living. Globalization is also proceeding at a rapid pace, and global competition is intensifying as a result. This poses tremendous challenges for companies as well as economies. To maintain an edge in innovation on the international stage, companies need to utilize their global knowledge network as efficiently as possible. The seminar aims to explore innovation and trends in Management that span across different sectors. It is important to understand the logic behind these trends, how they redefine industries and how one could use them to create breakthroughs in business dynamics.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

SSMS's IMR always takes care of faculty and staff for providing facilities for the well-being of employees. The Management of the institutes understands the importance of successful implementation of staff and faculty welfare is as the moral responsibility.

1. Our institution promotes research culture and motivates teachers to undertake research projects, participate in seminars and conferences. Similar encouragement is given to organizing seminars and workshops in the college.
2. Our institute offers complete autonomy to the faculty to be engaged in the university examination duties such as paper setting, assessment, and moderation. On Duty, leaves are liberally sanctioned for University work such as selection committees, LIC committees, Flying squad, Paper

assessment, and senior supervision. Duty leaves are also sanctioned for participation in seminars and conferences. This provides sufficient motivations for the teachers to work in a stress-free environment.

3. Free medical checkup for newly joined teaching and non-teaching staff, guidance about healthy eating habits and diet, training for Yoga and meditation are some of the healthy practices provided by our institution.
4. The Staff Development Program / Faculty Development Program is conducted on regular basis.
5. Peons wear uniform given by the institute during their regular work duties. Two sets of uniform are given and the charge is borne by the institute.

Faculty:

- A computer with internet connection is provided to every faculty member.
- A shared printer is available to all faculty members.
- Faculty development program conducted on regular basis.
- Office stationery provided to a staff member after filing requisition form.
- For professional development teaching /Non-teaching staff send to various colleges/University, For the University work, Paper assessment, Paper setting, Syllabus review work.
- Providing encouragement to staff for publishing papers for doing research.
- The Institute encourages staff for their academic enrichment. By making them participate in Orientation programmes in Seminar and Workshop.

Common Welfare scheme:

- The institute is providing I-Cards to faculty members.
- First Aid facility is available.
- Proper care is taken for the security and safety of the staff member and their belongingness.
- During the working hours, breaks are available.
- Safe drinking water, proper parking facility is available.
- Specialized security and guards are engaged for security purpose.
- Separate seating arrangement with table, chair, cupboard, and PC is available to every staff member.
- Centralized Printer and Xerox machine are available to every staff.

Leaves:

1. For home, emergency work faculty members are permitted.
2. The Institute allows women employees to avail maternity leave as per government rules.
3. Compensatory off is given to the staff if they work on the holiday.

Events :

- Birthdays of all staff and faculty members are celebrated.
- Achievement of all staff and faculty members are celebrated.
- Festival /Cultural activity celebrated with staff and students with great joy and happiness.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

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: 0.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

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: 20.67

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	1	0	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
Details of teachers attending professional development programs during the last five years	View Document

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

Response:

One of the important resources in providing quality in the higher education system is human resources. This includes teaching staff and non-teaching staff. IMR identifies, utilizes and develops such resources for the development of students. It helps in providing sustainable quality education. The cycle of this activity starts with the planning of Human Resources, Recruitment, Performance Appraisal, and Professional Development Programs, feedback and analysis all ensure that they are utilized to develop strategies to upgrade the professional competence of the staff through various mechanisms evolved. In the institute, efforts are continuously made to enhance the professional development of teaching and non-teaching staff through strategies for empowerment that includes training, retraining and motivating the employees for the roles and responsibility they perform. The institute has a performance appraisal system that ensures the information on multiple activities being appropriately captured and considered for better appraisal. Its aim is to evaluate and encourage the staff members in their improvement. The outcome of the performance appraisal is the development of efficiency in fulfilling the aspirations of the students and greater commitment to the teaching-learning process. Efforts are made to upgrade the professional competence of the teaching and non-teaching staff.

A. Faculty members are encouraged to attend Seminars, Conferences, Workshops, Faculty Development Programs organized by other institutions.

B. Institution encourages the staff to become members of professional bodies and participate in their programs.

C. Training programs are organized for non-teaching staff. They are also motivated to pursue higher education in the field of their interest.

Details of the Performance Appraisal System:

A. At the end of each semester, filled-in feedback forms are collected from the students about the faculty engaging the class, which evaluates about teaching methodology, creativity, and level of understanding.

B. The self-appraisal form is filled in by the teaching and non-teaching staff. Analysis of feedback is done by Director of IMR. Written feedback is given to individual teaching & non-teaching staff. Besides the written.

C. The faculty's feedback forms are collected every semester. Analysis/action are taken and conveyed to faculty members in the oral & written format.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Shri Shivaji Maratha Society is the parent body of the Institute of Management and Research. Shri Shivaji Maratha Society ensures that the mobilization of the fund must be in the utmost useful manner for the benefit of the Institute and SSM Society.

Director, Faculty Members and Accounts Department prepare and propose the budget at the beginning of every year. Accounts Department defines and monitors the limit of budget. The Financial Budget includes all the necessary expenditures needed an institution such as salary (Teaching and non-teaching staff), Physical Facilities, Academic Support Facilities, other expenses like library purchases, funds for Annual Programs, Guest Lectures, Industrial visits, Alumina Meet etc.

An Internal approval system for all expenses is in place. Accordingly, bill/voucher is recommended by the proposer and approved by the Director. For Necessary expenditure, if required, approval of College Development Committee (Previously known as Local Managing Committee) is taken. Every detail is discussed and briefed to the internal audit team and queries are raised, if there is any discrepancy. After the Internal Audit, the report is prepared by the Internal Auditor and handed over to the director and Secretary of the SSMS. Each and every element is discussed in College Development Committee (Previously known as Local Managing Committee) and curative options are considered. An external Auditor is appointed by the Institute to execute the statutory audit who audits all the accounts yearly. External Auditor verifies all receipts & expenses bills and payments of the Financial Year. After conducting an audit of the institution, financial auditor issues statutory audit report along with discrepancies, (if any) to the Director and Management for further action. Then audited report is submitted by a Chartered Accountant to the

Institute.

The audit reports are sent to the society and the copy is uploaded to various regulating authority such as Shikshan Shulk Samiti, AICTE, DTE, and Savitribai Phule Pune University. External audit is carried out once in a year. Our institute maintains books of accounts regularly and presents before the Local Management Committee/ College Development Committee for primary approval.

In addition to statutory financial audit separate mandatory audit is conducted for different grants and financial assistance received under Quality Improvement Program (QIP) of Savitribai Phule Pune University & and The Board of College and University Development. For the disbursement of scholarship offered by a government, institute submits its documents such as Utilization Certificates to comply with their documentation process in the form of certificates to the concerned Departments.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

Response:

IMR, an institution of Shri Shivaji Maratha Society has an AICTE and DTE approval; it has an affiliation with Savitribai Phule Pune University. The Institute is permanently Un-aided Private Institute, there is only one and one income source for the Institute, i.e. fees collected from students. The amount of fee is regulated by Fee Regulating Authority, formerly known as *Shikshan Shulka Samiti*. The fee amount is based on total admissible expenditure divided by a number of students. The Fee Regulating Authority has formed certain norms and regulations beyond which the Institute cannot charge any more amount. The students from the Institute are eligible to receive different grants and scholarships provided by Indian government bodies (Samaj Kalyan, SC/ST/OBC etc.).

The Institute collects appropriate fees from students of categories indicated in Government Resolution.

These fees are getting reimbursed by the Department of Social Welfare, Director of Technical Education and Tribal Board. The major part of fees collected is utilized towards the salary of Teaching Staff and the part percentage is utilized for salaries of Non-teaching Staff. All other expenses are incurred from the collection of fees.

However for conferences like International, National Conferences / Seminars & FDP we do get grants from Savitribai Phule Pune University. Equipment Grants have also been provided by Savitribai Phule Pune University for infrastructure up-gradation.

Following is the process of Fund Mobilization & utilization in IMR:

Major Financial decisions are taken by the Institute's Local Managing Committee/College Development Committee and Governing body in consultation with the director and staff members.

The funds received from SPPU on account of the conduct of examination (semester wise) are being distributed amongst the teaching and non-teaching staff involved in the examination process.

For every year in the budget the provision of expenses on Infrastructure Development, Organizing Sports and cultural events, placement activity, Industrial visit, equipment expenses, and student welfare, Library expenses, Computer Lab expenses have been made.

The Institute requires funds for different purposes and different requirements. The institution requires funds for remuneration of teaching and non-teaching staff, daily expenditure, purchases of equipment/books/journals, expenses, repairing and maintenance of equipment, other expenditures to run the institution, affiliation, and accreditation fees, different programs organized by the institution for students etc. The source of earning for the institution is mainly the fees received from the students. The parent organization Shri Shivaji Maratha Society provides the funds and makes the ends meet if there is a shortfall.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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:

The institute has formed the Internal Quality Assurance Cell (IQAC) on 16, September 2017. Since its inception, the internal quality assurance cell (IQAC) of the institute has been working on developing quality and focusing on the development of the institute.

Prior to the academic year, 2017-18 internal Academic Committee was planning various activities. Periodic meetings were held to monitor the progress made towards the achievement of higher standards in education by the institute.

IQAC has recommended & conducted FDP on “QIF- A Key Towards Academic Excellence For NAAC”, & Innovation and Emerging Global Trends in Management under (QIP).

Institute has been ensuring the continuous improvements in all the academic and operational aspects of the institution through IQAC. The Institute has also implemented best practices which have contributed to achieving the institutional objectives and to the improvement of quality.

The details are as below;

1. Student-centric Teaching learning Pedagogy.
2. Mentor-Mentee program—strengthening the relationship with students
3. Knowledge Sessions / Guest lectures by industry experts
4. Encouraging and conducting research related activities.
5. Strengthen relationship and interaction with industry and industrial organizations.
6. Formation of Entrepreneurship Development Cell
7. Initiating Alumni registration with Pune Charity Commissioner
8. Organised seminar on Innovation and Emerging Global Trends in Management under Quality Improvement Program (QIP)
9. IQAC is also contributing a significant role in quality improvement and has regularly conducted its meetings, organized seminars and submitted its IQA and filling the accreditation form for NAAC in the upcoming year.

There are many initiatives taken by IQAC among them given below.

1. Quality Improvement Program (QIP) for Faculty by organizing a Faculty Development program.
2. Formation of ED Cell.

IQAC works for the improvement of academic quality which is managed through regular meetings and every development plan is prepared accordingly. The FDP, workshops, guest lecture are undertaken as per the norms of Savitribai Phule Pune University, Government of Maharashtra and UGC.

a) The decision taken by the IQAC is duly approved by the management. The decisions pertaining to the FDP and conferences were actually implemented.

b) The IQAC has external members on the committee. They are alumni and industrialists who have contributed in terms of suggestions and recommendations.

c) The college undertakes the effective implementation of the programmes scheduled by the IQAC. Programmes such as Soft Skill development, Remedial teaching, certificate courses for students.

The quality assurance mechanism is initiated by the college that helps in bringing out the required quality checkup. Further, it also assists in the improvement of all policies relating to the teaching and research activities of the college. This has added to the better results in the areas of the research. The IQAC thus helps in bringing out the better results and academic growth of the institute.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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:

Focusing on the process of the teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals, the IQAC identified the need to reform teaching-learning by making it more application oriented. Along with traditional lecture methods supplementary students centered learning and self-learning strategies have been initiated, i.e. EBSCO, J-GATE & NPTEL facility has been set up in the library to promote research-based self-learning habit in students.

The IQAC facilitates the timely results of all program, remedial lectures are conducted for weaker students. Importance is given to independent learning and communication skills. The communication skills are assessed by means of presentation and self-learning in the practical examinations of the students. Bright students are given motivation by the faculty as suggested by the IQAC. IQAC encourages continuous assessment and evaluation of the students and timely feedback is taken from HOD/Class Coordinator. A proper feedback analysis is done by Class Coordinator and action is taken in the form of extra guidance and remedial lectures. Additional guidance to the students is encouraged by the IQAC through the organization of guest lecturers in the institute.

IQAC has focused on the preparation and strict implementation of Academic Calendar. The instructions are given to the faculty members to improve the teaching-learning process whose feedback is not up to the expectation/benchmark defined by the director. Efforts of the faculty are appreciated whose feedback meets defined expectation. The complete process is monitored by the director of the institute and summary of the feedback is reported to the Director through IQAC. The faculties attend 'Faculty Development Programs' (FDP) of different subjects frequently to improve their skills and domain knowledge area. The institute encourages faculty to attend such workshops to understand the learner-centric Pedagogy. For the change in syllabus, SPPU arranges such workshops along with the other institute to train the faculty for understanding the minute details of the syllabus.

A. Updating the course file:

The faculty members used to follow the course file format with few parameters. However, IQAC chairman after having studied the NAAC requirements suggested imparting quality in the course file contents up gradations. A refined table of contents for the course file was suggested. In the previous course file, few parameters were included which focused on the Academic calendar, concurrent evaluation parameters/internal marks, Timetable, Syllabus, Course, and notes.

B. Presentation of SIP:

As per the discussions in the meeting of IQAC the students of SEM III who undergo SIP need to prepare a proper presentation for their projects with help of their project guides. They also need to explain the practical knowledge they gain through this Sip.

C. Participation of Students in Cells:

IQAC also focuses on the student's participation in the various cell, like ED Cell, Placement Cell, Discipline Cell. It also motivates the students to organize events individually to make them confident.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 0.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

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 Education:

The institute offers quality education to PG, to take care of the need of students in Management education. The institute provides a value-added program like Career Counseling, Soft Skill Development, and Guidance in Competitive Exams etc. along with hands-on training to enhance technical and managerial skills of students.

The institute has Entrepreneurship Cell, Placement cell, for not only increasing employability but to promote startups by the students. The institute conducts the workshop, guest lecturers for students, in addition to the SPPU curriculum.

The institute presents summer/winter internships, special sessions for placement and entrepreneurship development.

Higher/Competitive Education Guidance:

Institute promotes students for higher studies and competitive examinations by counseling and conducting preparatory classes for Competitive Examinations. Institute motivates and supports staff and students to visit industries, industrial exhibitions, and research centers. Institute provides the platform to faculty members for higher studies and research through the development of in-house research facilities, MoUs with academia and industries.

Institution's Traditions and Value Orientations:

Institute organizes traditional programs such as cultural events, sports events, Teacher's Day, Shiv Jayanti

and has also named the Gardens in accordance with famous ladies who contributed to the society.

At PG level, the students are motivated to take participation in University level project exhibition, seminars, and conferences. The students are promoted for value-added programs such as summer internship program and on job industry training.

Social and ethical values:

Every year, institute organizes regular health check-up, No Vehicle Day, Swacha Bharat Abhiyan etc. Every year institute participates in community development activities.

The Vision for Future:

- Accreditation by NBA.
- Academic autonomy from the University Grant Commission (UGC) 2f & 12B.

Role of top management, Director and Faculty in design and Implementation of its quality policy and plans.

- The top management, Director and faculty work together for design, drafting and implementation of its quality policy.
- The institute has two apex bodies, GB and CDC responsible for finalization and review of its quality policy.
- As members of GB and CDC, the representatives of different stakeholders are equally involved in the design of quality policy.
- The Director, HOD (Academic Head), senior faculty members initiate the thought process and invite suggestions from faculty members through HOD (Academic Head) & Class Co-ordinator.
- The Director gets ready the draft of quality policy considering the suitable suggestions and recommendations given by the faculty.
- In the capacity of member secretary of CDC, Director forwarded the draft before CDC for the approval.
- CDC forwards its recommendations to GB. GB determined the quality policy and instructs Director to plan for its implementation and execution.

After the formation of IQAC in SSMS's Institute of Management & Research on 16th September 2017. Since then efforts have been more efficient and well- coordinated across areas for a common purpose. The areas within the NAAC committee /IQAC which have progressively improved are as follows:

Year	ISO Certification. (Yes/No)	ALUMNI	SEMINAR	STUDENT TRAINING	NAAC BUDGET	FDP	INDUSTRIAL	CCTV	INTER-NET	WI-FI FACILITIES

	(No)	MEET		G PROGR T AMME		VISIT		WITH HIGH SPEE D		
2017-18	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
2016-17	YES	YES	NO	YES	YES	NO	YES	NO	YES	NO
2015-16	YES	YES	NO	YES	NO	NO	YES	NO	YES	NO
2014-15	YES	NO	NO	YES	NO	NO	YES	NO	YES	NO
2013-14	YES	NO	YES	YES	NO	NO	YES	NO	YES	NO

1. Academic Process (Teaching & Learning): The criteria for concurrent evaluation is decided before the commencement of the semester duly mapped to the course objectives(Cos). This has helped to ensure that all different facets of development receive their due attention.

2. Administrative Process: Systematic admission process is formulated with complete care that no students should suffer. The documentation is well compiled and kept ready for the statutory authority for verification.

3. Research:

1. Faculty Development Program on “QIF- A Key Towards Academic Excellence For NAAC was organized by the institute.

2. Organized seminar on Innovation and Emerging Global Trends in Management under Quality Improvement Program (QIP).

4. Infrastructure: Licensed software from Microsoft on Windows 10 has been installed. More computers with updated software were purchased. Installation of CCTV Cameras, Upgradation of ISO Certification, Increase in Internet Bandwidth and created Wi-Fi zones in the campus.

5. Students Support:

As we have a good number of admission from last few years many activities like guest lectures, workshops, industrial visits, and ED cell has been formed. The alumina Registration process has been initiated. More focus is given on campus placements.

6. Collaborations: We have evaluated the benefits of collaborations and have rapidly entered into collaborations with the relevant organization with a view to creating a win-win for both parties. We have signed MOU with educational institutes and industries. We see great merit in it as it will help us get access to the evolved individual to share experiences with students, help in internships and placements and a variety of other initiatives that can help bridge the industry and education.

File Description	Document
Any additional information	View Document

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: 9

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	1	1	1

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	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:

a) Safety and Security

Institute has installed Closed Circuit Television (CCTV) Cameras at various places to observe the daily activities. CCTV covers the important areas like Classrooms, administrative office, the entrance of the institute's gate, library, Computer Lab and Seminar Hall. To provide a safe and secure environment CCTV observations are kept active 24x7. To avoid unfavorable incidents like ragging, misbehaviors and thefts CCTV security helps a lot. CCTV helps to provide a safe environment for girl students. Because of continues surveillance, peace and order are maintained at the campus and corrective measures can be taken by institute if something suspicious happens. CCTV also makes sure to keep the assets of Institute safe and secure.

Anti Ragging Cell and women's grievance cell are formed to provide the security to students and staff against any unfair means. For the safety of girl students, we display police helpline numbers on campus. At

the time of cultural events, ladies staff accompany them all the time. First aid box is kept at the office too if any medical emergency occurs. Students and staff can use this medical kit whenever they want. Security is appointed at the entrance gate 24/7. Records are maintained properly in registers if any visitors are visiting the campus. Institute Identity cards are mandatory for all the staff and students in the campus area. Institute has installed fire extinguisher at adequate places for any emergency.

b) Counseling

Apart from classroom teaching faculties are engaged in personal counseling of students. A Counseling room is available at the institute to keep it confidential and comfortable for students. Many times students need guidance regarding their personal issues. We have maintained a very friendly environment between faculties and students so they feel free to share their issues and seek help. Every year one faculty is assigned as Class Coordinator so he/she can communicate to students for anything regarding academics. Class Coordinator also monitors the attendance of students and also measures academic performance. Under the Mentor-Mentee program, one faculty is assigned, 15-20 students. So that faculty can provide guidance and support for emotional as well as professional problems. Mentor faculty communicates with the students for their personal concerns. This faculty guides students in their personal and professional problems. Institute has appointed a doctor to counsel students regarding the sensitive issues.

c) Common Room

Institute has two separate common rooms for girls and boys. To provide a comfortable environment at institute common rooms are provided with facilities like chairs and tables, a mirror. Students can study as well as do some group activities in these rooms. Students cannot use common rooms during the lecture hours as well as at the time of the institute's events. In free time students can rest in these rooms comfortable. Ladies staff takes frequent round to the girl common room to check the environment and cleanliness of the room. Male staff also monitors the activities and cleanliness of boy's common room.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Response: 27.48

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

Response: 12000

7.1.3.2 Total annual power requirement (in KWH)

Response: 43676

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 5.39

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

Response: 1260

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 23364

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

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

Response:

Waste Management Steps

To create awareness among students about environmental issues, courses are included in the curriculum. In addition, students are sensitized through poster making activities portraying themes like waste management, pollution, cleanliness etc. Every attempt is made to make the campus eco-friendly by proper waste management. There are separate procedures for solid waste, liquid waste and e-waste management.

Solid Waste Management

Institute is having proper waste management facilities on the campus to save the environment. Dry waste and wet waste from canteen is collected separately and deposited into garbage then Pune Municipal Corporation collects it on daily basis. We promote and follow plastic free campus drive throughout a year. Institute has provided dustbins at various locations to collect solid waste like a paper waste, wrappers, and

garbage. Housekeeping staff cleans the classrooms, laboratories. Towards the efforts for carbon neutrality, dry leaves and waste papers are not allowed to be put on fire in the campus. The Institute has carried out plantation drives to make the campus green. Scrap papers are collected and sold to the local vendors for recycling. Compost is an organic matter that has been decomposed in a process called composting. This process recycles various organic materials otherwise regarded as waste products and produces a soil conditioner. Compost is rich in nutrients and it is used for garden and green. The compost itself is beneficial for the land in many ways, including as a soil conditioner, a fertilizer, addition of vital humus or acids, and as a natural pesticide for soil. In ecosystems, compost is useful for erosion control, land and stream reclamation, wetland construction, and as landfill cover.

At IMR Institute leaves of various trees and other compostable waste is collected in one large tank and it is left for decomposition. After it is converted into compost we use it for a garden.

E-waste

Used electronics which are intended for reuse, resale, salvage, recycle, or disposal are also considered e-waste. The hazardous E-waste materials like Cables, CD, cables, SMPS, Monitors and, RAM, motherboard are kept with us in the storage room. All the items mentioned above are then given to scrapping agency. Due to advancement in technology, various types of electronic gadgets are being manufactured and marketed. These products become outdated after a few months or years. Since these products contain some kind of hazardous materials like lithium, lead, zinc, etc. improper disposal of these products is harmful for living beings E-waste management is done by collecting all the electronic waste generated in the institute premises at a central storage space allocated for the same and sent for recycling through an E-waste recycler.

Liquid Waste Management

Used water in washroom/toilet can harm the environment as well as human health if not managed properly. Used water directly connected to the septic tank. Tank outlet is connected to the main drainage line. The special staff has been appointed by the institute to clean the toilets regularly. Institute provides all the necessary types of equipment for cleaning and hygiene of the campus.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Water scarcity is a serious problem throughout the world for both urban & rural community. The Institute is having a rainwater harvesting system within the campus to increase the ground water level. Rainwater from the roof of the institute building is collected by pipes and allowed it to percolate in the pit hence in

this manner we increase the water level for bore well. Terrace area of the building is approx 4,420 Square Feet from which we collect the water. The average rainfall percentage in Pune city is 484.4 mm.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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:

Shri Shivaji Maratha Society's IMR always has taken initiative to adopt green practices such as tree plantation, reduce paper use, plastic-free campus. We took steps regarding green practices on our campus to improve students awareness about using bicycles avoiding plastic uses. We take continuous efforts to maintain the greenery at the campus by planting trees and plants every year. We have deputed garden staff to take care of the greenery with all the necessary tools. We are using natural recourses and traditional methods to conserve the garden like bio-composting and vermicomposting. Natural fertilizers are used to grow the garden. We have different types of flower plants as well as trees like fruits, medicinal, air purifying. These plants help us to keep the proper eco-balance by producing pure oxygen and reducing Ozone depletion. Green landscaping improves aesthetic qualities to our campus which provides a peaceful and pleasant teaching-learning environment.

The Institute is situated in the heart of Pune City. Due to the location, the advantage of the Institute is connected by main roads, it is having good accessibility of buses. Many of our faculty, staff, and students prefer to travel using public transport service helping to reduce pollution. Every year one day is observed as No-Vehicle Day/Bicycle day and no cars and bikes are allowed in the Institute premises. These kinds of initiatives help reduce air pollution, fuel scarcity, and energy consumption. We are trying to implement paperless office concepts in our daily routines. We use digital communication mediums like email, what's app group to inform staff and students about notices and other information which reduces the uses of papers. We have created official email groups to keep the communication paperless. Pedestrian friendly roads encourage people to walk rather than drive. We promote the Plastic-free campus to sustain the environment and natural visuals. The dustbin is kept to collect different types of waste so campus will be clean and the greenery will not be affected by the hazardous effect of plastic and other waste.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 11.08

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)

2017-18	2016-17	2015-16	2014-15	2013-14
0.0128	5.03	9.59	6.16	4.00

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

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)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

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

Response: 13

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	2	4	2

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

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

Response: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Report of the event	View Document
Any additional information	View Document

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

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

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

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 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

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

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: 13

7.1.17.1 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 year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	2	3	2

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

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

Response:

Shree Shivaji Maratha Society's Institute of Management and Research celebrates different National festivals and birth & Death anniversaries of great personalities to promote a sense of patriotism and consciousness about the contribution of these great personalities in nation-building.

Republic Day and Independence Day:

Every year the institute celebrates Republic Day and Independence Day where all staff and students gather on the ground for flag hoisting. The program starts with Flag Hosting at the hands of Chief Guest followed by National Anthem and "Vande Mataram" Song. Guest Lecturers on current issues and patriotism were organized.

Mahatma Gandhi Birth Anniversary

Mahatma Gandhi is referred to as Nation's Father who devoted his whole life preaching Truth and following Ahimsa. The Institute organizes different activities on the next day like 'Swaachh Bharat Abhiyaan' and poster competition, we conduct "Clean Campus Drive" in which students and staff willingly participate in sweeping and cleaning at the institute campus area.

Shivaji Maharaj Jayanti

Shivaji Maharaja was a great Maratha warrior and administrator who is indeed a source of inspiration to our youth and to all Indians. Institute celebrates Shivaji Maharaj Jayanti every year on February 19 where we conduct many events followed by the speech of students and Chief Guest of the Program. We have a very nice statue of king Shivaji at the entrance of our campus. Our staff continuously takes care of this statue in terms of cleaning.

Teachers Day

Since 1962 the day commemorates the birthday of Dr. Sarvepalli Radhakrishnan, a great teacher and believer of education, known for his contribution towards the education system in India. We celebrate teacher's day every year where our students organize the whole program for the teacher. Students pay respect and love through the speeches, poetry and by making greeting cards.

Birth Anniversaries of Rajmata Jijau and Swami Vivekananda

Jijabai Shahaji Bhosale born on 12th January is known as Rajmata Jijau. She was the mother of Shivaji Maharaj, founder of the Maratha Empire. She represents a very strong and noble woman who inspired Shivaji to dream about building the empire. On the same day, Swami Vivekananda was born. He was a key figure in the introduction of the Indian philosophies of Vedanta and Yoga to the Western world. This day is

Savitribai Phule Jayanti

Savitribai Jyotirao Phule was a social reformer in Maharashtra. Savitribai Phule Jayanti is her birth anniversary and it is annually held on January 3. In 2017, it was the 186th birth anniversary of Savitribai Phule. She was born on January 3, 1831, and she along with her husband, Mahatma Jyotirao Phule, played an important role in women's education in Maharashtra. She also ably supported her husband in his social reforms. She is also a pioneer of the modern Marathi Poetry.

File Description	Document
Any additional information	View Document

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

Response:

The Institute of management and Research adopts total transparency in all financial transactions. The other academic, administrative auxiliary functions are carried out with total transparency. The financial budget is prepared by the institute activities at the commencement of the academic year. The said budget is approved by the Governing body, CDC members and working committee of Shri Shivaji Maratha Society. This budget is implemented in the academic year. The budget is published in the annual reports of the society. The financial transactions are carried out after obtaining permission from the competent activities of the Shivaji Maratha society.

The norms laid down by the government activities, Savitribai Phule Pune University & UGC are followed by the Institute. The academic and administrative functions are carried out as per the academic calendar and the curricular framed by the university. The institute is monitored by regular meetings of the teaching staff in order to obtain the feedback of curricular completion. The teachers deliver the lectures as per the scheduled time table. The students are examined by means of the tutorials, tests and internal examinations. The academic calendar is followed by the Institute staff strictly.

Similarly, the administrative work relating to affiliation, examination, admission is carried out as per the prescribed norms. By conducting the staff meeting the departmental activities are carried out. The total consulting and participative management is carried out to have the role of all concerns in the decision-making process. The administrative transparency is maintained during all the administrative processes like taking admission, filling examination forms, filling scholarship form. Admission to the MBA program is carried out through DTE CAP rounds. If any seats remain vacant the institutes invite applications for these seats and admit the students as per the merit through counseling round. Anti-ragging undertaking form is duly filled and collected from the admitted students. Biometric machine & attendance master is used for staff attendance. Leave records and service books are kept up to date.

For auxiliary functions required for student assistance like Canteen is available at the campus. Our staff instructs canteen to display recent rate card for clear and transparent transactions. For effective and efficient administration, different bodies and committees have been constituted. Roles and responsibilities of individuals and committees are clearly defined. Democratic functioning of these committees has resulted in creating a healthy work environment.

The financial transactions are carried out in the institute is subject to the regular & statutory audit. Tally software is used to maintain all financial records and transactions. The audit by a statutory auditor is carried out at the end of the financial year. Thus the Director observes transparency in all most all functions of the Institute.

File Description	Document
Any additional information	View Document

7.2 Best Practices

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

Response:

1. Practical Learning Environment:

For achieving effective & practical learning by students.

The Context: Effective learning can be achieved if practical exposure is given to an individual

The Practice: We motivate students to select small projects in industries in the field of their interest. Faculty guide is assigned to students with whom they can discuss their problems as well as progress individually. After completing the project successfully students get the certificate from the respective company as well as an institute. Industry visits are organized by the Institute for every batch. One faculty along with students visits industries from different sectors like manufacturing, IT etc. During the industrial visits, students get the opportunity to observe the real working environment of various industries. During industrial visit students get the chance to interact with industry experts. Eminent industry professionals share their views on current market situations and industry requirements. Various guest lecturers are organized by the training and placement cell of the institute. Our alumni's are working in various sectors of industries like marketing, operations, IT, finance. They are in contact with the institute and guide our current students many times. They share the updated knowledge and changing trends from their area to our current students which is a great help to our students to get a complete insight into what is happening in the industry.

Evidence of success: Improvement in understanding and confidence about the core concepts among students can easily be found. It also helps in achieving the skills required for professional practice.

- Soft Skills of students are increased
- Level of Confidence in student's behavior can be seen
- Knowledge of Business Research among students increased
- Students can compare theory and practical knowledge during industry visits which helps them to understand the industry-academia gap.

2. Sustaining environment and Bio-composting:

Goal: Sustaining the environment and promoting green Practices

To provide a pollution free campus to improve the mental health of students as well as staff

The Context: Sustainable environment and preserving nature is our sole responsibility. We have adopted and promoted green practices to protect the ecosystem. Natural fertilizers are created using Bio-compost

and vermin-compost techniques to grow the garden.

The Practice: We take initiative to adopt green practices such as tree plantation, reduce paper use, plastic-free campus, production of natural fertilizers. Institute is taking continuous efforts to sustain the ecosystem through planting a variety of trees every year. Shri Shivaji Maratha society's Institute of Management and Research Institute is located at the prime location of Pune city surrounded by the eco-friendly environment. IMR also gives importance to provide stress-free and pollution free environment to students and staff.

We give shelters to animals and birds. Green landscape is our aesthetic quality which we protect by natural resources like bio-composting and worm composting. We maintain a green landscape at our campus by dedicating experienced employees to cater it properly. We have a variety of plants and trees like flower plants, fruit trees. Because of the greenery variety of Birds are seen on campus like sparrows, parrots, crows, cuckoo bird. To give these birds a natural shelter we have provided them natural looking nests so they can have comfortable habitat. The Institute has opted route of Bio Composting the waste is collected in a pit and with the help of Bio Culture it is converted into biofertilizers which in turn is used for our own garden.

Compost is an organic matter that has been decomposed in a process called composting. This process recycles various organic materials otherwise regarded as waste products and produces a soil conditioner. Compost is rich in nutrients and it is used for garden and green. The compost itself is beneficial for the land in many ways, including as a soil conditioner, a fertilizer, addition of vital humus or acids, and as a natural pesticide for soil. In ecosystems, compost is useful for erosion control, land and stream reclamation, wetland construction, and as landfill cover. At IMR Institute leaves for various trees and other compostable waste is collected in one large tank and it is left for decomposition. After it is converted into compost we use it for the garden.

The success of Evidence:

- Our Green landscape gives a very pleasant and peaceful environment.
- Various plants and trees help in absorbing harmful gases and pollution also add to the serenity and an aesthetic sense to the area nearby.
- We have Plants like Areca palm which works as air purifiers. Azadirachta indica (Neem) is extremely beneficial to save the environment from pollution; since its inflorescence is purifying 'with its feathery crests tossing fifty feet into the sky'. Like other trees, it exhales out oxygen and keeps the oxygen level in the atmosphere balanced.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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:

Shree Shivaji Maratha Society's Institute of Management and Research aim to spread the light to imparting quality education. The vision of the Institute is to provide leadership to the global corporate world. We continuously take efforts to deliver quality education through modern and interactive teaching methods. IMR Institute has given many entrepreneurs to the world. IMR believes in creating job gives more than job seekers and tirelessly work towards imparting education and training that nurtures an entrepreneur's attributes in students. Our alumni Mr. Vivek Mishra, Mr. Omkar Gaikwad, Mr. Amey Gongle, Mr. Hrushikesh Hiremath, and Miss. Mohini Gaikwad is successful entrepreneurs and running their startups to date. Our alumni Pradip Vilas Phadatare is currently working as Director of Bhuvardhan Green Pvt Ltd. Pune. His firm works for identifying and supporting agribusiness ventures through the development of suitable, cost-effective, pioneering products and modern technologies. Our alumni Mr. Kunal Bhumkar an entrepreneur (Runs a Travel Company- Kunal Travels), Mr. Aniket Ghanekar (Runs coaching and career counseling academy- M. G. Coaching Academy).

Institute has developed ED Cell (Entrepreneurial Development) to provide guidance and motivation to future entrepreneurs. Institute continuously takes efforts to enhance the soft skills of students by arranging guest lectures, seminars on current trends of the industry, national and state conferences and workshops.

Students get an opportunity to present their ideas and research, formulate clear and significant arguments convincingly defend them through the modes of formal oral presentation, indecision and through a written assignment and essay questions to enhance creativity and competitive spirit. Students are deputed to participate in various competitive events within the institution/intercollegiate/ state and national level. Various group discussions, debates, and national and state level seminars on current topics are organized in which students explore new ideas and also get a chance to listen to the expert views of eminent professionals.

IMR Institute creates an atmosphere where our students are exposed to the challenges of corporate life, by making them interact with industry experts and our alumni students who are working at a superior level in the industries. Our various alumni are holding positions of responsibilities in the corporate world. We approach practical based learning through Academia-Industry meet as well as fruitful interactions with successful alumni through Alumni Meet, Guest lectures.

Our trust Shree Shivaji Maratha Society's motto is strengthening the needy community. Institute strictly follows this and every year we give concession in fees to the students of weak economic background. We are providing a quality based professional education in the most economic fees which are affordable by most of the people. We take continuous efforts to provide all the government scholarship and other benefits like free-ship and EBC schemes to our students so students from lower class can pursue higher education.

Institute is a part of Shree Shivaji Maratha Society which is having a legacy of 100 years and having other under graduate's collages of various programs like B.com, BCA, B.Sc, B.Ed. Our faculties visit these colleges for career counseling and further guidance.

Along with academic excellence institute always take initiative to adopt green practices such as tree plantation, reduce paper use, plastic-free campus. We took steps regarding green practices on our campus also improve student's awareness about using bicycles avoiding plastic uses. We take continuous efforts to

maintain the greenery at the campus by planting trees and plants every year. We have deputed garden staff to take care of the greenery with all the necessary tools. We are using natural recourses and traditional methods to conserve the garden like bio-composting and vermicomposting. Natural fertilizers are used to grow the garden. We have different types of flower plants as well as trees like fruits, medicinal, air purifying. These plants help us to keep the proper eco-balance by producing pure oxygen and reducing Ozone depletion. Green landscaping improves aesthetic qualities to our campus which provides a peaceful and pleasant teaching-learning environment.

The Institute is situated in the heart of Pune City. Due to the location advantage of the Institute being connected by main roads, it is having good accessibility of Pune Municipal Corporation buses. Many of our faculty, staff, and students prefer to travel using public transport service helping to reduce pollution. Every year one day is observed as No-Vehicle Day/Bicycle day and no cars and bikes are allowed in the Institute premises. These kinds of initiatives help reduce air pollution, fuel scarcity, and energy consumption.

We are trying to implement paperless office concepts in our daily routines. We use digital communication mediums like email, what's app group to inform staff and students about notices and other information which reduces the uses of papers. We have created official email groups to keep the communication paperless. Pedestrian friendly roads encourage people to walk rather than drive. We promote the Plastic-free campus to sustain the environment and natural visuals. The dustbin is kept to collect different types of waste so campus will be clean and the greenery will not be affected by the hazardous effect of plastic and other waste.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

Students' strength in our institute was a matter of concern in past few years. But from 2015-16 onwards, we have a good number of admissions and we are striving hard for getting more fresh students per year. We believe in equality amongst all humans. We make our institute more trustworthy and develop a better environment for students.

The Institute has adequate infrastructure, supporting academic facilities, state of the art Library and computer labs with qualified and experienced faculty members. Institute follows a student-centric approach and hence, gives the highest priority to the teaching-learning process. The focus is given on extra and co-curricular activities for experiential and participative learning along with the holistic development of students.

Concluding Remarks :

Our institute is headed by Shri Shivaji Maratha Society which has a legacy of 100 years, and it strives for the benefit of the students, society, and community at large