



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SIDDHANT INSTITUTE OF BUSINESS MANAGEMENT
Name of the head of the Institution		S. N. Tiwary
Designation		Director
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02114-661941
Mobile no.		9604136798
Registered Email		siddhantinstitutel@gmail.com
Alternate Email		sntiwary.st@gmail.com
Address		A/Po- Sudumbare, Talegaon-Chakan Road, Tal- Maval Dist-Pune, Pincode- 412109
City/Town		Pune
State/UT		Maharashtra
Pincode		412109

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Rural</b>
Financial Status	<b>private</b>
Name of the IQAC co-ordinator/Director	<b>Dr. Atul Kumar</b>
Phone no/Alternate Phone no.	<b>02114661971</b>
Mobile no.	<b>9604136798</b>
Registered Email	<b>directorsibm2017@gmail.com</b>
Alternate Email	<b>pvpawar_raj@rediffmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.siddhantibm.in/files/MHC_OGN101099.pdf">https://www.siddhantibm.in/files/MHC_OGN101099.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://siddhantibm.in/academiccalendar.html">https://siddhantibm.in/academiccalendar.html</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B</b>	<b>2.14</b>	<b>2018</b>	<b>16-Aug-2018</b>	<b>15-Aug-2023</b>

<b>6. Date of Establishment of IQAC</b>	<b>16-Aug-2017</b>
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>Commenced Corporate</b>	<b>11-Aug-2017</b>	<b>43</b>

Commando Training Camp for Students	2	
Workshop on Number System	02-Aug-2017 1	38
Seminar on higher education	20-Sep-2017 1	71
Basics of Excel	14-Aug-2017 1	19
Seminar on College to dream destination	03-Aug-2017 1	74

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Not Applicable	Nil	Not Applicable	2017 0	0

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

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

2

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

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

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

No

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

Commenced Corporate Commando Training Camp for Students, Workshop on Inculcating Quality Culture in Academic Institution MOUs for industry institute interactions Motivating existing teaching staff members for higher studies i.e. Ph.D. Faculty Development Programme

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

Plan of Action	Achivements/Outcomes
Commenced Corporate Commando Training Camp for Students	78 students have taken a part in Corporate Commando Training Camp and successfully completed the training.
Arranging guest lectures and seminar for student and satff	Arranged Various guest lectures and seminar
Faculty development Programme on Teaching the way to the top	Organised Faculty Development Programme
MOUs for industry institute interactions	Institute has signed various MOUs with industires for training and placement purpose.
Workshop on Inculcating Quality Culture in Academic Institution	Workshop was conducted for internal staff members.
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**14. Whether AQAR was placed before statutory body ?**

No

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit

26-Jun-2017

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2017

Date of Submission

15-Sep-2017

**17. Does the Institution have Management Information System ?**

No

**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

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

The Master of Business Administration (MBA) 2-year, 4 Semester Full time Programme taught in the Siddhant Institute of Business Management is affiliated

to Savitribai Phule Pune University hence, the institute is required to implement the syllabus prescribed by the Savitribai Phule Pune University. Syllabus of Savitribai Phule Pune University is implemented which has relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the Programmes offered by the Institution. An Academic calendar is prepared along with time table and work load in the start of the academic year. Which efficiently organizes the units of time for academic and co-curricular purposes, thus theory, assignments, ICT, life-skill, value education and add-on classes thereby ensuring a balance between the different types of engagement a student is expected to participate in. Siddhant Institute of Business Management strive for effective curriculum delivery through a combination of time-tested and innovative methods, beginning with an entry-point assessment of the student's aptitude and expectations relating to the course; and proceeding according to a set of teaching plans based on an academic calendar detailed enough to cover the available time frame, yet flexible enough to permit changes. The teaching plans consist of detailed allotment of the syllabus among all the faculty members. The apportioning is done democratically through discussion and deliberations among faculty members. Faculty members take utmost care to complete the syllabus in time. Assignments, projects, class tests and internal assessments comprise the formal evaluative processes, but students are encouraged to meet faculty members beyond classroom hours for doubt-clearing and curricular discussions. Extra hours are devoted to taking remedial classes after completion of internal examinations to reinforce students' preparation before university examinations. Periodic meetings of IQAC assess the advancement of showing learning, in addition to other things with director and parent-teacher meetings are other forums where progress of the delivery of curriculum are regularly monitored and necessary course corrections are initiated. Since the institution believe in human values and as the whole human society is the laboratory in which students can observe, analyse and gain insight into various intricate aspects of their syllabus, much attention is paid to experiential learning through industrial visits. Siddhant Institute of Business Management is well equipped with smart class rooms, virtual class rooms, audio-visual and other ICT facilities which are extensively used by faculty members in day-to-day teaching to make delivery of the curriculum attractive to students. Interactive teaching is promoted through students' participation in group discussions, quizzes and seminars. Special lectures delivered by eminent scholars on topics related to the curriculum further intensify students' learning experience.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
MS-Excel Programme	00	03/10/2017	40	Employability	Skill Development

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MBA	Information Technology Management (IT)	01/07/2017
MBA	Marketing Management (MKT)	01/07/2017
MBA	Financial Management (FIN)	01/07/2017

MBA	Operations Management (OPE)	01/07/2017
MBA	Human Resources Management (HR)	01/07/2017
MBA	International Business Management (IB)	01/07/2017
MBA	Supply Chain Management (SCM)	01/07/2017
MBA	Rural & Agribusiness Management (RABM)	01/07/2017
MBA	Family Business Management (FBM)	01/07/2017
MBA	Technology Management (TM)	01/07/2017
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MBA	Marketing Management (MKT)	01/07/2017
MBA	Financial Management (FIN)	01/07/2017
MBA	Information Technology Management (IT)	01/07/2017
MBA	Operations Management (OPE)	01/07/2017
MBA	Human Resources Management (HR)	01/07/2017
MBA	International Business Management (IB)	01/07/2017
MBA	Supply Chain Management (SCM)	01/07/2017
MBA	Rural & Agribusiness Management (RABM)	01/07/2017
MBA	Family Business Management (FBM)	01/07/2017
MBA	Technology Management (TM)	01/07/2017

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

	Certificate	Diploma Course
Number of Students	28	0

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
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Rural Development	25/07/2017	40
Communication Skills and Personality Development	14/08/2017	19
Presenation Skill Development	01/08/2017	38
Skill Development	02/08/2017	30
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Marketing Management	17
MBA	Financial Management	30
MBA	Human Resource Management	24
MBA	Operations Management	8
MBA	Supply Chain Management	5
MBA	Information Technology Management	5
MBA	Rural & Agribusiness Management (RABM)	1
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## 1.4 – Feedback System

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

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The Siddhant Institute of Business Management, has student feedback system which is used to facilitate quality nourishment and improvement measures in the teaching. Feedback is an essential part of learning effectively and enhancing students learning experiences. Student feedback has become a widely used method to evaluate and improve teaching effectiveness. Feedback from our students allows us to know what we are doing that facilitates learning but, also what adjustments that need to be made. This is a perfect way to motivate students to express their thoughts and in turn allowing teachers to improve their classroom experience. These are mentioned below: I. The students can share their feedback (both on instruction and courses) for all courses that they have registered for during a semester. II. This feedback is reviewed and communicated on real time basis to the faculty members. This helps the faculty members to improve their teaching practices and also the feedback on courses is used in improving the course content. III. Feedback in the form of questionnaire for all Lecture,</p>

assignments and activities are collected for each course. The analysis is shared before the commencement of the ensuing semester with all the faculty members through director. This method helps the faculty members to take future corrective measures in teaching. IV. Faculty members are appointed as mentors for students' groups. The mentors are required to discuss with students in collating the feedback. These are then shared with the director from time to time in order to take necessary action for enhancing the quality of the programmes. V. Students, teachers and alumni take part in the feedback after taking the feedback. After taking the feedback it is analysed and accordingly constructive suggestions are provided to the concerned stake holders in order to enhance the delivery pedagogy method, institutional infrastructure, library facilities. The feedback analysis is used to improve the academic and pedagogic aspects of the courses, and faculty engagement. The functioning of Siddhant Institute of Business Management feedback mechanisms has established the credibility of the system, permeated confidence among both faculty members and students, increased active participation by motivated students, improved mutual trust and has given a boost to educational commitment and confidence.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	First year is common i.e. no specialization	120	164	119

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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	0	143	0	12	0

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
12	12	5	3	1	3

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

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

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

In the Siddhant Institute of Business Management, mentoring system has been introduced, for creating a better and real relationship between student and teacher and also continuously monitor, council and guide students in educational and personal matter. All teachers work as mentors for students allotted to them. This program helps



mentees to take responsibility for their own development and also motivation in grabbing proper opportunities. Mentor keeps with him the detailed information about mentee and evaluates an appropriate career direction depending on the mentee's strengths and weaknesses, liking, skills, interests and values. Mentor emphasizes on developing confidence, communication as well as networking skills and reflects the importance of continuous career advancement. Mentor mentee meeting is scheduled twice in a semester. In the first semester, proper induction of mentees, getting detailed information about them, analyzing their likings and constructive feedback is given accordingly. The students must feel to confide in their mentors. This is a continuous process till the end of MBA programme of the institute. The purpose of student mentor program is – 1) To improve teacher –student relationship. 2) To enhance student's academic performance and attendance. 3) To monitor the student's consistency and discipline. 4) To aid the parents to know about the performance of consistency of wards. The SIBM had taken the initiative of executing the mentoring of students. Students are divided into groups of 15-20 students. Mentors maintain and update the mentoring format after collecting all necessary information. Mentors are expected to offer guidance and counselling as and when they required. It is the practice of mentors to meet students individually or in groups. In isolated cases parents are called for counselling and their special meeting with the director at the suggestion of the mentor. If a student is identified as having weakness in particular subject, it is duty of mentor to explain the concerned subject teacher. Meetings are arranged by mentors for their mentee in each semester. This system has been useful in identifying slow and advanced learner and through a careful examination of each mentors report the institute organizes 'Remedial Classes' in identified topics. The director will meet all mentors to review proper execution of system. Guide mentors wherever required. Categories of mentoring in the Siddhant Institute of Business Management are 1) Professional Guidance – About professional goals, selection of career and higher education. 2) Career Advancements – About self-employment, entrepreneurship development, opportunities, morale, honesty, integrity required for career development. 3) Coursework Specific – About attendance and performance in current semester and total performance in the preceding semester. Results of the system 1) The attendance percentage of the students has improved to better extend. 2) The direct communication between mentor and the student resulted in decent enhancement in student-teacher relationship.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
143	12	1:12

## 2.4 – Teacher Profile and Quality

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

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	12	0	0	5

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Atul Kumar	Associate Professor	Distinguished Faculty Award at Indo Global Education Excellence Award Ceremony
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
MBA	NA	Fourth Semester	07/05/2018	27/06/2018
MBA	NA	Second Semetser	11/05/2018	27/06/2018
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Siddhant Institute of Business Management is affiliated to the Savitribai Phule Pune University and follows the Examination pattern of the university. Savitribai Phule Pune University guidelines are strictly adhered to with respect to evaluation process. The schedules of internal assessments are communicated to students and faculty in the beginning of the semester through institute academic calendar which is prepared based on the university academic calendar. The SIBM has formed the continuous internal evaluation system from faculty centric to student centric. The SIBM Examination cell framed guidelines for conducting the CIE in line with calendar of the Savitribai Phule Pune University. As per the guidelines, the following restructurings have been carried out effectively conducting CIE:

- Scheduling of Internal Examination, Seating arrangements, hall invigilators listed for every examination.
- Preparing the question paper for the internal examination in the prescribed pattern based on Knowledge level using revised Bloom's taxonomy.
- Scrutiny of the prepared question paper is carried out by Subject expert to ensure quality of the Question paper.
- Monitoring the attendance of the students for the Examination.
- Internal Assessment has to be carried out within the stipulated time.
- After completion of the internal examination, the faculty evaluate the answer sheets and distribute to the students for doubt clarifications or re-correction. The faculty submits the re-corrected answer sheets to the examination in charge and marks are displayed on the notice board.
- Result review meetings are conducted with result analysis and the remedial actions for further improvements are arrived after discussion with faculty members and director.
- Upload of assessment marks in university web portal and subsequently communicated to parents. The evaluation for project course is assessed by conducting periodical project reviews covering key parameters like problem formulations, understanding of the project, presentation skills, communication of ideas, technical knowledge, team work and project management. Performance of the students in Internal Assessment is used by the faculty members to identify slow and advanced learners in their respective subjects. Slow Learners are encouraged to improve their performance in future by counselling. Counselling Sessions are used to sort out the personal issues, academic and non-academic problems.

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

The academic calendar is a very useful document, which contains the most important dates to guide the teachers and students. The Siddhant Institute of Business Management prepared a Calendar as per the scheduled prescribed by the affiliating Savitribai Phule Pune University for implementation of Curriculum and participation in Extracurricular and co-curricular Activities. As per university rules and regulation academic activity run in the institute throughout the year. At the beginning of session institute prepare an academic calendar to organise the curricular and extracurricular activities in the institute. In academic calendar institute adhered to available working days, short and long Holidays, National Public holidays, Admission process, Semester wise teaching plans, tentative University Examination days of semester,

tentative practical examination days, allocation of Internal Assessment work i.e. Seminar activity, Project Assignment, Theory Assignment , Class tests, Submission of Internal Assessment work, ICT Lectures, Guest Lectures, Celebration of National Science day, Celebration of various Birth and Death Anniversary, celebration of weeks like wild life, sampling plantation etc. and special days, Unit tests, Industrial tour, various Literacy days, Awareness Programmes and rallies, organising workshop / seminar activity are planed month wise and makes implementation on it. As per academic calendar institute follows all the related curricular, co-curricular and extra-curricular activities for the better academic work. As per academic calendar institute participate in the extra- curricular activities like participation in inter-collegiate sport competitions organised by the institute. Institute tries to run all the activities as per the academic calendar but some time due to circumstances some events scheduled may change. The effectiveness of the process is maintained through effective monitoring by the director. The director sees that academic calendar is strictly followed. The SIBM has a vibrant culture of instilling inquisitiveness and scientific temper among the students through a number of activities.

## 2.6 – Student Performance and Learning Outcomes

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

<https://sidhantibm.in/coursesoffered.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
00	MBA	International Business Management	1	0	00
00	MBA	Rural & Agribusiness Management (RABM)	0	0	00
00	MBA	Information Technology Management	0	0	00
00	MBA	Supply Chain Management	0	0	00
00	MBA	Operations Management	0	0	00
00	MBA	Human Resource Management	7	5	71.43
00	MBA	Financial Management	7	5	71.43
00	MBA	Marketing Management	9	3	33.33

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## 2.7 – Student Satisfaction Survey

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

<https://siddhantibm.in/teachingpedagogy.html>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Interdisciplinary Projects	0	Nil	0	0
Students Research Projects (Other than compulsory by the University)	0	Nil	0	0
International Projects	0	Nil	0	0
Projects sponsored by the University	0	Nil	0	0
Industry sponsored Projects	0	Nil	0	0
Minor Projects	0	Nil	0	0
Major Projects	0	Nil	0	0
Any Other (Specify)	0	Nil	0	0

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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Innovation and Intellectual Property Rights	MBA	20/09/2017

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Management Institute in India for	Siddhant Institute of Business Management	World Education and Skill conclave	07/09/2017	Educational Institute

Academic Excellence 2017				
National Excellence for Research	Siddhant Institute of Business Management	India International Center, New Delhi	07/09/2017	Educational Institute
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NA	NA	NA	NA	01/12/2017
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	1

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	MBA	7	0
International	MBA	10	0
<a href="#">View Uploaded File</a>			

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

Department	Number of Publication
MBA	18
<a href="#">View Uploaded File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2017	0	Nil	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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NA	NA	NA	2017	0	0	Nil
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	7	10	0
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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Womens Safety	NIPM Pimpri-Chinchwad	5	23
Dental Health Check up Plan	Smile Dental and Implant Clinic	8	78
Tree Plantation	Om Blood Bank	9	28
Swachh Bharat	Institute	6	35
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#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	0
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#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Womens Safety	NIPM Pimpri-Chinchwad	Womens Safety	5	23
Dental Health Check up Plan	Smile Dental and Implant Clinic	Dental Health Check up Plan	8	78
Tree Plantation	Om Blood Bank	Tree Plantation	9	28
Swachh Bharat	Institute	Swachh Bharat Aabhiyan	6	35
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
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NA	0	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Linkages with institutions/industries for internship	To exchange the informal knowledge and skill functioning of office administration	Chakan Shikshan Mandals, Arts and Commerce College, Chakan	15/10/2018	15/10/2018	NA
Linkages with institutions for internship	To initiate research extension activities in joint collaboration execution	Shri. V. R. Patel College of commerce	22/04/2019	22/04/2019	NA

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
OM Blood Bank, Pune-411011	01/09/2017	Both parties shall work in Synchronism to ensure the successful completion of collaboration	41
Hutatma Rajgurunagar Pincode-410505	23/01/2018	Students and Teachers will be invited for the various college level programs	25
Arts and Commerce College Vadgaon, Pune, Maharashtra	06/02/2018	There will be coordination between two colleges regarding the various administrative procedures, policies of	32

		Government of Maharashtra, Savitribai Phule Pune University	
Indrayani Mahavidhyalaya Talegaon, Pune-410506	06/02/2018	There will be coordination between two colleges regarding the various administrative procedures, policies of Government of Maharashtra, Savitribai Phule Pune University	46
Annasaheb Awate, Arts Commerce and Hutatma Babu Genu Science College, Manchar-410503	12/02/2018	There will be lending of library books as per the request of concerned principal/Director	39
<a href="#">View File</a>			

#### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

##### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
390000	113000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing
<a href="#">View File</a>	

##### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
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Auto Lab	Partially	1.0.0	2017
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#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	6233	2468366	0	0	6233
Reference Books	2100	831634	0	1	2100	831635
e-Books	10955	16500	0	0	10955	16500
e-Journals	217	16500	0	0	217	16500
Digital Database	1	16500	0	0	1	16500
CD & Video	402	12000	4	1300	406	13300
<a href="#">View File</a>						

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

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

#### 4.3 – IT Infrastructure

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

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	54	2	1	1	1	1	4	100	0
Added	0	0	0	0	0	0	0	0	0
Total	54	2	1	1	1	1	4	100	0

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

100 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	<a href="https://www.siddhantibm.in/">https://www.siddhantibm.in/</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on	Expenditure incurred on	Assigned budget on	Expenditure incurred on
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academic facilities	maintenance of academic facilities	physical facilities	maintenance of physical facilities
3.9	1.13	3.7	1.13

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

Physical facility Class rooms Policies for Maintenance Regular cleaning and maintenance are carried out so as to provide effective learning environment to the students. Some of the class rooms are provided with the electricity generated by hybrid wind and solar plant present in college campus. Regular cleaning contract is given for outside agency for maintenance of buildings and other facilities. Class rooms are cleaned daily by the non-teaching staff of the college. Regular monitoring of electrical and fixtures is done and repaired immediately. Separate contract is given to outside agency for maintenance of computers and LCD facility. Utilization Central time table is designed in such a way that there is maximum utilization of infrastructure and class rooms. Most of the lectures take place in classrooms with projector and speakers. This is to ensure usage of new audio-visual pedagogical techniques during the teaching Process. Academic Library Policies for Maintenance Annual maintenance contracts are done for the software used in the library. Proper ventilation is done so as to maintain dry environment near book shelves. Regular dusting and cleaning are done by using vacuum cleaners. Pest control is carried out so as to increase the life of valuables resources of library. Furniture and fixtures are repaired as per the requirement centrally. Utilization Library is made fully automated. Computerized issuing and returning of books are done so as to save time. Books suggested by staff members are included in the library. Open access is given to students to the books so as to have effective referencing and exploring of new books related to subjects. Special reading room facility and computers are provided for access to e- content. Library staff conducts orientation and information literacy programs to educate patrons. New arrivals are exhibited on board and screens. Library is kept open in long vacations for the benefits of the students. Qualified staff is appointed in library to guide and help students. Separate computer is provided to student for book search. Computers Policies for Maintenance Maintenance and support are carried out by system administrators. Regular up gradation is carried out for computers and software. Utilization Available computers are distributed in departments, office, library and for administrative work as per the requirement and load of the work. Computers are connected through LAN and with high-speed internet facility. Computers are provided with upgraded antivirus. Sports facility Policies for Maintenance Regular maintenance is carried out for gymnasium, sports equipment and sport material from experts in the field. Utilization Sport material is issued to students as per the schedule. For intercollegiate competitions sport material is issued to the student for the period of the competition. Gymnasium is used by students as per the given slot.

<https://www.siddhantibm.in/infrastructure.html>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarship and Freeship	32	1446894
Financial Support from Other Sources			

a) National	Nil	0	0
b) International	Nil	0	0
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling and Mentoring	28/07/2017	105	NA
Meditation	11/08/2017	53	NA
Yoga	21/06/2017	39	NA
Soft Skill Development	15/09/2017	18	NA
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Nil	0	0	0	0
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Amazon	54	22	Swipe Technology	3	1
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	0	00	00	Nil	Nil

[View File](#)

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

Items	Number of students selected/ qualifying
Any Other	0
NET	0
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0

[View File](#)

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

Activity	Level	Number of Participants
Dance, balloon game	College	17
Cricket Competition	Inter College	47
Football Tournament	College	23

[View File](#)

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Nil	National	0	0	00	Nil
2017	Nil	Internat ional	0	0	00	Nil

[View File](#)

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

The Siddhant Institute of Business Management's Student Council (SSC) representatives actively participate in various activities. Students do take part in various committees of academics and administrative bodies of the institution i.e., College Development Committee, Anti Ragging Committee, Woman Grievance Committee, IQAC Committee, Teacher Student Grievance Committee, Cultural Committee and Sport Committee, etc. They help in coordinating all the events related to academics and other cocurricular Extra-curricular activities, as per the directives of teaching faculty. Council has the members of MBA-I II. They do lot of academic administrative work by taking the help of other students. They also motivate other students to take part in the activities conducted by the Institute. They work as a medium between faculty and students.

SC and its Members: Sr. No. Designation Member 1 Chairman of the Council Teaching faculty 2 Head of the Council MBA-II student 3 Secretary of the Council MBA-1 student 4 Member - Academics MBA-1 student 5 Member-Seminars/Guest Lectures MBA-1 student 6 Member-Sports/Cultural activities MBA-II student 7 Member-Industrial Visits MBA-II student

Contribution of the Student Council in Academic Administration

1. Coordination in day-to-day academic activities at their level
2. Coordination in communicating the information between students and Teaching faculty
3. Coordination in conducting special events like Spectrum etc.
4. Coordination in organizing Cultural events
5. Coordination in organizing Sports Games for the students
6. Coordination in arranging Industrial Visits for the students
7. Coordination in inviting the external guest speakers and organizing the Seminars Workshops.

Siddhant Institute of Business Management provides necessary support to the council members in organizing coordinating the events. It encourages the students to develop their leadership skills through these activities. Student members in this council can become real heroes and competent managers in future by learning all these skills. The student's council took initiative and have been successfully running the science council of the institution. The council actively participated in organizing and conducting various programmes like tree plantation, cleaning of college premises, Swachh Bharat Abhiyan, blood donation camp etc. In the blood donation camp organize by students' council, the staff and students donated blood for which they were given certificate. The student's council have also successfully conducted seminars and workshops for girl's safety, women helpline and eve teasing for softy of the college girls. Thus, the SIBM student's council have shown an active participation along with the college management for enhancing the name and fame of the institution.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Siddhant Institute of Business Management has Alumni Association. Registration Number is Mah. /3/2018/Pune Date: 01/01/2018 Aims and objectives to reach, engage and serve all alumni and present students by networking with one another to foster a life intellectual and emotional connection. To serve the need of alumni for leadership, voluntary commitment, goodwill, financial support. To enhance industry academic collaboration and communications including public relations. To encourage the students for social welfare activities. To organize personality development programs and value addition programs for students. On account of social responsibilities and humanity, association will also help victims' areas of natural calamity and disasters like earth quakes, floods, storms, malnutrition, fire and violence. To encourage and help the students for entrepreneurship. On account of social responsibilities and humanity, association work for environment conservation, anti-pollution activities against air, water and sound pollution, by slide shows, street plays, demos, handbills and all possible ways of social awareness. To help and promote economically backward students in studies and through scholarships. To help and promote antidrug, antidrug gist activities. To promote computer literacy by arranging workshops for different classes of society. To publish periodicals for students' interests. To help and guide differently abled through fund rising schemes. Generally, to do all such other lawful acts deeds or things are as incidental or conducive to the attainment of any/or all of the above aims and objectives of the society. And generally, do and cause to be done all such lawful things as may be required for all or any of the above objectives from time to time.

5.4.2 – No. of enrolled Alumni:

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

5000

5.4.4 – Meetings/activities organized by Alumni Association :

Report of Alumni Meet held on January 6, 2018. The alumni association is formulated for the purpose of making old students a part of the organizational growth of the institute. The old students are the source of information which they can deliver for current batch. They create the personalized network for the purpose of giving contribution towards the college. They can help in admission as well as in placement endeavours. The alumni get an exposure to novel trends and managerial practices. That process evolves them. As alumni get exposure of latest Business practices as they have to deal with many things in daily decision making. The trade environment changes continuously to which they have to respond. All of the challenges make them rooted in their business knowledge. They know intricacies of the same. All this gives them mature view of business. The learning makes them powerful in their domain. They get gel with other business people in the same managerial function or other ones. That gives the integrative aspect of overall functions. This all helps institute as well if they share with students and guide them. They help for improving the knowledge among students. That instils confidence in the existing MBA students. Overall, there is a possibility to make our students employable. Our students can get better job opportunity. Students can grab opportunities in the field with the help of alumni's guidance.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

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

Decentralization is having a significant impact on policy, planning and management of education. To promote quality of education to all sections of people in academic, social, political and aiming to develop a responsible management. At the same time, decentralization is seen as a means of improving the efficiency of education system and the quality of educational services. The Siddhant Institute of Business Management follows the professional management approach in managing the Institution. The professional management aims at implementing the concept of innovativeness in managing the academic and administrative matters. The SIBM always believe in the practices of decentralisation and participative management. Practice of Decentralisation is having own significance in the management. It reflects the policy decision making, planning and administration, and office management. Management and Administration is responsible for quality initiative to promote education to all sections. The SIBM enhance the quality at various levels - Management, College Development Committee, Governing Council, Director, Deputy Director, IQAC Committee, NAAC Committee, Various Committees, Administrative and Non-teaching Staff, all the stakeholders involve in the decentralisation and participative management all are working together for efficient functioning of the institution. 1. Management: The SIBM promotes a culture of decentralisation and participative management involving all types of stakeholders in the process of decision making. The management always believes in decentralisation and participative management. The management endeavours best substantial independence to the institute in all area of decision-making process. 2. Administration: Administration is the backbone of the SIBM. Institute firmly believes to provide quality education to the society. The SIBM administration plays an integral role, leading and supporting the development and

implementation of policies, programs, and initiative that are associated with the vision and mission of the institute. The administration ensures the smooth functioning in the all areas like Admissions, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance. 3. Faculty Members Faculty Members maintain the healthy relationship with students and community. The faculty members are executing the policies and programs accurately and constructively. The faculty members represent the ethics and attend the professional ethics in the education. 4. Non -Teaching Staff In the administration non-teaching staff plays crucial role in managing the day-to-day work. The assigned to non-teaching staff is to meet and accomplish operational and strategic objectives. Every faculty member is involved in the various academic and administrative or other statutory and non-statutory committee. Internal Quality Assurance Cell monitors the academic and administrative activities. Mentorship is introduced in all the departments and it is effectively monitored by the director.

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

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The Admission Committee of our institute, comprising our director and faculty members as well as a few non-teaching staff members work tirelessly to ensure fair and hassle-free admission of students. With the entire admission procedure being online, the students too feel convenient to monitor the process themselves. The admission data was analysed, and feedback was provided to the promotion team, which led to an increase in the number of applicants. Students are admitted following merit and Government reservation policy.
Industry Interaction / Collaboration	Our institute tries its very best to rope in various corporate houses by way of enhancing placement opportunities for its student community as well as fine-tuning soft skills for its faculty too. The institute has constituted IQAC Cell it has Industry representatives for suggestions with regards to institute development other academic activities. Our training placement cell continuously strives for networking with industries for placements internships. Alumni of the institute are well placed in the industry organize talks and guidance sessions of alumni on a regular basis. These sessions are extremely helpful for the existing students for their professional development.

<p>Human Resource Management</p>	<p>In centres of higher education, human resource management is a constantly evolving area of concern, but one of its most important aspects is the emphasis on providing faculty members with scope to grow and develop within their working space. The institute has always encouraged its faculty members to grow in the workplace, and this is achieved by encouraging new staff members to avail themselves of opportunities to attend orientation programmes. In-service teachers are also encouraged to apply for refresher courses, FDPs and major/minor research projects and their progress and achievements are duly put on record.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Library spiritedly carried out its duties as an important component of the institutes process of dissemination of knowledge. We have a fully - automated Integrated Library Management System with Software, with E-books and E-journals. The institute has provided its students with free high-speed internet and Wi-Fi facilities. The presence of ICT has facilitated teaching-learning and information transfer in classrooms. The institute has smart classroom, one ICT-enabled classroom. There is ICT - enabled seminar hall as well.</p>
<p>Research and Development</p>	<p>The Siddhant Institute of Business Management has always believed that the quality of academic research not only may be reflected in the quality of classroom teaching, but also may be helpful in addressing problems in the world at large. Accordingly, the institute encourages faculty members to present and publish research papers and attend conferences. Teachers are given leave to enable them to do their coursework and PhD. The institute also provides assistance to organise seminars and conferences.</p>
<p>Examination and Evaluation</p>	<p>The pattern and nature of questions and tutorial assignments set by the institute are in accordance with the criteria or pattern prescribed by the Savitribai Phule Pune University. The recently introduced CBCS has brought about radical changes in the syllabus as well as in the system of evaluation. From the very beginning of every semester, students have been made aware of these changes, which now include</p>



	<p>evaluation on the basis of attendance, internal tests and assignments before the end-of-semester examinations conducted by the University. Moreover, the institute encouraged faculty members to attend workshops for better understanding of the new systems of evaluation.</p>
Teaching and Learning	<p>The Siddhant Institute of Business Management has always aimed at effective curriculum delivery through a well-planned and documented teaching-learning process, which has received new motivation since the introduction of the new Choice Based Credit System from 2016 by Savitribai Phule Pune University. Teaching plans are based on an academic calendar. Multimedia teaching aids and ICT supplement the teaching-learning process. Special lectures are organised, featuring faculty members and other experts from different institutions.</p>
Curriculum Development	<p>The Siddhant Institute of Business Management does not have the freedom to develop its own curriculum, since it is under Savitribai Phule Pune University, whose centrally imposed syllabus is required to be followed by all institutes. But individual teachers of the institute are, directly or indirectly part of the curriculum development process: either as members of boards of studies in the university, or as experts involved in devising the curriculum by the university.</p>

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

E-governance area	Details
Administration	Institute has partly implemented the ERP for administration. Implementation of the same is in trial phase.
Finance and Accounts	Accounts and finance department is using latest version of Tally Software.
Student Admission and Support	Students admissions are being through the Centralised Admission Process by DTE (Govt. of Maharashtra).
Planning and Development	The Siddhant Institute of Business Management prepared development plan for infrastructure development, academic development, extra-curricular activities sports activities, cultural activities. The development plan is prepared by the inputs given by the stakeholders, students, faculty

members, supporting staff, parents, alumni, industry and management.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Dr. Jini Saxena, Dr. Jena Joshi, Prof. Surekha Ningule	Seminar on Womens Safety	NA	1000
2017	Dr. Atul Kumar, Dr. Jini Saxena, Dr. Jena Joshi, Prof. Surekha Ningule, Prof. Smita Sonawane	Seminar on Higher Education	NA	1500
2018	Dr. Jini Saxena, Dr. Jena Joshi, Prof. Surekha Ningule, Prof. Smita Sonawane	Workshop on Number System	NA	500

[View File](#)

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	First Aid Training Programme	First Aid Training Programme	20/11/2017	20/11/2017	9	8
2017	Workshop: Number System	Workshop: Number System	02/08/2017	02/08/2017	8	4
2017	Basics of Excel	Basics of Excel	14/08/2017	14/08/2017	9	9

[View File](#)

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

Title of the	Number of teachers	From Date	To date	Duration
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professional development programme	who attended			
Faculty Development Programme on Management Education 2020	2	24/11/2017	25/11/2017	2
Faculty Development Programme on Industrial Inputs for Effective Teaching	4	21/11/2017	21/11/2017	1
Programme on Womens Safety	4	21/07/2017	21/07/2017	1
Workshop on Number System	6	02/08/2017	02/08/2017	1
Seminar on College to Dream Destination	5	03/08/2017	03/08/2017	1
National Conference on Role of Innovation and Automation in National Building	1	20/11/2017	20/11/2017	1
First Aid Traning Programme	6	20/11/2017	20/11/2017	1
Faculty Development Programme on Teaching the Way to the Top	7	27/11/2017	27/11/2017	1
National Conference on Work-Life Balance for Greater Efficiency Effectiveness.	1	22/12/2017	22/12/2017	1
Awareness Program on Cyber Security and Cyber Law	1	12/02/2018	12/02/2018	1

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

Teaching	Non-teaching
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Permanent	Full Time	Permanent	Full Time
9	12	18	18

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Gratuity: teaching staf	Gratuity and P.F: Non teaching staff	Fee Concession Scheme

### 6.4 – Financial Management and Resource Mobilization

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

The Siddhant Institute of Business Management has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is by the internal financial committee of the institute. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institute through director. External audit is conducted once in every year by an external agency. The mechanisms used to monitor effective and efficient use of financial resources are as below: ? Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management. ? College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses. ? The expenses will be monitored by the accounts department as per the budget allocated by the management. ? The depreciation costs of various things purchased in the preceding years are also worked out. Process of the internal audit: All vouchers are audited by an internal financial committee. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the director. Minor errors of omissions and commissions when pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future. Process of the external audit: The accounts of the institute are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institute did not come across with any major audit objection during the preceding years. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant. The institute regularly follows Internal external financial audit system.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
<a href="#">View File</a>		

#### 6.4.3 – Total corpus fund generated

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**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Academic Monitoring Committee
Administrative	No	NA	Yes	Administrative Monitoring Committee

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

Parent meet Participation of parents in various committees of the institutions  
Parent teacher meet

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

Workshop on Inculcating Quality Culture in Academic Institution Implementation of ERP Dental check up and health check up MOU with Life Point Multispecialty Hospital Canteen facility Gratuity and P.F: Non teaching staff

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

Corporate Commando Training Programme Certificate Programme in Research Methodology Workshop on Inculcating Quality Culture in Academic Institution, Faculty development Program

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	The Corporate Commando Training Camp Programme	11/08/2017	11/08/2017	12/08/2017	43
2017	Seminar on Higher Education	20/09/2017	20/09/2017	20/09/2017	71
2017	Workshop on Inculcating Quality Culture in Academic	21/09/2017	21/09/2017	21/09/2017	29

	Institution				
2017	Faculty Development Programme Teaching the way to the top	27/11/2017	27/11/2017	27/11/2017	48
2017	Workshop on Number System	02/08/2017	02/08/2017	02/08/2017	37
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Awareness of Gender Equity	10/10/2017	11/10/2017	24	14

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

Percentage of power requirement of the University met by the renewable energy sources
10 percent of the total usages are met through the Solar Energy.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	5	4	11/09/2017	1	Voter Awareness	1	8
<a href="#">View File</a>							

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

Title	Date of publication	Follow up(max 100 words)
Human Values and Professional Ethics Code of conduct for various	05/01/2018	Siddhant Institute of Business Management has inculcated human values

stakeholder

in day to day culture. The SIBM has also framed the Professional Ethics Code of conduct for various stakeholders like Management, Teachers, Students, Administrative Staff, Parents, Other stake holders.

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

Activity	Duration From	Duration To	Number of participants
Republic Day	26/01/2018	26/01/2018	35
Labours Day	01/05/2018	01/05/2018	25
Independence Day	15/08/2017	15/08/2017	31
Gandhi Jayanti	02/10/2017	02/10/2017	24
Foundation day	01/09/2017	01/09/2017	35
Teachers Day	05/09/2017	05/09/2017	14

[View File](#)

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

Tree plantation drives Cleaning drives Installation of solar system  
Installation of LED lights Awareness drives to make the campus ecofriendly

### 7.2 – Best Practices

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

SIBM understands need of manager's responsibilities in today's industry and employer's expectation from the graduates of business management who add value to the system in terms of knowledge, skills and competencies for problem solving. Master's in Business Administration courses enriches students to acquire skills sets required to match the needs of Industries and to provide adequate learning opportunities to diverse learners. This helps them to grow globally and enhances skills providing a broader overview in other areas of their interest. To acquire skill set that would make them employable or opt for entrepreneurship. Alumni working in SME's or engaged to have faculty and students to undertake projects. SME's involvement provides insight of working in terms of management processes and times faculty and students as a group assist them in finetuning processes for better productivity. Meaningful learning is initiated through subject matter experts from industry assignments, group discussion, seminars, debates and quiz. Collaborative learning is facilitated through project work, onthespot study, practical, assignments etc. Specific measures have been taken by the institution more use of ICT tools. Introduction of peer learning is also encouraged. Maximum learning is promoted in the form of knowledge and understanding, application and problem solving, creative thinking practical and productive skills, attitudes and values. Majority of students, admitted in our college belong to disadvantaged classes of society. SIBM provides various scholarships and schemes for disadvantaged classes by organizing lectures of eminent personalities.

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

<https://siddhantibm.in/bestpractices.html>

### 7.3 – Institutional Distinctiveness

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

To prepare and engage students and faculty readiness for globalization, SIBM believes that globalization has better opportunities in doing business and the need for preparing the students for the same. Business, politics changing rapidly which in turn expectations from stake holders unpredictable. SIBM initiated Institute of Business Management in the year 2005. SIBM prepares students to acquire skillsets required to undertake these assignments. Exposure along with regular class lessons, students and faculty enrich themselves both at class engagements and industry assignments. SIBM regularly invite successful SME's entrepreneurs, managers, who share their day-to-day challenges and their ingenious management practices with both faculty and students. SIBM faculty are in progress mode by engaging alumni, SMEs to educate students to adapt all emerging business, technology and political changes and readiness for globalization. It is very much importance in the overall progress and development of the institution. With this view our institute has its own mission statement accordingly we always try to function uniquely, innovatively and distinctively from the other institutions. As far as our Mission and Vision is concerned, SIBM always try to implement the distinctiveness in the work. The Vision, Mission and Objectives of the institution clearly points towards a value-based education based on the curriculum of the affiliating Savitribai Phule Pune University combining it with the core values. The Siddhant Institute of Business Management which completed its 10 years of existence in 2017 has a strong bonding with the local people. This includes a number of minorities and marginalized section students. The SIBM successfully implemented the choice-based credit system which was introduced by Savitribai Phule Pune University. The focus is on skill development, career-oriented programs, industry visit, industry - academia interaction and SIBM have brought all these aspects under curriculum implementation and enrichment. Special attention is given to weak students especially belonging to SC/ST., OBC and minority groups. In addition to the classroom interactions, following are the other methods of learning experiences provided to the students: ? Project work ? Short term Industrial visit ? Oral presentation ? Seminars/ Symposiums/ Workshops ? Paper presentations/ Group discussions ? Providing access to e-journals and e-books by use of ICT in delivering and learning process The students of SIBM are not only guided to achieve excellence in the education but are thoroughly equipped with the knowledge of social perseverance and environmental sustainability. It lays special effort on students understanding of current environmental crisis and through its various schemes like energy conservation, waste management, rain water harvesting, plantation drives urge them to become eco-friendly citizens. SIBM in its endeavour to implement its curriculum incorporating its mission and vision with contemporary issues has evolved a number of best.

Provide the weblink of the institution

<https://siddhantibm.in/institutionaldistinctiveness.html>

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

Future Plans of Actions for Next Academic Year Encourage talent development through increased exposure to research. Strengthening the industry participation and inculcating the future demands of industry in curriculum planning and implementation. We would like to improve the performances of the Siddhant Institute of Business Management to fulfil our vision statement and thrust area. Many efforts are being made for the past few years to change the Teaching - Learning environment into activity-based learning. Following are the methods adopted to transform the academic environment: Changing the teaching methodology by encouraging the faculty to use power point presentations where ever required. Extensive use of online - content and other video lectures to support the class -



room teaching. Counselling system wherein every Faculty member is allotted few students to whom one acts as a mentor. The mentor identifies the academic and personal problems of his/her ward. The wards are encouraged to participate both in curricular and extra-curricular activities. Each department arranges guest lecturers periodically addressed by the eminent persons from industry, academic and research institutions. The Siddhant Institute of Business Management will do inclusive environment focus for holistic growth of the students in different areas. Social responsibility activities like Go Green activity through plantation, blood donation camps, and visiting nearby villages and helping them according to their requirements are organized by the academy regularly. Such as students will be involved through their active participation in Unnat Bharat Abhiyan of MHRD. The students will learn rural environment and strategies for upliftment of rural life. Short Term Faculty Development Programme for faculty members. Soft Skill Development Programme for students to improve their communication skills.