SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

R. C. PATEL EDUCATIONAL TRUST'S INSTITUTE OF MANAGEMENT RESEARCH AND DEVELOPMENT, SHIRPUR

RCPETS IMRD, KARVAND NAKA

425405

www.rcpimrd.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

About the trust: The R. C. Patel Educational Trust, is imparting quality education for last 38 years to rural and tribal students. It has short but hoary past that challenges the pattern of education in present and future. The R. C. Patel Educational Trust (RCPET) along with sister institution, The Shirpur Education Society (SES) runs various renowned institutes such as an Engineering College, Two Pharmacy Colleges, An Arts Commerce and Science college, A Women's College of Arts, A College of Polytechnic, A Junior College of Education (D.Ed.) and a College of Education (B.Ed.). RCPET & SES also runs 17 Pre-Primary Schools, 15 Primary Schools, 17 High schools, 07 Ashram schools, 08 Higher secondary schools ,02 Girls' hostels and 01 Boys hostel.

About the institute: R. C. Patel Educational Trust's Institute of Management Research and Development (IMRD), Shirpur has established in the year 1997. Though comparatively new and young institute it developed fast under the visionary leadership of Hon. Amrishbhai R. Patel, the former cabinet minister for school education, sports and youth welfare Maharashtra State. It is a self–financing institution, affiliated to Kavayitri Bahinabai Chaudhari North Maharshtra University, Jalgaon (A-Grade NAAC accredited). MCA and MCA (Integrated) programs are approved by AICTE, New Delhi.

IMRD is located in Shirpur, a town run by a municipal council in Dhule district of Maharashtra state, which is situated at the foot of the Satpura ranges and dotted with lush green trees and shrubs all around.

The institute has earned repute as a centre for quality education for its prime infrastructure equipped with modern facilities and conductive environment. An academically competent and committed faculty is the backbone of Institute. Our Alumni hold significant position in their profession in India and abroad.

IMRD offer Post Graduate program : MCA, MCA (Integrated) and MMS at Undergraduate program BCA, BBA and BMS, along with part time diploma courses DCM, DBM, Certificate courses CCBO, CCBM and CCED.

Vision

The vision of the institute is to provide quality higher education to the students of rural and tribal area, aspiring to develop a global perspective in Information Technology and Management Education.

Mission

- To remain outstanding provider of high quality management and IT education to create proactive and excellent professionals.
- To impart quality education to students and mould them into responsible persons by raising their level of education and social status.

- To provide value based education and igniting young minds to bring out the best in them.
- To make the students competent in global scenario and become self-reliant.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Visionary, pro-active and professional management.
- Enviable Position among management institutes in North Maharashtra region.
- Well equipped infrastructure facilities.
- Young, Competent and Committed faculty.
- Institute is located in a beautiful lush green landscaped and pollution free campus.
- Enthusiastic support of management for extra curricular and co-curricular activities.

Institutional Weakness

- Lack of large scale industries in the region.
- Limited Industry-Institution Interaction due to location.
- Lack of confidence among rural and tribal students due to undeveloped soft skills at the entry level.
- Students changing approach towards post graduation admission.

Institutional Opportunity

- Being a part of a big educational hub, access to various central facilities.
- Enhanced support from Alumni in institutional development and placement opportunities.
- Collaboration with industry, R&D organizations and educational institutes of eminence.
- Institute's improvement through well reputed assessment bodies like NAAC, NBA etc.

Institutional Challenge

- Honing the skills and abilities of the students coming from rural and tribal area.
- Networking and strengthening relationship with stakeholders.
- Increasing expenses for providing quality education.
- Attracting meritorious students.
- Recruiting and retaining highly qualified and experienced faculty due to location.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Institute is located at Shirpur and affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. Our curriculum is exactly in line with syllabus prescribed by North Maharashtra University, Jalgaon. Changes are made in line with university guidelines. Academic flexibility has been incorporated through co-curricular in our teaching plan in order to bridge the gap between industry needs and the syllabus. Curriculum

delivery is planned in advance to accomplish Vision & Mission of Institute. This process is carried out at the beginning of every academic year. Keeping in view academic planning, faculty members plan and execute their curricular, co-curricular and extracurricular activities through Academic Diary.

The delivery of curriculum and implementation of various activities are regularly monitored by Academic Monitoring Committee. The quality of curriculum delivery and attainment of course objectives is ensured through internal assessment, seminar, practical assignments, students attendance etc.

Institute has taken initiatives to start add on courses in the fields like Banking, Entrepreneurship etc. to ensure all round development of students and their placement.

Institute regularly update academic plan based on the feedback from Faculty members, Students, Alumni and other stake holders. The outcomes of feedback are taken as corrective measures.

Teaching-learning and Evaluation

Institute conducts admission procedure as per norms laid by apex bodies like DTE, Maharashtra and KBC NMU, Jalagon. However there are not many admissions from other states but institute is given a first preference by candidates in the NMU region for admissions in UG as well as PG programs. That is why we can observe increase in percentage of admissions in the institute every year.

After admitting, student in the institute is assessed on the basis of his/her qualifying exam percentile, CET score and first internal assessment's marks. Based on this evaluation set of activities are deployed to slow learners as well as advanced learners in addition with some common activities.

In Innovative teaching approaches, use of academic diary is adopted by faculty members to deliver program effectively. Academic diary is specially designed based on the guidelines and in lined with the core values provided by UGC, under the supervision of former Vice chancellor, who is executive director of the Trust. Academic diary helps faculty members to record each and every curricular activity along with personal notes at one place. It also helps to monitor performance of the students continuously.

Despite of regular teaching-learning methods, institute adopts various activities beyond syllabus guidelines like Mini Project Development, Software Exhibition, Best field work competition etc and facilities like ICT enabled classrooms to ease up learning process. Learning through external resources like NPTEL, SWAYAM (e_Certification), YouTube etc is also encouraged among students.

Though Institute face challenge to recruit and retain highly qualified faculty members due to location drawback still have recruited sufficient number of well qualified and competent teachers.

Institute closely follows all the examination reforms and the time line set by KBC NMU. The evaluation process is transparent and efficient along with well defined process for grievance redressal.

Institute realizes the attainment of teaching and learning process outcome through growing results specifically university rankings and placements of the students.

Research, Innovations and Extension

Institute has constituted Research Motivation Committee to motivate faculty members and students to participate in research related activities. This committee makes aware to faculty members and students to participate in various research conferences/seminars/workshops, to write proposals for grants in research projects and encourages them to participate in state level competitions like Avishkar. At current situation, Institute is in the primal stage of research still faculty members have published research work in various journals and conferences. Institute has framed policy to support faculty members as well as students financially. Administrative help, infrastructural facility and academic assistance are extended to everyone.

Institute have Project Incubation Centre in which students are encouraged to take on projects dealing with challenges faced at local level to cope up fulfilment of requirements raised by small scale industries and organizations.

Institute is involved extensively in various social activities in collaboration with government and non government organizations so that students can understand challenges and issues in society. Students have visited nearby industries to acquire current happenings and actual processes of industries. Institute has focused on two social issues majorly in addition to other regular activities that are Gender equality in collaboration with NGO, ”Men Against Violence and Abuse” and Swachha Bharta Abhiyan in collaboration with “Shirpur Warwade Municipal Corporation”.

Infrastructure and Learning Resources

The institute is well equipped with infrastructural facilities like ICT enabled classrooms, updated computer laboratories, seminar hall, auditorium etc. The institute also have ample space for indoor as well as outdoor sports activities.

Institute has a very strong IT infrastructure and updates regularly in terms of software and hardware as per needs. The institute have network of 241 computers with 100 Mbps in addition with alternative Internet connectivity of 20 Mbps through Wi-Fi by using 9 access points to fulfil the academic as well as research needs. Internet access controlling, monitoring and management are done through centralized firewall Cyberoam.

Institute library comprises of 7173 books, 48 national/international journals. Library is using library management system LIBSYS4 version 6.3 for automating whole processes of library and extends its access through OPAC. Library has subscription of E-databases such as DELNET and is a member of NDL. Library portal developed in house is hosted on institute website to extend services of library in digital mode.

Institutes have well defined structure for maintaining and utilizing physical, academic and support facilities.

Student Support and Progression

Institute has effective system of informing students about various scholarship schemes provided by Government, university and institute. Institute closely monitors this schemes right from filling the application form up to disbursement of scholarship amount to the students.

Institute organizes guest lectures on Competitive exam preparation and career guidance. It also gives opportunity to enroll and complete various add-on courses, certificate courses and online courses through

COURSERA, SWAYAM etc. Institute also organizes bridge course, remedial coaching and mediation activity during exams etc regularly to help students acquainted with actual requirement for progress which is not included in syllabus anywhere.

Institute has Parent – teacher system through which students are allocated to each faculty member. Parent teacher conducts meeting frequently and extends counselling to needy students in academic and overall development.

Institute has proactive Training and Placement cell which helps students to take various third parties training on technical as well as soft skills required in current scenario of placement. Efforts of T and P cell can be witnessed through growing number of placements in all stratums of industries. This result in 50-60% employment through in campus and off campus recruitment drives. From Institute 35-40% students opt for higher education. Training and placement cell also keep networking with Alumni by various modes of interaction. In response alumni visits the institute to deliver lectures, for induction program and for placement activity.

Institute has various committees like Student grievance redressal cell, anti ragging and anti sexual harassment committee to keep the institute's environment healthy and conductive by all means.

Institute helps students to showcase students' talent in cultural and sports activity by organizing various competitions and encourage taking part in various competitions at university level.

Governance, Leadership and Management

RCPET IMRD has three main bodies of concern LMC, IQAC and AMC which carries out governance of the institute in respective level of function. All committees are framed in democratic way which results reflectiveness, transparency and participativeness in all aspects. Institute have well organized hierarchical structure of all the committees which stands accountable for the defined work assisted with e-governance in finance & accounts and student admission and support. Institute have well defined policy document for recruitment, service rules, code of conduct, facilities to the staff etc. There is well defined set of policy and activities for the welfare of the staff like insurance, financial assistance for attending seminar/conference/workshops, technological equipment assistance, health awareness, celebration etc.

Institute prepares and executes strategic plans for development of the institute. Each process in such plan is executed with proper implementation using documentations.

Institute has very effective and transparent performance appraisal system for teaching staff. Reviews of the filled API form on submission are given to teaching staff and are then confirmed for fitness of promotion.

Institute has well structured audit system. Budgeting and auditing in regular intervals is carried out to make efficient and effective use and mobilization of available financial resources. A meticulous system ensures no objection in internal/external audit.

Internal Quality Assurance Cell (IQAC) aims at continuous enhancement of quality in teaching-learning process. IQAC meets in regular interval to take review on ongoing processes and to decide on inputs to strategic plans of future.

Institutional Values and Best Practices

Institute believes that students admitted in the institute be a good human being for life long journey in personal or professional life. Keeping this objective in focus institute organizes various seminars, workshops, street plays, charity activities, days and campaigns etc for practicing gender equality, understanding fundamental duties and rights, promoting universal values and preserving the importance of nationalism etc. Institute practices gender sensitivity by providing various facilities and through functioning of various committees.

Being located at rural area, it is observed that students in the territory are least aware about professional/career oriented programs, Institute understand this gap and makes every aspirant students to aware about such programs and be benefited by enrolling into such programs for their better future. Institute provides infrastructural and internet facility free of cost to such students.

Institute has well defined code of conduct for students, teaching and non teaching staff.

Some programs of the institute is approved by AICTE and all programs are affiliated to KBC, NMU, hence functioning of all the programs is carried out as per norms laid down either by AICTE or KBC, NMU. There are set policies regarding functioning of finance, academics and administration in the institute, which results transparent functioning in all the areas.

There are many practices adopted by institute to improve teaching and learning process or to improve overall performance of students. Among all such practices a week long induction program and Soft skill and personality development program are two such programs which are revived every year by considering needs of the students coming from rural and first learner background. Extending to overall performance of students, institute is of the opinion that innovation and creative learning process is one area which is distinctive in the performance of the Institute.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	R. C. PATEL EDUCATIONAL TRUST'S INSTITUTE OF MANAGEMENT RESEARCH AND DEVELOPMENT, SHIRPUR
Address	RCPETS IMRD, Karvand Naka
City	SHIRPUR
State	Maharashtra
Pin	425405
Website	www.rcpimrd.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
IQAC Coordinator	Manoj B. Patel	02563-	7350285555	02563-	manojpat101@gmail.com
Director	Vaishali B. Patil	02563-251028	9850156700	02563-251021	rcpimrd@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minority Institute Certificate2.pdf
If Yes, Specify minority status	
Religious	
Linguistic	
Any Other	

Establishment Details	
Date of establishment of the college	06-05-1997

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	North Maharashtra 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	25-04-2017	12	

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

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	RCPETS IMRD, Karvand Naka	Urban	1.5	4000

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
UG	BBM,Commerce And Management	36	HSC Passed	English	192	175
UG	BBA,Commerce And Management	36	HSC Passed	English	197	195
UG	BCA,Commerce And Management	36	HSC Passed	English	193	190
PG	MCA,Science	60	HSC Passed	English	240	181
PG	MCA,Science	36	Any Graduate	English	360	148
PG	MMS,Commerce And Management	24	Any Graduate	English	120	93

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				0				23
Recruited	0	1	0	1	0	0	0	0	18	5	0	23
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				18
Recruited	0	0	0	0	0	0	0	0	4	4	0	8
Yet to Recruit				0				0				10

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				12
Recruited	8	4	0	12
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				6
Recruited	6	0	0	6
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	21	8	0	29

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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**
	0	2	0	2

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
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	287	8	0	0	295
	Female	262	3	0	0	265
	Others	0	0	0	0	0
PG	Male	209	0	0	0	209
	Female	211	2	0	0	213
	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	23	17	13	12
	Female	10	14	10	14
	Others	0	0	0	0
ST	Male	18	26	39	32
	Female	4	10	17	12
	Others	0	0	0	0
OBC	Male	207	196	229	262
	Female	182	190	204	286
	Others	0	0	0	0
General	Male	178	180	147	198
	Female	122	119	125	163
	Others	0	0	0	0
Others	Male	9	4	6	0
	Female	5	4	6	3
	Others	0	0	0	0
Total		758	760	796	982

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3. Extended Profile

3.1 Program

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

Response: 6

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
6	6	6	6	5

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
982	796	760	758	681

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
410	354	338	320	327

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
175	173	193	187	158

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
32	33	32	30	30

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
42	42	42	38	35

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 10

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

2017-18	2016-17	2015-16	2014-15	2013-14
140.58	135.38	128.44	123.65	115.56

Number of computers

Response: 220

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:

The Institute is affiliated to Kavayitri Bahinabai Chaudhary, North Maharashtra University, Jalgaon and follows the curriculum prescribed by the university. Apart from this prescribed curriculum the Institute follows a very systematic approach to develop and deploy action plans for effective implementation of the curriculum as given below.

- At the beginning of every academic year, the affiliating university gives a tentative calendar about start and end of the semester.
- By taking university calendar as an input, Director and Head of Departments discuss and prepare the academic calendar for the Institute which includes internal examination dates and all activities.
- Head of the Department distributes teaching load to faculty members by considering subject choices given by faculty members.
- The Institute plans and defines evaluation criteria for internal examination.
- Along with the academic calendar, faculty academic diary is also issued to every faculty members.

Academic Diary covers:

- Faculty Profile
- Academic Calendar
- Individual Time-Table
- Activity Planner
- Course Objectives
- Lecture Planning (Semester Wise)
- Practical Planning (Batch wise)
- Attendance Record (Theory/ Practical/ Tutorial)
- Lecture Details
- Details of Lecture Compensated
- Record of Practical Assessment
- Record of Internal Examination
- Result Analysis (Internal Examination)
- Result Analysis (External Examination)
- Record of Content Beyond Syllabus
- Record of Seminar, Minor and Major Project
- Record of the Seminars, Workshop and Conference

Teaching Practices:

- At the beginning of a semester, every faculty member prepares a calendar of individual activities

which includes start and end date of each unit for every subject, number of lectures required for each unit; accordingly faculty member prepares his/her unit wise teaching plan.

- For the practical, faculty member prepares a batch-wise practical plan. In addition to the practical prescribed by university, some extra practicals are conducted for some subjects.

Conduction of Internal Examination:

- The detailed schedule about the internal examination is given to students at the beginning of the semester.
- Result analysis of every internal examination is carried out and accordingly corrective actions are taken. After every internal examination, Director conducts review meeting with Head of Departments.

Attendance Monitoring:

- Attendance of every student is monitored at the end of every week, and a corrective action is taken against the students with less attendance and same is telephonically communicated to the parents by parent teacher.

Industrial Interaction and Internship:

- The Institute organizes industrial visits in order to bridge the gap between the academic and industry.
- The Institute invites various experts from industries to deliver domain specific technological interaction.
- The Institute motivates students to take part in industry oriented competitions.
- The Institute has signed letter of intent and memorandum of understanding with various industries.

Parent Teacher Student System:

- Each faculty member is a Parent Teacher of students.
- Parent Teacher keep the record of student details like personal, academic, co-curricular and extra-curricular activities.

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: 18

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
7	5	5	1	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: 85.99

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	11	0	0	8

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: 16.67

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

Response: 1

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: 0

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

Response: 00

File Description	Document
Name of the programs in which CBCS is implemented	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: 40.05

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
509	796	368	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 believes that integrating cross cutting issues with the curriculum would create positive effect on the students both in terms of his/her education and societal commitment. For this, the Institute conducts several awareness sessions and related activities.

Gender:-

- The Institute arranges various programs based on the themes such as, 'Save Girl Child', 'Beti Bachao Beti Padhao', 'Drama on Beti Bachaoo', Self Defense Training for Girls, Residential camp on Gender Sensitization, Women's Day Celebration, and Educate Girl Child Campaign, etc.
- Girls and boys together participate in various co-curricular activities such as workshops, paper presentations, project competitions, organization of paper contests, group discussions, technical quiz competitions, etc. Boys and girls are involved in various academic, co-curricular and extracurricular activities so as to stop gender inequality.

Environment and Sustainability:-

- The subject 'Environmental Studies' is a part of the curriculum.
- Apart from these students arrange activities like Tree Plantation, Clean India Mission, Environmental Science Poster Presentation, etc.

Human Values and Professional Ethics:-

- The curriculum also includes courses on professional ethics and human rights. The Institute has various committees like Yuvati Sabha, Woman Anti-harassment Committee, Anti-Ragging Committee for human rights.

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: 125

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

Response: 125

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: 41.45

1.3.3.1 Number of students undertaking field projects or internships

Response: 407

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: A.Any 4 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: 2.41

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
31	25	18	18	7

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 72.08

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
410	354	338	320	327

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
438	438	540	540	510

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: 100

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
410	354	338	320	327

File Description	Document
Institutional data in prescribed format	[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:

After admission, students are bifurcated in two categories as advanced-learners and slow-learners based on qualifying examination percentile and CET score. In addition to these scores, first internal exam evaluation is also taken into consideration for such bifurcation. Depending upon this, some common programs for all type of learners are carried out and some special programs are carried out for advance learners and slow learners.

Common programs for advanced and slow-learners-

- Bridge course is conducted every year at the beginning of first year. The bridge course objective is to polish the prerequisite knowledge such as basic of English language and computer operation proficiency etc.
- Fundamental subject workshops are conducted every year for proficiency in programming, accountancy terms, mathematical fundamentals and management fundamentals etc.
- Regular follow up of both types of learners take place in the form of meeting through parent-teacher system and subject teacher.
- Students of MCA and MBM are motivated to develop mini-projects based on their understanding and implementation of their learning skills.
- Students are encouraged to participate in Soft Skills and Personality Development Program as per their type of learning.
- Students are appreciated on the basis of their percentile improved than the previous one at the beginning of each academic year.
- Institute organizes expert talks and guest lectures on recent computing and management trends such as iPhone Development, Big Data Management, Xamarin, Bootstrap Framework, Angular JS, Learning to Learn etc.

Special programs for advance learners-

1. Doubt Clearing sessions are arranged for advance learners.
2. Subject-wise additional reference and study materials are given to advance learners.
3. Extra tough assignments and question banks are given for developing more proficiency in subject.
4. Additional practical assignments are given as per industry standards.
5. Students are encouraged to participate in university level competitions such as Avishkar (a Research Competition, Software Exhibition,and Industry propagated challenges like Coding,Code Optimization, Innovative ideas etc.
6. Advanced learners are encourage to mentor their classmates those who are slow learners (i.e. peer group learning).
7. Topper assessment system is carried out for advance learners.

Special programs for slow learners-

1. On analyzing slow learners weak area, parent-teacher guides student likewise i.e. if student lacks in answer writing skills parent-teacher helps particular student in improving that skill.
2. Subject teacher understands students lacunae in understanding chapters after Internal evaluation accordingly extra preparation of those particular chapters is done.
3. Slow learners are given extra and easy assignment on more common part of subject, so that they can at least focus on it.
4. Time management is taught to such learners so that they may not miss writing important questions in examination.
5. Extra classes are arranged to teach those concepts which such students find difficult in understanding.

Except these efforts if student fails in the exam following initiatives are taken-

1. After result of first Internal exam, failed students are identified and subject-wise retests are conducted.
2. Subject-wise remedial coaching is provided to students who failed in university exams.
3. Failed students are allowed to attend regular classes.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 30.69

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

Response: 00

File Description	Document
Institutional data in prescribed format	[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:

Following measures are taken to make learning student-centric:

Experiential Learning

- Students learn through field work, by which they transform their theoretical knowledge to practical one.
- Through Mini Project Development, students learn to transform the user requirements by developing software. It helps to bridge the gap between theoretical concepts and its practical applications
- Institute organizes Software Exhibition for students. It is one of the ways by which students apply theoretical knowledge into reality.
- AVISHKAR is a Research Competition among all Universities of Maharashtra. Institute organizes institute level Avishkar competition to identify and promote innovative ideas, concepts and solutions addressing to societal needs from young students of the institute. Students present their research concepts, ideas through poster presentations or models in this competition.
- The Institute has project incubation center which gives MCA and MCA(Integrated) students opportunity to foster their technical skills and encourage innovation among them.

Participative Learning

The main objectives to carry out various participative learning activities in Institute are to make students empowered to become more independent and interdependent. They take greater control of their own learning by participating in various activities like Group discussion, Seminar, Poster Presentation etc. It provides students with an opportunity to gain professional values, knowledge, and skills.

- Institute conducts Global Business Foundation Skill(GBFS) training program with an objective to develop softs and corporate skills of students. This training program is completely activity based which gives opportunity of participative learning to students.
- Institute conducts sessions like group discussion, group study, seminar and quiz, poster presentation and funfair activity to make learning more interactive and collaborative. Institute also

- encourages students to participate in various inter- collegiate competitions.
- Institute also conducts few interactive activities outside the campus for students.
- Institute organizes Induction Program to introduce newly admitted students to Institute services which will support their educational and personal goals. In Induction Program various activities like Stress Management, Time Management, Team Building etc. are carried out to create an atmosphere that minimizes anxiety, promotes positive attitude and stimulates an excitement for learning. In addition, learner–centered teaching methods such as role play, coursera, SWAYAM (E-certification), project work, field visit, case study, debate etc. are practiced to supplement classroom teaching which enhances participative learning and critical thinking among students.

Problem solving methodologies:

- Institute encourages students to participate in Project Competitions, Coding Competitions and various management events. Students are assigned with tasks in which they are engaged in solving complex problems by applying their core knowledge and experience.
- For particular management subjects different cases are assigned to students which depict issues of real corporate world, students need to brainstorm and find out various alternative solutions and arrived at one final solution which is viable considering all possible parameters. This allows students to think critically and utilize the knowledge to arrive with workable solutions for problems related to real life practice.
- The faculty member is encouraged to develop new experiments beyond syllabus and assign those to students to find optimal solution.

File Description	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: 100

2.3.2.1 Number of teachers using ICT

Response: 32

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: 30.69

2.3.3.1 Number of mentors

Response: 32

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and creativity is the essence of teaching and learning process. Traditional teaching method, chalk and talk is now becoming droning. Faculty members have introduced new tools and techniques in teaching learning process so that students can actively participate and grasp the ideas and knowledge effectively. By introducing new trends in pedagogy, the Institute encourages teaching learning more innovative and creative.

Following are the various innovative tools and techniques introduced in the institute to enhance teaching learning process:

- Quiz, surprise tests, class-room seminars, industrial visits, audio-visual aids are used to make teaching effective. These innovative techniques have helped us to make the learning experience of students effective, enjoyable, attentive, interactive and communicative.
- The faculty members try to make lectures more student-centric by introducing peer group learning by means of group discussion, role play and brainstorming sessions which stimulates the analytical thinking of students.
- Faculty members encourages students to use various resources like E- resources, NPTEL Video lectures and Institute's online repository to get in-depth knowledge of topic.
- To make teaching learning process more attractive and smart, the students are encouraged to find the solution for a critical problem.
- Institute organizes Field Work PowerPoint Presentation Competition (Anvesh) and Environmental Poster Presentation Competition (Srujan) as innovative tools for internal assessment.
- Institute conducts Internal Project Viva-voce of MCA students with the objective to enhance student's presentation skills and to make them ready for final Viva-voce.

Following are the various activities conducted at Institute to make teaching learning creative.

- The problem solving abilities of students are enhanced by including case studies which promote the development of analytical skills of students related to respective course subjects.
- The students are assigned different tasks such as Group Assignments, Problem Solving and Mini Project. This helps them to improve self-learning and teamwork building.
- Institute regularly organizes expert lectures to make students aware and update about recent trends and technologies of IT and Management sectors.

- Institute always nurture the creativity of students through organizing Field Work Presentation, Poster Presentation, Software Exhibitions, and Project Presentations.
- Institute organizes Pre-Industrial Training workshop for final year MCA intern students to make them aware about software industry, its requirements and various tools and techniques.
- Institute provides academic diary to faculty members at the beginning of each academic year which helps them to maintain and track teaching learning progress and overall performance / records of students.
- Taking into consideration Institute's innovative and creative practices, Computer Society of India, Chennai awarded our institute as "Best Institute of the Year" in category "Innovative Pedagogical Approaches and Tools" at Tech Next India on 10th – 11th February, 2018 held at IIT Bombay.

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: 79.12

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

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

Response: 1.25

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
1	0	1	0	0

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: 8.14

2.4.3.1 Total experience of full-time teachers

Response: 260.6

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: 3.18

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	1	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

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

Response: 1.67

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
0	0	0	1	2

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:

A separate Exam committee is formed at Institute level by the Director of Institute headed by Exam Chairman and comprises Head of the departments and one Exam Co-ordinator from each department. Exam committee takes care of the overall examination related work. Internal evaluation system of the Institute is continuously monitored and modified for the better handling of the examination process. Decentralization of the committee in three departments is done for the smooth functioning. Any reform in the evaluation system suggested by the university is analyzed by the departmental exam committee and necessary amendments are made. These amendments are presented in front of the Institute level exam committee and Internal Quality Assurance Cell for the approval. After the approval, these reforms are implemented at the department level. The examination reforms initiated are circulated to faculties and students through examination notices. At the beginning of each semester tentative internal examination schedule is prepared by department level exam committee and it is included in the academic calendar of the department. This schedule of the internal examination is forwarded to the faculty members at the commencement of the semester and also displayed on the notice board for the students.

Institute conducts tutorials, assignments, class levels tests, internal practical on continuous basis for the development and evaluation of the students. Presentations by students on different topics, field work presentations, project presentations and group discussions are frequently used as tools to monitor the student's independent learning and communication skills.

University level reforms: Institute follows all the exam related reforms initiated by KBC NMU, Jalgaon.

Institute level reforms keeping in mind the university reforms:

- Taking into consideration university level reforms, the Institute also changes its continuous internal evaluation system.
- Institute has introduced additional practices like Environment Poster Presentation, Field Work and Project work, PowerPoint Presentations for continuous evaluation. Institute conducts three internal examination instead of two suggested by the university.
- Exam committee reserves right to make timely changes in Continuous Internal Evaluation system.

File Description	Document
Any additional information	View Document

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

Response:

- Our Institute's Examination system is the mini model of an examination system of the KBC NMU, Jalgaon.
- The examination and internal college evaluation system are communicated to students during the Induction Program.
- The department-wise academic calendar is displayed on notice board consisting the details of exam slot and institute/department events, at the beginning of each semester.
- Institute haves continuous internal evaluation system consisting theory and practical, performance in internal examination to monitor the student progress,
- Subject teachers conduct class level practical tests in regular schedule. The pre internal practical exam is also conducted before internal practical examination to check the understanding level of the practical subject.
- Subject wise syllabus completion report is prepared and verified from department head prior to each internal examination to ensure syllabus completion status.
- Detailed schedule of the internal examination is finalized by the exam committee and gets it approved from the head of departments.
- A notice of internal examination is circulated to the students and faculty members prior to the examination by the exam committee. A copy of notice is also displayed on the notice board along with the detailed internal examination schedule well in advance.
- To ensure transparency, the internal examination papers are discussed in class and the assessed answer sheets are made accessible to the students to help them evaluate their performance and identify areas capable of improvement and the internal examination results are also displayed on the notice board.
- Student's doubts in evaluation are clarified by the respective subject teachers and head of the department.

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

Response:

Grievances related to internal assessment:

- The institute have decided a time frame of one week for the internal evaluation. The Head of Departments along with Exam Committee ensures that subject teachers have evaluated answer sheet within a time frame of one week.
- The evaluated answer sheets are shown to the students to bring out the discrepancies, if any. The students are made aware of the evaluation procedures including examination pattern of institute well in advance.
- Students can apply for revaluation if they feel their internal examination marks are not as expected.

- Students can approach the Departmental Exam Committee/Head of Department, in case of any grievances, hence institute have effective redressal mechanism.
- The internal examination marks after verified by the subject teacher, class teacher and the Head of the department, uploaded in the assessment data entry system of KBC NMU, Jalgaon.
- The exam committee takes care of timely and smooth conduction of the internal examination.

Grievances related to external assessment: KBC NMU does have a standard procedure for Redressal of grievance related to External Examination. A student at the University examinations may be eligible to apply for Verification of marks and Revaluation, within 15 days from the date of declaration of result, The aggrieved student also have the right to apply for photocopy of the answer sheet if not satisfied with assessment. The Institute provides the necessary support to students in applying for verification of marks, revaluation of answer sheets and obtaining photo copies of their answer sheets. Institute exam committee does the needful as per the guidelines framed by the KBC NMU, Jalgaon.

- The exam committee communicates the process of university examination related grievances to the students and faculty members through the notices.
- The photocopy of evaluated answer sheets are reviewed by subject teachers.
- In case of any discrepancy, the student further applies for challenge to valuation by paying requisite fees to the University.
- At the university level, Institute Exam Committee acts as mediator for redressal of grievances regarding evaluation.

File Description	Document
Any additional information	[View Document](#)

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

Response:

- The academic calendar acts as a stepping stone for the smooth functioning of the Institute. Academic calendar provides the proposed roadmap of the academic activities.
- The Director of the Institute along with the Head of the Departments designs the department-wise Academic Calendar in line with the Academic Calendar provided by KBC NMU, Jalgaon.
- The academic calendar of the Institute includes details about the commencement of semester, holidays, day's celebrations, various activities such as industrial visits, expert lectures, seminars etc.
- Moreover, the academic calendar provides the tentative schedule of internal examination. This helps students to prepare for internal examination well in advance.
- The academic calendar gives schedule of experiential learning activities such as Field Work (Anwesh), Mini Project, and Participative Learning such as Teacher's Day Best Message contest, Environmental Science Poster Presentation (*Srujan*) designed by the Institute for the betterment of students.
- The student's performance in Environmental Science Poster Presentation (Srujan) and Field work

considered as a part of the measure of Internal Examination. The department- wise calendars are displayed on the institutional website, notice board for faculty members and students.

- The director of the Institute along with head of departments monitor planning and execution of the activities in the academic calendar.
- The semester -wise schedules of internal examination - both theory and practical courses - are prepared by the head of the departments, in line with the departmental academic calendar.

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:

Program outcomes, program specific outcomes and course outcomes are not provided on the University website, instead of those program objectives and course objectives are provided. We consider program objective provided by university as program outcome and course objective as course outcome. The program and course objectives are communicated to all the students and faculty members by displaying it on the Institute website.

It is presented during the Induction Program organized by departments of the Institute at the beginning of each academic year. In addition, it is communicated during first parent-teacher meet and also at the time of admission counseling. Course objectives are explained by subject teacher in the very first lecture.

Program	Program Outcomes (PO)	Program Specific Outcomes (PSO)	Coures Outcomes (CO)
Master in Computer Application (MCA)	NA	NA	NA
Master in Management Studies (MMS)	NA	NA	NA
Bachelor of Computer Application (BCA)	NA	NA	NA
Bachelor of Business Administration (BBA)	NA	NA	NA
Bachelor of Management Studies (BMS)	NA	NA	NA

*NA – Not Available / provided by KBCNMU,Jalgaon

File Description	Document
COs for all courses (exemplars from Glossary)	[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:

Following methods are used to ensure that the stated objectives of curriculum achieved in the course of implementation as follows:

- Teaching faculty members prepare lecture and practical plans and stick to it for effective curriculum completion as per schedule.
- Teaching faculty members prepare academic diary to maintain and continuously monitor the performance of students.
- Internal Evaluation, Practical session and viva-voce are conducted to monitor the course objectives.
- Review of effective syllabus completion and fulfillment of course outcomes is carried out frequently through seminars, internal practicals, assignments, internal exam and projects.
- Teaching faculty members maintain continuous assessment record in academic diary and verified from the head of the department.
- If at any stage, the department realizes that the said objectives are not being achieved, the department plans for a remedial action and strategies are devised to cover up the gaps, if any in the delivery of the curriculum to ensure that it enables the institute to achieve the stated objectives of the curriculum.
- Experts from industry and academics are invited as guest lecturers to cover up advanced knowledge areas beyond the syllabus.
- Students are encouraged to complete mini projects and industry sponsored projects.
- Feedback is analyzed by the department and remedial steps are taken to achieve stated objectives of the curriculum.

Following input data used for assessment:-

1. Review of University results.
2. Placement records.
3. Review of syllabus completion.
4. Merit list of University.
5. Internal Exam Assessment and Performance.
6. Assignments.
7. Performance in various competitions.
8. Sports achievements.
9. MCA IT Training.

10. Seminars and workshops.
11. Field work, Projects and Mini Projects.
12. Poster Presentation and Software exhibition.
13. Scrutiny of feedback from students, etc.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 82.11

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

Response: 156

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

Response: 190

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: 174000

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	174000	0

File Description	Document
List of project and grant details	[View Document](#)
e-copies of the grant award letters for research projects sponsored by non-government	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

Response: 00

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

Response: 0.13

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

Response: 4

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

Response: 157

03-11-2018 06:52:27

File Description	Document
Supporting document from Funding Agency	[View Document](#)

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:

Introduction:

The Incubation Center has been setup at the Institute in 2015 to promote innovation and IT skills in MCA students. Our endeavors towards promoting internship and provide IT training in local industrial/premises and financial organizations made us realize the need for this initiative. Geographically, Shirpur and surrounding area belong to the tribal population with 90% of its economy based on agriculture. Most of the students admitted are financially backward and hence cannot afford expenses to carry out internship projects in metro cities. To overcome this problem, incubation center has been setup at the Institute to establish links with the nearby industries and identify the technological challenges being faced by them. We take up appropriate problems of the industry for finding solutions through projects assigned to our students. The emphasis is given to the projects based on by using the knowledge and skills that he/she has gained during the semester with industry sponsored project encouraged at the final year. Many innovative projects have been accepted by the well-known organizations in the region like The Shirpur People's Co-Operative Bank Ltd., Seva Hospital, Deesan textile etc. Institute takes efforts to develop the students for their professional skills. Their expertise is harnessed with basic IT education, guided by faculty members and professional expertise.

The Incubation Center is established with the following objectives:

1. To provide platform for students to interact with mentors, industry experts and consultants.
2. To promote, establish and support a culture of innovation among students.
3. To establish links with near and far industries and identify the technological challenges being faced by them.
4. Take up appropriate problems of the industry for finding solutions through projects assigned to students.
5. To provide students a real time project development experience to test their technical knowledge and ideas.

The Incubation center was inaugurated on 17th Jan 2015 in the presence of Dr. Pradeep Waychal (Director of NMIMS Shirpur), Mr. Krishnan having a huge experience of 35 years in IT industry, Dr. J. B Patil (Dean of Engineering & Technology faculty in the KBCNMU, Jalgaon) and Dr. Pramod Deore (Vice Principal. RCPIT, Shirpur).

Incubation center selection process includes aptitude test, technical test followed by interviews.

Under this incubation center, Payroll System, Customer Portal, Employee Portal, Trade Soft System, and

Patient Management System, Online Teaching Feedback System, Online Digital Library System, API and Shubha-mangal android App were developed.

In incubation center Project Development Life Cycle (Phase 1 and 2), Latex Training Workshop, Guest Lecture, Pre –IT Workshop etc. activities were conducted. We look forward to financial benefits from incubation center by developing various projects from local/outside industries and organizations.

AVISHKAR is initiated by His Excellency, Governor of Maharashtra, Shri. S. M. Krishna in 2006. It's a Research Competition among all Universities of Maharashtra. Institute organizes Institute Level Avishkar competition to showcase innovative ideas, concepts and solutions addressing to societal needs from young students, researchers, faculties of the Institute.

SodhPravaha is an Institute level research poster competition organized to foster researcher aptitude among Institute's faculties.

File Description	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: 40

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
8	9	9	7	7

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

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: 2

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
Any additional information	View Document

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

Response: 1.24

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
7	2	8	8	14

File Description	Document
List of research papers by title, author, department, name and year of publication	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: 0.92

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
1	4	13	7	4

File Description	Document
List books and chapters in edited volumes / books published	[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 Activity and Social Awareness Program

Institute focuses on creating good neighborhood- community network and giving back what it gets. Following events and activities conducted by Institute -

1. **Ek Hath Madaticha (A Hand to Help):** Students from all departments were participated in group activities like offering used grocery, stationary, cloths, sports equipments to the orphan students in schools in Shirpur town.

2. **Blood Donation Camp:** Institute annually organizes blood donation camps in association with Jeevan Jyoti Blood Bank, Dhule and Navjeevan Blood Bank, Dhule.

3. Gandhi Vichar Sanskar Pariksha: This examination introduces the students to the life and message of Gandhi through a series of simple and highly readable text book. Institute has been actively participating in this exam for last four years and has also received prizes.

4. MAVA(Men against Violence and Abuse): Institute signed MoU with MAVA to address gender inequality and sensitizing students to social issues. To execute this Institute organizes workshops, seminars, street plays, and film festivals.

5. Swachh Bharat Abhiyan: Institute signed MoU with Shirpur Warvade Municipal Corporation (SWMC), Shirpur to assist SWMC to participate in various programs declared by the State Government. Under this, Institute helps SWMC in Swachh Bharat Abhiyan to conduct survey, rally and inspection of schools for cleanliness, door to door awareness of Swachhata app uses.

6. Tree Plantation: In order to restore the eco-balance of the environment, Institute conducts tree plantation activity every year on occasion of world environment day i.e. on 5th June. On this day, students and faculties create awareness towards tree plantation and urge residents of Shirpur to contribute for the environment conservation.

7. Yoga Day: Our institute organizes Yoga Day annually on 21st June. All the faculties and students participate in this activity and perform various *asanas*.

8. Red Ribbon: Institute organized Red Ribbon club on 21st March 2014. The red ribbon is a symbol for both drug prevention and for the fight against AIDS. The basic objective of this program was to make the students aware about the causes and prevention of HIV, AIDS and drug addictions.

9. Beti Bachao Beti Padhao: Institute organized various programs to address the issue of the declining girl child sex ratio and promote women's empowerment in order to improve women's status in the society.

10. Youth Day: Institute organizes 'The Best Message Contest' from last three years on Youth Day that is on 12th January. Institute students conduct this contest at various colleges/institutes of North Maharashtra region.

11. No Vehicle Day: Shirpur as a town place is committed to save the environment and Mother Earth. To promote this, the Institute initiates the practice of 'NO VEHICLE DAY' on every Saturday of a week. Majority of faculty members and students reach college on bicycle, while others by walk on this day.

12. Teacher's day best message contest: Institute organizes teacher's day best message contest on the occasion of Teacher's day from the academic year 2015 16. The undergraduate students conduct this contest at various junior colleges.

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
00	00	00	00	00

File Description	Document
Number of awards for extension activities in last 5 years	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: 47

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
20	9	8	8	2

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: 33.73

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
465	531	196	107	100

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: 9

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
1	2	1	2	3

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	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: 37

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
9	11	8	6	3

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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

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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:

Institute has developed infrastructural facilities as per the norms of the apex bodies, and up-gradations are made time to time as per requirements to facilitate effective teaching and learning. Institute has a well-planned building consisting of all facilities to ensure effective teaching and learning environment. Institute has provided appropriate parking facility and adequate space for conducting various cultural activities on campus. Management constantly reviews existing facilities to determine needs of updates for ensuring effective teaching and learning.

Followings facilities are provided by Institute for teaching and learning:

- **ICT Enabled Class Rooms:** Institute has spacious class rooms well-equipped with LCD projector, computer and Wi-Fi facility to ensure high-end teaching –learning environment.
- **Upgraded Computer Labs:** Institute has upgraded computer labs with latest configuration hardware and licensed software up-graded by Microsoft developer network time to time. Computer labs are equipped with LCD projector, Air conditioner and Internet connection with speed of 100 Mbps (Per Node 5 Mbps).
- **Seminar Hall**: Institute has seminar hall well-equipped with LCD projector, Wi-Fi facility and audio tools. Seminar hall is regularly utilized for academic events, student interaction sessions and cultural events of the Institute.
- **Auditorium Hall:** Institute has a world class air-conditioned auditorium hall with seating capacity of 200+. The auditorium hall is equipped with large size screen, powerful audio system and LCD projector with internet connection and Wi-Fi facility. LCD projector installed in auditorium hall having following features:

  Resolution 1024 X 768 Pixel

  Lamp Life 4000 Hrs.

  Brightness 5000 ANSI lumens

  High Contrast Ratio 2000:1 with iris

  Image Size 40-500 Inches

  Built in Speaker 10 wt.

- **Library:** Library has 7173 books, 48 National / International journals and magazines to provide latest knowledge and also having 250 CDs related to course syllabus. Library has subscription to "Developing Library Network (DELNET)" which provides numbers of e-resources for library enrichment. Library is connected with internet facility to access e-resources for students and faculty

members. Online Public Access Catalogue (OPAC) facility is made available to know the bibliographical details about the collections.

- **Reading Room:** Library has well-furnished and peaceful reading room providing 120 students seating arrangement with Wi-Fi facility.
- **Internet Connectivity:** Institute has **120 Mbps** internet connection (100 Mbps of Reliance in shared mode & 20 Mbps line of BSNL).
- **Wi-Fi Facility:** To provide full-fledged internet connectivity, Institute has 100 Mbps internet connection which is provided through Wi-Fi by using 9 access points. Internet connection is provided to students after registration of mobile and laptop MAC address.
- **Server Room:** Institute has a server room for systematic control on computer labs and for providing uninterrupted IT services for teaching and learning.
- **Student Co-operative Store:** Institute has Student Co-operative Store (shared mode) to fulfill students' academic needs like stationery and uniform at reasonable rates.
- **Generator Facility:** Institute has installed 35KV capacity diesel generator for uninterrupted teaching and learning environment. Generator is installed with necessary arrangement of proper ventilation.

File Description	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:

- Institute has spacious sports facilities for indoor and outdoor sports. Institute has appointed full time physical director for guidance and to take care of regular sports activities.
- Institute has playground (on sharing basis) for outdoor games like Cricket, Handball, Football, Athletics, Kho-Kho, Softball, Volleyball and Kabaddi.
- Institute has provided sports facilities for indoor games like Archery, Chess, Table Tennis, Badminton, Power lifting, Fencing, Jump rope and Best Physique.
- Students of the Institute have regularly participated in various sports competitions at various levels like Inter-collegiate, Inter-University, District level, State level, National, and International level.

Specification of Play Ground as follows:

Specification of Play Ground		
Area / Size	Year of Establishment	User Rate
27697 Sq. meters	2002	Regularly

List of Sports Equipments available in the Institute:

Sr. No.	Name of Sports	Name of Equipments
1.	Football	Stud, Simpad, Stoking, Ball
2.	Cricket	Bat, Batting Glows, Batting Pad, Center Guard, Helmet, Wicket kipper Glows, Ball, Thai pad, Arm Guard, Stumps
3.	Softball	Glows, Slager, Ball, Helmet
4.	Badminton	Racket, Shuttle
5.	Ball Badminton	Racket, Net, Ball
6.	Table Tennis	Racket, Ball
7.	Chess	Board & Ponds, Chess Clock
8.	Running	Spike
9.	Power Lifting	Belt
10.	Short Put	Men
11.	Volleyball	Net, Ball
12.	Boxing	Glows, Face Guard
13.	Carom	Carom board

Gymnasium:

- Institute has gymnasium (on sharing basis) equipped with the modern equipments for health wellness of students.
- The Gymnasium is equipped with modern equipments such as Back Pulley Machine, Pack Deck Machine, Shoulder Machine, Triceps Machine, Smith Machine, Abs Machine, Cycle, Forearm Machine, Cable Cross Machine, Abs Mussels Machine, Leg Calf Machine, Leg Press Machine, Picher Machine, Bench Press, Incline Bench Press, Plate Stand, Dumbbells Stand, EZ Curi Bar, Triceps Grips, Barbells Grips, Barbells, different sets of Dumbbells and Plates.

Specification of Gymnasium as follows:

Specification of Gymnasium

Area / Size	Year of Establishment	User Rate
300.00 Sq. meters	2018	Regularly

Cultural Activities:

- Institute organizes various cultural activities for encouragement of students and to explore their hidden talents. Institute organizes various cultural activities like welcome function**,** Ganesh Utsav, annual gathering and farewell function. Institute has enough space and lush green campus for conducting cultural activities.
- Institute has seminar hall equipped with LCD projector, Wi-Fi facility and audio tools. Seminar hall is regularly utilized for academic events, student interaction sessions and cultural events of Institute.
- Institute has a world class air-conditioned auditorium hall with seating capacity of 200+. The auditorium hall is equipped with large size screen, powerful audio system and LCD projector with internet connection and Wi-Fi facility.

Specification of Auditorium as follows:

Specification of Auditorium		
Area / Size	**Year of Establishment**	**User Rate**
220.08 Sq. meters	2006	Regularly

File Description	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: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 10

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[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: 21.26

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
16.90	16.28	34.17	29.88	36.40

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:

- Library Collection: Library has collection of 7,173+ books including reference books, text books, various dictionaries and encyclopedias, subscription of 48 National and International journals and magazines to provide latest knowledge, 250 CDs of various books and 09 newspapers are made available daily in the library for developing reading habit and also to update general knowledge.
- Library Automation: Institute library is automated from 2010. Libsys 4 software (version 6.3) is used for regular housekeeping works of library. Bar code system is implemented for books and library cards for circulation process. Library has well furnished and peaceful reading room of 120 students seating arrangement with Wi-Fi facility.
- E-Database: Library has subscription of Developing Library Network (DELNET) database and registered for National Digital Library (NDL). DELNET provides online access to full text e-journals, e-books, thesis and dissertations. NDL provides online access to all users to prepare themselves for entrance and competitive examinations and regular academics.
- Online Public Access Catalogue (OPAC): Online Public Access Catalogue facility is made available through Libsys 4, Library Management Software. User can search the library collection through OPAC with all bibliographical details of a specific book.
- Digital Library: Internet facilities are made available for the students as well as faculty members to access e-resources in digital library. Students and faculty members can access various study materials, audio and video clips related to academics and research purpose.
- Library Portal: Library portal is available on Institute's website to act as one step solution for all the informational need of its users. Institutional repository is created on library portal to give access to course notes, question banks, previous question papers, links to various e-books and e-journals website and links to various video lectures. It also includes published research articles of faculty

members of the Institute.

Average of Circulation Report		
No.	**Year**	**Total**
1	2013-14	10654
2	2014-15	9760
3	2015-16	8457
4	2016-17	10247
5	2017-18	11212
Total		**50330**

Average Response of Circulation Report: 10066

Average of Walk-ins Report		
No.	**Year**	**Total**
1	2013-14	10419
2	2014-15	9549
3	2015-16	8348
4	2016-17	9608
5	2017-18	10811
Total		**48735**

Average Response of Walk-ins Report: 9747

File Description	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:

Institute Library does not have rare books, manuscripts, special reports or any other knowledge resources for library. In future, Institute Library will update its collection with special reports and other knowledge resources for library enrichment. At present Institute Library has collection of 7,173 books including reference books, text books, various dictionaries and encyclopedias, subscription of 48 National and International journals and magazines to provide latest knowledge, 250 CDs of various books and 09 newspapers are made available daily in the library for developing reading habit and also to update general knowledge.

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: A. Any 4 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: 5.64

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
3.44	4.55	6.70	7.88	5.64

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

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File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 15.19

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

Response: 154

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:

Institute has given top priority to up-gradation of IT facilities for ensuring high-end teaching-learning environment. Institute has updated hardware configurations and licensed software.

Sr. No.	Particulars	Quantity
1	Desktop Computers	241
2	Printer	20
3	Scanner	02
4	Laptop	04
5	Projector	18
6	UPS and Inverter	03
7	Server	02
8	Wi-Fi Access Point	09

Institute ensures updates of IT infrastructure through suggestions and requirements from HOD, IT In-charge and lab assistants after reviewing changes in course requirements and current status of computer labs. Suggestions and requirements provided by HOD's, IT In-charge and lab assistants are reported to IQAC for review. As per suggestions of IQAC, updates of IT infrastructure are fulfilled by the Institute.

In 2012, Institute had 141 computers of Core-i3 processor. In 2013, Institute increased 35 computers from 141 to 176. In 2015 the number increased by 99 computers and presently there are 241 computers in working condition.

Sr. No	Desktop Configuration		Year	Number	

1	DELL OPTIPLEX 745	CPU	Intel® Core™ 2 Duo CPU 4300 @ 1.80 GHz	2007	71
		Drives	160 GB Serial ATA		
		Memory	1024 Mega Bytes DDR2		
2	ACER POWER SERIES	CPU	Intel® Core™ 2z Quad CPU Q8200 @ 2.33 GHz	2009	30
		Drives	320 GB HDD		
		Memory	4 GB RAM		
3	DELL OPTIPLEX 390	CPU	Intel® Core™ i3-2120 CPU @ 3.30 GHz	2012	40
		Drives	500 GB Serial ATA HDD		
		Memory	4 GB RAM		
4	DELL OPTIPLEX 3010	CPU	Intel® Core™ i3-2120 CPU @ 3.30 GHz	2013	35
		Drives	500 GB Serial ATA HDD		
		Memory	4 GB RAM		
5	HP ProOne 400	CPU	Intel® Core™ i3-4130T CPU @ 2.90 GHz	2015	99
		Drives	500 GB Serial ATA HDD		
		Memory	4 GB RAM		

In order to provide full-fledged internet connectivity, Institute has 100Mbps internet connection which is provided through Wi-Fi by using 9 access points. Internet connection is provided to students after registration of mobile and laptop MAC address. All computers of the Institute are connected through wired network and internet access is controlled through firewall.

Institute has **120Mbps** internet connection (100Mbps of Reliance in shared mode & 20Mbps line of BSNL). Institute has server room for systematic control on computer labs and for providing uninterrupted IT services for teaching and learning. Institute always review the current needs and accordingly internet bandwidth is upgraded from time to time.

Year	Internet Connection	Bandwidth
2013-14	BSNL	10Mbps
2014-15	BSNL	20Mbps
2015-16	BSNL	20Mbps
2016-17	RELIANCE	100Mbps (Per Node 5Mbps)
	BSNL	20Mbps
2017-18	RELIANCE	100Mbps (Per Node 5Mbps)
	BSNL	20Mbps

The Institute has subscribed "Microsoft Imagine Premium" from Microsoft Developer Network (MSDN). It is annually renewed by the Institute to utilize additional Microsoft Software and services, System Software and Application Software which are upgraded time to time by Microsoft Developer Network. The Institute has subscribed Quick heal total security antivirus which is activated for three years of validity for 100 users. Institute has updated server-client based antivirus quick heal technology, "Seqrite Endpoint Security" is activated for three years validity for 150 users.

File Description	Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 4.46

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: 36.68

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities

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

2017-18	2016-17	2015-16	2014-15	2013-14
68.69	61.05	37.21	50.27	22.91

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:

Institute has well defined system for maintenance and utilization of physical, academic and support facilities. Infrastructural facilities are maintained centrally by central construction department which has a team of civil engineers, supervisors, plumber, electrician, gardener and carpenter.

Optimum utilization of class rooms, computer labs and seminar hall is ensured by allocating time-table for each department before commencement of semester. Entry is to be made in register for utilizing resources to conduct extra lectures and practical on holidays

- **Computers, IT Equipments and Software:** Maintenance of computers, IT equipments and software are conducted before commencement of semester examination by lab assistants under supervision of IT In-charge and HOD's of respective departments.

- **Generator, Air Conditioner, UPS and Batteries:** Repairing and maintenance of Generator, Air Conditioners, UPS and Batteries are ensured through annual maintenance contracts (AMC) with respective suppliers.

- **Health and Hygiene:** Institute has appointed housekeeping staff on full-time basis to maintain cleanliness and hygienic conditions including of class rooms, seminar hall, computer labs, faculty rooms, office, library, corridors, wash rooms and parking spaces. Water tank cleaning services are hired by the Institute. First-aid kit is available in office of the Institute.

- **Drinking Water Cooler and R.O. Purification Plant:** To provide R.O. Purified drinking water, Institute has installed separate R.O. Purification plant and drinking water coolers are also available in the Institute. Repairing and maintenance of drinking Water Coolers and R.O. Purification plant are ensured through annual maintenance contracts (AMC) with respective suppliers.

- **Library:** Institute ensures effective utilization and maintenance of library through Institute level library committee. It keeps track on new books requirements, renewal and subscription of journals and books circulations. Annually book binding of old books through agency centrally finalized by

the Trust. IT facilities of library are maintained by lab assistants.

- **Sports Equipments and facilities:** Institute has appointed full-time physical director to take care of sports equipments, facilities and regular sports activities of the Institute. Maintenance of playground is ensured under construction department of Trust.
- **Campus Security:** CCTV cameras are installed in the campus to prohibit malpractices and security guards are also appointed on campus and these services are maintained by the Central Office.

File Description	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: 25.73

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
156	162	191	236	246

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](#)

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: 0.42

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	7	0	4	4

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](#)
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: 15.62

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
106	148	149	155	59

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: 40.05

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
509	796	368	0	0

File Description	Document
Details of the students benifitted 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: 59.33

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
52	144	144	146	49

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: 37.14

5.2.2.1 Number of outgoing students progressing to higher education

Response: 65

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: 100

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
54	4	5	9	10

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
54	4	5	9	10

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: 1

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	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
e-copies of award letters and certificates	View Document

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

Response:

As per university norms, the student council consists of academic toppers of each class, sports representative, cultural representative and two girls' representatives. Student council plays a vital role in maintaining discipline on the campus. Any significant issues on the campus are decided by their representation. They act as a bridge between students and faculty members. They voice the grievance of student to the Institute governing body. Student council provides students an opportunity to develop leadership qualities by organizing and implementing different activities. It also plays a vital role in getting sponsors for institute programmes and act as fund raisers. A representative student helps in organizing various co-curricular and extra-curricular activities.

Institute has student representatives in different committees such as Anti-ragging committee, Cultural,

Sports, T&P, CSI, E-bulletin etc. Following is the narrative of functions and events conducted by various Committees:

Anti-ragging committee:-

This committee ensures zero ragging incidents in the Institute and also spreads awareness among students against any ragging activities. Student council representatives help in creating ragging free atmosphere on and out of the campus.

Cultural Committee:-

The cultural activities of the Institute are planned by the cultural committee every year. Cultural representative helps in assisting the events, giving suggestions, actual conduction, forwarding notices to the students, etc. The students enthusiastically organize and participate in various cultural events. The committee identifies studentsqualities in cultural programmes and trains them for institute activities as well as inter-college cultural festivals.

Sports Committee:-

In sports committee, there is a sports representative from student council. He / She helps in organizing, planning, and execution of various sports activities such as, - Chess, Box Cricket, Carrom, Volleyball, etc. and also helps in organizing annual sports events.

Training and Placement cell:-

Institute has active T&P cell and separate full-time T&P officer. All CRs from Student Council are involved in various T&P activities. They always help TPO for organizing various training programmes and placement drives in the Institute.

CSI:-

In this committee Student Council members help in discussion, planning and execution, arranging competitions, exhibitions, suggestions for seminar topics for upcoming events.

E-bulletin: In this committee students council helps to collect news letter contents, photos, formatting of E-bulletin. It helps in publishing E-bulletin.

Extension Activities: Any education is incomplete without social awareness. We carry out different activities such as Blood Donation Camp, Swachha Bharat Abhiyan, Yoga day, Tree Plantation, *Ek Hath Madaticha*, *Pathnatya,*etc. There are many active student representatives who are always excited to take part in various events organized by the Institute.

File Description	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: 31

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
41	29	19	28	38

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

Institute has an informal alumni association which works effectively since 1999. Due to the excellent rapport shared by our faculty members with alumni, we are able to make a strong bonding and network between alumni and the Institute. Many of them are willing to 'Give-Back' to their alma-mater as a sign of their gratitude towards the Institution in the format of their knowledge and skills that they have learnt in this huge IT world.

Earlier we had an informal alumni association committee which had been working effectively but with the different suggestions by the alumni we have recently registered Alumni Association. Institute established a registered Alumni Association with registration no: Dhule/0000037/2018 via the Act 1860(XXI of 1860).

 The main objective of Alumni Association is to:

- Create a strong network between Alumni and the Institute.
- Create a strong network for Alumni progression as well as students' progression.
- To promote a sustained sense of belongingness to the alma-mater among the Alumni by being in regular contact with them.
- To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues by organizing and coordinating reunion activities of the Alumni.

With these objectives, we are sure that we can increase strong bonding among Alumni and the Institute.

Many of our Alumni occupied prominent positions in different sectors like in Banking, Finance, IT, Teaching, Entrepreneur etc. Institute is having a track record of outstanding performances of its pass-outs in different spheres. Many of them are occupying key positions in many private and public sector undertakings in India and abroad and have brought laurels to the Institute. Most of alumni always contributed their knowledge and helped to the Institute in different way:

Placements - The alumni network of an institute is one of the biggest sources for placement. Alumni always help to place their juniors at their respective organizations.

Mentorship - Our alumni always play an active role in voluntary programmes like mentoring students in their areas of expertise.

Career Guidance - alumni is a huge talent pool whose guidance can be beneficial to many students and other fellow-alumni in their respective areas of study.

Networking Platform - alumni network by itself is one of the best professional networking platforms available today in the Institute.

E-bulletin:-Institute is publishing quarterly E-bulletin (Newsletter) which includes all the events happened in the Institute. This newsletter is always shared with allthe alumni through which Institute always get to know their feedbacks and suggestions about the activities conducted in the Institute. With the changing scenario, Institute also adopted latest technology and connected various alumni via different whatsapp groups, social websites like Facebook, LinkedIn. Total 700 + alumni are connected via WhatsApp groups. More than 2200 plus alumni are connected via Facebook and LinkedIn.

The alumni of the Institute guide and nurture our students to become more technically sound for IT industry. It is our plan to develop everlasting relations with our alumni which in turn will give rise to mutual benefits.

File Description	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
Alumni association audited statements	View Document

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

Response: 25

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
5	4	6	5	5

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

The vision of the institute is to provide quality higher education to the students of rural and tribal area, aspiring to develop a global perspective in Information Technology and Management Education.

Mission:

- To remain outstanding provider of high quality Management and IT education to create proactive and excellent professionals.
- To impart quality education to students and mould them into responsible persons by raising their level of education and social status.
- To provide value based education and igniting young minds to bring out the best in them.
- To make the students competent in global scenario and become self-reliant.

The nature of Governance, Perspective plans and Participation of the teachers in the decision making bodies.

Vision and Mission of the Institute focuses on the needs of society by providing quality education. The governance of institute is democratic and participative in nature which comprises of Managing Committee, Local Managing Committee - LMC (involves teaching and non teaching staff representatives), Internal Quality Assurance Cell – IQAC (involves HODs) and Academic Monitoring Committee - AMC. Such governance plays a significant role in the quality improvement of the institute.

The Institute promotes a culture of delegation of powers through decentralisation. The Director of Institute delegates the authority to HODs, Registrar and coordinators of various committees and ensures implementation of participative and decentralised governance.

Faculty members and staff are assigned with the roles and responsibility of various committees to work in a harmonious environment.

Perspective Plan:

A positive role of IQAC is to maintain the momentum of quality perception. In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the institute have taken initiatives to obtain inputs from all stakeholders viz, management, Director, faculty members, administrative staff, students, Alumni, parents and the educational experts. Stakeholder's expectations, management policies, the vision and mission statements of the institute is also considered as a base for formulation of the perspective plan. The Institute have perspective plan for development through expansion and enhancement of infrastructure, research and development, adoption of new courses.

The perspective plan of the institute is as follows:

1. Ensuring quality aspects in higher education.
2. Quality enhancement and assurance.
3. Strengthening and upgrading of existing courses and introduction of new programs.
4. Focused efforts for Training and placement.
5. Modernization of infrastructure to fulfill the future requirements.
6. Introduce innovative job oriented unaided Certificate courses and Diploma Programmes.
7. Promote research attitude among faculties, students and enhancement of research facilities.
8. To start Project Development Center/Incubation Center at Institute.
9. To make collaborations with different industries to develop Institute – Industry interaction.
10. Accreditation like NAAC, NBA etc.
11. Focus on Social Aspects and collaboration with NGOs.

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:

Decentralization

The Institution has culture of decentralized governance system with well-defined inter-relationships. Institute delegates adequate and systematized authority to the departments to work towards decentralized governance system.

Various committees are formed for the smooth and efficient management of activities. Faculty members are given representation in various committees and allowed to conduct various programs to explore their abilities. They are encouraged to develop leadership skills by being coordinator of various academic, co-curricular, and extracurricular activities throughout the academic year.

The committees are constituted by the Director in consultation with HODs and as per choice of faculties.

Committees	Role and Responsibilities
Academic Monitoring Committee (AMC)	To Monitor Teaching-Learning Process and academic related activities.
Anti ragging committee	To observe and monitor the overall discipline of student and review it periodically.
Women Anti Harreshment Committee	To create and maintain safe, healthy and supportive environment for Women and girls student.

Grievance committee	To provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere in institute.
SC/ST Committee	To ensure equal opportunity and social justice to the SC and ST students.
Training & PlacementCommittee	To arrange and coordinate training programs as well as campus drives.
Research Motivation Committee	To motivate faculty members and students in research activities by circulating notifications regarding research publications, conferences, workshop etc.
Publication Committee	To ensure publication of news related to institute programs and events in leading news papers.
Library Committee	To monitor smooth execution of library and related activities.
CSI Committee	To facilitate knowledge sharing, learning and career enhancement in various sectors of IT industry.
Exam Committee	To ensure smooth and transparent conduction of exams as per the guidelines of university.
Sports Committee	To monitor and promote smooth conduction of sports activities.
Web-site Updation Committee	To regularly update the website

Participative Management

Institute is keen on the faculty's involvement and participation for improvement of effectiveness and efficiency of the institutional teaching learning process. The Institute has always been in favour of participative management. The management ensures that the opinions and suggestions made by faculty members and administrative staff are included in decisions implemented for Institute's development. There is active role of faculty members in LMC, IQAC and AMC.

Case Study: Academic Monitoring Committee

All the academic functioning decisions based on policy are monitored by Academic Monitoring Committee headed by the Director. It formulates common working procedures and entrusts the implementation with the faculty members.

Objectives:

1.   To monitor the academic functioning of institute.

2.   To ensure smooth, efficient and fruitful execution of teaching and learning processes.

3.   To review and restructure the teaching – learning process, as per need of the institute.

 Roles and Responsibilities:

1.   To approve the Academic Calendar, Activity planning, Time Table etc.

2.   To observe the academic related processes such as lectures and practicals, various curricular, co-curricular activities, conduction of tutorials, assignments etc.

3.   To check syllabus completion status, exam schedule, students performance in theory and practical examination etc.

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:

In line with its vision statement the Institute has developed a perspective plan for its development. The perspective plan has been designed by the institute for the Ten years, considering the suggestions from the stakeholder. As part of the perspective plan, it was suggested by IQAC that institute will work for establishing and developing Project Incubation Centre to develop Institute – Industry interaction.

Example: Project Incubation Centre

Introduction:

The Project Incubation Center has been setup by institute in 2015 to promote innovation and IT skill in MCA students. Our endeavors towards promoting internship and provide Industrial Training in local industrial / premises. The most of students admitted are financially poor and cannot afford expenses to carry out internship projects in metro cities. To overcome this problem project incubation center has setup at Institute to establish links with industries and identify the technological challenges being faced by them. We take up appropriate problems of the industry for finding solutions through projects assigned to our students. Thus, till date many projects have been accepted by the well-known organization like The Shirpur Peoples Co-op. Bank, Seva Hospital, Deesan Textile Pvt. Ltd. etc. from Shirpur territory.

The Project Incubation Center is establishment with the following objectives:

1. To a provide platform for students to interact with mentors, industry experts and consultants.
2. To promote, establish and support a culture of innovation among students.

3. To establish links with industries and identify the technological challenges being faced by them.
4. Take up appropriate problems of the industry for finding solutions through innovative ideas and project development by students *(Institute will provide infrastructural facilities and guidance)*.
5. To provide students a real time project development experience to implement their technical knowledge & ideas.

The Project Incubation center was inaugurated on 17th Jan 2015 in the presence of Dr. Pradeep Waychal Sir (Director of NMIMS Shirpur), Mr. Unni Krishnan having a huge experience of 35 years in IT industry, Dr. J. B Patil (Dean of Engineering & Technology faculty in the KBCNMU, Jalgaon) and Dr. Pramod J. Deore (Vice Principal, RCPIT, Shirpur).

Criteria for the selection of students is maximum 20 students shall be identified for the project. Selection process includes aptitude test, technical test followed by interviews, willingness / consent of students.

Under this project incubation center, for academic year 2014-15 Payroll System, Customer Portal, Employee Portal, Trade Soft System and Patient Management System were developed. In academic year 2015-16 Patient Management System, Payroll Management for The Shirpur Peoples Co-op. Bank, Online Teaching Feedback System and API for SES and RCP Android App for Faculty- Student Interaction were developed. In academic year 2016-17 Shubha - Mangal android App and during 2017-18 Online Digital Library System is developed.

In project incubation center 2 days workshop on Project Development Life Cycle (Phase 1 and 2), Latex Training Workshop, Guest Lecture, Pre –IT Workshop etc. activities were conducted.

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:

Organizational Structure

The institute is having well set of decision making processes. The Local Managing Committee (LMC) is the top body of the institute followed by IQAC. The Director is the Head of the Institution. Decisions made by LMC & IQAC are circulated by Director to all the faculty members and administrative staff. Director of Institute works with the five main sections i.e. office administration, academics, training & placement, extracurricular activities and the auxiliary bodies. The Academics runs smoothly under the observation of Academic Monitoring committee (AMC). The auxiliary bodies work for alumni, anti-ragging, grievance

etc. The Extra-curricular activities like sports, cultural events, and various competitions are looked after by faculty members and students representative. Training and placement is independent cell for training and placement activities. The office is administered through registrar for accounts and establishment sections.

View Organogram

The institute have well defined Policies for various bodies, processes etc. and the Policy Document is available in office (It includes : Service Rules, Recruitment Policy, Probation Policy, Group Mediclaim & Personal Accident Insurance Policy, Policy against Sexual Harassment, Leave Policy, Time and Attendance Management Policy, Anti-Ragging Policy, Consultancy Policy).

Grievance Redressal mechanism:

Committee members meet to discuss and resolve the grievances, if any received in writing from the concerned students.

The committee maintains the minutes of the meetings and submits the copy of the same to the HoDs and forwarded to Director of Institute for further action.

The committee conveys the decision to the aggrieved students in writing from the institution.

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: C. Any 3 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:

Institute forms various Committees and cells with their properly defined functions, considering the overall development of the institute through IQAC. The committee provides leadership, oversight and coordination for assessment activities across the Institution. Committee is responsible for evaluating progress toward the achievement of the goals within the strategic plan, reviewing the planning and assessment processes for all administrative and academic units across the institution.

One activity successfully implemented based on the IQAC Committee minutes of the meeting is :

Training and Placement activity

1. As per meeting minutes of IQAC, dated on 16 April 2015, T & P committee prepared action plan for the semester, in the meeting on 22 June 2016 and approved by director.

The action plan is as follows:

Sr. No	Activities Planned	No. of times / Duration
1	Aptitude test cycle	9 Test
2	Technical test cycle	5 Test
3	Third Party training	@ 60 Hrs.

2. In the T & P meeting held on 24 June 2016 for aptitude cycle and technical test in which following points were finalized :-

- Finalize the syllabus for aptitude and technical test series.
- Search for various tests of different campus opportunities.
- Train the students to make ready for employment.
- Date wise Schedule & duty allocation for aptitude and technical test.

Aptitude and technical test cycle conducted as per the action plan:-

- The nine aptitude tests have been conducted to develop logical knowledge which is required in IT Industry.
- The five technical tests were conducted to find out the Programming ability of the students. Technical skill is assessed using Technical Written tests on core subjects.

To execute action plan T & P committee meeting on 12 August 2016 for Third party training in which following points were finalized

* Training for Android Technology
* MOU with Third party

Institute signed MoU with Pehla Job, Mumbai on 29/9/2016. With the objective of Android technical training to enhance technical skills of students, Third party training was arranged for MCA final year students for 75 hours.

Next meeting of T & P committee held on 14 August 2016 for Third party training in which Schedule and Duty Allocation was finalized.

Total 45 students from MCA final year participated for training. Mr. Chirag Tank from Pehla job, Mumbai was the resource person. This training program was conducted on every Sunday from morning 9 am to 6 pm at Lab 3rd. Resource person covered all the syllabus of mobile app development.

The action plan executed smoothly and effectively as a result of which students get placed in different IT companies as below:

* Panther Nails Jalgaon
* Maxwell Softpak, Mumbai
* BEZEL Soft, Dhule
* Samyak Software, Mumbai
* Doctronic, Mumbai
* Oshominerals, Mumbai
* Vanijya E Solution, Mumbai
* Taleho, Mumbai etc.

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:

Effective Welfare Measures

The Institute / Management is aware of taking various welfare measures for faculty members and administrative staff .The institution has set norms for professional development of faculty members and administrative staff by motivating to pursue higher studies, financial assistance to attend FDP,

Conferences, Workshops, Seminars in their field of specialization, encouraging attending and presenting research Papers in National / International conferences and publishing research papers in referred journals.

List of Welfare Measures

1. Medical Insurance up to 1 lakhs
2. Accidental Insurance up to 1 lakhs
3. Provision of advance salary at the time of Diwali
4. Financial assistance to Conference and Workshops
5. Uniforms to all staff
6. Mobile & diesel allowances for senior staff
7. Laptops for Heads
8. Annual Employee get-together
9. Immediate availability of Personal Loans by the Co-operative Bank managed by the Management
10. Staff Birthday Celebration

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: 23.68

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
10	8	2	1	16

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

03-11-2018 06:52:37

Response: 9.8

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

2017-18	2016-17	2015-16	2014-15	2013-14
12	12	9	8	8

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: 15

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
7	2	14	1	0

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

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

Response:

Institution has well defined Performance Appraisal System for faculty members. Performance Appraisal is done annually by submission of API (Academic Performance Indicator) form of each faculty at the end of academic year. The annual assessment of faculty members on the basis of API form is done by AMC and

the summary report is submitted to IQAC and necessary action is taken by director as per IQAC suggestions.

Teaching staff:

API system is divided into three categories for overall assessment of faculty members.

CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Provides information regarding: Lectures, seminars, tutorials, practical, project. Lectures or other teaching duties performed in excess of defined norms. Preparation and imparting of knowledge / instruction as per curriculum. Use of participatory and innovative teaching-learning methodologies etc.

CATEGORY- II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

It includes: Student related co-curricular extension and field based activities, Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities, Professional Development activities.

CATEGORY -III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

It includes: Publications of Papers and Books, Seminar and Workshops attended, Research Projects & Grants received, Patent, Research Guidance etc.

Outcome: Performance Based Appraisal System helps in identifying the potential area of faculty. Through this each faculty member becomes aware about individual areas of improvement and accordingly efforts are taken by faculty members. The score obtained in the API contributes to the decision about faculty appreciation. Faculty with low score is personally counseled by the Director of Institute and if required suggested for attending FDP / training program for improvement.

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:

The prime objective of institutional financial audit is to review the income, expenditures and financial position of the Institute.

As a part of smooth administration of activities, the institution prepares its budget every year as per the recurring and non-recurring expenses. A pre-defined institutional procedure is followed by institute for

various purchases and expenses. To ensure that, the allocated budget is properly utilized and to minimize any discrepancy, the Institution conducts internal checking as well as external audit at regular intervals.

Internal Check

Day-to-day financial transactions are checked by the Chief Finance Officer. The institute also has an internal checking mechanism by the authorized person appointed by the trust at every 6 months. Internal checking ensures that the financial transactions made are transparent and are in accordance with the rules and regulations made by Government and Trust.

External Audit

External audit is done annually at the end of financial year by an external auditor who is registered CA under ICAI (The Institute of Chartered Accountants of India).

External auditor conducts audit to determine the quality of financial operations performed during the financial year. As a part of an audit, the auditor reviews financial transactions and expenditure record. The audit is conducted as per requirement of government and income tax department.

External audit is carried out on yearly basis. The recent external audit is conducted on 31.03.2017 (financial year 2016-17) by "Mr. Vijay M. Rathi".

Internal checking and external audit ensures accountability and minimizes the divergence. Minor errors of the financial transactions when pointed out by audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future.

Till now there are no objections from the external auditor.

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
00	00	00	00	00

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	**View Document**

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

Response:

Resource mobilization policy:

The institute is purely a self financing institute. It does not receive any funding from any agency such as the UGC and other governmental bodies. The institute has to generate its own resources.

Procedures of the Institution for Mobilization of Funds and optimal utilization of resources:

The primary source of funds for the Institute is through the fees received from the students. For generating additional revenue the Institute's Laboratories are utilized for the various Government Exams like TCS, CCC and University Online CAP Center etc. during holidays and Sunday. The Institute organizes various conferences and workshops every academic year in association with University, for which Institute receives funds from the North Maharashtra University, Jalgaon.

The budgets and financial planning are prepared every year, in order to ensure optimal utilization of resources. The LMC approves budgets and forwards them to the Managing Committee of the R. C. Patel Educational Trust for further approval.

The expenses incurred for day-to-day academic and administrative operations are under the powers of the Director of the Institute. A major amount is utilized on payment of the salaries of the staff. The other major expenses include maintenance and up-gradation of infrastructural facility. The Institute also provides funds to the faculty members for attending conferences, seminars and workshops organized at national and international levels by other institutions. To ensure the effective, transparent and fair utilization of the resources, the accounts of the Institute are audited by external auditor. The audited Income and Expenditure accounts and balance sheet are approved by the Local Management Committee.

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 Internal Quality Assurance Cell (IQAC) of the institute has been trying to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

The best practices as a result of IQAC initiative:

Best Practice 1: Linkages and Networks through LoI and MoU

As per suggestion of IQAC and perspective plan, Institute has recognized the need of connecting with Industries, Social organizations, NGOs, Govt. & Pvt. organizations etc. and hence Institute has signed Letter of Intent (LoI) and Memorandum of Understanding (MoU) with various organizations & industries as follows:-

Letter of Intent (LoI)

Year	Organization	Type of Organization	Total
2013-14	DTPL	Industry	3
	SPCB	Private	
	SES	Private	
2014-15	SPCB	Private	2
	DTPL	Industry	
2015-16	SES	Private	1
2016-17	SPCB	Private	2
	DTPL	Industry	
2017-18	JPEL	Industry	1
Total No. of LoI			**9**

Memorandum of Understanding (MoU's)

Year	Organization	Type of Organization	Total
2013-14	SES	Private	2
	DTPL	Industry	
2014-15	MAVA	NGOs	3
	DTPL	Industry	
	SPCB	Private	
2015-16	SPCB	Private	2
	SES	Private	
2016-17	Pehla Job	Private	3
	DTPL	Industry	
	Venturit	Private	
2017-18	SWMC	Government	2
	GTT	Private	
Total No. of MoUs			**12**

SES   :-Shirpur Education Society,

DTPL :- DessanTexFab Pvt. Ltd. ,

MAVA:-Men Against Violence and Abuse, Mumbai

SPCB :-The Shirpur Co-Operative Bank Ltd, Shirpur

GTT :-Global Talent Track (GTT), Pune.

SWMC:-Shirpur-Warwade Municipal Council, Shirpur,

JPEL :-JP Group of Industries Ltd, Ankaleshwar   (J. P. Extrusiontech limited)

Best Practice 2: Training and Placement Activity

As per perspective plan and suggestion of IQAC, Institute emphasised on T & P activities. Separate T & P Officer is appointed in 2014, and efforts are taken for Training programs. As a part of this Institute has signed MoU with Pehla job (Mumbai), Global Talent Track (Pune) in 2016-17 & 2017-18 and during last four years 18 no. of third Party training programmes are organized.

For grooming placement prerequisite skills among students T & P cell organised various activities like career guidance, soft skills development, personality development, aptitude & Technical tests, group discussions, mock interviews etc.

During last four years total 180 campus drives are organised and 486 students are placed in 30+ industries.

Companies

- Panther Nails Jalgaon
- TCS, Mumbai
- Infosys, Pune
- Maxwell Softpark, Mumbai
- BEZEL Soft ,Dhule
- Samyak Software , Mumbai
- Venturit, Pune And IMRD
- Doctronic, Mumbai
- Oshominerals, Mumbai
- Vanijya E Solution , Mumbai
- Rephysoft Tech, Aurangabad
- Omega Software, Pune
- NIC, Pune
- Doctronic, Mumbai
- AaryaSofttech , Pune
- Unique Coder Technologies, Pune
- SSP Technologies , Mumbai

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:

The main objective of Internal Quality Assurance Cell (IQAC) is to monitor teaching learning process, structures & methodologies of operations and learning outcomes. IQAC aims at continuous enhancement of quality in teaching-learning process. IQAC meets in regular interval to take review on ongoing processes and to decide on inputs to strategic plan of future.

In the meeting at closing of academic year, IQAC takes overall review of academics, and in the 1st meeting at the beginning of academic year, reviews new initiatives to be implemented in current year for teaching learning process.

Two Examples of Institutional Reviews and Implementation of Teaching, Learning Reforms facilitated by the IQAC:

Example 1: Activity on API

Institute has implemented effective and transparent Academic Performance Indicator   (API) system for faculty members. The parameters of the Academic Performance Indicator are as Follows:

1) Teaching-Learning and Evaluation related activities   :- 180

2)   Co-curricular, extension & professional development   :- 70

3)   Research, publications and Academic contribution   :- 125

The API form is filled in by every faculty member with the details of academics, results obtained in internal and external examinations, books and papers published, conferences, seminars, workshops, training programs, research, consultancy and works in various committees etc. during the academic year.

The API forms are accessed along with supporting documents by AMC and the assessment report is submitted to IQAC. IQAC reviews the API report and gives the suggestions to director. As per IQAC suggestions, director takes necessary actions for the improvement.

Example 2: Activity on Exam

The Examination committee is an apex body of the Institute which is headed by Exam Committee Chairman. Exam committee ensures smooth and transparent conduction of exams in the institute as per the guideline issued by university from time to time.

Objectives of Examination Committee

* To monitor and execute the continuous evaluation process of students.
* To follow transparent and systematic way of conduction of examination.
* To conduct Internal Assessment and External Assessment Examination related work as per University notifications and ordinance.

Exam Committee Roles and Responsibilities

Pre Examination Work –

* Preparation of Credit test Schedule & Conduction.
* Display of time table and Notices.
* Assigning duties of supervision.
* Seating arrangement.
* Arrangement of CAP.
* Syllabus completion report.
* Internal Backlog :-
  ○ Maintain all record.
  ○ Exam conduction and mark list collection.

Post Examination Work –

* Mark list collection.
* Preparation of budget for external practical exam.
* Display of external exam time table on notice board.
* Solve issues related to hall ticket, seat no., Subject miss match etc.
* Duty allocation of lab expert, care taker etc.
* Maintaining record of External Practical / Project Attendance.
* Making of marks entry through university portal.
* Result analysis on declaration of result by University.

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: 16

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
22	17	20	16	5

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: B. Any 3 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
Any additional information	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:

Incremental Development

Institution leadership has taken many initiatives and steps in academic and administrative domain through IQAC. It leads to achieve excellence in terms of infrastructure and faculty members, staff and student's development through seminar, workshop and Faculty Development Program. Periodically IQAC is observing positive performance through various reports such as exam, T&P, admission, result & achievements of faculties, students & accordingly giving suggestion & appreciation for overall improvement of institute.
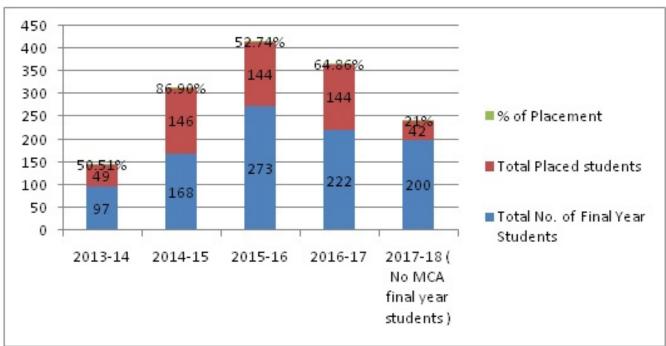
Academic

Exams

Exam system is supervised by Institute level exam committee and executed by department level exam committees. Department level committees has freedom to make reforms in credit test exam system as per university guidelines. Practical knowledge assessment is done using internal practical exams, pre internal & subject practice test.

Training and Placement

Institute has taken Initiative to improve the placements by giving a soft skill and aptitude training for the students to get succeed in the campus and off campus selections. Institute have tie up by signing MOUs with reputed I.T. and Third party training organisations. Under MOUs Institute structured Skills Development Training Program in association with Pehla job, Mumbai. Also to develop their communication skills institute planned aptitude and communication skill development sessions with the help of the agency 'Innovations Unlimited' Banglore. Institute has taken initiative to start the Project Incubation Centre

promote internship and provide Industrial Training in local industrial / premises. This initiation has made incremental growth in placements year by year.

Incremental Growth for last five years (Training and Placement)

API

API provides uniform & standardized method for performance measurement in an impartial way. API system taught systematic approach in record keeping & appraisal system of faculty members. It motivates faculties for systematic approach in curricular & extracurricular activities for the student's development. It realized need of personal improvement of the faculties in the field of the research & they started publishing papers, attending conference, seminars, workshop, FDP etc.
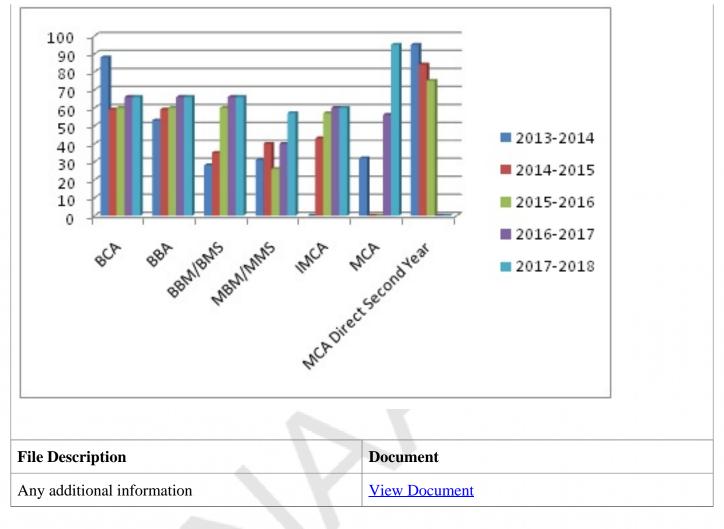
Administrative

Infrastructure

The plans for IT infrastructural development are given top priority as the Institute realizes the correlation between adequate infrastructure and effective teaching – learning. The Institute have updated hardware configuration and all IT equipments are properly maintained. The Institute have 02 scanners, 04 all in one printers, 05 Dot Matrix printers, 11 Inkjet and Laserjet Printers, 2 UPS, 18 LCD projectors.

Admission

Admission announcement by the Institute is done in leading regional newspapers, and on Institute's website. Transparency is ensured through publishing of admission brochure giving details of eligibility criteria, admission criteria, and number of seats, and scholarships that are available. The admission process of all programmes is carried out as per merit list and the norms of statutory body like DTE, Mumbai & KBCNMU, Jalgaon. By following this transparent admission process, strategies, the graph of admissions to institute is increasing.

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: 18

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
3	7	2	4	2

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

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
   1. Safety and Security
   2. Counselling
   3. Common Room

Response:

a) Safety and Security

b) Counseling

c) Common Room

Institute's Regulation and Policy guidelines for admission, administrative and academic function safeguard the interests of the students without any discrimination to their gender. As a matter of fact true spirit of education is being practiced in the Institute i.e. no unfairness against caste, creed, religion and gender including third gender. Institute provides safety, security and counseling facilities to both male and female students through its well defined Equity, Diversity and Non-discriminatory policy guidelines.

a) Safety and Security

Shirpur Town and Tehsil is very safe and secure place for girls and women because of visionary leadership of local leaders. The Institute explicitly and exhaustively follows safety norms in all aspects.

- Safety and security for girl students is ensured by these personnel.
- Timely medical assistance for girl students can be given.
- Transport facilities are easily provided in case of emergency.
- The institute campus has a Security checks at entrance for all persons. Students and staff wear Identity card at all times.
- Institute has installed CCTV Cameras at different locations.
- Grievance Cell provides a convenient opportunity for girl students to raise the problems of harassment, if any.
- Separate rooms / toilets / hostel facilities are provided for male and female students in Institute.

b) Counseling on Gender Equity

- Institute organizes and celebrates various programmes like Women's day, parent's Day, Friendship Day and Teacher's Day etc. every year. All the faculty members, non-teaching staff and students jointly celebrate these programmes. Apart from this, Cultural Day, Sports Week and other extracurricular activities are regularly organized in the Institute.
- Institute has set up different committees like Yuvati Sabha, Anti-ragging committee, Women Anti Harassment committee, Grievances Committee etc.
- For effective mentoring and welfare of the students, Parent Teacher System is formed for class.
- The mentoring system is adopted to improve the rapport between the faculty and students.
- The main objective is to keep track of the progress of students and counsel them accordingly for academic and personal guidance.
- Institute endeavors to look after the total personality development of students through Parent Teacher concept, Co-curricular and extracurricular activities and counseling.
- The faculty offers guidance to the prospective professionals in addition to classroom teaching. The Training and Placement cell has been putting efforts in this direction.

C) Common Room

Institute has established common room to facilitate female students' needs. The room is designed to give female students a place to relax, study, and have informal discussions during their free time. The common room is provided with magazines, books, and newspapers. Specific cleaning schedule is given to the housekeeping people and it is followed meticulously.

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: 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 69844.00

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 2.82

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

Response: 1972.8

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 69844

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:

Institute's key operations have very less impact on the environment as its conscious efforts on generating less waste. It focuses on recycling the waste by passing it through a set system that enables the used material to be reused ensuring that less natural resources are consumed. The Institute has segregated waste into three parts:

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

Solid Waste Management: Use of Dust Bins: Institute takes all measures and precautions to ensure that the

campus is free of plastic materials and other harmful wastes. Institute follows the policy of Reduce, Reuse and Re-cycle. Separate dustbins are provided on the campus for dry and wet garbage. Institute further takes precautions to maintain harmony in the campus. Institute does not generate any hazardous waste. Garbage from Institute areas, hostels and office buildings is collected and lifted from the garbage dumps daily by the Shirpur Municipality vehicles.

Liquid Waste Management:

- Drinking water facility is available at every floor of the building.
- Save water posters are displayed at drinking water areas to avoid wastage of drinking water
- Proper drainage system is arranged in Institute building.
- Institute does not use any chemicals and other liquids, so no chance for liquid waste.

E-Waste Management:

- Electronic goods are put to optimum use; the minor repairs are set right by the staff and the laboratory assistants and the major repairs by the professional technicians.
- UPS Batteries are recharged/ repaired /exchanged by Institute from suppliers regularly.
- Institute has a policy 'Waste to Best'. Under this policy Institute donates the outdated computers to our parent educational trust.

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 is an integral and important part of the ecosystem. Conserving and saving this vital element will prove beneficial not only for the present generation but future too. The institute emphasizes on the significance of water conversation and explains to all the students the importance of preserving and saving it. Students are encouraged to use water wisely and only when necessary. They also act immediately upon witnessing any wastage and take necessary action to stop it. Institute has a provision for future to work on rainwater harvesting system in the campus.

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:

Institute is aware of its environment conservation responsibilities and embraces principle of sustainable development to ensure that any adverse environmental impact of its activities is minimized through the following rigorous efforts:

- Students, staff using

a) Bicycles b) Public Transport c) Pedestrian friendly roads

The students of Institute of Management Research and Development, Shirpur who reside in nearby area mostly prefer bicycle as a mode of transport for attending the lectures. It is environment friendly and helps in preventing pollution also. The other students who stay in rural areas prefer to use Maharashtra State Transport Buses as it offers them a concessional monthly pass. It is economically beneficial to students from backward financial status. Most of the teachers and students who stay in the vicinity of the Institute prefer to walk down to the Institute avoiding any kind of vehicles. It is a regular scene with most of the members to contribute positively towards the environment.

- Paperless office- Institute always promotes lesser usage of papers in the office as well as when it comes to distribute any kind of study material to the mass students. Electronic means are used to share notices, instructions. In addition to this WhatsApp groups are created class wise to communicate any kind of important message to the students. The usage of papers is restricted in every possible way. The one-sided rough pages are often used to distribute the important study points in the class. It is always recommended to use electronic medium to convey the messages to the students instead of paper notices and cut outs.

Different software like Tally, mvaayoo, admission related software etc. are used in the office to save the excess use of papers.

- Institute uses www.mvaayoo.com website for sending bulk messages to staff as well as students. Following is the image showing such examples where bulk messages are sent to staff and students.

Efforts for Carbon neutrality:

Care is taken to restrict vehicle entry into the campus and specific parking area is allotted to faculty and students. The institute restricted the usage of plastic bags on the campus. Good number of staff and students use bicycles for transportation purpose.

Plantation/Greening Drives:

Plantation programme has been taken up by the Institute for increasing the Green Cover in Shirpur town. Institute organizes special awareness programmes on plastic free environment in and around the town under the Swachha Bharat Abhiyaan.

Energy Conservation:

Awareness among the students and staff on energy conservation is created by some sort of displays at appropriate places, Switching off all the electrical utilities, the buildings are fitted with glass/mesh windows for maximum utilization of natural light and free stream of air circulation.

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: 0.27

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
0.06550	0.38073	.13485	0.88491	0.22228

File Description	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: D. At least 2 of the above

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

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

Response: 32

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
8	8	6	6	4

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

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

Response: 26

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
6	6	4	6	4

03-11-2018 06:52:43

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: 30

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
7	6	8	4	5

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:

- Independence Day (15th August) and Republic Day (26th January): Institute celebrates Independence Day and Republic Day on grand scale. Guests of Honor are invited. Flag is hoisted by the auspicious hands of the Guests. March pass is done by Students of various schools of the Trust. Cultural programs displaying patriotism are performed. Speeches by students, staff and chief guests are delivered.

- Maharashtra Day (1st May): Maharashtra Day i.e. May 1st is celebrated with great zeal. Guests of Honor are invited. Flag is hoisted by the auspicious hands of the Guests.

- Birth Anniversary of Savitribai Phule (3rd January): Birth Anniversary of Savitribai Phule, the Pioneer in women's education in Maharashtra is celebrated in the institute with Great Spirit.

- Birth Anniversary of Dr. Babasaheb Ambedkar (14 April): Birth Anniversary of Dr. Babasaheb Ambedkar is celebrated in the Institute by remembering his great contribution to the nation including 'Constitution of India'. Various reformatory enactments passed by the parliament in his tenure as Minister of Law Government of India, Number of other books authored by him, various agitations led by him are narrated to the students through the program.

- Death anniversary of Dr. A P J Abdul Kalam(27th July): Death anniversary of Dr. A P J Abdul Kalam is celebrated by remembering his contributions towards the nation especially satellite launching vehicle and missiles.

- Birth Anniversary of Dr. S Radhakrishnan (5th September): Birth Anniversary of Dr. S Radhakrishnan, the great philosopher, teacher and second President of India is celebrated with great enthusiasm. He is a great inspiration to every teacher. Students greet teacher on this occasion and express their gratitude in the function.

- Birth anniversary of Mahatama Gandhi (2nd October): Birth anniversary of Mahatama Gandhi is celebrated with lot of spirit and joy. The institute organizes Gandhi thought examination especially for the first year students.

- Birth anniversary of Sardar Vallabhbhai Patel (31st Oct.): Birth anniversary of Sardar Vallabhbhai Patel is celebrated as National Integrity Day in the Institute with lot of spirit and joy. Contribution of these great leaders in the movement of Independence is commemorated. For this event Institute's staff and students get united, involved and take an oath on National integrity together.

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

Response:

- Transparency in academic and administrative functions- The functions of the Institute and its academic and administrative departments are governed by the principles of participation and transparency. Formulation of development objectives, directives and guidelines with specific plans for implementation by aligning the academic and administrative aspects improves the overall quality of the Institute provisions. Effective leadership by setting values and participative decision making process is a key not only to achieve the vision, mission and goals of the institution but also in building the organizational culture. The formal and informal arrangements in Institute to co-ordinate the academic and administrative planning and implementation reflects Institute's efforts in achieving its vision.

- Transparency in financial functions- Institute have developed strategies for mobilizing resources and ensures transparency in financial management. Budgeting and optimum utilization of finance as well as mobilization of resources are the key issues handled by the Management. There are

established procedures and processes for planning and allocation of financial resources which lead to effective and efficient use of financial resources. The Budget Process which is an inclusive and collaborative process is as follows: Departmental Budget Templates are circulated to collect the Budget Requirements for the forthcoming year. The respective HODs of the departments then submit the requirements in the Standardized format which are consolidated. The various heads of the budget include the department capital requirements, staff cost based on the manpower plan, student and faculty related expenses, event expenses, research and development, administrative expenses including lab consumables, repairs and maintenance and other infrastructure related expenses. The utilization of the current year approved budget along with the budget projected for the forthcoming year is presented to the Finance Department after discussions with the management committee. After the approval of the finance department, it is also approved by the Governing Council. Feedback from the stakeholders on a regular basis and acting on the same is an effective mechanism to ensure transparency and effective management.

- Auxiliary functions of the Institute- Following are the auxiliary functions

1. Auxiliary functions like conduction of workshops, training programs, seminars, FDPs, conferences, guest lecturers etc., are strictly implemented through the following sequence of operations:
2. Proposal by specific department.
3. Financial approval by the management/administration.
4. Conduction of the program.
5. Submission of the accounts.
6. Submission of the report.
7. Verification and recording of the proofs and publication in the newspapers.
8. The complete record of these operations is made available in the concerned department through this transparency is ensured.

7.2 Best Practices

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

Response:

Best Practice – I

Title of the Practice: Soft Skills and Personality Development Program among students (SSPDP)

Objectives of the Practice:

- To enhance employability of the student and prepare him/her to face competitive environment.
- To train the students in the fields of soft skills, communication skills, intrapersonal skills and preparing them to face interviews and get better placement.
- Involve the students' right from first year to final year to understand the importance of career building, industrial jobs and entrepreneurship.

The context:

In today's competitive age where a large number of professionals are passing out from various institutes and looking for the jobs, the recruiters have an upper hand in selecting the best people who fit their requirements. This competition for the jobs has given the recruiters a chance to filter the job aspirants by means of different interview techniques which enable them to test the other skills of the students along with the technical competency. Hence, it is necessary for the students to know the latest technical developments happening and work culture adopted in the industry. This helps to bridge the gap between Industry and academia.

The practice:

The Institute being located in rural area, has students with different educational and cultural background. Soft Skills and Personality Development Program (SSPDP) is for all courses at the Institute and designed by considering the needs of the students required to fulfill the demands of corporate world. The faculty members are professionally trained to deliver the same educational quality to the students through the GBFS (Global Business Foundation Skills) training by Infosys Ltd. Pune & TTT (Train The Trainer) by Mr. Ocean Golsalvis. There is a provision of GBFS training annually at Infosys campus, Pune where Institute sends faculties members to learn the current trends in management. The program is well designed, which enables students to develop different soft skills like Communication Skills (Listening, Speaking, Reading and Writing), Leadership, Team Work, Time Management etc. In addition, activities like role plays, group discussions, mock interviews etc. are also conducted for students in order to give them first-hand experience on recruitment techniques used by various renowned companies for recruitment purpose. We conduct special classes for the students from regional mediums in order to improve their knowledge of English language and to make them competent in using the language effectively and efficiently.

Institute gives a chance to the students to learn beyond the classrooms by engaging with various people on different platforms. We do not believe in learning only within the four walls of a classroom. Personality development is the skill which cannot be acquired just by learning in the class but more experience on the practical learning.

The following types of different activities develop the personality of students in a way so that they learn presentation skills, convincing and marketing skills. It is regular a movement of multi-dimensional personality development through innovative programmes arranged at various locations.

Chhatra Prabodhan Distribution - The basic objective of Jnana Prabodhini, Pune is to develop a magazine and other publications focusing youngsters, teachers and parents in order to provide continuous enrichment for the personality development. It publishes a very popular issue on occasion of Diwali, so our Institute is gladly engaged in the distribution of these magazines to reach out to the various students directly. Institute's students are involved whole heartedly in reaching out to the masses in the best possible way. They themselves purchase these magazines and learn various skills required for self development.

Teacher's Day Best Message Contest (5th September) - This is the activity conducted by Institute's students on every teacher's Day. The students groups are formed to reach out to the various remote junior colleges and express the gratitude of students towards their beloved teachers in the manner of written messages. Through this activity students learn skills like event management, team building, leadership, presentation, supervising which indirectly develop the overall personality of students.

Evidence of Success:

- Output is assessed through scrutiny of results, placement records and student's feedback.

- Improved communication skills and confidence among the students.
- Student performance in On Campus and Off Campus placement has been enhanced.
- Student performance in technical skill and HR interview has been improved.
- Participation of students has increased.
- Improving students' entrepreneurship skills.
- Association with industries has increased.
- Many companies are our placement partners as of date.
- Chhatra Prabodhan magazines distribution and Teacher's Day Best message contest: These both activities and their feedback always prove that our Institute's students are always performing these both activities with professional and serious approach.
- The Principals and teachers from the various colleges we approach during these activities always appreciated our students for their sincerity, dedication and professional attitude.

Problems Encountered:

- English communication and writing ability of the students from rural areas.
- Adjusting the trainings and workshops in regular schedule.
- Financial problem for arranging workshops and training programs.

Resources required:

- Management support: Without Management's involvement and support, the best practices cannot be implemented.
- For success of such practices require attitude and willingness on the part of the facilitator without which it is difficult to motivate students which is the target audience of the Institute.
- Degree of motivation required in the minds of the students can result in success of such practices.

Best Practice – II

Title of the Practice: Induction Program

Objectives of the Practice:

- To introduce students to Institute's facilities which will support their educational and personal goals
- To familiarize students with the campus environment and physical facilities.
- To create an atmosphere that minimizes nervousness, promotes positive attitudes, and encourage an excitement for learning.
- To provide a welcoming atmosphere for students and families to meet faculty, staff, and existing students, as well as other new students.
- To provide employment, leadership, and learning opportunities for existing students as pack leaders, through selection, training, and supervision.

The context:

- Induction program is specifically designed for **a week long time** with various creative & innovative activities which are reframed as per feedback & timely requirements of students and staff.
- Induction is designed to provide new students with the information he or she needs to function comfortably and effectively in the Institute.
- Induction helps to build up a **two-way channel of communication between staff and students**, **seniors and juniors etc.**
- Proper induction facilitates informal relations and team work among the students and the staff.
- Involvement of senior students to welcome first year students is worth admiring throughout the program.
- Induction program is a primary stage of guidance and support provided to students at the Institute.

The practice:

At the beginning of Induction Program Institute staff is introduced with the help of PowerPoint presentation to the newly admitted students. This presentation helps to make them aware about the facilities, services and amenities provided by the Institute. The Induction Program starts with 'Lighting of the lamp' ceremony. Head of respective Department presents valuable forewords succeeded by Director's precious speech at the beginning of the program. Both the speakers ignite the event with their valuable thoughts. Senior students address the newly admitted students on the upcoming activities of the program. They also discuss various career related aspects. The program is designed with various innovative and creative activities viz. Logical Reasoning Activity, Problem Solving Activity, Team Building, Brain Teasers and Out of the Box Thinking Game. The event is concluded by the Vote of Thanks.

Evidence of Success:

- Students become familiar with the campus environment.
- Students have been aware about Institute staff and overall program content opted.
- Students have been familiar with their seniors and peers.
- Students gain confidence after participating in various innovative activities and games.
- Students learn various managerial skills like team building, time management, problem solving, effective communication etc.

Problems encountered:-

- The most important problem incurred is the mind-set of rural area students who do not get quickly adjusted to the change from their traditional based education to competitive and professional learning environment within a week.

Resources required:

- Classrooms and Seminar/auditorium hall
- Trainers and senior students
- Inclusion of induction week and program in the academic time table.

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:

- **Innovative and creative learning process:**
- **Interactive learning curriculum:**
- **Focus on employability skills:**
- **Students grooming from rural to global level:**

Institute constantly practices innovative and interactive learning processes through quality and well recognized programs for overall development of students to impart high quality education. R.C. Patel Education Trust's Institute of Management Research and Development, Shirpur is a well known Institute in the Khandesh area that comes under North Maharashtra University, Jalgaon. Institute is well committed to the overall development of students irrespective of their origin, cast, culture or family background. Institute treats everyone equally when it comes to discipline and career development.

Vision

The vision of Institute is to provide quality higher education opportunities to the students of rural and tribal areas, aspiring to develop a global perspective in Information Technology and Management Education.

Mission

- To remain outstanding provider of high quality management and IT education to create proactive and excellent professionals.
- To impart quality education to students and mould them into responsible persons by raising their level of education and social status.
- To provide value based education and igniting young minds to bring out the best in them.
- To make the students competent in global scenario and become self-reliant.

Institute is always committed to provide **quality education to the rural and remote area students** in order to make them responsible citizens as well as managers. It is well understood that many students are from poor family background; their parents are also not much educated, so naturally it is not the best environment for self development. Many students are clueless or confused at the time of taking admission in the Institute, but every member of Institute is well equipped with this unique skill to make him or her understand that discipline is a regular practice here in order to achieve career goal. The overall journey of a student can be well explained from the first day when he or she starts attending the Induction activities in the Institute. Various activities during the events as well as in the classrooms surely **boost the confidence level of students** even if he or she is from rural or non-English medium background. The beauty of these

uniquely designed co-curricular activities energizes students to **express openly** or participate in any topic. This kind of learning helps students to **improve communication, ethical behavior and positive attitude. There are many workshops, seminars, events, competitions during the academic years for which students are always encouraged to participate.** The achievements at various levels prove it well. Institute always focus on providing **the best library environment** to the students by arranging competitions like **Elocution or Best User award** to impart the importance of reading among all. Students are provided with **internet and wifi** facility, latest national, international newspapers and journals to keep their knowledge abreast. **Mentoring system** ensures that every student is monitored personally by a distinct Parent Teacher assigned to their class who looks after their academic as well as personal issues and addresses them in the best possible way.

Benefits of having a class teacher to the class:

- Provide relevance to their program of studies
- Assist students to be better equipped to have control over their futures.
- Promote amongst students a better evaluation of relevant careers and subjects pursued.
- Greater understanding about the field or industry of their interest
- Enhancement of skills
- Greater confidence and self-esteem
- Seamless Transition from academics to real work life

Placement or Job oriented attitude in students:

Internal Training and Placement Cell makes students confident enough to face any questions in the interview by the human resource panel. Special lectures on **soft skills, technical aptitude** are arranged for students to make them industry ready. Along with this professional assistance in the Resume making and group discussion, **aptitude preparation** is regularly arranged in the Institute where top coaching firms are invited in Institute to train students through classroom sessions. For giving practical knowledge about the industrial sector Institute arranges regular **industrial study tours, internships from top associations**. Students are kept in touch through the **umbrella of alumni association** where the achievements of various alumni are celebrated. They share their success stories through electronic mediums like email, Whatsapp, SMS etc. to be an unending part of Institute's family.

Communication, Soft Skills and Management subject teachers conduct the communication sessions along with the regular workload to **improve soft skills like English communication and presentation skills of students.** Faculty members in Institute have to follow certain norms in the form of **API and maintain the annual faculty diary.** This gives them a clear idea on the syllabus planning as well as yearly activities to be conducted for the academic as well as for extra co-curricular events. API is conducted regularly and honest feedback is given to the faculty members to improve on their weak points to deliver in the best way for overall development of students. Institute has a distinct process of **carrying out the result analysis** for every subject when the university declares the result of semester exams online. This process of comparing the results with the other institutes makes it easy to compare the marks of toppers and the result percentage of each subject also across the university. *(*Note- **Result analysis** depends on online result declaration by university. 2 to 5 percent variations may be there due to revaluation or rechecking applications raised by respective students)*

The **growing charts of placement** of Institute in the multinational companies also show its efforts towards giving maximum job opportunities to students. Through rigorous planning and management, Institute

focuses at delivering the best of its abilities as per the defined vision. It is a matter of utmost importance to provide the best education possible to students who deserve it. Through several practices, Institute tries to make this journey as easy as possible for all students. Institute aims at creating a breeding ground for the students to grow and achieve success. The student's **overall personality development** is the most supreme and **urgent task** of the management.

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

5. CONCLUSION

Additional Information :

RCPET's Institute of Management Research and Development, Shirpur distinguishes itself from peer institutions by offering a student centered education to diverse students, value inculcation through co-curricular and extracurricular activities. The dedication, commitment and loyalty of the staff, along with the enthusiasm and achievements of the students over the years have contributed largely to bring our Institute to its present position.

RCPET's IMRD, Shirpur is a leading Institute recognized in Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon for excellence in academic programs, prime infrastructure, disciplinary environment and service to the society. It is one of the reputed institutes among the affiliated institutes in Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. Institute is taking dedicated efforts to move towards its vision.

We invite experts of NAAC Accreditation process to have insight of our Institute and we would like to keep our self aligned with vision and mission we aspire to achieve.

This report has been prepared following the guidelines of NAAC. It is an endeavor, which persuades us to examine our strengths, assess our weakness, accumulate the opportunities offered in higher education and prepare the challenges that are at the forefront.

Concluding Remarks :

Since its inception in 1997, Institute has established itself as an unsurpassed Institute in the whole North Maharashtra region. Curriculum offered is an absolute blend of academic and applied knowledge which allows the students from any discipline to develop the skills and knowledge relevant to their own career paths. Apart from regular under-graduate courses the college offers add-on and certificate courses to facilitate the all round development of students.

The Governing Body of Institute works in close cooperation with the Director, faculty members and different committees to regulate and maintain an amicable and scholastic environment. IQAC is a vibrant body which works keeps quality as main concern and deals with issues pertaining to the functioning of the Institute.

I express my deep sense of gratitude to Management of RCPET's IMRD for providing strong support in all the endeavors of Institute. I am thankful to my team for their continuous help in the development of the institute. I am very much delighted to submit the Self Study Report (SSR) of RCPET's IMRD, Shirpur for the first cycle of accreditation by the National Assessment and Accreditation Council (NAAC), Bangalore.

We look forward for the visit of peer team of National Assessment and Accreditation Council, Bangalore.