

# **SELF STUDY REPORT**

**FOR**

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

## **INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, WAKAD**

INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH SURVEY NO. 130,  
MUMBAI-BENGALURU HIGHWAY, NEAR BHUMKAR CHOWK WAKAD, PUNE

411057

[www.ibmrpune.in](http://www.ibmrpune.in)

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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Institute of Business Management & Research-Wakad, Pune is self-financing, co-education institute affiliated to the Savitribai Phule Pune University and conducting M.B.A. Program approved by the AICTE, New Delhi. The Institute was initiated by its parent body-Institute of Science, Poona, a registered under Bombay Public Trust Act, 1950 and The Societies Registration Act -1860. The prime objective of the institute is to impart quality Management education to the students desirous of making their career in business sector. The Chief promoter of the Institute Mr. Nilkanth C. Joshi, one of the well known persons in University of Pune was a man behind starting this institute. He was also a former Dean of Faculty of Science, who with his visionary senses established IBMR in the year 1984. This institute is considered one of the pioneering institutions in the field of Management education. The institute has a strong alumni base of more than 2500+ students having secured MBA degree and working at key positions in the industry. IBMR has been constantly progressing under his able guidance till date. MBA program is directed towards gaining knowledge of business sector and acquiring managerial skills through various curricula and studying practicing management in the business world. IBMR has been constantly attempting to provide its students with all the required infrastructure and physical facilities to achieve their goals.

### Vision

To achieve high standards in the field of value-based management education.

### Mission

**MISSION:** “As an Institute of higher education, our ardent mission is to passionately perceive ever-increasing knowledge, disseminate it among students and others and strive sincerely to make every bit of our own research effort to create knowledge for developing employable human resources and contribute to ever-evolving knowledge society. We are knowledge assemblers, knowledge providers and knowledge creators.”

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

### Institutional Strength

#### Strengths of the Institute:

The Parent institution has made all infrastructural facilities available for the Institute. The built-up area as recommended by the AICTE has been allotted to IBMR-Wakad leaving no deficiency. The institute also possesses ICT-based facilities with 20 mbps internet speed connection being freely used by the faculty and

students as well. It has also provided the facilities related to recreation like indoor games chess, carom, and table tennis. All classrooms are equipped with LCD projectors thus facilitating teaching-learning process. All faculty members appointed by the Institute are approved as the faculty by the University. The institute is located in the prime location at Wakad, Pune, in the vicinity of Rajiv Gandhi Infotech Park. It is also surrounded by various industries especially in Chinchwad M.I.D.C. and Talegaon M.I.D.C. The institute is easily accessible being on a National Highway, i.e. Mumbai-Bengaluru Highway. India's financial capital Mumbai is just 125 kilometers away from the institute location. It is one of the premier institutes imparting Management education in Pune region.

## **Institutional Weakness**

### **Weaknesses:**

There are no prominent weaknesses being observed so far. However, there are certain limitations in institute progress due to external environment in Management education as a whole. MBA program mainly depends on the employment scenario in industry. When there are more employments available, the students try to seek opportunities in pursuing MBA course. Institute has to depend on these variables. This can affect the admission scenario. The major financial resources for self-financing institute like us are the fees collected from the students. If admissions are at low level, it directly affects the financial flow. The fees for reserved category students come from the government. There is no proper schedule of its reimbursement and it could take even two –to three years to receive fees of such students.

## **Institutional Opportunity**

### **Opportunities for IBMR-Wakad**

With the improving economy in sight, the institute can have better admission intake in nearest future. Institute will be going for Research Center approved by the University. It can have Ph. D. pursuing students and thus can have wide publicity in the students' community. Institute can have collaborations with foreign bodies / universities for various new courses to be introduced. Industry-institute interface on a stronger basis can also be helpful in tapping the employment opportunities for our students. NAAC accreditation can also assure growth of the institute in the nearest future. This can increase our credibility amongst students and teacher community.

## **Institutional Challenge**

### **Challenges for IBMR Wakad**

Imbalance in demand and supply position in Management institution is one of the major challenges at the moment. Mushroom growth is observed in number of Management institutions over a period of last 5 to 6

years; whereas there are fewer takers for MBA students for employment on account of recession in industry. Of course, institute would try to convert this challenge into opportunity by enhancing the quality of education and developing the students to a higher level where they could be accepted in the employment. Students coming from rural parts of India cannot cope up with the English language and Institute has to put in extra effort to bring them to minimum level of understanding of management concepts.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Institute focuses on the University-prescribed curriculum in a systematic way by implementing lecture method, assignments, tutorials, presentations, quizzes, group discussions on various topics. It also takes students to different industrial visits and excursions to get the glimpses of external business environments. Add-on and certificate courses ensure the supplementary enrichment of curriculum transactions. Institute is able to perform all the academic activities according to the annual calendar thus working within a given time frame. A feedback received from various stakeholders is analyzed and the results are noted and discussed in the meetings scheduled by the University from time to time.

Our faculty is meticulously completing the portion of the prescribed syllabus in stipulated time by adhering to the annual calendar prepared before commencement of the academic year. Faculty is given academic flexibility to cover their portion in a manner they find it suitable and beneficial to the students. However, most of them are following the components directed by the syllabus formation committee. This comprises of class tests, presentations, group discussions, in-depth interview, newspaper reading, assignment writing, tutorial writing, quizzes etc. The institute attempts to observe holistic development of students by implementing appropriate strategies in curriculum enrichment. Attempt is made to complete entire curriculum within a given time frame.

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

Being a co-ed higher education institution, IBMR ensures equal development of each student irrespective of gender, caste and creed. The MBA program is conducted in a judicial manner by giving justice to both slow learners and advanced learners. A particular system is followed to identify the learning ability of each student at the commencement of the course every year. Institute conducts various thought-provoking programs for the students like group discussions, poster-making, collage etc. through which they express their thoughts towards various social and other issues. Institute attempts to facilitate effective learning through participative and collaborative learning methods where every student is encouraged to present his / her ideas freely and firmly during presentations.

Institute has appointed a learned and University-approved faculty for the program. There are 4 Ph. D. holders

with post-graduation degrees and other 6 faculty members are having PG Degree. At least 3 members of the 6 are pursuing Ph. D. Our teachers are capable of keeping themselves abreast of the latest developments in their domain areas by keeping watch on the latest happenings in business sector.

Appropriate evaluation process ensures the proper gauging of knowledge and skills that our students acquire during the program of Management education. The students have to undergo various processes of evaluation and examination systems throughout four semesters. On completion of the course, our students are accepted by the business houses and various industries for employment. This indicates the success of learning outcome of our program.

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

Institute has been encouraging its faculty members to write various research papers and articles and all the faculty members have done so. Their research papers have been published in several research journals of repute on national and international levels. Institute has been providing financial aid for such activities of the faculty. Institute has been permitted to publish ISSN Journal viz. IBMR Wakad's Journal of Management Research by the concerned authorities. Research papers and articles are called for from various parts of the country and by now, many scholars have contributed to this research journal by sending their original research work. The journal is a peer-reviewed journal and every attempt is made to maintain its quality. Our four faculty members have secured Ph. D. Degree and they have been helping other colleagues to focus on research publications.

The Institute provides Office Space, Meeting Room, and Platform to do networking, Management assistance, Library Support and expert guidance to the incubators.

Research activities at IBMR take place in the form of, guidance to doctoral research scholars by Ph. D guides, BCUD sponsored research projects, SIP and dissertations of students, state and national level conferences organized by IBMR and deputation to external seminars, workshops and conferences .From 2011 to 2017 IBMR conducted 11 workshops and seminars at state as well as national level. Institute will be going soon for a separate research center to be approved by the Savitribai Phule Pune University.

### **Infrastructure and Learning Resources**

The Institution has adequate facilities for teaching- learning and evaluation processes, viz., classrooms, laboratories, computing equipment, etc. The Institute provides the required academic and administrative infrastructure as per the norms laid down by the AICTE. The Institute physical infrastructure caters for co-curricular and extracurricular activities. The educational infrastructure includes library premises and other resources, 6 class rooms with latest e-class equipments, 2 tutorial rooms, separate common rooms for boys and girls, faculty cubicles, placement cell, NAAC room, Seminar Hall and cafeteria. Institute also has provided software and equipments in the computer laboratory as prescribed by the Savitribai Phule Pune University for MBA curriculum. The Institute provides internet Lab for the students. It has 20 mbps internet speed connection

that caters to the need of all departments. IBMR Wakad has sufficient parking place. It also has a rich library containing more than 13500 books and national and international journals.

### **Student Support and Progression**

IBMR Wakad has established following Committees to address various issues of the students. It has developed appropriate mechanism to take care of the student welfare and their overall progress in the Institute. 1) Students' Development Cell 2) Grievance Redressal Cell 3) Anti-ragging Committee and Anti-ragging Squad actively working to curb the menace. Students have been given proper membership in these cells and committees. Their 'say' has been given due weightage. Students are protected and supported in the institute in a judicial manner.

Institute keeps watch on the academic performance of the students. In case of poor performance, the students are given special guidance and help is extended to them to make desired progress in the courses where they show lower performance. Our faculty members help them come in the main stream. A special guidance is imparted to them to motivate them for appearing for various competitive examinations like MPSC, UPSC, Banking Examinations, IPS and NDA etc. Institute also has formed a placement cell where the students are given guidance in terms of cracking interviews and Group Discussions for employment.

Students are also encouraged to participate in various outdoor and indoor games where they get opportunity to prove their all round personality. Institute has arranged Sneh-Bandhan, alumni meet to keep close contacts with the alumni who help the present batch students to get good opportunities in employments. Thus every effort is taken for the student support and progression as well.

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

The parent institution of IBMR-Wakad is having well educated Trustees on its body. Out of them four have secured post-graduate and one of them is Ph. D. This indicates that the Trustees are well-versed with its vision and mission. Institute is progressing under the able guidance of these learned personalities.

The Institute has consistently promoted decentralization and participative management as a form of democratic governance as it believes it would result in creating an ambience favorable for overall growth of the institute. This is achieved by encouraging faculty, staff and students to contribute through participation in decision making.

Institute has been pursuing to achieve its mission of high standards in the field of value-based management education. The Institute follows committee system for implementation of all its decisions and Resolutions. Various committees like college Development Committee, Internal Complaint Committees, Anti-ragging

Committee, Student Grievance Committee, and Environment Protection Committee etc. are constituted in the Institute. Students, Faculty, Non-teaching staff, Employers, are invited as representatives on these committees. The stakeholders are involved wherever the decisions are related to them. Sometimes through informal system the participation is ensured. Students participate in decision making through representation in Student's Council and take active part in co-curricular and extracurricular activities. Every participating staff and student is free to express his/her opinion freely. Every opinion and suggestions are taken into consideration while taking decision

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

IBMR-Wakad has been operating within a framework of national education system and understands its role in view of the emerging challenges. The institute has been involved in proactive effort towards development of its students, teachers and other stakeholders. It has maintained transparency in its overall working all the time. It admits role of participative management and hence have included faculty, students and other stakeholders in its various committees that directs its actions towards welfare of the students in particular and society in general.

Institute believes in maintaining complete transparency in its financial, academic, administrative & auxiliary functions. Considering the financial matters Institute appoints internal & external auditors every year. This decision is always taken unanimously in the general body meeting of Institute of Science, Poona. Audited statements regarding financial activities are circulated to all the concerned members of the Governing body. Information regarding the Institute is freely made available to the public through our website

Being a co-ed HEI, Institute has been giving full justice to the equality. By keeping opportunities open to all reserved category students, the institute is directly rendering social services. Environmental consciousness and sustainability, inclusiveness and professional ethics are manifested through institutional activities like academic and administrative ones. Every effort is directed to make the students responsible citizen through quality management education.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, WAKAD
Address	Institute of Business Management and Research Survey No. 130, Mumbai-Bengaluru highway, Near Bhumkar Chowk Wakad, PUNE
City	PUNE
State	Maharashtra
Pin	411057
Website	<a href="http://www.ibmrpune.in">www.ibmrpune.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Shriram Shaligram Shimpi	020-22934719	9922449145	020-2293472 0	ibmrwakadpune@gmail.com
IQAC Coordinator	Roopali Prashant Kudare	020-7276091082	9011069227	020-9890084 521	roopalikudare@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 minority institution	No



<b>Establishment Details</b>				
Date of establishment of the college		01-01-1984		
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Maharashtra	Savitribai Phule Pune University		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>		<b>Date</b>		
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
AICTE	<a href="#">View Document</a>	10-04-2017	12	Next approval process commencing in January

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

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Institute of Business Management and Research Survey No. 130, Mumbai-Bengaluru highway, Near Bhumkar Chowk Wakad, PUNE	Urban	1.3979	2626.96

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
PG	MBA, Management Program	24	CET with Graduation fifty percent for open and forty five per cent for category	English	90	42

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

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				2				9			
Recruited	1	0	0	1	0	1	0	1	3	5	0	8
Yet to Recruit	0				1				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	7	4	0	11
Yet to Recruit				0

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

**Qualification Details of the Teaching Staff**

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

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	2		4		6

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		PG	Male	23	4	0
	Female	11	4	0	0	15
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	6	5	1	6
	Female	3	5	2	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	9	17	8	1
	Female	1	2	1	4
	Others	0	0	0	0
General	Male	36	30	39	27
	Female	13	17	22	12
	Others	0	0	0	0
Others	Male	1	1	1	2
	Female	0	0	1	0
	Others	0	0	0	0
<b>Total</b>		<b>69</b>	<b>77</b>	<b>75</b>	<b>52</b>

### 3. Extended Profile

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#### 3.1 Programme

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

Response : 451

Number of self-financed Programmes offered by college

Response : 1

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

Response : 0

#### 3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
108	137	118	178	269

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

2016-17	2015-16	2014-15	2013-14	2012-13
36	84	84	84	84

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

2016-17	2015-16	2014-15	2013-14	2012-13
55	71	66	100	105

Total number of outgoing / final year students

Response : 397

#### 3.3 Academic

**Number of teachers year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
22	20	25	29	29

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

2016-17	2015-16	2014-15	2013-14	2012-13
10	14	17	19	20

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

2016-17	2015-16	2014-15	2013-14	2012-13
12	30	30	30	30

**Total experience of full-time teachers****Response : 175****Number of teachers recognized as guides during the last five years****Response : 2****Number of full time teachers worked in the institution during the last 5 years****Response : 106****3.4 Institution****Total number of classrooms and seminar halls****Response : 9****Total Expenditure excluding salary year wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
116.93	164.477	134.90	146.28	180.14



**Number of computers**

**Response : 51**

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

**Response : 1.17**

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

**Response : 0.65**

NAAC

## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

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

###### Response:

Institute is affiliated to Savitribai Phule Pune University and follows the syllabus prescribed by the Board of Studies (BOS) of the university. Institute has a structured strategic plan and meticulously follows this for the effective Implementation of the curriculum.

Plan for Curriculum Implementation:

At the beginning of each academic year, the affiliating University gives guidelines about the dates of –

- Commencement of the semester
- End of the semester
- Semester End Examinations
- Online Examinations
- Oral / Viva-voce for Project Reports
- Holidays

Accordingly, Faculty of the institute prepares its academic calendar in consultation with the Director and all other faculty members. Considering the academic calendar, teaching plan of each course is prepared by course teachers. During the semester, the respective course teachers preserve all the details of the lectures conducted by them in the classrooms in course files. This is regularly monitored and checked by the Director of the Institute. The evaluation of students is done on various parameters like: Theory and online examinations conducted by the University, class-tests and internal examinations conducted at institute level and other components used for internal evaluation purpose by each faculty member. Other components are class tests, home assignments, tutorials, group discussions, presentations, newspaper reading etc.

The **course file** includes following information.

- Course details

- Course objectives and syllabus
- Individual time table of faculty
- Roll call of the relevant classes
- Lesson plan and details of teaching methods
- List of students allotted as mentees.

#### Process of Effective Curriculum Implementation:

1. Every faculty member prepares a teaching plan of entire semester. All academic processes are streamlined and managed through proper attention.
2. Detailed unit-wise implementation plan is presented by individual faculty. Director monitors the progress of curriculum implementation at the end of every month.
3. The number of lectures planned and the number of lectures actually conducted facilitates identification of gaps, if any, and necessary corrective actions are taken for filling up the gap.
4. The effective implementation of curriculum is ensured by supplementing classroom teaching with expert lectures, seminars, Summer Internship Projects
5. Institute motivates faculty to adopt innovative teaching practices like project-based learning, blogs for respective courses etc.
6. The institute has developed a feedback system for syllabus and teaching processes.
7. Concurrent evaluation is done by applying different components.
8. Syllabus and Course Plan is discussed with the students at the beginning of the semester through subject/course orientation programs.
9. Courses are taught as per the Course Plan and record is maintained properly.

#### Curriculum Enrichment

- 1) MBA program involves field work through Summer Internship Program wherein students need to visit industrial units in person and work there for 60 days on completion of their second semester. This facilitates the students to become familiar with the business environment.
- 2) Institute organizes various workshops / seminars and development programs to equip the faculty & students with the latest developments.

3) Expert's lectures from industry, academia are arranged to bridge the gap between industry expectations and academic provisions.

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

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

**Response:** 2

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

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

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

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

**Response:** 131.25

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	5	6	0	2

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

## 1.2 Academic Flexibility

**1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years****Response:** 0

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

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

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

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

Response: 1

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

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response:** 17

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

2016-17	2015-16	2014-15	2013-14	2012-13
35	43	25	0	0

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

## 1.3 Curriculum Enrichment

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

#### Response:

#### Efforts of the institute to integrate various cross-cutting issues are:

#### Gender equality –

- In the institute men and women are getting same rights and opportunities.
- The institute promotes gender equality and elimination of unlawful discrimination and harassment by arranging different gender equality programs.

E.g. Poster and Collage Competition

Cultural events

Sports

Rangoli Competitions

Students Council – participation of girls and boys on student council.

- The institute clearly mentions that ragging is totally banned and anyone found guilty of ragging and/or abetting Ragging is liable to be punished.
- The regulations are given to each candidate in printed form as a handbook at the time of admission.
- Anti-ragging affidavit signed by the student and parent / guardian is compulsory taken from the students after the admission process is completed.
- Rules of anti-ragging law are displayed on all notice boards of all departments, and in Institute Premises.
- Every year the Institute constitutes a Committee known as the women grievance redressal, Anti ragging Committee & Squad nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media.
- The Institute also celebrates International Women's Day on 8th March by felicitation of all the women teaching and non-teaching staff & students members and arranges Guest lectures on that day.

#### Climate Change & Environmental Education –

There is a need to focus on environmental issues which have caused climatic changes. Initiatives taken in this area are as follows:

IBMR has maintained the lush green campus for reducing the adverse effects of pollution. which may cause climatic changes. Awareness about the environment is created among the students through various programs like

- Tree plantation
- Poster presentation
- Swatcha Bharat Abhiyaan etc.
- Guest Lecture on Environment Awareness
- In every event of the Institute, for the felicitation saplings/Seeds are given to the guests instead of bouquet. The institute organizes various programmers to keep the environment clean.
- The Institute focuses on reduced use of paper. Entire communication amongst the faculty members takes place through institutional e-mail & WhatsApp which reduces paper work.
- Rough pages/one side blank pages which are not useful are used for printing / printout so that paper consumption is reduced.
- The institute endeavors to evolve into a paperless office over a period of time through optimum use of our IT resources.
- The Institute has well equipped computer labs which are used for conduction of online aptitude and University online tests due to which paper work is reduced.
- Waste water of the Institute is also used for watering green areas of the Institute.
- Dustbins are properly kept at appropriate places.
- Institute has displayed notice boards in the campus for creating awareness of cleanliness.
- Institute has installed CCTVs units which are located at Classrooms, Lobbies, Staircases, Library premises, Office premises and such other prominent places..
- University has sanctioned Rs. 5 lacs to our Institute as the financial help to install Solar Panels for generating electricity. The work is in progress and is likely to be completed within a month or two.

### **Human Rights**

Lectures and group activities related to human rights are conducted for creation of awareness amongst the students. The syllabus prescribed by the University for Human Rights covers the Human Values common to all. As per Savitribai Phule Pune University curriculum, institute provides guidance on Human Rights.

### **Sustainability**

Savitribai Phule Pune University has prescribed a mandatory course in MBA in Semester-IV viz. 'Managing for Sustainability'. The institute imparts necessary knowledge of sustainability to the students through theory and practical aspects.

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

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

**Response: 2**

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

Response: 2

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

### 1.3.3 Percentage of students undertaking field projects / internships

**Response: 32.41**

1.3.3.1 Number of students undertaking field projects or internships

Response: 35

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

## 1.4 Feedback System

**1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 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
URL for stakeholder feedback report	<a href="#">View Document</a>

**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:** C. Feedback collected and analysed

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

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 15.78

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

2016-17	2015-16	2014-15	2013-14	2012-13
18	22	19	31	34

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
List of students (other states and countries)	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 45.43

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

2016-17	2015-16	2014-15	2013-14	2012-13
108	137	118	178	269

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

2016-17	2015-16	2014-15	2013-14	2012-13
180	420	420	420	420

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

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

**Response:** 35.79

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

2016-17	2015-16	2014-15	2013-14	2012-13
13	14	30	20	56

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

## 2.2 Catering to Student Diversity

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

**Response:**

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

The institute has been attempting to find out slow learners by applying certain method. Students who are admitted in the first Semester have to undergo the class test on completion of syllabus of core subjects and general awareness. The test is of 100 marks. Multiple choice questions are set for this purpose. Those students who secure less than 35 marks are considered as the slow learners. Others are considered as the advanced learners. Remedial lectures are conducted for the slow learners by the respective teachers of the courses.

Separate lists are prepared and all the faculty members are informed to note these names so that the faculty members would be able to observe the performance of such students and try to take effort to bridge the gap between slow and advanced learners in terms of learning level.

More efforts are directed towards slow learners than the advanced learners in initial months of teaching-learning process. The slow learners are provided additional guidance by respective faculty members apart from regular lectures. They are encouraged to read daily English newspapers and also weekly and monthly magazines available in the library. Each faculty member tries to explain various objectives of their related

subjects and topics and also attempts to simplify the related concepts in additional sessions specially taken for slow learners. The written notes, wherever required, are also provided as the study material to the students.

The lecture delivery by using LCD projectors/OHP helps the students to concentrate on specific topics where they experience difficulty in perception. The students are taken into confidence during teaching-learning process and assured of their progress that makes them free from psychological burden. It also helps to develop better communication between mentor and mentee and the students do not hesitate to share their problems with the teachers. The identification of slow and advanced learners in next stage is done on the students' performance of semester-I. Those who secure less than 45% marks or E & F grade are considered as slow learner. This method is applied from semester-II and is applicable even for semester-III. Our faculty members perform the role of counselor for these students from time to time. Once the slow learners gain proper momentum they are treated at par with other regular students. The idea of slow and advanced learner in our opinion is limited to a particular semester. A student who was initially identified as a slow learner could get converted into regular learner in next semester. In short this process depends on the semester wise performance of the students particularly for first 3 semesters.

Advanced learners are guided to acquire additional knowledge by reading reference books and National & International Journals and also through browsing various academic websites. Advanced learners are also encouraged to help their colleagues who are poor in academic areas.

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

### 2.2.2 Student - Full time teacher ratio

**Response:** 10.8

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

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

**Response:** 0

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

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

## 2.3 Teaching- Learning Process

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

#### Response:

#### 2.3.1

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

MBA programme demands its students to gain hands-on industrial experience beside other methods of teaching and learning like case studies, guest lecturers etc. Our curriculum comprises of summer internship programmes which are directed towards experiential learning. On completing first two semesters, the students have to undergo minimum 60 days training in any business establishment under the guidance of managerial level personnel. In this method the students are able to undergo functional training in pragmatic way. While working on industrial assignments these students interact and communicate with various other officers and managers in the company and thus they become familiar with participative learning methodology. The case study method applied during lecture delivery hours help the students to understand the strength and weaknesses in a given situation and also the available resources. The students learn to apply their logical sense and try to find out appropriate solutions for the real problem encountered in the case. The course curriculum of MBA has incorporated different case studies/caselets at appropriate places.

To facilitate teaching-learning process the institute has provided the following support system.

- Enriched library with latest reference books, text books, e-journals, printed journals, periodicals, newspapers, magazines, facility of e-library etc.
- LCD, OHP, personal computers, Internet facility with 20 MBPS leased line for teachers and students.
- Industrial visit for students.
- Student council is formed as per SPPU rules.
- Interactive and collaborative learning through several academic activities such as participation in seminars, debating, group discussions and projects.
- Keeping the student as the central element of higher education, our institute attempts to involve

every student in the following activities.

- Various seminars, workshops, symposia of state and national level.
- Mock interviews and Group discussions.
- Guest lectures on functional subjects, personality development and social aspects.
- Provision of remedial classes and special guidance to slow learners.
- Use of ICT, e-journals, e-books and other modern learning resources.
- Frequent visits to industrial establishments and malls.
- Summer internship projects in various industries.
- Placement assistance through placement cell initiatives.
- Special efforts for improving English language for weaker students.
- Guidance for competitive examinations like MPSC/UPSC/NDA, Banking, Personal etc.
- Aptitude test, quizzes etc.
- Students' participation in social activities like tree plantation, environmental awareness programmes, campus cleanliness program, cultural events, various competition like singing, dancing, painting, poster making, giving exposure to creativity of the students.
- Transparency in internal assessment and evaluation.
- Communication with students through e-resources like e-mails, social media, notice boards that helps them to get updated information.

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

**Response:** 120

#### 2.3.2.1 Number of teachers using ICT

Response: 12

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

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

**Response:** 10.8

#### 2.3.3.1 Number of mentors

Response: 10

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

### 2.3.4 Innovation and creativity in teaching-learning

#### Response:

#### 2.3.4

Our faculty members try to develop their own ideas which they implement during teaching process. However the institute has provided them various sources to enrich their experience of teaching. This includes provision of digital library and open source platform like MIT open source etc. that help them to acquire relevant knowledge of their subjects/courses which become more informative at the time of delivery of lectures. Our classrooms are equipped with LCD projectors and supporting system where the faculty members find it most suitable during lecture delivery. The subject is made easier to the students by using PPT in the classroom which becomes immediate visual head for them to understand the critical aspects. Faculties are provided with 24 hr Internet facility and the management is working on providing Wi-Fi facility to them and also to the students freely in the campus. The Shodhganga website has been made available to the faculty and students to acquire more knowledge through various PhD theses, National and International journals and such other useful material.

Institute also facilitates lectures of guest faculty belonging to industry, academia and society at large. This enables the students to keep themselves updated of the external environment relating to industry and other avenues. The institute has been conducting seminars, workshops and conferences on regular basis on state as well as National level in collaboration with Savitribai Phule Pune University under Quality Improvement Programs. Eminent personalities and scholars share their expertise and knowledge during these programs that helps students and faculty members to acquire additional knowledge.

The institute also encourages to the faculty members to participating various seminars, workshops, conferences conducted by other institutions on state and national level. They are also motivated to write and present various research papers, research articles for such events. The respective faculty members are provided with the financial help for attending such seminars and workshops. ICT has become almost inevitable aspect of our teaching-learning process. Use of Audio-Video facilities, PPT's and such other communication equipments is practiced by all our teaching staff. The institute would like to make more modern facilities during utilization of Information Communication Technology.

Besides having appropriate infrastructure, our library also owns ample text & reference books, National & International journals, magazines etc. It also extends the services of reprography, digital services to the students and faculty members throughout day.



The institute has provided a well equipped computer lab with unlimited Internet access to the faculty members and students. Students are also encouraged to use computer lab for preparing their project reports, presentations and browsing academic and useful sites.

The outcome of all the facilities provided is apparent and significant as it helps the student to take initiative in teaching-learning process. The impact of innovative practices is also observed on student's communication ability and enhancement of knowledge. The case study methods, business plan competitions, role play and management games have also shown encouraging participation by the students.

## 2.4 Teacher Profile and Quality

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

**Response:** 63.33

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

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

**Response:** 22.72

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

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

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>



**2.4.3 Teaching experience of full time teachers in number of years****Response:** 17.5

<b>File Description</b>	<b>Document</b>
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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:** 62.5

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

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

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

**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 0

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

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

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

## 2.5 Evaluation Process and Reforms

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

#### Response:

#### 2.5.1

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

The University of Pune made total reformation in syllabus of MBA from academic year 2013-14. A choice-based credit system was made applicable from this year. The syllabus also recommended various methods of teaching and evaluation comprising of concurrent evaluation process. However before this year the syllabus did not specifically talk about the methodology of teaching in terms of concurrent evaluation. Despite this all, our institute had adopted the method of evaluation of students by means of assignments, tutorials, class-tests, reading newspapers and other materials, giving various presentations in groups and at individual level. The reforms in concurrent evaluation were manifested rigorously from 2013-14. Since the university syllabus has suggested sufficient parameters of concurrent evaluation, our faculty members have preferred to select some of them for such evaluation.

The institute believes in the existence of recurring internal evaluation of the students that enables the teachers to justify them during assessment process. At the outset our institute has been following the concurrent evaluation methodology prescribed by the Savitribai Phule Pune University. The concurrent evaluation allows the teachers to assess the students on various parameters. The continuous assessment provides a feedback on teaching-learning process. A transparency is maintained during the whole process where the concerned student has been made aware of his/her periodic progress and every opportunity is provided to enhance the current performance. The teachers are allowed to freely identify some of the following components recommended by the university:

1. Case Study / Case let / Situation Analysis – (Group Activity or Individual Activity)
2. Class Test
3. Open Book Test
4. Field Visit / Study tour and report of the same
5. Small Group Project & Internal Viva-Voce
6. Learning Diary
7. Scrap Book
8. Group Discussion
9. Role Play / Story Telling

10. Individual Term Paper / Thematic Presentation
11. Written Home Assignment
12. Industry Analysis – (Group Activity or Individual Activity)
13. Literature Review / Book Review
14. Model Development / Simulation Exercises – (Group Activity or Individual Activity)
15. In-depth Viva
16. Quiz
17. Student Driven Activities
18. News paper reading

The overall evaluation process comprises of different steps. We have formed a separate examination committee for controlling all the activities related to various examinations conducted in the institute premises.

- The schedule of Internal and External examination is displayed on notice board.
- The faculty of the concerned course explains the evaluation process, the format of question papers and the marks allotted for particular questions.
- Students are given opportunity to reappear for internal exams submission of assignments, presentations, tutorials for the purpose of improvement in their internal assessment.

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

**Response:**

#### **2.5.2**

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

At the time of commencement of Semester-I the students have to attend induction programme where the entire schedule of the year is explained to them. They are made aware of the criticalities of the syllabus, various examination processes and teaching methodologies adopted by the institute. Students are also explained about the examination evaluation system that comprises of External and Internal examinations.

In his address, the Director tries to explain the academic calendar, examination and assessment system along with extra and co curricular activities. During induction programme, the students are introduced to all the faculty members and also to non-teaching members working in the institute. A brief history is narrated to them about the Founder –Director, Management-Members, the prestigious alumni and various highlights of the institute. Every effort is made to assure the students of their right choice of selecting our institute for their higher studies. This enables the institute to maintain harmonious relationship with the students and the transparency required for teaching-learning experience. The institute has developed a mechanism to maintain Teacher-Student bonding wherein a particular teacher is assigned particular no of students for accepting their guardianship and monitoring their progress during their studentship in the institute. The students are free to discuss any problem of academic or non-academic nature and the teachers concerned play the role of counselor thus creating fearless environment for the students.

The internal assessment comprises of the following factors:

- 1.Students' overall attendance for classroom lectures, guest lectures, seminars and workshops, industrial visits, participation in various programs of other institutions.
2. Writing of assignments, tutorials, internal examinations, peer team presentations.
- 3.Participation in social activities like blood donation camp, tree plantation, “Swatch Bharat Abhiyan”.
- 4.The formation of examination committee and chief examination officer (CEO) has made the process of examinations highly transparent in our institute.
- 5.The faculty members are always keen to analyze the results of each student and the same is communicated to him/her immediately. In case of poor performance at certain level the student is advised to take appropriate measures for the improvement.
- 6.The rank holders list is displayed on the notice board to encourage other students.
- 7.Any grievance in respect of written examination during internal assessment is immediately attended and the facts are conveyed to the aggrieved students. Remedial measures are also suggested for improvement.
- 8.The ICT is used for communicating various information like examination time-tables, arrival of hall tickets, last date of submissions, fees dues to be paid if pending. A project format is also communicated on the e-mails of the students. Institute also uses the e-mail medium for sending study notes to the students.

Every attempt is made to maintain transparency in internal assessment as far as possible.

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

**Response:**

#### **Examination related grievances**

Every student perusing MBA in our institute has to undergo the process of external examination and internal evaluation in each semester thus, the student has to face external examinations conducted under the

full control of University at least four times during two years period. The question papers for external examination are set by the board of examinations of the university with the help of the learned faculties in various subjects. The use of ICT is mandatory for getting respective question papers to institute centers. All the rules and regulations set out for the examination are observed during external examination process. The answer sheets are collected at one centre and central assessment process is applied for assessing these answers sheets. The faculty members from our institute are assigned the job of assessing the answers sheets. A due care is taken by the university to hide the identity of the students during assessment process. This again ensures transparency in the process. On declaration of the University exam results if any student feels aggrieved of he can approach the concern examination department by applying for photocopy of the answer sheet. Of course the concern student has to pay nominal fees for such photocopy. The aggrieved student takes the photocopy to expert or the subject teacher in the institute to find out if the injustice was made on him/her during assessment. If the experts find some substance in the case, he advises the student to apply for re assessment to the university. There is a provision of rechecking and re assessment of the answer sheets in our University. The results of re assessment/rechecking are communicated to concerned students within a stipulated time. In this way the university has developed transparent, time bound and efficient mechanism to deal with the examination related grievances.

The institute also has been maintaining transparency in concurrent evaluation of each student for the subjects meant purely for institutional assessment. The concurrent evaluation is made transparent as the students are shown their performance in internal examinations in person and also are allowed to appear for re examinations if the students desire. So the student being regularly present in the campus has been given timely feedback by the respective teachers. In fact fewer cases are registered with the institute in case of internal examination related grievances. However on declaration of results of internal examination few students express their views on having secured less mark in such case the students are advised to see their performance themselves and to appear for re examination. The improved performance is communicated to the students within a specified time and the internal marks are sent to the university for the purpose of incorporating them in the mark sheet of the respective semester.

The institute also maintains transparency and efficiency during the process of examination related issues such as non receipt of hall tickets, mistakes in hall tickets, feeling online examination forms etc. Every help is extended to the students during entire examination process.

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

**Response:**

#### **2.5.4**

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

The institute has been practicing the preparation of academic calendar under the guidance of Internal Quality Assurance Cell members. Such academic calendar comprises of 2 semesters per academic year. It covers the schedules of day to day classroom lectures, dates of industrial visits, seminars, workshops, cultural events, sports and term end exams, last date of submission of project reports, assignments,

tutorials, internal viva and presentations. The academic calendar also indicates holidays and vacations. The continuous internal evaluation process comprises of students attendance for lectures and other academic programs and the academic calendar helps them to note the schedules and to work upon it. The CIE also considers students participation in various cultural activities and sports. The academic calendar is distributed to all faculty members and students at the commencement of academic year. The faculty members prepare course files containing syllabus, teaching notes, lecture plans, student- wise record, attendance sheets etc.

As the academic calendar is prepared keeping in view a year's all activities relating to teaching-learning process and maintaining the timely effectiveness and accountability the faculty members are able to justify the following work:

- **Teaching plan:-**

Every faculty member has to prepare the teaching plan of his/her subject like syllabus, content, no of lectures required etc and submitted to concern authority.

- **Workload distribution:-**

The workload is distributed at time of faculty meetings in the beginning of the academic year as per the norms and guidelines of Savitribai Phule Pune University.

- **Syllabus completion report:-**

Syllabus completion reports are collected from the faculty and submitted to the authority at the end of every semester.

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

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

**Response:**

### 2.6.1

The institute has been conducting a post graduate course viz. Master of Business Administration under Savitribai Phule Pune University and the link for the university is given in institute website. The stakeholders can go through the website of university and detailed syllabus. The program outcome is specified in first few pages of the prescribed syllabus whereas the course outcomes are also specifically mentioned before the detailed description of syllabi of all courses under MBA program.

**Program Outcome:-**

The curriculum for MBA program is developed keeping in mind the National priorities and International practices. It also attempts to align the program structure and course contents with student aspirations and recruiter expectations. This syllabus also attempts to align with National Goal of “Make in India”, “Start – Up and Stand – Up India” and “Digital India”.

**Course Outcome:-**

The Savitribai Phule Pune University syllabus of MBA encompasses 18 specializations out of which the student has to select one specialization in which the student has developed interest in view of his/her further career. Apart from these specializations there are 18 core courses with varied outcomes specified in the syllabus. The Director and other faculty members discuss all the details of these courses with students during induction program before commencing the lectures. This facilitates each student to understand the program outcomes and course outcomes in a systematic way. A detailed evaluation process for all courses is also thoroughly explained to the students so as to make them enable to set their own targets.

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

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

**Response:**

### 2.6.2

## **Method of Measuring Attainment**

### **Program Outcome:-**

The MBA Program has been specially designed to provide human resource to various industries having managerial and communication skills. To measure the program outcome, the institute has been undergoing different levels of examinations i.e. term end examinations, semester-wise final examinations as per university schedules, checking the knowledge of students through class tests, assignments, presentations, tutorials, quizzes and group discussions. The institute has been following a methodology of concurrent evaluation recommended by the Savitribai Phule Pune University through MBA syllabus. Various components have been used to evaluate the student's performance throughout the course period. The marks for internal evaluations are sent to the university through ICT developed system and they are added in the final mark list wherein the students' credits and grades are calculated. In this way the program outcome is measured and the students are declared successful on the basis of the final grading.

### **Program specific Outcome:-**

On successful completion of M.B.A. Program, the students are accepted by various industrial organizations through Campus placements or through direct recruitments by the companies. Having 18 specializations available in MBA, the students get opportunities to get desired jobs in the companies. Many companies have visited our Institute for Campus placements and offered jobs to our students in different departments as per their needs. Having developed the ability to take appropriate decisions in particular situations through MBA program, courses completed and through case-study method, the students are exposed to the business scenario making them fit for the jobs. At least 61 students have been placed in the jobs through Campus interviews. Others have also been placed directly through company procedures. A few of the students have joined their family businesses on acquiring managerial skills through MBA program. Thus MBA program has been helping the students to get engaged either in employment or in own entrepreneurial efforts.

### **Course Outcome:-**

MBA program of Savitribai Phule Pune University is a comprehensive program that encompasses knowledge of different specialized courses. Marketing Management, Financial Management, Human Resource Management, Computer Management, Operations and Supply Chain Management courses are more popular in IBMR, Wakad. While undergoing Summer Internship Projects and Dissertations, the students are exposed to the real-life situations in business arena. Such exposure helps them build confidence amongst them and also develops soft skills and communication skills amongst them.

Apart from MBA Program, the Institute has been concentrating on Value-added programs like ad-on courses and certificate courses. The institute has offered two certificate courses to their students of MBA-2nd Year viz. Portfolio Management and Behaviour Analyst. The institute also has offered ad-on courses to the students of MBA 2nd year viz. Corporate Social Responsibility and Sustainability and



Business Taxation: Online Return Filing, and Basic Course on Stock Market. The Institute has offered value-added courses like Computer Basics and Soft Skill courses for MBA-1st year students. Almost 402 students have availed the facility of undergoing above type of courses in the institute.

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

### 2.6.3 Average pass percentage of Students

**Response:** 73.05

2.6.3.1 Total number of final year students who passed the university examination

Response: 290

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

Response: 397

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

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

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

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response: 0**

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

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

File Description	Document
List of project and grant details	<a href="#">View Document</a>

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

**Response: 10**

3.1.2.1 Number of teachers recognised as research guides

Response: 1

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

**3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years**

**Response: 0**

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

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

**Response:**

#### 3.2.1

#### INCUBATION CELL

Institute of Business Management and Research established Incubation Cell with effect from 19th September 2017.

**The Incubation Cell strives to:**

- Nurture entrepreneurship in those people who have a passion for knowledge generation and mentoring.
- Make entrepreneurially-driven communication initiatives recognized as vital for supporting the sustainability of indigenous enterprises.

**Objectives:**

1. To create physical infrastructure and support systems necessary for business incubation activities.
2. To provide Services such as training or High-speed Internet access.
3. To facilitate networking with professional resources, which include mentors, experts, consultants and advisors for the start-up companies
4. To Link to higher education resources.
5. To Promote and facilitate knowledge creation, innovation and entrepreneurship activities.

#### Incubation Cell Members for the Academic Year 2017-18

Sr. No.	NAME	DESIGNATION	MOBILE
1	Dr. Shriram Shimpi (Director - IBMR)	Chairman	98505244
2	Dr. Omkar Gadre (Registrar, IOS)	Member	91672692
3	Prof. Dada Patil (Representative -Teaching Staff)	Member	90110692

4	Prof. Renuka Vanarse (Representative -Teaching Staff)	Member	98601387
5	Ms. Mayuri Belge (Student Representative)	Member	86249213
6	Prof. Rohini Nikam (Representative -Teaching Staff)	Member-Secretary	75882428

**Activities:**

- 1.The Institute provides all the basic infrastructural support i.e. Office Space, Meeting Room, Platform to do networking, Management assistance, Library Support and expert guidance to the incubators.
- 2.The Cell works to promote and facilitate knowledge creation, innovation and entrepreneurship activities.
- 3.Incubation Cell organizes Workshops and Conferences on “Incubation”, “Startups” etc.
- 4.Incubation Cell facilitates Institute Industry Collaborations.
- 5.The Incubation Cell promotes students to participate in various events of entrepreneurship development and also encourages the students to participate in contest like “StockMIND – Quest for the Best Budding Investor”.
- 6.At present the third Semester Students are divided into groups and they are asked to submit their ideas which are new and creative and can be commercialized. One group is working on developing modules for “Event Management” and other group is working on “Stress Management”.

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

**3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years****Response: 8**

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

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

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

### 3.3 Research Publications and Awards

<b>3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research</b>	
<b>Response:</b> Yes	
File Description	Document
Any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

<b>3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards</b>	
<b>Response:</b> Yes	
File Description	Document
e- copies of the letters of awards	<a href="#">View Document</a>
List of Awardees and Award details	<a href="#">View Document</a>

<b>3.3.3 Number of Ph.D.s awarded per teacher during the last five years</b>	
<b>Response:</b> 2.5	
3.3.3.1 How many Ph.Ds awarded within last five years	
Response: 5	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last</b>
------------------------------------------------------------------------------------------------------------

**five years**

**Response: 5.88**

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

2016-17	2015-16	2014-15	2013-14	2012-13
41	33	6	4	10

**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: 0.56**

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

2016-17	2015-16	2014-15	2013-14	2012-13
6	3	0	0	0

**File Description**

**Document**

Any additional information

[View 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:**

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

The Institution promotes institution-neighborhood community networks and student engagement, contributing to good citizenship and holistic development of students through initiatives driven by the Student Development. These initiatives revolve around the themes of education, energy and environment, ethics, and human values. The institution orients students towards these initiatives right from the induction programme at the commencement of first semester. Faculty & staff also contribute to the social responsibility initiatives.

Following are the activities conducted in neighborhood communities in terms of sensitizing students to social issues and holistic development-

1. Tree plantation awareness programs conducted in campus.
2. Social awareness program on 'Online money transaction' Adhar link under financial literacy program in neighborhood area.
3. Workshop conducted on 'Prevention and Prohibition and redressal of sexual harassment of women employee and students'.
4. Voting Rights Awareness Program.
5. Swatch Samarth Bharat Abhiyan on 7th July, 2016
6. Swatch Bharat Pandharwada-1st November, 2016 to 15th November, 2016
7. National Unity Day on 29th October, 2016
8. Constitution Day organized on 26th November, 2016
9. Mass Singing of National Anthem organized on Tuesday the 23rd August, 2016
10. International Yoga Day organized on 21st June, 2016.
11. Programs conducted on Gender Sensitization- Poster and Collage Competition on 'Female Foeticide', 'Organ Donation', 'Stop Child Abuse', 'Save Energy', 'Use of Social Media', 'Environment Protection.'
12. Social Awareness Program on Road Safety –Human Chain was formed on 6th October, 2016
13. Aids Awareness Program conducted with the help of N.G.O. and Mrs. Sevekari has guided the audiences.
14. International Women's day is celebrated every year in Institute campus.
14. Participation of students in Workshop on 'Disaster Management' on 6th and 7th Feb, 2016 organized by Indira Institute of Management, Tathwade, Pune.
15. Participation of students in Blood Donation Mega Drive-2012 to 2017

(Once in each year). Health checkups –Hemoglobin Tests and Blood group

16. Free Library Services for neighborhood residents commenced on 29th Sept, 2017

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

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

**Response: 8**

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

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

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

### 3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

**Response: 19**

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five



years

2016-17	2015-16	2014-15	2013-14	2012-13
10	3	2	2	2

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

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

**Response:** 84.66

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
102	112	112	128	216

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

## 3.5 Collaboration

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

**Response:** 4

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

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

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

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

**Response: 0**

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

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

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

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

The Institute provides the required academic and administrative infrastructure as per the norms laid down by the AICTE. The Institute physical infrastructure caters for co-curricular and extracurricular activities. The educational infrastructure includes library resources, class rooms with latest e-class equipments, software and equipments in the computer laboratory as prescribed by the Savitribai Phule Pune University for MBA curriculum. The Institute provides internet Lab for the students.

IBMR Wakad has sufficient space for all Academic, Administrative, Co-Curricular and Extra Curricular activities.

1. **Class Rooms:** A total of **6** class rooms and **2** tutorial rooms with appropriate lighting, ventilation and modern facilities such as LCD projectors, Internet connection are available to facilitate effective teaching learning.

1. **Seminar Hall:** Seminar Hall is well equipped with P A systems, Audio Video Systems and power backup and utilized to conduct all academic related activities.

1. **Computer Lab:** The Institute has a well equipped computer laboratory with a total of **41** systems with latest configuration and an adequately equipped Embedded Systems Lab which greatly help for effective implementation of the curriculum.

1. **Library: Special Facilities available for teaching learning process**

Library has latest books and journals, with 5 computer nodes used to refer online journals, E-Books, Online database from Dell Net, Moodle, MBA project reports, Dissertations, University question papers for students reference.

There is a big reading room adjacent to library. Calm and Comfortable environment is provided in the library by the dedicated library staff.

Highlights of Library are:

1. Internet Connectivity
2. Access to the newspapers, journals and magazine
3. Access to the e-Resources and e-Journals
4. Library with good collection of books, journals, magazines

1. **Parking facility:** The campus provides appropriate parking facility for two wheelers and four wheeler vehicles.
2. **Exam Control Room:** Exam control room is equipped with computers connected to internet, printers and Xerox machines. For university examination the question papers have to be downloaded on the date of examination proper surveillance is maintained through CCTV camera.

**Table 4.1: Infrastructural details of the Institute**

Sr. no.	Facility	Particular	Total Number	Area (sq.m.)
1	For Academic Activities	Classrooms	6	493.62
		Computer Lab	1	
		Tutorial Rooms	2	86.98
		Library and Reading Room	1	263.74
		Seminar Hall	1	157.01
2	Administrative Area	Principal Office	1	205.33
		Board Room	1	
		Office	1	
		HOD Cabin	1	
		Faculty Room	2	87.91
		Central Store	1	44.42
		Maintenance	1	43.49
		House Keeping	1	43.49
		Exam Control	1	22.21
		Placement Office	1	44.42
3	Amenities Area	Boys Common Room	2	86.98
		Girls Common Room	3	131.40
		Canteen	1	Under Renewel
		Stationary Store Room	1	43.49
		First Aid/Sickroom	1	43.49
		Sports/ Gym	1	82.27

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

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

##### Response:

#### 4.1.2 The Institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,

Keeping in view for extracurricular activities like like sports Institute has providing facilities for Outdoor games like Volley ball, Handball, Javelin Throw, Discuss Throw and Badminton.

Indoor games facilities like Table Tennis, Chess and carom.

Sr. No.	Details	Number	Year of Establishment
1.	Table Tennis	02 table	2001
2.	Chess	12 Boards	2001
3.	Carrom	08 Boards	2001

The Institute provides Sports Kit and Sports Material for students who participate in Inter-State Level, Zonal, Inter-zonal and many other different types of game and sports. The Institute also reimburses the T.A. and D.A. as per University Rules and Regulations.

1. The institute has a playground for sports like football, cricket, basketball, volleyball. For the indoor game like chess, carom, badminton etc space is made available.
2. Institute also organizes Annul Sports week every year.

##### Gymnasium:

The Gymnasium is well equipped. It includes all the equipments for Fitness and health Management. The Gymnasium is located in the premises of Institute of Science, Poona. It is utilized on demand.

Sr. No.	Detail	Area in Sqmt.	Year of Establishment
1	Gymnasium	66m2	2013

## Yoga Centre

Yoga is an invaluable gift of India's ancient tradition. It embodies unity of mind and body; thought and action; restraint and fulfillment; harmony between man and nature; a holistic approach to health and well-being. It is not about exercise but to discover the sense of oneness with you, the world and the nature. By changing our lifestyle and creating consciousness, it can help in well being.

Institute conducts Yoga Activities in the open space of Seminar Hall.

**International Day of Yoga**, or commonly and unofficially referred to as **Yoga Day**, is celebrated annually on 21 June since its inception in 2015.

## Cultural Activities

The Institute emphasis on the overall development of the student and extracurricular activities plays very important role for the same. Cultural activities lead the progress of many important soft skills such as resource management, public speaking, morals, ethics and many more.

The institute also encourages participation of the students in various cultural activities organized at different institutions and universities.

Every year Institute organizes Annual Social gathering and Prize Distribution Programme named "PHEONIX" in the month Januray/February.

### The lists of the Events of PHEONIX are:

1	<b>Music</b>	Solo Song , Duet Song , Group Song, Classical Vocal, Classical, instrumental, Antakshari, Musical Chair
	<b>Dances</b>	Solo Dance, Group Dance, Folk Dance
	<b>Theatre</b>	Drama ,Skit, Mime, Mimicry
	<b>Fine Arts</b>	<ul style="list-style-type: none"> <li>• Rangoli</li> <li>• Mehndi</li> <li>• Poster making &amp; Collage,</li> <li>• Cartooning,</li> <li>• Salad Decoration</li> <li>• Food without Fire</li> </ul>

	<b>Days</b>	<ul style="list-style-type: none"> <li>• Traditional,</li> <li>• Sari &amp; Tie,</li> <li>• Twins day,</li> <li>• Black &amp; White day,</li> <li>• Navwari &amp; Pheta day,</li> <li>• Bollywood day</li> </ul>
	<b>Fashion Show</b>	<p>Fashion show is organized on various social themes:</p> <ol style="list-style-type: none"> <li>1. Jute</li> <li>2. Girls Foeticide</li> <li>3. Cultures of India</li> <li>4. Importance of Sports in Academic Life</li> </ol>

In various events, the students of Institute of tried their best to prove that they are well aware of their social & moral responsibilities. The issues like Exploitation in Education, Importance of Morals & Ethics, Patriotism, Communal Riots, Need for Global Citizenship; Environmental Issues etc. are smartly covered in different dramatic events. The dancing events were also based on various themes and were presented in a touchy way.

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

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

**Response:** 100

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 9

<b>File Description</b>	<b>Document</b>
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

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

**Response:** 2.96

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

2016-17	2015-16	2014-15	2013-14	2012-13
2.10	5.00	7.10	3.60	4.00

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

## 4.2 Library as a Learning Resource

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

#### Response:

A library is a collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing, It provides physical or digital access to material, and may be a physical building or room, or a virtual space, our library collection includes books, periodicals, newspapers, e-books, databases and e Journals. Institute of Science Poona's Institute of Business Management and Research (IBMR) Library timing is 10:00 am to 6:00 pm. For the daily housekeeping operations of library we are using E-Granthalaya Integrated Library management software 3.0 Version with Partially Automated, We have acquired this software in the year 02/01/2012, (Invoice No. VSS/1108, 2012), through this software we are providing a OPAC (Online Public Access Catalogue) on LAN Base, and using Circulation, Acquisition, Cataloguing, Serial Models for housekeeping operations of library, for daily circulation system we are using the barcode system for quick issues and returns of books. we are giving two books to every students for seven days, users of our college library are Students and Faculties, the main aim of library is to provide best services to user at right user at right time , for keeping a up to date to our users our library is providing a CAS(Current Awareness Service), Reference Service, Internet Service, Reprographic Service and Interlibrary loan service, for the interlibrary loan we have taken the membership of Gokhale institute of Politics and Economics and British Library of Pune, our library also giving the book bank service to only belonging SC and ST category students, our library have 13492 books and acquired 19 journals for the current year, and 5 Daily News Papers. Library has well mannered reading room with sitting capacity of 100 students. We have taken a subscription of DELNET (Developing Library Network) from this current year, in this Database there are 230+ Journals and 100+ e-books for management, we are using DDC classification system but library books are arranged in systematically in cupboards according to their subjects,



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

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

##### Response:

##### 4.2.2

Institute does not have any specific rare books, manuscripts or special reports. However, the institute has made sufficient provisions of e-Library books and Journals through various websites. Institute of Science Poona's Institute of Business Management and Research (IBMR) Library timing is 10:00 am to 6:00 pm. For the daily operations of library we are using E-Granthalaya Integrated Library management software 3.0 Version with Partially Automated, We have acquired this software in the year 02/01/2012, (Invoice No. VSS/1108, 2012), through this software we are providing a OPAC (Online Public Access Catalogue) on LAN Base, and using Circulation, Acquisition, Cataloguing, Serial Models for housekeeping operations of library, for daily circulation system we are using the barcode system for quick issues and returns of books. we are giving two books to every students for seven days, users of our college library are Students and Faculties, the main aim of library is to provide best services to user at right user at right time , for keeping a up to date to our users our library is providing a CAS(Current Awareness Service), Reference Service, Internet Service, Reprographic Service and Interlibrary loan service, for the interlibrary loan we have taken the membership of Gokhale institute of Politics and Economics and British Library of Pune, our library also giving the book bank service to only belonging SC and ST category students, our library have 13492 books and acquired 19 journals for the current year, and 5 Daily News Papers. Library has well mannered reading room with sitting capacity of 100 students. We have taken a subscription of DELNET (Developing Library Network) from this current year, in this Database there are 230+ Journals and 100+ e-books for management, we are using DDC classification system but library books are arranged in systematically in cupboards according to their subjects,

#### 4.2.3 Does the institution have the following:

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

- A. Any 4 of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above

**Response:** C. Any 2 of the above

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

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

**Response:** 1.95

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

2016-17	2015-16	2014-15	2013-14	2012-13
0.55	0.37	2.09	1.59	5.15

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

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

**Response:** Yes

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

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 10.17

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

Response: 12

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

## 4.3 IT Infrastructure

### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

#### Response:

### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

A well equipped computer Lab is available for the Students. 41 computers with latest configuration and software's as required are maintained. IBMR ensures continuous and consistent availability of changing technologies. Accordingly many upgradation have been done during the last five years. They are as follows:

1. In the year 2012 the PIV computers were used which are now upgraded to Intel i5 7 generation.
2. The institute earlier had broadband with 1Mbps - 5 connection.
3. The internet facility was later upgraded to Lease line with 2Mbps
4. Current the internet facility is updated to 20 Mbps Firewall
5. Wi-Fi for the students is available in the Institute Campus.
6. Firewall is installed for secured authentication
7. The faculty rooms are provided computers with internet facility.
8. Director's cabin, administrative office, faculty rooms and all computer laboratories have internet facility.
9. The website [www.ibmrpune.in](http://www.ibmrpune.in) has open access to all stakeholders
10. MOODLE facility is available to students and staff inside the campus.
11. All the computers in administrative office, faculty room, computer lab, and library are connected to each other by local area network.

The details of the available IT facilities are as:

Particulars	Processor Speed	Processor Type	Mother Board	Hard Disk	Ram	Accessories
Computers Computer Lab (41)	in3.0 GHZ	Intel i5 7th Gen.	Gigabyte H110	1TB GB	8GB DDR-IV	Keyboard, Mouse
Computer at the Administrative Office (1)	3.4 GHz	Dell 745-Pentium D	Intel Q96580 (ICH8) Express Chipset	80 GB Sata	1 GB DDR- II	Keyboard, Mouse
Computer Director's Cabin (1)	@3.6 GHz	Intel Core i3 (4th Gen)	Intel H81	500 GB Sata	4 GB DDR- III	Keyboard, Mouse, DVD R/W
Computer @ Director's Cabin (1)	Jt.2.8 GHz	Dual Core	IntelQ965	80GB	2 GB DDR- II	Keyboard, Mouse, DVD R/W
Computer @ Library (1)	1.60 GHz	Intel Atom 1.6GHZ	INTEL 945	160 GB	1 GB DDR- II	Keyboard, Mouse
Computer @ Faculty Room (4)	1.60 GHz	Intel Atom 1.6GHZ	INTEL 945	160 GB	1 GB DDR- II	Keyboard, Mouse, DVD R/W
Computer @ Faculty Room (2)	2.66GHz	Dell 755, Core2 Duo	Intel Q35 Express Chipset	80GB	2 GB DDR- II	Keyboard, Mouse
Computer @ Faculty	3.00 GHz	Pentium D.C.	Gigabyte 945	80 GB	1 GB DDR	Keyboard, Mouse

Room (1)		3.0			- II		
Computer @ Exam Dept.(1)	3.1 GHz	i5 3rd Gen.	H61 chipset	1TB	4GB DDR-III	Keyboard, Mouse	
Computer Classroom(1)	@2.8 GHz	Dual Core	IntelQ965	80GB	2 GB DDR- II	Keyboard, Mouse	
Computer Classroom (1)	@2.66GHz	Dell 755, Core2 Duo	Intel Q35 Express Chipset	80GB	2 GB DDR- II	Keyboard, Mouse	
Computer Classroom(1)	@3.4 GHz	Dell 745-Pentium D	Intel (ICH8) Express Chipset	80GB Sata	1 GB DDR- II	Keyboard, Mouse	

**Details of Software's:**

Software	Quantity/users
IBM SPSS Academic software	10 users
Win 8.1 SNGL OLP + windows 10 upgrade	41
Windows office 2016	41
TALLY ERP 9.1 Multi user	1

**Any Other Details:**

Sr. No.	Printer (4)	UPS (4)	Scanner (2)	Xerox Machine (1)	LCD (8)
1	Canon 2900	Intex protector 725	Canon LIDE 120	Image Runner 2520	Hitachi DX 300
2	HP PRO 400 M401D	iball 621	HP5590		
3	HP PRO 400 M401D	Power Safe			
4	Canon 2900 B	APC 20 KVA online UPS for Computer LAB			

**Other facilities:**

1. Generator Backup
2. LAN with proxy services
3. Computer Labs with CCTV IP based facility
4. The classrooms, passages, staircases and other area are under CCTV surveillance

<b>4.3.2 Student - Computer ratio</b>	
<b>Response:</b> 2.12	
<b>File Description</b>	<b>Document</b>
Student - Computer ratio	<a href="#">View Document</a>

<b>4.3.3 Available bandwidth of internet connection in the Institution (Lease line)</b>	
<5 MBPS	
5-20 MBPS	
20-35 MBPS	
35-50 MBPS	
<b>Response:</b> 5-20 MBPS	
<b>File Description</b>	<b>Document</b>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)</b>	
<b>Response:</b> Yes	
<b>File Description</b>	<b>Document</b>
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

<b>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</b>
<b>Response:</b> 66.94

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

2016-17	2015-16	2014-15	2013-14	2012-13
68.93	116.47	86.90	98.28	132.14

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

**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:**

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

The Institute over the years has developed systems, structures and procedures for the maintenance, upkeep and utilization of both physical facilities and academic support facilities.

- 1.Regular follow up mechanism for maintenance and upkeep of the infrastructure is followed.
- 2.Stock-Register is maintained for the available equipments.
- 3.The institute has appointed Estate manager for maintenance and repair activities.
- 4.Lab assistant take care of computer laboratory and other technical issues related to computers in the Institute.
- 5.Benches, desks, and other furniture are earmarked and are maintained by the estate manager.
- 6.The upkeep and maintenance of the classrooms, tutorial rooms, seminar hall, faculty rooms and student rooms are done time to time through suggestions and feedback given by staff and students.
- 7.There is a centralized team of Institute of Science, which takes care of maintenance of civil works such as furniture repairs, plaster works, painting carpentry, plumbing, masonry, electrical works and house-keeping work.
- 8.An electrician is appointed on contract basis for electric works, who looks after overall electrical work within the campus.
- 9.Replacement of Bulbs, tube lights, wiring, switches, door knobs, taps, and furniture is done immediately.
- 10.Annual maintenance is maintained for ICT equipments, Computer maintenance, AC, reprographic machine, water purifier, LCD etc.

NAAC

## 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:** 12.88

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	7	5	17	105

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

#### 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:** 19.38

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	60	55	0	0

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



**5.1.3 Number of capability enhancement and development schemes –**

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

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:** D. Any 4 of the above

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

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

**Response:** 5.52

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

2016-17	2015-16	2014-15	2013-14	2012-13
6	11	6	8	12

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

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years****Response:** 0

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

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

**File Description****Document**

Details of the students benefited by VET

[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**

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 15.25

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

2016-17	2015-16	2014-15	2013-14	2012-13
6	20	6	10	19

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>

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

**Response:** 9.09

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 5

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>
Upload supporting data for student/alumni	<a href="#">View Document</a>

### 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/ TOFEL/ Civil Services/State government examinations)

**Response:** 8

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

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

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	2	3	5

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

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

**Response:** 0

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

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

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

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

**Response:**

The Institute has been giving every opportunity to the student to represent themselves in various academic and administrative bodies such as Anti Ragging Committee, Internal Complaint Committee which is responsible for preventing sexual harassment of women employees and students, Student Development Cell, College Development Committee and Student Grievances Cell. The students also are encouraged to participate and lead the events like State and National level seminars, workshop and conferences. Their representation on various committees allow them to interact, suggest and express their views on the related matters which they discuss in the respective committee meetings. The Institute also nominates the class representatives for MBA I & II years.

The students get opportunities in participating in the events like sports, cultural events & excursions. The Institute assigns to the students the work of arranging transportation, meals, breakfast and other logistics facilities for the participant during industrial visit, various trips and excursion. These initiatives give the students hand-on experience of managing various events by using managerial skills. The students have

already visited industries like Ohsung at Ranjangaon, Volkswagen at Talgeaon, General Motors at Talegaon and Oerlikon Balzers at Bhosari industrial area. The student had opportunity to visit Warnangar Sugar Factory, one of the famous industries involved in producing sugar and also various milk products like paneer, milk, shrikhand etc. Apart from this students also have arranged tours on the sea shore like Alibaugh, Nagav & Murud- Zanjira. Our students also have enjoyed trip to Mahabelshwar in Satara District and Panhal Gad in Kolhapur district.

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

**Response: 1**

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

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

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

## 5.4 Alumni Engagement

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

**Response:**

The Institute has been regularly conducting alumni meet namely Sneh-Bandhan by inviting alumni from various parts of the country even though the Institute has appealed to alumni to register IBMR Wakad alumni association it could not be materialized as of date however, most of the alumni have promised to take their valuable time for this purpose within next three months presently the nature of alumni association in IBMR it is a kind of get together and interaction with current batches. The Institute also has appealed to most of the established Alumni to consolidate the bond between Institute and alumni and contribute financially so that the association can perform its activity on large scale. Director has been pursuing them for this purpose. Some of the alumni are involved in giving guest lectures and participating in State and National level seminars of the Institute. They also guide the current batches about the expectations of industry and efforts to be taken to match them.

**5.4.2 Alumni contribution during the last five years****<1 Lakh****1 Lakh - 3 Lakhs****3 Lakhs - 4 Lakhs****4 Lakhs - 5 Lakhs****Response:** <1 Lakh

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

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years****Response:** 5**5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years**

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

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

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

**Response:**

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

**Vision**

To achieve high standards in the field of value-based management education

**Mission**

“As an Institute of higher education, our ardent mission is to passionately perceive ever-increasing knowledge, disseminate it among students and others and strive sincerely to make every bit of our own research effort to create knowledge for developing employable human resources and contribute to ever-evolving knowledge society. We are knowledge assemblers, knowledge providers and knowledge creators.

**Objective**

**To create, develop, maintain and sustain appropriate systems and facilities for obtaining high standards of managerial education and manpower.**

1. To ensure the mission statement, policy and action plans are prepared

The policy and active plans are discussed with stakeholders

College Development Committee (formerly Local Managing Committee) support for the policy and planning through the requirement generated through the Academic and Administrative inputs.

The Leadership makes the point to be in tune with mission in the following ways:

1. To interact with the members of LMC on various occasions and taking their feedback.
2. To invite experts form Academics, Industry, research, social activities, administration to work, on various committees like CDC (LMC), IQAC, Student Development Cell, etc and taking their suggestions.
3. To have continuous interaction with the Director for Academic and Administrative monitoring.
4. To appreciate the faculty, staff and students who are reinforcing the culture of leadership & excellence.
5. The leadership is constantly trying to bring modern practices of management like paperless communication, use of social networking sites for better reach, ICT for better teaching learning initiatives.

**The Director has the freedom to decide:**

1. Maintaining regular, right and appropriate communication with AICTE, SPPU, DTE & AISHE.
2. Academic plan & time table
3. Teaching Schedule
4. Organizing Guest Lectures, Industrial Visits, Workshops, Seminars
5. Arrange performance appraisal of faculty and supporting staff
6. Coordinating & motivate the faculty, administrative authorities & the supporting staff so that they play their respective roles more effectively

**The Academic coordinator has the autonomy to:**

1. Allocation of the subjects to the teachers in consultation with the Director
2. Preparing time table of each semester, assignments, tutorials of each semester, academic calendar in coordination with other colleagues
3. Preparing wise attendance report
4. Monitoring the discipline of the class
5. Adjustment of lectures whenever necessary
6. Taking frequent feedback from students about syllabus
7. Students counseling, mentoring and interaction with parents

**Role of Faculty**

There are 11 faculty members currently working in the Institute who are responsible to the quality creation, implementation and maintenance.

**Committees:**

There are statutory committees which include teaching and non teaching staff. The inputs from teaching and non teaching staff are recorded and considered in LMC meetings.

Apart from this there are other committees which all formed for the smooth functioning of various co curricular and extracurricular activities. Equal participation of staff and students is involved in this.



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

### 6.1.2 The institution practices decentralization and participative management

#### Response:

#### 6.1.2:

#### **The Institution practices decentralization and participative management.**

The Institute has consistently promoted decentralization and participative management as a form of democratic governance as it believes it would result in creating an ambience favorable for overall growth of the institute. This is achieved by encouraging faculty, staff and students to contribute through participation in decision making.

The Institute follows committee system for implementation of all its decisions and Resolutions. Various committees like college Development Committee, Internal Complaint Committees, Anti-ragging Committee, Student Grievance Committee, and Environment Protection Committee etc. are constituted in the Institute. Students, Faculty, Non-teaching staff, Employers, are invited as representatives on these committees. The stakeholders are involved wherever the decisions are related to them. Sometimes through informal system the participation is ensured. Students participate in decision making through representation in Student's Council and take active part in co-curricular and extracurricular activities. Every participating staff and student is free to express his/her opinion freely. Every opinion and suggestions are taken into consideration while taking decision.

#### ***A CASE STUDY OF DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT-***

In the institute earlier water coolers were provided in the premises as a facility for drinking water for staff and students. It was proposed by the student's representative in the meeting that we should install water purifier along with water coolers which will result in drinking clean, filtered water which protects the body from disease and leads to overall greater health. This proposal of the student was seconded by the faculty members. In College Development Committee (former LMC) decision had been taken to install water purifier in the campus.

**Action Taken:** Water purifiers were purchased on 17/04/2017 from Shri. Anaveer Air Systems and Solutions and installed in the premises to provide healthy water to students, Teaching staff, and Non-Teaching staff.

**Supporting documents:** Minutes of the meeting LMC/CDC, Bills of water purifier

Photos

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

## 6.2 Strategy Development and Deployment

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

**Response:**

**6.2.1 – Perspective / Strategic Plan and Deployment Documents are available in the**

**Institution.**

### **1. Obtaining Permanent affiliation from Savitribai Phule Pune University:**

Acquiring Permanent Affiliation of the Savitribai Phule Pune University was one of the plans in the Institute sight. Accordingly, the Institute was successful in getting permanent affiliation from the University from the academic year 2016-17 by fulfilling all the criteria prescribed for the said purpose.

### **2. Membership to various Bodies:**

The Institute has also planned to add more resources to its Library so as to facilitate the teachers and students to acquire knowledge from various books and other printed formats. The Institute applied for the

membership of the following reputed Libraries in Pune with plethora of books which is helping the teachers and students to avail facility.

- a) Jaykar Library, S.P. Pune University Campus
- b) Gokhale Institute (Now a famous Deemed University in Pune) Library:
- c) British Library, Pune
- d) CEGR: Individual membership of Dr. Roopali Kudare, Jt. Director, IBMR, Pune

The institute plans to take the membership of National Institute of Personnel Management [N.I.P.M.] Pune where most of the Human Resource Managers of many reputed industrial organizations have registered as its members. This will facilitate our faculty members and placement coordinator to interact with them on various business issues. This will also generate resource for getting experts for lectures and resource persons for our different seminars, workshops and symposia.

**Perspective Plan – Vision 2022**

- 1. To increase funding of the organization
- 2. MoU to be signed with multiple foreign Universities
- 3. To start research centre for M. Phil & Ph. D
- 4. To see that all the faculty members are Ph.D. holders
- 5. To introduce new Certificate Programs
- 6. To create a brand image in the society
- 7. Digitization of Library Books
- 8. Setting up Rain Water Harvesting System
- 9. Use of Renewable Energy through Solar System

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

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

**Response:**

**6.2.2**

Institute of Business Management & Research-Wakad, Pune is self-financing, co-education institute affiliated to the Savitribai Phule Pune University and conducting M.B.A. Program approved by the AICTE, New Delhi. The Institute was initiated by its parent body-Institute of Science, Poona, a registered

organization under Bombay Public Trust Act, 1950 and The Societies Registration Act -1860. The organization structure of the institute is as under:

Institute of Science, Poona is having a Governing Body appointed under the rules and regulations prescribed by the A.I.C.T.E., New Delhi. Institute has also formed A college Development committee as recommended by the Maharashtra Public Universities Act of 2016. This Committee supervise all the activities of the Institute and also advocates for various developmental issues. The Director of the Institute takes cognizance of all such advices and suggestions and acts according to the rules and regulations of the University, AICTE and such other authorities in view of academic, administrative and financial aspects of the institute.

There are various positions under the Director's control. The Teaching and Non-teaching members work under the direct control of the Director. The selection of teaching faculty is done through the prescribed norms of the AICTE and the concerned University. The service norms are also followed as prescribed by these bodies from time to time. As per the Maharashtra government notifications, a roster is maintained to fill up the appropriate positions of the reserved category candidates in teaching fraternity. Service rules and promotional policies are meticulously observed as per the norms of AICTE and the University.

Administrative staff comprises of the Office Superintendent, Finance Officer, Accountants, Senior and Junior Clerks, peons and other staff. The institute has formed various statutory Committees such as Anti-ragging Committee, Students Development Cell, Students Grievance Cell, SC/ST Cell, Internal Complaint Committee to keep check on sexual harassment and other issues of students and staff members. The Institute has formed a students' Grievance Redressal Cell where students can directly register their complaints. The Cell takes cognizance of the problems and complaints and attempts to solve the same in a judicious manner.

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

**6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination**  
**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

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

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

**Response:**

#### **6.2.4**

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

Institute has constituted various committees and cells like:

- College Development Committee,
- Anti-ragging Committee,
- Internal Complaint Committee,
- Student Development Cell,
- Student Grievance Redressal Cell,
- SC-ST Cell,
- IQAC,
- Library committee,
- Cultural Committee,
- Research and Publication Committee,
- Environment consciousness Committee,
- Intellectual Property Cell,
- Incubation Cell etc.

Institute conducts regular meetings of these committees and Cells to review activities, taking suggestions, taking decisions and to check the implementation /action taken on resolution passed in the previous meeting. Stakeholders participate to give suggestion, opinion and to take decisions in the meetings.

**Example of an activity successfully implemented based on the minutes of the meeting:**

Institute has constituted Anti-ragging Committee and Anti-ragging Squad on 16/8/2012. Under “Prevention and Prohibition of ragging in technical Institutes, Universities including deemed to be universities imparting technical institution.”

**Anti-ragging committee Meeting no. 8 was held on Saturday, 20/08/2016 at 4:00 pm in IBMR Director’s office.**

Following members were present for the meeting-

Following are the members of Anti-ragging committee for the academic year 2017-2018-

- Dr. S.S. Shimpi (Chairperson),
- Prof. Dr. Roopali Kudare,
- Prof. Ashok Kumbhar ,
- Prof. Mahesh Deshpande,
- Prof. Mahendra Sonawane ,
- Mr. Sagar Bobade ( Non Teaching Representative) ,
- Miss Sneha Navale ( Students Representative) ,
- Mrs. Ashwini Bodke (Students Representative),
- Mr. Madhav Joshi (Students Representative).

**The Committee members resolved to install CCTV Cameras in the institute premises to keep an eye on the activities in premises for security purpose.**

**Action Taken: The CCTV Cameras were purchased on 14/02/2017 from S.S. Telecommunication.**

Antiragging committee Meeting no. 9 was held on Friday, 31/03/2017 at 11:00 am in IBMR Director’s office.

Following members were present for the meeting-

1. Dr. S.S. Shimpi (Chairperson),
2. Prof. Dr. Roopali Kudare,
3. Prof. Ashok Kumbhar ,
4. Prof. Mahesh Deshpande,
5. Prof. Mahendra Sonawane ,
6. Mr. Sagar Bobade ( Non Teaching Representative) ,
7. Miss Sneha Navale ( Students Representative) ,

- 8.Mrs. Ashwini Bodke (Students Representative),  
9.Mr. Madhav Joshi (Students Representative).

Anti-ragging squad members Prof. Mahendra Sonawane and Prof. Mahesh Deshpande expressed their opinion about the installation of CCTV cameras in the institute premises in the month of March 2017 successfully at strategic locations like stair-case, class-rooms, faculty rooms, girls common room, boys common rooms, Corridors, Library, and Parking area etc they also mention that CCTV cameras will be added advantage on keeping check on activities like ragging.

All the committee members congratulated for taking preventive measures to curb the menace of ragging act by installing CCTV cameras.

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

### 6.3 Faculty Empowerment Strategies

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

##### Response:

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

The following welfare schemes are available:

1. The Institute is member of Employee Provident Fund Scheme, Pension Scheme and Gratuity.
2. The Institute provides NOC, salary certificate and other necessary documents for availing loans from banks.
3. Loan Advance is provided to Teaching and Non Teaching faculty.
4. The teaching faculty members are given experience certificate, salary certificate, NOC etc. on request.
5. Class 4th staff is provided uniforms and Ex-gratia for Diwali by the institute.
6. If the non-teaching staff uses their personal vehicle for Institute work, Conveyance allowance is paid and telephone allowance is paid to OS and TPO.
7. Compensatory off is given to the staff if they work on holidays.
8. Separate seating arrangement with table, chair, cupboard and PC is available to every staff member.
9. Centralized printers and photocopy machines are available to every staff member.
10. During the working hours two breaks of 10mins and 30mins are available.
11. Safe drinking water, proper parking facility, specialized security are engaged by the institute.
12. Pantry facility is provided by the institute.



**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:** 73.27

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	18	16	14	0

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

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 2

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

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

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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



**Response:** 28.86

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

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

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

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

**Response:**

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

The performance appraisal system consist self-appraisal and appraisal by Director

##### 1. Performance appraisal system of the faculty

- Annual self assessment of the performance is based on the format given by the Director. The Individual faculty member fills in the data and the report is forwarded to the Director for assessment.
- The Director appraises the faculty member through discussions, and verifying the appraisal report.
- After the assessments the Director informs the areas of improvement to the faculty members and also appreciates the faculty for good performance.
- The feedback of the appraisal system is forwarded to the LMC.
- According Best Teacher award is given to the Teacher according to the performance throughout the academic Year.
- Also student's feedback is collected for the subject teacher. The feedback is also considered for the performance appraisal.

##### 1. Performance appraisal system of the Non-Teaching Staff

- Annual assessment of the non-teaching staff is done by the office superintendent of the Organization.
- According instruction for improvement are given.
- Non-teaching is also awarded for their performance by the Management of Institute of Science, Poona.

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

## 6.4 Financial Management and Resource Mobilization

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

#### Response:

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

Institute conducts the internal as well as external financial audits regularly. The internal financial accounting is completed by 10th of every month. The internal auditor appointed by the Institute cross checks and verifies these calculations and also finds out the shortcomings/ errors and rectifies the same. Funds received from reservation are required to distribute to the respective students in their account. This account is also verified and audited by government regularly. The last external audit was done in 2016-2017 completed in the last week of September 2017 and no major objections were raised during the audit. The Report & Audited statement is presented in the Governing Council Meeting conducted in the month of June every year. The Report is approved by the Governing Body of Institute of Science, Poona.

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

### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)

#### 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)

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

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

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

#### Response:

### 6.4.3 Institutional strategies for mobilization of funds and the optimal utilization of resources

#### Mobilization of Funds:

Every year before the commencement of the academic year Annual budget is prepared. Accordingly funds are allocated towards the various activities of the academic year.

Fund mobilization for co-curricular and extra-curricular activities through university schemes: the concerned individual/section/department of the institute raises the fund requirement beyond the allocated budget due to additional, un-planned/urgent activity.

The regular fees are paid by the students are deposited in the Bank Account of the Institute. Scholarships & Freeships from the Government are periodically received. On receiving the funds, as per the directives of the Government agency, the funds are handed over to the students through their bank accounts and its utilization is monitored closely.

Institute also receives the other grants from Savitribai Phule University under Quality Improvement Programme for purchase of equipments, conduct of State level Workshop and National Level Seminar. In case of funded activities, of Savitribai Phule University for the purchase of equipment where procurement is involved, standard purchase procedure of the institute is followed. Institute assumes its responsibility for appropriate utilization of released funds either in single installment or multiple. Also, as per the guidelines of funding agency like SPPU, the Institute submits the audited reports along with activity report to the funding agency through auditor.

Optimal utilization of Resources: The Institute properties (class rooms etc.) are rented out for the various Government Exams on Holidays/ Sundays etc. (CSIR Exam, Ammunition Factory Entrance Exam, Bank Officers' Exam, and Railway Entrance Exam etc.). The revenue generated through these activities is mobilized through Institute of Science, Poona.

## 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:**

#### **6.5.1**

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes.**

The Institute established Internal Quality Assurance Cell in the year 2015. The Director, the Chairperson of IQAC, meticulously looks into institutionalizing the Quality Assurance processes.

The Quality Policy serves as the standard document according to which the policies and their implementations are executed by various committees of the institute. The Institute gives utmost importance to the quality in each and every Academic & administrative Process.

The Internal Quality Assurance Cell of the Institution is active and it has taken initiatives to institutionalize the quality assurance and developed strategies to contribute in empowerment of the institution. It has taken initiatives to evolve best practices in the Institute.

1. Chairperson Dr. S.S. Shimpi (Director IBMR) urged in the first meeting of IQAC held on Saturday, 26 December 2015, for Quality upgradation of faculties, through participation in Faculty Development Programs / training programs / Seminar / Conferences at national and international level, by granting leave and financial assistance and also encouraging the faculty members to publish research papers / articles in UGC notified journals.

1. Guiding the students for understanding admission process through CAP. In the meeting No. 01 of IQAC dated 11.00 am at Directors office Prof. Dr. Roopali Kudare Coordinator IQAC informed to the members that a number of students fails to understand the accurate process of filing the CET forms and uploading & verifying various documents on the DTE website.

The resolution was passed to assign the job to guide the student for admission process through central admission program for MBA to Prof. Dada Patil Prof. Ganesh Yadav and Prof Ketaki Kamble.

Accordingly the action was taken by the respective faculty members to help the students in admission

process on permanent basis.

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

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

#### Response:

#### 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

IIQAC reviews its teaching-learning process, structures & methodologies of operation annually. It also verifies the learning outcomes periodically through student feedback and through academic monitoring meetings. IQAC found that the teaching method must be made more interactive and more visual in the benefit of the students. IQAC has initiated the purchase of the Teaching & Learning Aids through LMC (Local Management Committee) in the year 2016.

LCD were purchased and wall mounted in each classroom and white screen is installed. All the teachers use this for more effective teaching. FIRE Wall software is purchased. Fire fighting system in the Institute is installed.

Internet provided to all the computers for online Video lectures. Speakers also were installed for the decentralized audio visual programmes at the respective class and computer LABS as required for the students.

Numbers of Books are regularly purchased along with the periodicals. The teachers started the mentoring for the students.

IQAC office was established. Separate and spacious Examination department was introduced.

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

#### Response: 1.4

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	2	1	0	0

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

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

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** C. Any 2 of the above

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

#### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

**Response:**

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

Institute always believes in **Kaizen Concept** which say's improvement is must for sustaining with these point of view the improvements in academics and administration are as follows:

Year 2013-14:

- The Computers in the Labs are provided with latest configuration and 24\*7 Internet facilities.

- Installation of CCTV's in the Examination strong room and Computer Labs for the security purpose.
- Institute conducted a Faculty Development Program for the faculty members.

Year 2014-15

- Institute initiated biometric attendance for the entire employee's. As the attendance will be recorded with accurate time.
- The Research and Development Committee of college came up with Bi-annual journal named Innovation with ISSN No.

Year 2015-16

- Library being the core of academics was fully digitalized with the help of E-granthalay and OPAC.

Year 2016-17

- Obtained Permanent affiliation from Savitribai Phule Pune University.
- Institute started issuing student's ID cards with barcode.
- Library started issuing books to the students on the basis of barcode available on their ID cards.
- Digital acceptance of Fees started in the college from this year.
- Digital Payment methods were also introduced in the finance department of the college.

Year 2017-18

- Library department came up with new database facility named as N-list and membership with two other libraries which are Jaykar Library and British Library.
- Campus with high speed Internet facility. Early it was 2Mbps and now it is 20Mbps.
- Lift was installed in the campus for the ease of its stakeholder.
- The entire campus under surveillance through installation of HD CCTV.

## 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:** 12

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

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

**File Description**

**Document**

List of gender equity promotion programs organized by the institution

[View Document](#)

Report of the event

[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:**

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

1. Safety and Security
2. Counseling
3. Common Room

Institute of business management and research Pune has constituted an Internal Complaints Committee (Former 'Women's Grievance Cell') as per the orders of the Supreme Court with the aim of promoting gender equality and women empowerment among students and staff members. The Committee takes care



of the grievances of girl students and female staff members related to gender discrimination, violence and sexual harassment on the campus. It is dedicated to create an environment on the campus where every female feels safe.

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute hereby adopts the procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act.

Internal Complaint Committee is capable of dealing the cases (if any) very confidently with its team of Director, Member Secretary of the committee, women faculty members and a few Girl Students.

The committee also conducts different activities to encourage women to fight against any kind of injustice resulting from gender bias like self defense program, Personality Development, Awareness of Sexual Harassment Program etc.

It can be stated with due pride that in the institution the incidents of sexual harassment of women students are nil due to the discipline in the campus.

Institute also organizes Awareness Program of Anti Ragging for both girls and boys. For this purpose Anti Ragging Committee is constituted in the Institute under Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May, 1999.

Institute has created a Buddy Cop Whatsapp group for the safety of Girls and female faculty members and also added them in the group. The 'Buddy Cop' and 'Police Kaka' Scheme is launched by the Pune Police for the safety of Women.

The Institute campus is proved to be very securing due to its well-maintained security system with the help of CCTV camera. Institute Corridor, Stair cases, classrooms, office, library and parking area is under CCTV surveillance. It covers entire campus to easily detect any threats.

Institute has Fire Control System which is used to detect, control and to manage fire.

The management is very concerned about health of the students. Every year health checkup program is arranged for the girls and boys and after checking health, remedial is suggested to both boys and girls students.

Institute organizes workshops for stress Management to get relief from stress by the selected resource persons and also organizes group discussions, extempore, Session for expression of thoughts, excursion for both boys and girls.

In the Institute faculty members are always available to counsel the students and to understand students' academic and personal problems. They also help the students to identify the skills required for mentoring and to understand and analyze own skill sets.

There is a Separate common rooms made available for both boys and girls.

**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: 45060

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

**7.1.4 Percentage of annual lighting power requirements met through LED bulbs****Response:** 0

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

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 45060

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

**7.1.5 Waste Management steps including:**

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

**Response:****7.1.5. Waste Management steps including:**

- Solid waste management
- Liquid waste management

- E-waste management

**Solid waste management:** The primary goal of solid waste management is to reduce and eliminate adverse impacts of waste materials on human health and environment to support economic development and superior quality of life.

Reduce: The reduction in use of raw materials

Reuse: Reuse of waste materials and recycling of those

Recycle: Recycling of materials

There are two types of Solid wastes (i) Bio-degradable (ii) Non-bio degradable

Bio-degradable waste such as kitchen waste, vegetables, flowers, leaves, fruits and non biodegradable wastes are dumped into dumping yards through municipal garbage collectors.

In Our Institute we use one sided pages for printing purpose to reuse of solid waste. Faculty and students are made aware printing only when if it is necessary. This initiative helps to save papers. Waste paper generated is sold to vendor for recycling. Inter department correspondence is made through e-mails and whatsapp groups.

Dust bins are provided throughout the campus. Throwing the waste anywhere is strictly prohibited.

Usage of plastic bags is discouraged within the premises of the Institute.

**Liquid Waste Management:**

In Institute well constructed drainage system leading to the closed collection tanks, the tanks are regularly cleaned to avoid stagnation of water and the cleaning part is outsourced to external agency.

**E-Waste Management:**

E-waste is generated in the Institute in the form of C.P.Us., Hard Disk Drives, Monitors, damaged C.Ds, Keyboards, Cables, Cartridges, etc. This e-waste is collected together and periodically sold to vendors for recycling.

Electronic waste items are sold as scrap in every academic year.

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**7.1.6 Rain water harvesting structures and utilization in the campus**

**Response:**

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

#### **Rain Water Harvesting:**

Rain water harvesting (RWH) is a technique of collection and storage of rainwater into natural reservoirs or tanks, or the infiltration of surface water into subsurface aquifers

The Institute has bore well to meet to the general needs of the institution. Soak pits were also constructed at appropriate places to raise the water table. In Institute we have a big pit to collect the rain water.

All the buildings are planned to provide with Rain water harvesting facility to help in maintaining and improving the water table and due to this there will be a marginal improvement in the quality of the ground water in the campus.

From the top of the roofs also the rain water is collected through a delivery system which is used for several purposes, mainly like gardening. The institution adopts sprinkler procedure in large lawns and water is used with care for plantation purposes so that it improves soil moisture.

#### **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:**

#### **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

Green Practices followed by both the faculty members and the students in the campus are:

1. **Public Transport:** The institution is located just less than 1 km from the highway. Car-pooling and public transport is used by most of the faculty and students for safety, security and fuel conservation.
2. **Plastic free campus:** Use of plastic bags and cups are discouraged in the campus. Even in the canteen usage of steel plates/ leaf plates and steel cups or paper cups are mandatory.
3. **Paperless office:** The Management has taken keen interest to make the office a paperless office. The accounts/office and academic information is stored and maintained through systems only. Waste paper generated is sold to vendor for recycling. Paper usage is minimized by printing on one side of papers. Inter department correspondence and official information and circulars are preferred to be sent through e-mails and WhatsApp groups. Faculty members share Server installed by the Institute for sharing information.
4. **Green landscaping with trees and plants:** Large numbers of saplings are planted in the campus to make the campus green and visually pleasing. Lawns have been developed and maintained. To keep the greeneries in the campus, Institute regularly maintain the garden which is looked after by paid staff. A number of trees exist at different places in the college. No tree is cut unless it becomes dead. Moreover tree plantation in the campus is the regular activity of teacher's day. Students and teachers every year try to plant new trees.

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

**Response:** 0.1

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

2016-17	2015-16	2014-15	2013-14	2012-13
0.017	0.098	0	0	0.776

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

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

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

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 7

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

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

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

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

**Response:** 9

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

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

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

### 7.1.12

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

**Response:** Yes

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

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

**Response:** Yes

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

**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	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

**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	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

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

**Response:** 34

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

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



**Response:**

**7.1.18:** Institution organizes national festivals and birth / death anniversaries of the great

Indian personalities

Institution Organizes National Festivals and Birth and Death Anniversaries of great Indian Personalities

Institute of Business Management and Research has a historical feeling because of our Founder Director Shri. N. C. Joshi himself is a freedom fighter as well as served the country in different portfolios. Thus we do celebrate all national festivals and Birth and Death Anniversaries of many great Indian personalities.

**National Festivals**

- Republic Day
- Independence Day

Name of the Personality	Birth - Death Anniversary	
Bal Gangadhar Tilak	23rd July – 1st August	
Birth Anniversary of Dr. Sarvpalli RadhaKrushan as a Teachers Day	5th September	
Mahatma Gandhi	2nd October – 30th January	
Lal Bahadur Shastri	2nd October – 11th January	
Sardar Vallabh Bhai Patel	31st October – 15th December	
Abul Kalam Azad	15th November – 27th July	
Jawaharlal Nehru	14th November – 27th May	
Babasaheb Ambedkar	14th April – 6th December	
Savitribai Phule	3rd January – 10th March	
Swami Vivekananda Jayanti	12th January ( celebrated as Yuva Mohotsav)	

Subhash Chandra Bose	23rd January- 18th August	
Vasudev Balvant Fadake Punyatithi	17th February	
Chatrapati Shivaji Maharaj Jayanti	19th February	
Mahatma Jyotirao Phule	11th April – 28th November	

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

#### **Response:**

7.1.19

Our Institution believes in maintaining complete transparency in its financial, academic, administrative & auxiliary functions. Considering the financial matters Institute appoints internal & external auditors every year. This decision is always taken unanimously in the general body meeting of Institute of Science, Poona. Audited statements regarding financial activities are circulated to all the concerned members of the Governing body. Information regarding the Institute is freely made available to the public through our website

As the Institute has displayed Mandatory Disclosure on the website i.e. under RTI all the information is made available to the public. We always take care of our students from their enrollment to their overall development. Recruitment of faculty & all necessary procedures are practiced as per the guidelines given by higher education department, University & AICTE. All circulars regarding, students, teaching staff & non teaching staff are circulated & displayed on the notice boards. College development Committee (CDC) formerly Local management committee (LMC) is the highest decision making authority, which consists of members from the management, teaching staff & nonteaching staff. Planning & execution of different auxiliary functions are discussed & decided in these committees which are communicated to all stakeholders of our stakeholders.

## **7.2 Best Practices**

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

#### **Response:**

#### **Best Practice**

### 1) Title of the Practice:-

“N.C. Joshi Most Popular Outgoing Student Award”

The award comprises of beautiful silver coated plate with the winner’s name carved on it.

### 2) Objectives of the Practice:-

The objective of this practice is to encourage the students to keep close association with their colleagues and maintain healthy relations with entire class students even after they finish their education in the institution.

### 3) The Context:-

Mr. N. C. Joshi is the Founder-Director of the parent institution Institute of Science, Poona, who was instrumental in starting Institute of Business Management & Research in view of imparting Management education to the budding managers. He was fully convinced that the students pursuing MBA course have to make their career in business world by means of employment or by entering in their own business line. Thus some of them could go for entrepreneurial efforts. For any business sector, **leadership** is one of the most vital qualities that can carve the success of the employee or a businessman. If the student is able to create and maintain good relations with his / her peers, his qualities of leadership are acceptable by his / her other colleagues. This gives foundation for him / her to become **most popular amongst peers**. It is clearly manifested by the Management that this Award is not meant for students with highest academic performance. Management believes that students with highest academic performance may not show the courage to face the challenges posed by the circumstances. However, students having leadership qualities necessarily have guts to face the adverse situations in life. In this context, the award is bestowed upon them being most-popular than being best. However, the academic performance is also given due weightage while short-listing the students for final round i.e. Election Round.

### 4) The Practice:-

N.C. Joshi Most Popular Outgoing Student Award is awarded to the following candidate

- a) A candidate must be in the first year of Masters Degree in IBMR.
- b) A contesting candidate can be a male or female. However, only one award is given to the winning candidate from IBMR, irrespective of the gender.
- c) Personal interviews of the applicants are conducted as per the prior notice.
- d) If there are more than one candidate is in the fray, election takes place. All students of IBMR vote their candidate of preference and results will be declared. Thus all process is followed in democratic and transparent way.

The evaluation system is designed to encourage this concept. The evaluation system makes special provisions for different and extra-curricular activities. The students become eligible only when he has attended 75 per cent of the institutional programs and lectures. Students, if remained absent for a longer tie are not included in the contest.

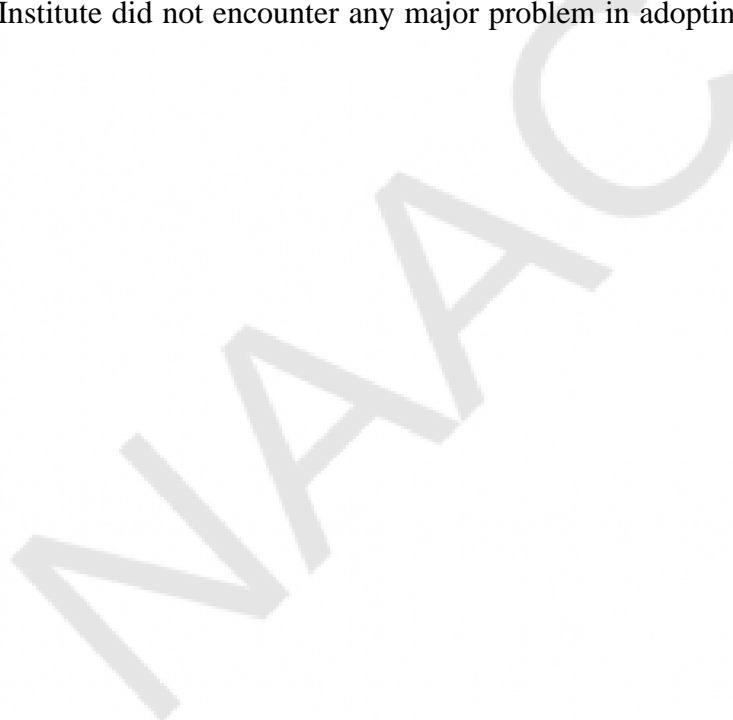
**5) Evidence of Success:-**

As a result of this best practice, Institute has been able to produce a healthy competition between the students. The students are able to acquire more knowledge not only academic but other activities also.

The students are able to acquire skills of lifelong learning and co-operative work culture. Besides, the curriculum of the Institute has witnessed a good sense of competition between students in order to achieve most popular award.

**6) Problems Encountered & Resources Required:-**

The expenditures involved in giving this award is solely borne by Mr. N. C. Joshi, Founder of the Parent Institution. As such the Institute did not encounter any major problem in adopting and implementing this best practice.



**1) Title of the Practice:-**

“To encourage and support teaching and non-teaching staff for Higher Education”

**2) Objectives of the Practice:-**

- a) The objective of this practice is to establish and motivate the teaching and non teaching staff to get

higher education in Management field at minimum fees which can also be paid in installment.

b) The second objective of implementing this practice is to motivate the staff members to acquire better skills and to utilize these skills in their day-to-day life.

**3) Context:**

To acquire higher education in Management field, IBMR-Wakad has been giving facility of 50% fees concession for the part-time courses pursued by its staff members. They are encouraged to take up Post-graduate Diploma in Business Management, which is a part-time course conducted under the affiliation of the Savitribai Phule Pune University. All types of help like provision of books, journals, paid leaves during examination period etc. are extended to those pursuing PGDBM courses in the Institute. This also enhances the skills amongst non-teaching employees and they find themselves respected in society on account of higher education they pursue.

**4) Practice:**

The institute calls for the applications from teaching and non-teaching staff members who express their willingness to enhance their academic qualifications by pursuing Post Graduate Diploma in Business Management at the beginning of every academic year. Applications received are scrutinized by the Members of the Trust and permission is granted to such applicants on the basis that they would pay 50 per cent of the fees from their salary by installments. The remaining 50 per cent fee is waived by the Institute to encourage the employees for enhancing their qualifications.

**5) Evidence of Success:**

The facility of enhancement of academic qualifications of teaching and non-teaching staff during employment period has been practiced by the Institute from the year 2010. Ten staff members have successfully completed P.G.D.B.M. course with the extended help of the Management of Institute. The Management would like to continue this practice even in future too.

**6. Problems encountered and Resources required:**

Despite the appeal by the Management, only selected staff members have taken the benefits of the practice. Non-teaching staff have to involve themselves in study which they could do in late evening / night hours. There was no major problem encountered in the practice.

### 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:**

7.3

**Vision:-**

“To achieve high standards in the field of value based management education.”

The purpose of the Institution is the total development of students for this purpose; the Institute organizes different activities which have enhanced the character and management skills of a student. Apart from regular syllabus and academic activities the Institute has formed “Active Learning Group” which explores untouched skills of students. In ALG, Institute covers activities like interview techniques, treasure hunt, make money, best from waste, mock stock, ad-mad shows, street lay, group discussion etc. This helped the students to explore his/her on talent.

Through such activities we try our best to reach the student to acquire professional and skill oriented education in the field of business management.

Institute also organizes a Quality Improvement Program for all the staff members and started a journal called “IBMR –Wakad’s Journal of Management Research” which helps the faculty members to publish their research work in the journal. This enables our staff to write and publish the papers and also helps to improve their Academic Performance Index. (API)

We would like to improve the performances of the Institute to fulfill our vision statement and thrust area.

## 5. CONCLUSION

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### **Additional Information :**

Recently, the institute has demolished the earlier structure of the Canteen and a new construction is in progress for the cafeteria. The Cafeteria is likely to commence within 3 to 4 months from now. Institute has made sufficient provision of parking of students' two wheelers and four wheelers of the visitors in the premises. On account of the exorbitant prices of land in Pune city, it is little difficult to spend for services like parking on a large scale.

### **Concluding Remarks :**

Considering the overall challenges of running Management institute in the city like Pune is not easy, especially for the self-financing institutions. IBMR has been conducting MBA since 1984. It has a strong alumni base that counts to 2500+ in number. However, on account of financial challenges, the institute was not able to fully tap these resources for the benefits of the students and other stakeholders. The institute now has come out of all difficulties and would be going to consolidate the bond with the alumni here onward. The parent institution has constructed a huge building in Wakad area of Pune city with all amenities for students. Having all the physical facilities and infrastructure available in hand as per the norms of the AICTE, the institute is progressing well towards right direction. The Management of the Institute is extending its fullest cooperation and motivating the staff members to develop the students' community and to gain the faith of the other stakeholders. Institute has been working on the clear grounds of quality enhancement programs and would like to excel further in this direction. The accreditation of the Institute by the renowned institution like NAAC will certainly help the institute to boost its morale. The Management, the Teaching and Non-Teaching members, the students and even the parents have full faith in the capability of the Institute. With the increasing effort in research activities, the institute is heading towards appropriate direction.