



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	ZEAL EDUCATION SOCIETY'S ZEAL INSTITUTE OF BUSINESS ADMINISTRATION, COMPUTER APPLICATION AND RESEARCH
Name of the head of the Institution	Amod D. Markale
Designation	Director
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	020-67206031
Mobile no.	7447422238
Registered Email	naac.zibacar@zealeducation.com
Alternate Email	director.dicer@zealeducation.com
Address	S.No. 39, Behind Bhairavnath Temple, Narhe- Dhayari Road, Narhegaon
City/Town	Pune
State/UT	Maharashtra

Pincode	411041																		
<b>2. Institutional Status</b>																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Rural																		
Financial Status	private																		
Name of the IQAC co-ordinator/Director	Dr. Pravin Narayan Mahamuni																		
Phone no/Alternate Phone no.	02067206032																		
Mobile no.	9881373798																		
Registered Email	naac.zibacar@zealeducation.com																		
Alternate Email	pravin.mahamuni@zealeducation.com																		
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.zibacar.in/aqar/">http://www.zibacar.in/aqar/</a>																		
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.zibacar.in/academic-calendar/">http://www.zibacar.in/academic-calendar/</a>																		
<b>5. Accreditation Details</b>																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.42</td> <td>2018</td> <td>02-Nov-2018</td> <td>01-Nov-2023</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	B	2.42	2018	02-Nov-2018	01-Nov-2023
Cycle	Grade	CGPA	Year of Accreditation	Validity															
				Period From	Period To														
1	B	2.42	2018	02-Nov-2018	01-Nov-2023														
<b>6. Date of Establishment of IQAC</b>	16-Aug-2017																		
<b>7. Internal Quality Assurance System</b>																			
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries																

Awareness regarding changes in procedure for application to Freeship/Scholarship (Post Metric Scholarship) by Central & State Government and Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulk Shishyavrutti Yojna by State Government	11-Oct-2018 01	241
Plagiarism checker for Dissertation	28-Jan-2019 01	64
Revamp course file contents	04-Sep-2018 01	17
Organized State Level Seminar on Advanced techniques on Research Methodology (Qualitative and Quantitative)	21-Dec-2018 02	67
Organized National Level Seminar on Fourth Industrial Revolution	15-Feb-2019 02	94
No Files Uploaded !!!		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities**

No

during the year?

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1) The Institute had subscribed for plagiarism checker i.e. Turnitin and every dissertation submitted by students were checked for plagiarism.

2) Every course coordinator has created Google classroom and students were invited to join the same. Study material, additional recourses and other communication related to respective course will be shared through the same.

3) The Content of Course file was revisited and made necessary changes were made.

4) Psychometric test of newly admitted students were conducted and counsel accordingly by GFM.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
NAAC (Accreditation)	The Institute has accredited.
Revision of MBA & MCA Syllabus with effect from A.Y. 2019-20	Guest session of experts and Members of Board of Studies was organized to understand the principles of Outcome based education that are likely to be included in in upcoming syllabus. After the session Colloquium of the teacher was conducted to share their views on preparing for the outcome based education. The teachers were well prepared for implementing the changed syllabus.
Psychometric test for understanding Big 5 traitss (also known as OCEAN) of students personality namely; Openness, Conscientiousness, Extraversion, Agreeableness, & Neuroticism	The Psychometric test give better insights to the student about themselves and guided them in selecting their electives.
Research File	All faculty members created their Research File as per given content. This will help in creating research culture in the Institute.
Award in recognition of achievement of ZIBACAR Staff	The awards were given as per the categories listed. It has helped in motivating the faculty members.

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**14. Whether AQAR was placed before statutory**

Yes

body ?					
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>College Development Committee</td> <td>16-Dec-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Development Committee	16-Dec-2019
Name of Statutory Body	Meeting Date				
College Development Committee	16-Dec-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	28-Sep-2018				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	14-Jan-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Institute has a Management Information Software that automates the process of the Institute. These processes include admission of students, academics, student services and beyond. The Management Information System helps all the stake holders to have better monitoring, better control and ease of sharing information with the identified stakeholders. It is viewed as smarter way of administration, communication and better measures of reporting.</p> <p>Following modules are part of Institute's ERP: 1) Student admission and fees Collection Online 2) Academics (Course files, course plans) 3) Student Administration 4) Employee payroll management 5) Employee Leave Management System 6) Student attendance, and Mentoring 7) Subject allocation and Time table setting 8) Student faculty, Employee Management Feedback management 9) Library management system 10) Hostel management system 11) Examination and Continuous concurrent internal Evaluation 12) Short Message services (SMS) for updates and reminders</p>				

Part B

**CRITERION I – CURRICULAR ASPECTS**

## 1.1 – Curriculum Planning and Implementation

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

**Academic Calendar :-**The institute is permanently affiliated to Savitribai Phule Pune University, Pune. It follows the curriculum prescribed by the university. The Academic Calendar is prepared and finalized in alignment with the University calendar with inputs taken from various committees of the Institute viz Academic Planning and Review Committee (APRC), Centre for Research and Consultancy (CRC), Student Staff Activity Board (SSAB) and finally Internal Quality Assurance Cell. **Academic Plan:-** Before commencement every academic session, APRC conducts meeting and finalize implementation of Academic Plan which covers following points. Points for discussion 1. Academic Calendar 2. Course file completion 3. Result analysis of recently examination conducted 4. Assembly (Open Learning space) 5. Feedback Teaching Load Distribution:- The teaching load (theory and practical) is allotted among the faculty members based on University and UGC guidelines and Course preference form. Course options are invited from the faculty members. The faculty members opt for the Course(s) that they desire to teach in the upcoming semester as per their order of preference. This information is collected online using Google forms. This activity is carried out well in advance. **Time Table:-**Time table is prepared as per the teaching scheme of SPPU Syllabus guidelines and departmental requirement. **Preparation for Course Delivery:-** Course file for each Theory & Practical courses is prepared by the Course teacher which includes major points such as: Teaching plan, Vision-Mission statements of Institute and department, Academic calendar, Time table (Class, individual), Syllabus, Teaching plan, Program Outcomes, Course outcomes, Attendance (Theory/Practical Tutorial), Concurrent Evaluation parameters, past years University Question Papers & model solution. **Teaching Learning Process:-** Each department has its own Vision and Mission which matches with the Institutional Vision and Mission which in itself based on Vision-Mission statements of parent organisation. PEOs, POs, PSOs are defined for each programme and CO's are defined by the University. To complement the conventional teaching methods, the departments emphasizes on following practices: Expert lectures, Video lectures of experts from industry. The use of ICT tools, Google classrooms. Industrial visit for practical exposure and experiential learning. Conferences, Workshops, seminars are organized on recent trends.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	30/06/2019	0	NIL	NIL

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCA	Enterprise Resource Planning	02/07/2018
MBA	Manufacturing Resource Planning	01/08/2018
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MBA	Management	01/08/2018
MCA	Computer Application	02/07/2018

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

	Certificate	Diploma Course
Number of Students	0	0

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	30/06/2019	0
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCA	Computer Application	30
MBA	Management	80
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The feedback forms are designed by each committee viz APRC, CRC, SSAB, Library, Infrastructure meant to serve the purpose. This includes a. Syllabus review feedback-Faculty, Students, Alumni b. Academic feedback-Students c. Employee feedback-HR and Industrial person d. Event/Activity feedback-Participants e. Library feedback. Syllabus review feedback: SPPU revises its syllabus after every 3 years for MBA and MCA programme. In 2016 and 2015 the syllabus was changed for MBA and MCA programme respectively. ZIBACAR conducted Syllabus review feedback from its faculty members and Alumni and the input were shared to the BoS Chairman through the Director of the Institute (member of University Syllabus review Committee). Also, Syllabus review from faculty members, Students and Alumni members are collected and analysed further. Academic feedback-Students Faculty feedback from the students for the respective course is taken twice in a semester on various teaching/learning aspects using Online Google forms. Students login using their exclusive institute's email id and fill the feedback form. The feedback is further analysed by the APRC and the respective faculty members are informed regarding the same for necessary action. Employee feedback-HR or Industrial expert Feedback from Employer -HR/</p>

Industrial expert is collected from the students selected in the Company. This yearly feedback is taken on various aspects. The feedback is further analysed by the Training and Placement Committee (TPC) and corrective measures are taken. This may be related to training needs of the students, Students' domain knowledge. This helps T P C to include needed training in its placement activity. Feedback-Participants Event/Activity feedback is taken from the participants-Students, faculty members, outside participants. A general template for the feedback is created which is later customised as per the event/Activity requirement. The feedback form consists of various Event management parameters, overall rating and open ended questions for recommendations/suggestions. Library feedback Library has predesignated feedback forms and are collected per Semester. The collected data is entered in excel sheet and its analysis is presented in front of library committee for review and discussion. In order to support "Go green" initiative undertaken by the IQAC, the Institute is collecting Online feedback.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCA	Computer Application	60	47	46
MBA	Management	120	118	117

[View File](#)

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	0	301	0	19	19

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
21	19	25	6	0	25

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Institute is implementing Guardian Faculty Member(GFM) scheme in which each faculty-'Mentor' has been assigned group of few students 'Mentee' to guide them in their professional and personal life, handle stress issues, record their performance and their overall growth. Every Mentor maintains Mentees file which records their Personal Information , Previous Record, , Academic Performance ,Competitive Examination Details, Details of Internship and Industrial Training, paper presentations , Co-Curricular and Extra-Curricular activities. A



periodic review meeting atleast twice a Semester is conducted by the Mentor to record performance and participation of Mentee and resolve any issues. A call record is also maintained by the Mentor in case the student is absent for more than three days. Grievance Redressal and Counsel Cell is responsible to counsel students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
301	19	1:16

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	21	0	1	0

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NIL	Director	NIL
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCA	MC	Sem. I, III, v	19/12/2018	18/01/2019
MBA	MB	Sem. I III	12/12/2018	23/01/2019
<a href="#">View File</a>				

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institute strongly believes in continual improvement. It revisits its processes periodically in order to find areas of improvement. Concurrent continuous evaluation has emerged as one area of change. Moving from traditional methods of evaluation where the students were judged only on their performance at the end of Semester, the continuous internal evaluation has greater advantage. The student is valued on continuous basis and also on varied parameters so that different abilities of the student are gauged. The syllabus defines a basket of CE/CIE parameters. Course coordinator has the liberty to choose any of the parameters, with following objectives: a. The system of evaluation is adequate and comprehensive. b. The system gives teachers an idea about the learning levels of students and requirement in change in teaching methodology to ensure optimal learning outcomes. c. To evaluate students' present abilities, skills and knowledge so that the new abilities, skills and knowledge gained are evaluated on continuous basis. To achieve the objectives, the faculty members, give a clear idea about concurrent evaluation parameter in the classroom, same are noted in the Course plan and are displayed on website. Checked answer sheets and or the marks obtained in the concurrent evaluation of every exam are made available to the students

after they are assessed, so as to ensure transparency in evaluation. The records of concurrent evaluation, Attendance, PAT, Term end examination of the students are properly maintained. The students are welcomed to address queries/ grievances if any to the concerned course teacher, before they are finalised.

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

The Academic Calendar adds transparency in the Institute's functioning. The Academic calendar helps timely execution of the activities mentioned in it. They are planned well planned before the commencement of the new Semester. The Academic Calendar is finalized in alignment with the University calendar and with inputs taken from various committees Academic Planning and Review Committee (APRC), Centre for Research and Consultancy (CRC), Student Staff Activity Board (SSAB), Internal Quality Assurance Cell. The documents referred to create Academic Calendar are previous years Academic Calendar, University's holiday list, Society's holiday list. The students are acquainted of Academic Calendar and same is uploaded on Institute's website. It is also displayed on notice boards strategic locations. Copy of the same is annexed in the Induction manual which is circulated to the newly admitted student every year. The Academic Calendar includes schedule of following: 1. Commencement of lectures 2. Activities (Curricular, Co-Curricular and Extra Curricular) 3. Progressive Academic Test, Term end exam and SPPU's online exam 4. Holidays 5. Feedback 6. Industrial visits The dates of SPPU exam for current academic year are planned in congruence with dates of previous year Academic Calendar. Separate Exam notices such as Exam Time table, Date of answer sheet evaluation, Display of marks/Result are informed to students by display on website, Notice boards and Weekly email send to the students by the respective Coordinators.

## 2.6 – Student Performance and Learning Outcomes

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

<http://www.zibacar.in/obe/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MBA	MBA	Management	80	57	71.25
MCA	MCA	Computer Application	30	22	73.33

[View File](#)

## 2.7 – Student Satisfaction Survey

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

<http://www.zibacar.in/feedback/>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
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Minor Projects	0	NIL	0	0
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
National Level Seminar on 'Fourth Industrial Revolution'	MBA and MCA	15/02/2019
National Level Seminar on 'Fourth Industrial Revolution'	MBA and MCA	16/02/2019
State Level Seminar on 'Advanced techniques on Research Methodology(Qualitative and Quantitative )	MBA and MCA	21/12/2018
State Level Seminar on 'Advanced techniques on Research Methodology(Qualitative and Quantitative )	MBA and MCA	22/12/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	30/06/2019	NIL
<a href="#">View File</a>				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	30/06/2019
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	MBA	12	6.06
National	MBA	1	0

International	MCA	1	6.05
<a href="#">View File</a>			

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

Department	Number of Publication
MCA	3
MBA	1
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Chapter: The History, Present and Future with IoT	Madhavi Shamkuwar	Book: Internet of Things and Big Data Analytics for Smart Generation	2019	2	Zeal Institute of Business Administration, Computer Application and Research, Savitribai Phule Pune University, Pune, India	2
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Chapter: The History, Present and Future with IoT	Madhavi Shamkuwar	Book: Internet of Things and Big Data Analytics for Smart Generation	2019	1	2	Zeal Institute of Business Administration, Computer Application and Research, Savitribai Phule Pune University, Pune, India
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	2	0	3
Presented papers	3	1	0	0
Resource persons	0	0	0	7
<a href="#">View File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Feasibility and need based survey for the implementation of the Medical Project	Rotary Club, Pune	1	10
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Swachh Bharat Abhiyan	Recognition	Jambhulwadi-Kolewadi Grampanchayat, Jambhulwadi, Pune	86
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Feasibility and need based survey for the implementation of the Medical Project	Rotary Club, Pune	Survey for the project related to Health Education in Swargate Area, Pune	1	10
Helping Hand for Kerala Flood Victims by donation amount of Rs.8101 to Chief Minister Relief Fund and	ZIBACAR	Helping Hand for Kerala Flood Victims	1	175

sending clothes				
Swachhata Abhiyan	Jambhulwadi-Kolewadi Grampanchayat, Jambhulwadi, Pune	Swachh Bharat Abhiyan	12	86
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
State Level Seminar	11 Faculties and 5 students	Resepective Colleges	2
Feasibility and need based survey for the implementation of the Medical Project	01 Faculty and 10 students	Rotary Club, Pune	4
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Experiential Learning - Survey on Employee Satisfaction	Volkswagen India Pvt. Ltd., Chakan, Pune	26/09/2018	26/10/2018	05
Study Tour	Learning beyond Classroom	Integrated Equipment Pvt. Ltd, Ranjangaon MIDC, Pune	20/10/2018	20/10/2018	82
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Gyanteerth	22/08/2018	To train the students on various areas related to Placement	301
<a href="#">View File</a>			

### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 – Physical Facilities

##### 4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
141600	41282

##### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
AutoLib	Fully	AutoLib NG	2018

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10813	4186170	313	121098	11126	4307268
<a href="#">View File</a>						

##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	30/06/2019
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	255	3	0	0	0	1	2	155	0
Added	45	0	0	0	0	0	0	95	0
Total	300	3	0	0	0	1	2	250	0

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

250 MBPS/ GBPS
----------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="#">NIL</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1776578	388473	1923348	2490962

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Institute is well equipped with the infrastructure and facilities to meet its objectives. The institute provides infrastructure facilities like class rooms, faculty rooms, wash rooms, common rooms, laboratories, reading room, WIFI. The usage of infrastructure is monitored by the staff member who has been assigned the responsibility. The computer laboratory usage record for the semester is maintained. The weekly laboratory engagement is displayed on the laboratory notice boards. The effective usage of the facilities like the sports ground, indoor games, seminar halls is ensured by incorporating exclusive hours for sports and other activities in the academic time table for the semester.

Institute's Office Superintendent oversees the maintenance of building infrastructure (Civil, Electrical maintenance). Office Superintendent maintains details about individual floor. Each non-teaching staff is assigned with the responsibility of housekeeping each floor of the building. The Office Superintendent conducts periodic checks to ensure hygienic condition and the working condition of the infrastructure. The Institute has signed Annual Maintenance contract with vendors of UV/RO water filters, UPS Batteries, photocopying machines. Their periodic visits are monitored, and in case of any functioning problems the complaints with the respective vendors' call centre is registered. The maintenance of E-resources is carried out by the Lab Assistant, who in turn reports to the System Administrator of the Campus for fixing major problems beyond his capacity. Students participation in maintenance is also sought in maintaining the classrooms. A student coordinator is entrusted with the responsibly classrooms. The student coordinator reports to the Institute office if any equipment is not working or the classrooms are not swept/ cleaned for the action of the Office Superintendent. Campus Office Superintendent oversees the overall maintenance of campus infrastructure. The regular and frequent cleaning of washrooms in a day and common rooms are carried through a contract agency. The agency sends their cleaners on daily basis and cleans the washrooms, the records of their work carried out is maintained. Separate dustbins for both Wet and dry waste are placed on every floor at identified places. The Green Cover of the campus is well maintained by a full time gardener and his team. All common facilities within the campus are maintained by the parent organisation. The AMC for maintenance of Lift, Diesel Generator, Air Conditioners, CCTV cameras are signed. The maintenance/repair issue is identified by concern Laboratory in-charge/faculty, a request will be raised through a maintenance requisition note. The Infrastructure head receives the maintenance requisition note and review the request. The Office Superintendent organizes the inspection of the maintenance issues. If the issue requires to be attended to on an immediate basis, the issue is prioritized and the cell in-charge delegates resources to carry out the maintenance. The policy of the Institute stipulates that minor repairs to be carried out within 48 hrs of the reporting of the problem and in case of major problems the matter is to be reported to the Management, and a request is raised to expedite the matter.

<http://www.zibacar.in/policies/>



**CRITERION V – STUDENT SUPPORT AND PROGRESSION****5.1 – Student Support**

## 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Rajarshri Chhatrapati Shahu Maharaj Shikshan Shulk Shishyavrutti Yojna (EBC Govt. Of Maharashtra)	95	3851414
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0
<a href="#">View File</a>			

## 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Current Industrial Scenario	04/08/2018	223	Ganesh Rokade, Infosys, Pune
<a href="#">View File</a>			

## 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Current Industrial Scenario (Ganesh Rokade, Infosys, Pune)	0	223	0	0
2018	Current Industrial Scenario (Mayur Pawar, Syntel, Pune)	0	223	0	0
2018	Journey towards Reality (Prof. Yuvraj Hembade, ZCOER)	0	234	0	0

2018	Digital Marketing (Aditi Kulkarni, Pace career academy)	0	215	0	0
2018	Experiential learning (Volkswagen, Pune)	0	145	0	0
2018	Interview Selection Process (Ashish Babar, BYN Mellon, Pune)	0	146	0	0
2018	Industrial expection from student (Ajinkya Kari, Randstad India, Pune)	0	224	0	0
2019	Career Therapy (Vinod Pawar, Winsar Technology)	0	214	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Anarock Property Consultants Pvt.Ltd	20	2	Indian pneumatic hydraulic pvt ltd	10	1
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme
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	enrolling into higher education				admitted to
2018	0	NIL	NIL	NIL	NIL
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
NET	0
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
No file uploaded.	

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

Activity	Level	Number of Participants
SPORT	Inter-Institutional Level	90
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	SYNCYTIUM 2018 First Prize in Basket Ball	National	1	0	DMC172044	Abhijeet Tamang
No file uploaded.						

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

The students are members of the various committees along with faculty members such as: 1. Training and Placement cell: The student members of the committee ensures smooth conduct of Placement activities, Campus drive, design of Placement policy, and maintain relevant records. The training need is also suggested by the student members. 2. Internal complaint committee: The student members of the committee create a "speak up" culture among the ladies and create awareness about their human rights using activities. 3. Anti-ragging committee: the students coordinators create awareness aboutragging ill effects, anti-ragging law and hence responsible to prevent any ragging incidences inside the campus. The anti-ragging committee members contribute to maintain healthy atmosphere and cordial relations between juniors and seniors.

4. Staff-Student Activity Body: The student members initiate, manage and conduct the various events and activities such as cultural, birth/death anniversaries of national heroes, social initiatives etc for the inclusive benefit. Most of the activities/events are students-driven. 5. Sports committee: The student members initiate, manage and conduct sports activities. 6. Library committee. The student members of the committee helps and support in the Library work. 7. Class representative (CR ): The students elect their Class representative (CR). The tenure of CR is of one year, subject to proper conduct of his duties. On the basis of nominations submitted CR are elected. 8. Internal Quality and Assurance Cell: Student representatives are nominated for this cell who participate in the decisions regarding the quality initiatives and action to improve the academic and administrative performance of the Institute. 9. CDC and LMC: Student representatives are also part of College Development Committee and Local Management committee.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The institute has initiated formation of Alumni Association that aims to engage alumni with its various stakeholders, rather than just generating operational revenue. Every year the Institute conducts Alumni meet to give platform wherein they can come, participate, and share their experiences success with the enrolled students and their teachers. The Institute shows its appreciation by bestowing Alumni with 'Distinguished Alumni Award' and 'Audacious Alumni Award'. The details of these awards are as follows: Award name Alumni name Distinguished Alumni Award Mr. Kushal Kure, Alumnus, MCA Department (Batch 2010-2013) Audacious Alumni Award Mr. Valmik Giri, Alumnus, MBA Department (Batch 2013-2015) 1. Alumni also interact with the final year students and guide them in preparing for campus interviews. 2. They conduct interactive sessions to provide guidance to juniors on higher studies, competitive exams and placement for juniors 3. They give review on Syllabus and thus contribute to Syllabus development for MBA and MCA programme. 4. They also give their opinion on Programme outcomes to enhance the teaching/learning process. 5. They help undergo industrial training, internship and Dissertations. 6. Act as ambassadors of the Institute, resulting in increase in the admission.

5.4.2 – No. of enrolled Alumni:

84

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1) Alumni Association Meeting was held on 08/12/2018. 2) Alumni Meet was conducted on 19/01/2019. 3) Alumni Guest Session were organized for MBA MCA Students during the year 2018-19. Weblink: <http://www.zibacar.in/alumni/>

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

Practice 1: The institute has defined its values as Fairness, Transparency, Respect, Peace and Equality. The functioning of the Institute draws its strengths on these values. This is evident from the practice sighted here as

one of the practice of decentralisation and participative management. Staff-Students Activity Board is the committee responsible for planning, organising and executing events/activities that are conducted in the Institute. The SSAB identifies the events/activities that are planned during the entire year and the dates of the same are earmarked in the academic Calendar. By taking into consideration expertise, interest of the faculty for every event, an event coordinator is selected. The event coordinators along with the students those who are interested in that particular activity plan creates a detailed agenda of the event. Budget for the entire event is also prepared by the vent coordinators. The activity plan, agenda and the budget is discussed with SSAB. The roles and responsibilities for the event are fixed and explained to the event coordinators. The approvals for the same are prepared and obtained. A list of committee for faculty members and students is prepared. faculty members are allotted to work for committee(s). In the same way list of Student's committee list is prepared. Process: A case study of planning and execution of Induction programme is presented here. For the Induction program, a committee list for faculty members and students was prepared. The committee members coordinate with each other and perform the given task. The post event review meeting was conducted to get the feedback of the event. Practice 2: College Development Committee is constituted as per Maharashtra Public University Act 2016. CDC consist of group of people who have been given the power and authority to form the policy and steer the overall direction of the Institute. The members are appointed as per the guidelines given by AICTE, New Delhi, and UGC. CDC plays important role in setting the long term direction for the institute. CDC has set the purpose and vision for the future of the institute, it will work together with management and other stakeholders through a process to plan the strategies that will take the organization towards achieving its Strategic plans (long term and short term). An action plan for such strategic plans will be easier to set, it if involves participation from all its stakeholders: Management, Director, Teaching representative, Teaching representative(Female), Office Superintendent, Parents and Students.

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

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Examination and Evaluation	Term end exam Examination internal: The Exam coordinator prepares Exam notices which specifies the exam schedule, the dates of display of marks (usually within three days of the conduct of examination of that course). Exam grievance if any the students are informed to contact Course Coordinator. Evaluation: The course coordinator prepares the scheme of Concurrent Evaluation (Formative Assessment) before commencement of the term. Different concurrent Evaluation(CE) parameters are selected in order to have all-round evaluation of students. CE are explicitly specified in the Course plan and shared with the students. As the marks are to be communicated to the university to be

included in the mark sheet a summary of marks obtained in different CE is made before finalising the internal marks and are displayed on noticeboards for the information of students.

Research and Development

The Centre for Research and Consultancy committee has prepared a format for Research file to be maintained by each faculty member which includes following: Research resume, Google Scholar report, Research domain, Research publications, Funded research projects Every faculty members verifies the contents every quarter is expected to prepare the research file and the CRC coordinator. Faculty members is expected to complete the file requirements as per suggestions given by CRC and/or IQAC Coordinator. Two faculty members Dr. Babasaheb Mohite and Dr. Anil Poman have submitted proposals to AICTE on topic: 'Animal sense for natural disaster management' and 'Personal financial planning' respectively for funded project. The institute has access to Turnitin software. This software is a commercial, Internet-based plagiarism detection service. Using this software, the institute has checked plagiarism of Research paper submitted its annual research publication DMJ-Dnyanganga Management Journal the DMJ. Furthermore, the software is used to check plagiarism of various research reports of the students SIP/Dissertation projects and research papers submitted by Research scholars.

Human Resource Management

The institute has awards and incentives policy. The policy consists awards categories and parameters for awards. Initially the awards were gradually bestowed on Students, Alumni, Women entrepreneurs (Successful Women in Management) and in Academic year 2018-19, the awards for faculty members were also included. SSAB in their meeting tabled the point for discussion and a committee was formed to identify the awardees. The committee created 'Award Nomination form' which is used to nominate the faculty members for awards (nomination to other faculty members was also possible). The committee consists of senior faculty members representatives from both departments (MBA and MCA). The award

selection committee called for nominations and shortlisted the awardees name as per categories. The award was then deliberately planned to be given on 'Teachers day' which is student driven program

Curriculum Development

Savitribai Phule Pune University updates syllabus after every 3 years. The MBA and MCA programme curriculum of the University is revised in view of the dynamism in the industry practices, evolution in technology and the evolving expectations of key stakeholders viz. students, the industry and faculty members at large. The Syllabus for MBA and MCA were revised in the following years: Sr. no MBA MCA 1 2008 2008 2 2013 2012, CBGS in 2013 3 2016 2015 The Institute Collects reviews about the syllabus from its Stakeholders: Faculty members, Students and Alumni members. The parameters of the feedback are: a. Learner's orientation b. PO's and CO's c. To what extent the syllabus is able to bridge the gap between industry standards and academics. d. timely coverage e. Availability of sufficient reference material f. Evaluation method. The institute encourages its faculty members to participate in various Syllabus development workshops organised by the University.

Teaching and Learning

The university authorities started and awareness campaign well in advance. To equip faculty members will the tools to be used for effective implementation of the Syllabus and more towards effective Outcome Based Education colloquium as planned in the months of February/May 2019. SPPU has revised MBA and MCA Syllabus in 2019, the said syllabus is implementation of Outcome based Education and will be implemented from Academic year 2019-20. Colloquium on OBE: In order to assess and suggest improvements in the Teaching -Learning methodology, it has been decided to conduct "Colloquium". Faculty members were asked to make presentation on the topic regarding OBE, Innovative practices and course CE parameters in the Syllabus. The presentation will be followed by Question- Answer session. Faculty members were informed to make documents/templates related to implementation of the given curriculum



	concept and share during Colloquium.
Admission of Students	Facilitation Centre for Centralized admission process conducted by DTE, Government of Maharashtra of the Institute has appointed one senior faculty member as Facilitation Centre coordinator, and staff required for functioning of the FC. The Institute is recognized as Facilitation Center for the activities to be carried out such as Submission of Online Application Form, Verification of Documents, Scanning and uploading of documents, Confirmation of Application form, Filling of Option Form, Issue of receipt / acknowledgement etc. for CAP. The number of students beneficiaries for FC are 462 students.

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

E-governance area	Details
Examination	<p>i. MCQ test on Google form The faculty members takes MCA test as a part of concurrent evaluation of Google forms.</p> <p>v. Examination application form</p> <p>ii. Hall tickets with photo and Signature, Seat No. The University has designed hall tickets which has provision to upload photo and Signature.</p> <p>vi. Results</p>
Planning and Development	<p>i. SMS pack: The institute has purchased SMS pack of Dove Soft company System which permits 160 characters for one SMS, which are send to students and their parents for sending SMS for exam notices, student attendance, University circulars etc. the SMS service is also used for communicating with the teaching and non-teaching staff.</p> <p>ii. Email System: With the use of technology and students adopting the newer technology the Institute adopted e-mail Communication as the mode of communication with the students. The Institute uses e-mail as one of the official means of communication with students to keep them informed of important informed about: a) Institute's updates -Academics, Events, Placements b) Important News c) Office Circular regarding document submissions d) Quote of the Week e) Festival greetings etc. f) Course Notes and Other reading material g) Remedial session The Institute creates separate email Id for students using his/her Roll number on 'Google suite' for education. A weekly email is send to</p>



Students by the Class/ Programme Coordinator. Students are expected to check their email on a frequent and consistent basis. The contents of the email are made quite interesting. This practice is followed from year 2014.

iii. Google 'G-suite' , G Suite Enterprise for Education The institute has subscribed 'G Suite Enterprise for Education' that includes all the features in G Suite for Education, premium tools like enhanced security, more control, and robust video meetings. Using this feature the institute uses its various features such as Shared calendars, Classroom collaboration with Google Classroom, Documents, spreadsheets, presentations, and forms. Faculty members creates Google classroom and upload study material, conducts MCQ test and gives hyperlinks for additional study.

Administration

i. Computerised system ii. Biometric attendance system: The Institute has mounted Biometric attendance system in its Office area where the employees punch their fingerprint as Physiological features for attendance  
 iii. Online Eligibility form: The affiliating university uses many of e-governance services . Eligibility forms, exam forms are uploaded on the university website. The application for eligibility is done through the institute and the application for eligibility and processed online. iv. CCTV System for monitoring: CCTV monitors premises include classrooms, lobbies, entrances, computer lab, computer centre, Office area and parking lots. CCTV cameras administers people and property and prevents vandalism and burglary. v. Feedback online / google form The Institute undertakes eco-friendly initiative. Under the same, feedback form was designed as Google form and students submitted the feedback on which action taken report was generated.

Finance and Accounts

i. Tally Software ERP9.0 , ii. ERP software for generating students fees receipts and students fees outstanding list iii. Online Fees transfer in institute Account by way of Google pay, NEFT, IMPS etc.

Student Admission and Support

i. Admission procedure: ERP has smoothened the admission procedure. The

prospective candidates are informed about admission updates through SMS.

ii. Communication via Email, WhatsApp  
The Institute uses e-mail as one of the official means of communication with students to keep them informed of important informed about: a) Institute's updates -Academics, Events, Placements b) Important News c) Office Circular regarding document submissions d) Quote of the Week e) Birthday wish f) Festival greetings etc. g) Course Notes and Other reading material The Institute creates separate email Id for students using his/her Roll number on Google suite for education. A weekly email is send to Students by the Class/ Programme Coordinator. Students are expected to check their email on a frequent and consistent basis. The contents of the email are made quite interesting. This practice is followed from year 2014. A separate Whatsapp group for each class is created where the students are registered along with faculty members. So that the communication is easily done.

iii. Auto Lib software for library transactions  
The Institute has Library Management Software (AutoLib) for monitoring and reviewing library resources. Library is enriched with a variety of books, journals, magazines, newspapers, special reports, CD, DVD, e-journals. Multimedia PC's and reprographic facilities are provided in the Library.

iv. Web OPAC for book Search AutoLib software keeps all the transaction records generates various reports which are very useful for library administration. ILMS is having various modules. Tools module is provided for searching the library resources. User can search the library resources as per follows: a. General Search: Title, Author, Publication, Subject, ISBN Classification number. b. OPAC for Advanced Users: The searching can be done with various combinations search fields. . Search: Search can also be done through the accession numbers without remembering the title or author of the book. This facilitates fast accurate searching.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NIL	NIL	NIL	0
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NIL	NIL	30/06/2019	30/06/2019	0	0
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	30/06/2019	30/06/2019	0
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	1	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Canteen, Employee Provident Fund (EPF), Gratuity to staff, Medical leave, Grant of Maternity Leaves to female staff with salary, Advance against salary facility for teaching and non teaching staff, Lien facility to teaching staff, Centralize reprographic facility (Xerox) for staff, Facility of Wi-Fi in campus, Computer for each staff, Ph.D. Increments to Teaching staff, Early going and late coming	Canteen, Employee Provident Fund (EPF), Gratuity to staff, Medical leave, Grant of Maternity Leaves to female staff with salary, Advance against salary facility for teaching and non teaching staff, Centralize reprographic facility (Xerox) for staff, Facility of Wi-Fi in campus, Early going and late coming facility to the staff in case of emergency, Staff Buses, Restrooms/Sick rooms separate for ladies and	Hostel, Canteen, Sports facilities, Provision of a gym for physical fitness, Sanitary napkin vending and disposal machines, guidance cell, placement cell, grievance redressal cell, Well-structured, organized guidance and counselling system in place (GFM), Students benefited through scholarships, free-ships, EBC (Rajashree Shahu Maharaj Scholarship) etc., Dr. Panjabrao Deshmukh Wastigraha scheme,

facility to the staff in case of emergency, Staff Buses, Restrooms/Sick rooms separate for ladies and gents, Provision of a gym for physical fitness, Sanitary napkin vending and disposal machines, Staff tour, Grievance redressal cell, Management supports to Staff children by providing 20 Concession in tuition fees if they are studying in Zeal Education Society, Accidental Group Insurance, Birthday celebration of staff

gents, Provision of a gym for physical fitness, Sanitary napkin vending and disposal machines, Staff tour, Grievance redressal cell, Management supports to Staff children by providing 20 Concession in tuition fees if they are studying in Zeal Education Society, Accidental Group Insurance, Birthday celebration of staff

Payment of fees in instalments is allowed to the needy students, Star Students of the Weeks

## 6.4 – Financial Management and Resource Mobilization

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

Every year, the budget is prepared well in advance by taking into consideration the financial requirements of every department. Budget is prepared after taking into consideration the recurring and non-recurring requirements such as equipment, consumables required and maintenance of equipment for the next academic session. Budget is planned under the careful supervision, and considerations of need of all the departments. Priorities are made on basis of the needs to fulfil various requirements to upgrade the development of the Institute. In every financial year the college conduct internal audit through the staff as well as external audit by the statutory Auditors. Area/Enumeration of audit: 1. Ledger Scrutiny 2. Fees Reconciliation, Statutory Compliance While verifying entries, if any mistakes/ short comings / objections

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Savitribai Phule Pune University, Pune	197646	Seminar and Equipment Grant
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

0

## 6.5 – Internal Quality Assurance System

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

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

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

The Institute caters to the students who belong to an adult age (age more than minimum 21 years). Students in this age group are more mature and are career oriented, hence there is less need to interact with their parents. Parents teachers association is not created in the Institute, but parents have supported the Institute in following for: 1. Motivational session-by Mr. Dutta Joshi (parent of MBA student) during Induction program 2018-19. 2. Syllabus review: Few parents representatives gave review on Syllabus.

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

SSAB Committee plans for the Staff Development initiatives. Following Staff Development initiatives are conducted in the year 2018-19 1 Use of ERP: In order to access ERP system for applying leave. The training was given by Prof. Dharmendra Singh and Dr. Rahul More. 2 Financial Investment: Dr. Anil Poman conducted a session on about personal Financial planning, investment portfolio and Income tax saving instruments. 3 General communication: The staff members were taught general Office etiquettes and communication.

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

1) Recognized Research Centre (Phd) under Faculty of Management, Savitribai Phule Pune University, Pune 2) Inclusion of Institute under section 2(f) and 12(b) of the UGC Act, 1956. 3) ISO 21001:2018 (Educational organizations – Management systems for educational organizations)

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Organized State Level Seminar on Advanced techniques on Research Methodology (Qualitative and Quantitative)	21/12/2018	21/12/2018	22/12/2018	67
2019	Organized National Level Seminar on Fourth Industrial Revolution	15/02/2019	15/02/2019	16/02/2019	94
2018	Revamp course file contents	04/09/2018	04/09/2018	04/09/2018	17
2019	Plagiarism checker for	28/01/2019	28/01/2019	30/04/2019	64

	Dissertation				
2018	Awareness regarding changes in procedure for application to Freeship/ Scholarship (Post Metric Scholarship) by Central State Government and Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulk Shishy avrutti Yojna by State Government.	11/10/2018	11/10/2018	31/10/2018	241
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Navratri Days Celebration	10/10/2018	18/10/2018	88	107
Induction Program: 1. Sexeual harrasment guest lecture 2. Anti Ragging Session	17/08/2018	18/08/2018	105	95
Consitution day Celebration	26/11/2018	26/11/2018	60	77
International Women's Day	08/03/2019	08/03/2019	80	90

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Power requirement met by renewable energy sources: 10kW Total power requirement: 15000 kWh/Annum Renewable energy source: Solar Renewable energy generated and used:14400 kWh/Annum Energy supplied to the grid: Nil

## 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Any other similar facility	Yes	1

## 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	28/11/2018	08	Industry Project Based on Research offer by Rotary Club Pune	Experimental Learning	11
2018	0	1	11/10/2018	04	Electoral role inclusion in voters list	Social responsibility and national activity participation	130
2018	0	1	19/07/2018	01	Digital transformation	Digitalization banking awareness	190
2019	0	1	21/06/2019	02	International Yoga Day	Yoga and Health Awareness	60
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	01/08/2018	This code of conduct contains collection of rules and regulations that include what is and is not acceptable or expected behavior for staff and Students. A handbook of an



		organization setting forth rules for behavior by members is reviewed and revised every year.
Induction Manual	01/08/2018	This code of conduct is reviewed and revised every year. This manual consist of code of conduct for students to keep the decorum of ZEAL campus in terms of conduct and good order as a whole and should refrain from misconduct of any kind, which would tarnish the image of ZEAL.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2018	15/08/2018	156
<a href="#">View File</a>			

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

1) Weekly notes by email : Institute has practice of sending weekly updates of events organise in institue , course material via email. this helps to reduce printing of course material and helps to save enviornment
2) Reuse,Refuse and Reduce :copier with 2 sided printing as default: The photocopying machine is used as the central printing station which has duplex printing facility, to save paper for printing.
3) 2 copies of SIP/Dissertation instead of 3 and printing on both sides of the paper: Students are suppose to take printout on both side of page for Project report. also instead of submitting 3 hard copies of project they are permitted to submit only 2 hard copies and one soft copy and synopsis in soft copy.
4) Rain water harvesting: The Institute is having rain water harvesting system within the campus. Taking into consideration importance of water for living elements, Institute has taken following steps in rain water conservation and harvesting: The Institute is having large built up area to harvest the rainwater. By implementing rainwater harvesting there is rise in the water level in the well which exists in the campus.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

<p>The young students are future of the country, keeping this in mind the Institute undertakes several practices for developing their Knowledge, Skills and Abilities. Two best practices are listed below: Best Practice 1 1. Title of the Practice: Open Learning Space (Weekly Assembly) 2. Objectives of the Practice 1.To develop the knowledge sharing and not knowledge hoarding attitude among the students and teachers. 2. To contribute to the holistic development of the students and there by serving the society. 3.To develop creativity, problem-solving abilities, lifelong learning opportunities, personality and communication skills. 4.To remain updated about the concurrent business processes and technological advancements . 3. The Context It is said that in 21st century we live in knowledge society. The knowledge is to be shared and</p>
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not hoarded 'the more one shares the more one gains' The students after their MBA/MCA degree will be finished products ready to be absorbed by the Corporate world. The Institute is of the belief that 'The Open Learning Space activity (Assembly)' is one best practice that will help enhances student's employability by making them aware about the latest business and technical environment. The Open Learning Space activity is a platform provided to the students to present traditional / current management and technical topics which are not included in the syllabus. The idea of Assembly is to prepare the students to become better Managers of the corporate world. This activity helps to improve the confidence, communication skills while gaining insights about the contemporary and current topics, enhancing the knowledge and promote rational thinking. This activity also is looked as knowledge sharing activity which involves the faculty members also. This further helps them in their corporate life. The topics with following dimensions are preferred. i. National policy ii. Social issues iii. Technical environment iv. Curriculum v. Current trends vi. General awareness

4. The Practice The Institute appoints one faculty members as the 'Assembly Coordinator'. The Assembly Coordinator prepares the schedule for the assembly. Each faculty member is expected to conduct atleast one Assembly session during the term. The Assembly coordinator schedules the assembly for the entire term in consultation with faculty members availability. Faculty members in turn identify students for the weekly Assembly. After discussion with students, the topic for Assembly is decided based on contemporary and current issues, national interest, biographies of national leaders, heritage and culture, current affairs. Assembly is an apt platform to share Vision, Mission, Goals and Core values of the institute. The names of the Students or Mentees are communicated to the Assembly Coordinator along with their topic. The faculty members then start guiding the students on various sources and references related to the topic. The contents and presentations are reviewed and students' mock presentations are conducted by the concerned faculty member, so that the students are groomed enough before actually for the Assembly. The conduct of assembly is not restricted to oral presentations but can include role play, quiz, management games. The presentations include embedded media (audio/video). The assembly is followed by a question/answer session. The scope of improvements is suggested by the Director and faculty members by of oral feedback then and there itself. As a token of appreciation the presenters of the Assembly are rewarded by the Assembly Mentor at the hands of the Director. National anthem is sung after the assembly, to mark respect for the Motherland. The significance of the day/week or a month is shared during assembly. The Institute felicitates the best student performer as Star student of the week award. The parameters for the same are: i. Initiatives in various curricular activities ii. Initiatives in various co-curricular activities iii. Initiatives in various extra -curricular activities iv. Class participation v. Academic performance

5. Evidence of Success Assembly has become an integral part of weekly activity and students look forward to participating in this activity. This activity has been conducted for last several years. There lies the evidence of success This has shown positive change in students performance during Viva voce, Mock interviews, Interviews, Group discussion, Seminars, Placements.

6. Problems Encountered and Resources Required Identification of topic which would appeal and interests the audience has been a problem area. Students tend to merely copy the contents available on internet which hampers their own creativity. Students with vernacular language background tend to use the vernacular language and find it challenging to communicate in English which is the medium of instruction. Open Learning Space requires only valuable time and inputs from students, faculty members and Director.

7. Notes (Optional) Best Practice 1 1. Title of the Practice: Weekly email to students 2. Objectives of the Practice i. To communicate students Institute updates on Academics, Activities conducted, Administrative notices. ii. To engage/propagate students with the Institute's Vison-Mission. iii. To

promote positivity and motivation with 'Quote of the week' 4. The Context The Institute followed traditional 'Notice Boards' as the mode of communication with the students. Dedicated Notice Boards were used to pin Notices regarding Academics, Examination, upcoming events, Placements, Admissions, Eligibility, Freeships -Scholarships on various prominent places of the Institute such as classrooms, Lobby area, Office, Corridors. However, there was a need to have an integrated place where entire notices could be posted so that students do not miss on some of the notices. With the use of technology and students adopting the newer technology, the Institute adopted e-mail Communication as the mode of communication with the students. This integrated e-place is one platform where all the updates are communicated to students. The Practice The Institute uses e-mail as one of the official means of communication with students to keep them informed of important informed about: a) Institute's updates -Academics, Events, Placements b) Student services c) Library notices including 'New Arrival' books d) Important News e) Office Circular regarding documents submissions f) Quote of the Week g) Birthday wishes h) Festival greetings etc. i) Course Notes and Other reading material The institute has subscribed 'G Suite Enterprise for Education' that includes all the features in G Suite for Education. The Institute creates unique email Id for all the enrolled students using his/her Roll number on Google suite for education with domain name rollno@zealeducation.com. An exclusive code for roll number, identifying the Programme and the batch is assigned to the enrolled student for example DMC1215001@zealeducation.com In above email Id. D stands for DICER(former name of the Institute) MC- stands for MCA (for MBA students it is MB) 1215 stands for students batch (2012-15 for MBA students it will be 1214 batch 001 is the roll number A weekly email is send to Students by the Class/ Programme Coordinator on their email Id. Students are expected to check their email on a frequent and consistent basis. The contents of the email are made quite interesting. This practice is followed since the year 2014. Evidence of Success Weekly email is thus an integral part of Institute's functioning. Students are excited to know Institute's updates so that they can plan their Academics, Co-curricular and extra-curricular activities. Problems Encountered and Resources Required Presentation and content of email matter which would appeal and interests the students have been a problem area. Students tend to check every small updates though email, and Notices placed on Noticeboard are overlooked.

7. Notes (Optional) List of documents as evidence 1. Email summary sheet 2. Email 3. Roll no sheet(G-suite)

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

<http://www.zibacar.in/best-practices/>

### 7.3 – Institutional Distinctiveness

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

A) Industry Institute Interaction: The Institute draws its distinctiveness from being able to connect with Small and Medium scale enterprises. The Institute is situated on the periphery of Pune city, in village Narhe. Narhe is known to have small scale industrial estate. There are around 200 small medium scale units in this industrial area. Most of these are units are involved in manufacturing, auto components, electrical panels, packaging, and automation. The ownership of these units is proprietor type and started by first generation entrepreneurs. The institute is being a management institute it is aware about the significance of Small Medium enterprises to the Indian economy. The Founder Director of Zeal Education Society himself is a first degree entrepreneur, and believes in encouraging, supporting, the spirit of entrepreneurship. The Vision, Mission statements of the Institute aptly reflect its thrust area. A

plan of activities is drawn and executed to connect with small scale units in Narhe industrial area. A survey of the small scale units was carried out by the students and faculty members of the Institute. It has helped in understanding of the needs and challenges faced by these units, thereby providing an opportunity for the institute to offer solutions and consultancy to these small scale industries.

Provide the weblink of the institution

<http://www.zibacar.in/institute-industry-interaction/>

### **8.Future Plans of Actions for Next Academic Year**

1) Recognized Research Centre (Phd) under Faculty of Commerce and Management, Savitribai Phule Pune University, Pune 2) Inclusion of Institute under section 2(f) and 12(b) of the UGC Act, 1956. 3) ISO 21001:2018 (Educational organizations – Management systems for educational organizations) 4) Motivating faculty for Publications of research papers in national and international journals with UGC-CARE List. 5) To conducts exclusive sessions to guide students for selection of specialization and electives. 6) To devise process for measurement of attainment of COs POs.