



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**SSR INSTITUTE OF MANAGEMENT AND
RESEARCH,SILVASSA**

SSR CAMPUS, AT POST, SAYLI
396230

www.ssrinmr.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

In 2003, a self-financed charitable Trust "Swargeeya Sanjibhai Rupjibhai (SSR) Memorial Trust" ventured into the field of Education to undertake the great task of setting up Institutions providing quality education to the students. Shri Mohan S. Delkar, a great visionary and nationalist, Chairman of the Trust, extended his ideas and dreams of promoting higher education into reality. The group, under the able leadership of its Chairman and the active support & association of renowned academicians, experienced professionals, eminent industrialists and technocrats, established the educational center in Arts, Commerce and Science College (Estd. 2006), Pharmacy (Estd. 2007), Education (Estd. 2007) and SSR Institute of Management & Research (IMR) (Estd. 2008)

SSR Memorial Trust has a beautiful lush green campus catering to the aspirations of many students and the only campus of its kind in Silvassa (DNH) affiliated to Savitribai Phule Pune University, Pune, Maharashtra (a leading State University of India)

The institute presently runs the two years post graduate programme in Master of Business Administration (MBA) approved by All India Council of Technical Education (AICTE), New Delhi. The Institute is working with a vision for its academic excellence, research contribution, creative ability and innovation. The learning process involves extensive classroom instructions, case analysis, individual and group projects. The aim is to carve the students as leaders with a sense of commitment to the society and the Industry. With this, transforming untrained graduates into highly skilled corporate worthy individual is a strong aim of SSR IMR. The Institute puts its best efforts to develop professionals who are armed not only with professional knowledge, but also with positive attitude, Entrepreneurial skills, sense of responsibility and vision to fulfil organizational goals. IMR provides the need of the hour environment to the students with regular Industry Interface, Mentor Mentee Approach, Industrial visits, International & National Educational Tours, Live Projects, Conference opportunities to students & staff and various other Educational & skill development avenues. The Industry Oriented approach & the Skill development environment at the Institute, enhances the personality of students and equips them to combat competition.

Vision

To emerge as an Institution of Choice with sense of commitment to the World of Education.

Mission

To Impart Education of Global standards by inculcating creative ability and innovation in the students in order to achieve academic excellence while maintaining ethical management practices.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Highly qualified Intellectual Capital and High Retention ratio of Intellectual Capital
- State -of -the art infrastructure include sports complex,Playgrounds,Canteen,Boys and Girls Hostel,well equipped Auditorium etc.
- Positive Academic environment amidst Green Campus.
- Alumni Connect – A base of 10 Years
- Inclination of students towards Research Papers & Conferences
- Academic Discipline & Performance (Result)
- Active Mentor – Mentee Programme
- Regular PDP sessions,assembly activity,other co-curricular and extra curricular activities for achieving academic excellence and holistic development of students.
- Good Industry Connect for Interaction & Intellectual support
- Student projects with CSR Inclination
- Rich collection of academic and general books and study material.
- Three students of IMR working as faculties.
- Structured Summer Internship Programme.
- Affiliation from Savtribai Phule Pune University,Pune Leading State University of Country ,as the Institute situated outside the Maharashtra.

Institutional Weakness

- Lack of diversified academic background of Students
- Quality of admitted students
- Lack of Institutional Membership of Industrial association/Professional Bodies.
- Limited Research Resources (Research Software)
- Lack of Industrial Consultancy Services.

Institutional Opportunity

- Development of Start up and Incubation Cell
- Developmental Projects with Industries.
- To start Additional / Certificate Courses
- Tie Ups with the Skill Development Centre and get established Centre of excellence for the region.
- To develop MDP Centre for the Region
- To develop more eco-friendly initiatives in the campus.
- To start Institute's own ISSN research Journal.

Institutional Challenge

- Availability of trained Administrative Staff with appropriate Technical skills.
- Aspiration of students for higher education
- Achieving 100% Placement .
- Gap between Industry expectation & curriculum as Institute need to follow the curriculum provided by University.

- Working with prescribed cadre ratio of recognized body.
- Lack of Expert resource person for Seminar ,Conferences and visiting faculty due to location .
- Motivating students for learning oriented attitude rather than the exam oriented task

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

SSR Institute of Management & Research religiously considers its affiliating University curriculum as the thrust for achieving excellence in Management Education.

The Institute ensures effective curriculum delivery through the means of an Institutionalized process which is a continuous process comprising the continuum from Semester wise Academic Calendar to Analysis of Result and gathering learning on each step. The Institute has successfully motivated its students to complete the certification program in Tally ERP 9. Faculties of the Institute have participated in University works like LIC Member, Examiner & Paper-Setter. The Institute follows the **Choice Based Credit System** implemented by the University to run its MBA Program and also serves the purpose of the objective of the university by introducing cafeteria approach in elective subjects. Along with taking care of the curriculum related to cross cutting issues like Gender, Environment and Sustainability, Human Values and Professional Ethics, the Institute conducts sessions such as Awareness about Self Defence, Social Etiquettes, Farm Visit and Sensitizing Voters to name a few to aptly support the society. To enrich the students for enhancing employability, Second Year students have to complete a 30+ hours of Excel Refresher course and add value to their overall skills set. All the Second year Students have to undergo an 8 weeks summer internship in the Industry and all the first year students have to conduct a field study pertaining to the subject of Business systems Procedures. A Structured feedback is collected and analysed from Students, Teachers, Alumni and Parents for design and review of curriculum.

Teaching-learning and Evaluation

SSR Institute of Management & Research's admission process is transparent and as per the guidelines provided by the Maharashtra Government. The institute attracts students from the surrounding states and follows the reservation policy as laid down by the regulator. The entire academic event calendar and teaching process plan is prepared before the commencement of the each semester. Special programs are planned for the advanced and slow learner students. The institute adopts different student centric methods of teaching as per the requirement of the course. The institute has experienced proficient and devoted teaching staff that constantly works towards the development of the students. The institute is well equipped with ICT learning tools that make the learning process simpler and easier for the students.

A continuous internal evaluations (CIE) in a semester are spread through adhering the academic calendar as notified by the university. The evaluations are done by the teacher teaching the course. We at the institute have a system of appointing an "Internal Evaluation Committee", this committee sets forth the CIE mechanism. Internal Evaluation Committee in consultation with the teachers teaching courses plan the CIE schedule for each semester considering frequency and variety of the evaluations. The committee takes due care of appropriate and timely communication to the students regarding evaluations. Teachers plan the type of evaluations considering the course objectives and outcomes. Any grievances arising pertaining to evaluations are resolved by the course teaching teacher and Internal Evaluation Committee under the guidance of director at the Institute. Further, considering feedback from stakeholders and teachers experiences reforms in CIE are

undertaken post approval from IQAC Cell.

Research, Innovations and Extension

SSR Institute of Management & Research continuously aims to upgrade the standard of academic deliverables through various efforts including inclination towards Research activities that ranges from drafting & presenting Research Papers, participation in University Research activity- Avishkar, organising Conferences & workshops, participation in Startup & Innovation cell activities, extension programmes like Student sensitization events, NGO led social activities etc.

The Academic Research Coordinator channelizes the Research activities at the Institute. Faculties & Students have independently presented and published their Research papers. The Students in coordination with & under the guidance of Faculties have presented & published their Research papers. The literary initiatives have been published in National & International Journals including the UGC listed Journals. The Director of the Institute and One Teaching Staff has completed Doctorate. Three Staff members & the Librarian at the Institute are pursuing their Doctorate. The Faculties are aspiring to experience the granted projects and enhance the learning curve.

To bridge the gap between Industries & Institute, programmes like SIP Guide Meets have been initiated. The Institute is under agreement with Industries through MoUs as support to development of the students. The Institute is continuously aiming to enhance the Industry – Institute Interaction. Short Industry visits, Summer Internship Programmes (SIP), support in Dissertation & independent research paper projects is experienced from Industries. Teachers visit the industries on regular interval to identify the need skill-sets required by the industry and effective delivery of course.

Infrastructure and Learning Resources

SSR Institute of Management & Research believes that physical infrastructure plays a very significant role for development of the Institute and achieving its vision and mission. The institute has a beautiful lush green landscaped and eco-friendly campus with unique architecture. The campus along with the educational infrastructure accommodates temple, sports complex, canteen and sports ground. The institute's building is of two floors with adequate number of fully equipped classrooms, up to date computer laboratory, tutorial room, conference room, and Auditorium as well as girls and boys common room.

The library has an excellent infrastructure and is well stocked with collection of 5426 professional and Self-help books, national and international journals which includes e-recourse, encyclopedias, Dictionaries, handbooks, summer internship projects of students, Audio-visual collection etc. The library is automated with Library management software “LIBRARIAN” developed by CR2 technology.

The Institute IT facility includes Computers, Printers, Scanners, System software, photocopy machine and Application software. The institute has high speed internet connectivity with lease line of bandwidth of 30 mbps. The institute has CCTV camera in library, auditorium, computer lab and lobbies.

The Institute has established a dedicated maintenance team for the maintaining and utilizing physical, academic and support facilities. The maintenance team is doing work on agenda as per decided by Director and Management. This team comprises of electrician for electric work, Plumbers for the plumber work, Carpenters

for furniture work, housekeepers for cleaning work, gardeners for gardening work, system administrator for IT work, Transport coordinator, security etc.

Student Support and Progression

SSR Institute of Management & Research works passionately for the inclusive development of students. The institute has carved a niche for itself by providing student support in terms of scholarship, training & development and final placement. Institute has in house scholarship scheme namely **Learning Management Scholarship** which help student sharpen their skills. The institute charged the fees from students less than the amount approved by fee fixation committee of DNH as the trust's vision is to give benefit to all admitted students in form of **Freeship**.

Institute has robust training and development activities which encompasses subject specific guest lecture, PG lecture series, specialization orientation, mock interview, expert session and mentor-mentee scheme.

For prevention of sexual harassment and ragging institute has concrete mechanism whereby periodic meeting is conducted with its members to discuss and investigate the matter related to sexual harassment and ragging. To instill moral values among students peer learning sessions are also organized.

Massive objective of the institute is to increase employability by bridging the gap between institute and industry through institute industry interaction. Sound result and quality education of our students is welcomed by reputed and giant organizations year or year.

For holistic development of students various committees have been formed to imbibe the managerial and leadership skills. Every year several cultural and sports events are organized for mental and physical development of students. Students are encouraged to participate in co-curriculum and extra curriculum activities in houses and outside premises. IMR has a strong alumni base who share their valuable experience with students and guide them for their future endeavor.

Governance, Leadership and Management

SSR Institute of Management & Research focuses on the governing measures in order to establish a good management of resources & functions at the Institute. The Leadership Team right from the visionary Chairman of the Trust to the Director of the Institute have always been eager to deploy the participative management approach to ensure the developmental policy at the Institute. Under the aegis of IQAC, the Institution is developing in its deliverables. The Faculty team is entrusted with responsibilities of various committees to execute developmental programmes for students. The students also get the opportunity to lead and demonstrate the event management skills, which in due course inculcates the sense of Leadership among them.

The governance aspect at the Institute encompasses the structured system of policy execution. The annual budgeting ensures appropriate path of academic functioning & fund mobilisation leading to appropriate resource utilisation. The effective control system is reflected through the Academic & Administrative Audits on defined intervals. The staff development is accomplished through the faculty development programmes for the Teaching Staff and administrative skill development approach for the Non Teaching staff. Also the Staff is encouraged to attend FDPs & workshops outside the campus with an aim to gain varied experience. The Institution's effective governance & leadership eventually gets witnessed through its goal of meeting the

developmental needs of the Staff & Students. Institute's collective effort of Transparent Governance, Innovative Teaching-Learning Process, Research Inclination, Concurrent Evaluation Process, Placement Support and Progressive Student Development approach ultimately leads to attainment of its Vision & Mission.

Institutional Values and Best Practices

SSR Institute of Management & Research instil human values and ethics in students to carve a better future and nation. Conservation of natural resources is done by educating people the value of natural resources in the form of posters and stickers. The Institute has proper rain-water management system. The building construction has a suitable rainwater-harvesting structure and the rainwater is allowed to go underground through this structures. The Institute provides CCTV Cameras, Common room for boys and girls separately for the Safety and Security of student .Cultural day, Teachers day, women's day, patriotic day and remembering Gandhi was the initiative taken by institute to preach moral and social values. Code of Conduct is well in place for staff and students. During orientation program the students was informed about all rules and regulation of the institute. College has green campus with lots of greenery across campus. **Best Practices-** Institute follows many best practices like Student Recognition Award (SRA), Zest@IMR, Personality Development Program (PDP) and In the Institute Library.

Student Recognition Award (SRA) has been initiated wherein students are felicitated with various awards. The Institute shows distinctiveness to its vision by **developing students** that helps in building qualities of discipline, character and personality.

Zest@IMR, inter-collegiate event planned and organized by the students helps them to explore their talent as well as inculcates the management skills among the students.

Personality Development Program suffices the objective of better quality education of institute. Personality development program comprises of various activities like expert lecture, Industrial visit, Subject specific lectures, in-house developmental session etc.

Best Practices in the Library are initiated by the institute with the belief of the best utilization of available learning resources available for the holistic development of the students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SSR INSTITUTE OF MANAGEMENT AND RESEARCH,SILVASSA
Address	SSR Campus, at Post, Sayli
City	Silvassa
State	Dadra And Nagar Haveli
Pin	396230
Website	www.ssrivr.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Praveena S. Muley	0260-2681114	9081160002	-	director@ssrivr.edu.in
IQAC / CIQA coordinator	Mohd. Bilal A Bhada	0260-2681115	9824284123	-	mb.bhada@ssrivr.edu.in

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

Establishment Details	
Date of establishment of the college	30-05-2008

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

State	University name	Document
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition

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

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	25-04-2019	12	Valid till academic year

Details of autonomy

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	SSR Campus, at Post, Sayli	Rural	13.5	2822

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
PG	MBA,Management	24	Graduation	English	120	116

Position Details of Faculty & Staff in the College

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

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	6	2	0	8
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	23	46	0	0	69
	Female	17	30	0	0	47
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	1	1	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	69	62	55	57
	Female	47	41	49	44
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		116	104	105	101

3. Extended Profile

3.1 Program

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

Response: 75

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
116	104	105	101	91

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
12	19	19	19	23

File Description	Document
Institutional data in prescribed format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
51	43	50	41	46

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	8	8	8	7

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	8	8	8	8

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 5

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

2018-19	2017-18	2016-17	2015-16	2014-15
43.80	52.79	49.36	55.62	53.69

Number of computers

Response: 65

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

SSR Institute of Management & Research prepares the academic calendar at the commencement of the Semester has coverage of all the upcoming academic, curricular and co-curricular and extracurricular activities along with dates for upcoming semester. The academic calendar is prepared in consideration of holidays and pre planned events and numbers of teaching days are highlighted. Course Allocation exercise is completed in the end term meeting of each semester for the next semester. The classes are commenced as per university guidelines and declared date. The time table is on display on General as well as Class room notice boards for the student's reference. Introduction of each course is done in the opening lecture of each course and subsequently the topics of the syllabus are covered along with add-ons like case studies, videos, visits, etc. Attendance of the pupil is maintained and traced on a monthly basis and in case of short fall from the standard i.e. 75%, counseling by the Director and respective mentors is done. The robust evaluation system is in place taken care by the evaluation committee effectively ensuring the evaluation of performance in internal as well as external courses are done without any load or overlap. MCQs Test before the online Examination and Prelims Examination before University theory Examination aids the student in getting a rehearsal. Regular sheets are being maintained by Individual faculties regarding the updates on the content of each class and the same helps in tracking the troubleshoot areas too. Course specific lectures are conducted for the relevant courses through the session/seminar mode conducted by Industrialist or Alumni. This practice allows the student to channelize their thought process towards the practical aspects of the theory that they are studying. Feedbacks from students are gathered on Course and Administrative functions through Google forms twice a semester; post Midterm and Post Prelims. The feedback forms are analyzed and respective improvement areas are communicated to the faculties. This allows evaluating the perception of students with regards to each courses and parameter within the semester and hence evaluating the progression and inputs given by the students. The internal evaluations are also scheduled as per the need of the course and with an aim of evaluating objective of each course. The examinations are conducted in the spirit of principle as an exam centre and according to the schedule published by University semester wise. The results are analyzed of the university examination and compared with the benchmark of University average. Detailed analysis of course wise result is discussed; high and low performances are appreciated and brain stormed respectively. The institute works diligently towards creating a conducive atmosphere for learning and achieving academic and educational excellence.

File Description	Document
Any additional information	View Document

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**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	1	0

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

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response: 0****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**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response: 20****1.2.1.1 How many new courses are introduced within the last five years****Response: 15**

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

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

Response: 100

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

Response: 1

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

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

Response: 6.41

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	17	16	0

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

1.3 Curriculum Enrichment

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

Response:

The institute focuses on overall development of students through university prescribed courses and activities that sensitizes life facets including gender based studies, concern for environment and inculcating Human Values and Professional Ethics.

Gender:

Course Code	Course Name	Brief Contents
111	Business Government and Society	Changing Workplace: Influence of demography, gender issues, social justice

Institute has a Sexual Harassment Prevention Cell and conducts sessions which promote Gender Equality. Sessions details are:

Sr. No	Date	Organized by	Theme	Audience
1	15/01/2019	MBA II HR (Girls)	Self Defense & Protection	MBA I & II (Girls)
2	01/03/2019	MBA II HR (Boys)	Social Etiquettes and Social Values	MBA I & II (Boys)

Environment and Sustainability:

Course Code	Course Name	Brief Contents
401	Managing for sustainability	Concept & Definition of Sustainable Development, Gandhian Thoughts, Details of Environment, Economic and Social Sustainability along with Business Cases and reporting such as CSR and ESG reports, ISO 26000
307 HR	Employee Health, Safety	Environmental Pollution and Protection: Air pollution, Water pollution, Soil pollution, Noise pollution, The Air Prevention and Control Act 1981, The Water Prevention and Control Act 1974, The Environment Protection Act 1986
215	Industry Analysis - Desk Research	Initiatives towards environment

301	Strategic Management	conservation, Environmental issues Analyzing Industry Environment, Sustainability & Strategic Management: Threats to sustainability, Integrating Social & environmental sustainability issues in strategic management, meaning of triple bottom line, people-planet-profits.
303	Startup and New Venture Management	Environment Protection Act

Along with Regular Lectures as expected in the Syllabus of SPPU, the institute carries out additional activities such as “Farm Visit” and “GreenTeen Initiative” that complements the theme and helps the students understand the meaning of Subject topics.

Human Values:

Course Code	Course Name	Brief Contents
Course I	Introduction to Human Rights and Duties	Human Values-Dignity, Liberty, Equality, Justice, Unity in Diversity, Ethics and Morals
Course II	Human Rights of Vulnerable and disadvantaged groups	Social Status of women and children in International and national perspective
Course III	Human Rights and duties in India: law, Policy, society and enforcement mechanism	Professional Bodies, Educational Institutions, Role of Corporate Sector, NGO's
105	Organizational Behavior	Review of articles from Journal of Human Values
401	Managing for Sustainability	Corporate Citizen, Stakeholder Interest, Bottom of Pyramid, Indian Values and Ethics; Respect for Elders, Respect for Elders, Hierarchy and Status, Need for Security, Non – Violence, Cooperation, Simple Living high Thinking, Rights and Duties

The Institute promotes activities that increases students' awareness regarding their basic rights such as Voting and expects the students to be brand ambassador of the Institute as well as territory and Nation.

Professional Ethics:

Course Code	Course Name	Brief Contents
401	Managing for sustainability	Business Ethics: Nature,

		Characteristics and Needs, Ethical Practices in Management, Ethical Values in different Cultures, Culture and Individual Ethics, Relationship between Law and Ethics, Impact of Laws on Business Ethics, Ethics and Corporate Excellence: Code of Ethics in Business Houses
206	Management Information Systems	Ethical and Social Dimensions
405 HR	Organizational Design & Development	Organizational Culture & Ethics

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

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years	
Response: 1	
1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years	
Response: 1	
File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships	
Response: 99.14	
1.3.3.1 Number of students undertaking field projects or internships	
Response: 115	

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

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

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

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

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

NAAC

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: 66.9

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

2018-19	2017-18	2016-17	2015-16	2014-15
76	70	73	68	59

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 55.33

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

2018-19	2017-18	2016-17	2015-16	2014-15
60	60	47	60	45

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

2018-19	2017-18	2016-17	2015-16	2014-15
60	120	120	120	120

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 1.05

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	0	0

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

2.2 Catering to Student Diversity

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

Response:

On the onset SSR Institute of Management & Research organizes orientation programme for the students of MBA I in order to familiarize them to the pattern of MBA Curriculum. During the session the students are briefed on the culture of the institute and it makes them aware of efforts and dedication required to complete the entire course.

The institution identifies the learning levels of the students on the basis of their performance and participation in the classroom sessions. In the Orientation programme organized by the Institute for the first year students, the institute conducts **Strength Weakness Analysis** in which the student map their strengths and weaknesses and review of these have been taken in the first mentor-mentee session of the term to prepare of action at individual and group level. Every student is allotted a mentor who interacts with the mentee and ascertains the difficulties faced throughout the year.

Secondly the students are asked to mention the courses wherein they face difficulties and accordingly extra lectures are scheduled. In order to bridge the gap between the commerce and non-commerce student's additional classes and guidance sessions are organized for students admitted from non-commerce background in order to teach the basic concepts of accounting. Also special English classes are scheduled after the lecture sessions for all the students to develop their command on the language in which activities like newspaper reading, article reading, public speaking is conducted.

Midterm examinations are conducted during the mid of the session and the students who score below 50% in respective courses are classified as slow learners for whom separate classroom and learning sessions are

arranged. Also, the counseling and follow-up of their performances are taken by their respective mentors and communicated the difficulties faced to the concerned course teacher. The course teacher provides the necessary guidance and additional study material to improve the performance.

The students who score above 65% in the Midterm examinations are classified as Advanced Learners and are motivated to draft and present research papers at various seminars and conferences. They are also motivated to conduct Peer Learning Sessions to help the slow and average learners.

Remedial Sessions are planned for all those students whose performance is not satisfactory after the End Term Examinations with the aim of their better performance in the university examination.

2.2.2 Student - Full time teacher ratio

Response: 19.33

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	View Document

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:

The Institute focuses on regular training and development programme in line with its vision & mission by using innovative student centric methods for effective delivery of curriculum. The students are motivated to undertake live projects, encouraged towards research activities. Field visits are regularly scheduled for gaining knowledge and learning. The students learn the art of problem solving through the case study methodology.

Experimental Learning:

General & Specialization Industrial Visits – Industrial visit are organized wherein the students have a tour of the plant and learn the working of the organisation.

Summer Internship Projects – Internship provides an opportunity to gain practical experience, about a field, and assess their interests and abilities.

Field Work - Field work allows the students to gain firsthand experience and knowledge about the people, events, and processes that they study.

Live Projects – Students seek the advantage of working on specific projects with the organization in actual working environment.

Participative Learning:

Research Paper – The students are motivated to work on and draft research papers for gaining additional knowledge. The students are further motivated to attend various conferences and seminar and present the same. Students are encouraged to participate in Avishakar, Maharashtra State Level Research Competition and present their ideas in the form of models. The students have the opportunity to qualify Zonal level, University Level and reach the State Level.

Poster Presentation – Students prepare and present posters on various topics provided. The poster presented is displayed on the board which can be referred by all the students.

Group Discussions & Brain Storming Sessions – Regular Group Discussions and Brain storming sessions are conducted as a part of training and normal teaching. These sessions promotes new ideas and increase the creativity among the students.

Guest Lectures / Sessions – Regular guest sessions on various topics are conducted in order to impart practical learning to the students. This helps the students to interact directly with the individuals from various industries and background and hence gain practical knowledge from varied areas.

Business Plan Competition – Students are guided towards preparation of Business Plan. This activity helps to develop the entrepreneurial skills of the students and tests the capability of starting an entrepreneurial venture.

Problem Solving Methodologies:

Case Study Workshop – Case study workshop is conducted in order to provide the learning on solving cases and also drafting new case for learning process

Case Study Competition – Case study competitions are organized for the students that enable them to learn the problem solving skills.

Mentor Mentee Sessions – Regular mentor mentee sessions are organised in order to analyse the performance of the students and guide them for further improvement. The problems faced by the students are also discussed during these sessions and accordingly the required action is taken.

Remedial Sessions – On the basis of the performance of the students in the internal evaluations, with the

support of the concerned course faculty remedial sessions are conducted in order to provide opportunity to the students to improve their performances.

File Description	Document
Any additional information	View Document

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

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 6

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

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

Response: 19.33

2.3.3.1 Number of mentors

Response: 6

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The institute along with the traditional methods of teaching also adopts certain innovative methods through which the learning process becomes more efficient. The different approaches adopted by the institute are as follows:

Life Skill Interviews: Life skills are the most important and essential skills that every individuals needs to learn. The students interview individuals and try to learn from them the various life skills that have helped

them to be successful in their life.

Business Plan: In order to be successful entrepreneurs, one needs to go learn the art of creating and managing the business. The students participate in the business plan competition wherein in groups they work on developing an entire business plan model.

My Entrepreneur Series: The institute has introduced My Entrepreneur Series wherein the students study and interview an entrepreneur with the nearby region and present the same at the Institute to learn different aspects of managing a business.

Brand Stories: Brand stories are an initiative to enrich the students with the knowledge of leading brand in the market. Student study the leading brand and the factors that has contributed to the success of the brand in the market.

HR Manuals: The institute adopts the practice of preparation of various HR Manuals related to Training, HR Policies, Employee Health & Safety.

Trade Unions Study: The students study the Centralized Trade Union present with the nation and prepare a report on the same.

Conceptual Case Study: The institute believes that case study approach is one of the best methodology through which the students will try to explore various alternatives to solve the problems. Hence the institute tries to bring more live cases to the class and provides opportunity to the students to explore the solutions.

Live Case Study: Teachers develop the live case studies for the practical understanding of the real world business problems.

Field based study: Field based study is another methodology adopted by the institute. The institute conducts regular visit to various industries, Labour Court, Agricultural Farm, NISM, Retail outlets, etc. in order to provide a visual and real learning of the working of these organizations.

Learning through Simulation: For the Finance Specialization students the "Hands on Trading Session on Capital Markets" is conducted in association with National Institute of Securities Market (*An Educational Initiative of SEBI*), Navi Mumbai.

Poster Presentations: The students are provided with the task of poster presentation on a specific topic which is then presented. The activity is a group activity. It develops team spirit, creativity, and develops the communication of the students.

Research Papers Review: The students are encouraged towards reading and reviewing research papers related to concepts of the course. This helps the students to gain additional knowledge and clarity.

Virtual Class Room Sessions: The institute facilitates virtual learning sessions such as Company Website Review, Live Budget Session, Motivational Videos, Web-cast by Statutory Regulatory Authorities etc. This enables to take the benefit of web based learning's and online videos as a part of the learning process.

2.4 Teacher Profile and Quality

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

Response: 97.5

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

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

Response: 27.02

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	3	1

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 13

2.4.3.1 Total experience of full-time teachers

Response: 78

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 40.54

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	2	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document
Any additional information	View Document

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

Response: 60

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	5	5	5	5

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

2.5 Evaluation Process and Reforms

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

Response:

Institute adheres to the University prescriptions related to evaluations. The continuous assessment system is adopted by the institute that is spread over the duration of a specific semester. Internal evaluations are conducted by the teachers taking the respective course thus the teachers take due care of reforms required for the continuous internal evaluations. University offers core and elective courses to the students. Core courses for 3 credits has 100 marks (i.e. 50 marks university written examination, 20 marks university

online examination and 30 mark as internal to be assessed and uploaded by the institute) and elective course of 2 credits has 50 marks totally assessed and uploaded by the institute on university website internal marks portal.

Following are reforms in Continuous Internal Evaluation (CIE) System at the Institutional level:

AY 2018-19:

- a. Internal Evaluation Guidelines
- b. Internal Evaluations list for the academic year
- c. Classification of Slow, Average and Advanced Learners

AY 2017-18:

- a. Remedial Sessions
- b. Provide feedback after assessment of evaluation
- c. Internal Evaluations list for the academic year

AY 2016-17:

- a. Composition of Internal Evaluation Committee
- b. Internal Evaluation System
- c. Internal Evaluations list for the academic year

AY 2015-16:

- a. Flexibility in Evaluation type choice
- b. Internal Evaluations list for the academic year

AY 2014-15:

- a. Choice Based Credit System in Curriculum
- b. Internal Evaluations list for the academic year

For the past five years [from academic year (AY) 2014-15 to 2018-19] following reforms have been undertaken by the institute from concurrent evaluation perspective:

i. AY 2016-17 onwards: As prescribed by university 3 internal evaluation for core course and 5 internal evaluations for elective courses were adopted. For the core course 3 internal evaluation conducted are: **i. Mid-Term Examination, ii. Multiple Choice Questions (MCQ's) Test and iii. Preliminary**

Examination. Elective Courses are largely evaluated through following 5 evaluations: **i. Open-Book Test, ii. Mid-Term Examination, iii. Class Test iv. Presentations v. Viva.**

ii. AY 2015-16: The Core course was assessed through Class Test, Open-Book Test, Mid-Term Examination, MCQ Test and Preliminary Examination. Whereas, the Elective course was assessed through five (05) various subject specific modes of evaluations; for instance case studies, presentations, research reviews, live projects etc.

iii. AY 2014-15: The assessments were made through two (02) assignments, MCQ Test, Mid-Term Examination, Preliminary Examination, Attendance and Class Participation of the student.

Above evaluations are standardized only for the courses where it is feasible. Some of the courses demand varied types of evaluations; hence apart of the list mentioned above institute also adopts the evaluations like: Reports, Filed visits, Articles Reviews, Video Reviews, Poster Presentations, Models etc.

File Description	Document
Any additional information	View Document

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

Response:

Institute appoints an “**Internal Evaluation Committee**” for the affairs of internal evaluations. **Mechanism of internal assessment** followed by the Internal Evaluation Committee at the Institute is as follows:

1. Prepare an evaluation schedule and communicate to the students well in advance.
2. Conduct the evaluation as per the evaluation schedule.
3. Post evaluations display the scores on the notice board within a week of an evaluation.
4. Communicate the areas of improvement.
5. Compile the scores for uploading on the university internal marks portal.
6. Display the final complied score on the notice board for students’ record as well as to address any grievance.

Frequency and Variety of internal assessments are as per University prescriptions. University prescribes 3 internal evaluation for core course and 5 internal evaluations for elective courses. Institute follows the pattern of evaluation laid down by the university. For the core course 3 internal evaluation conducted are:

1. **Mid-Term Examination:** It is mid-way examination conducted normally for 2 units out of 5 units of the syllabus. Duration of the examination is of one hour and the examination is conducted for 20 marks. Student needs to answer any two questions out of three.
2. **Multiple Choice Questions (MCQ’s) Test:** The test is conducted either paper based or computer based (through google forms). The test is for 30 marks and question are asked around the syllabus and duration of the examination is of one hour. This test is basically aimed to get students prepared for the university online examination.

3. **Preliminary Examination:** This examination is conducted post completion of the entire syllabus. Institute tries to simulate this examination as per the university examination so as to make student ready for university exams. Thus the examination has maximum of 50 marks and the duration is 2.15 hours. There would be 5 questions asked with and internal choice at each question.

Elective Courses are largely evaluated through following 5 evaluations:

1. **Open-Book Test:** Topics are being disclosed to the students and student need to arrange the study material (books, journals, e-books etc) for the open book test that is conducted in a class.
2. **Mid-Term Examination:** It is mid-way examination conducted normally for 2 units out of 5 units of the syllabus. Duration of the examination is of one hour and the examination is conducted for 20 marks. Student needs to answer any two questions out of three.
3. **Class Test:** Set of syllabus is defined and the class test is conducted for the same.
4. **Presentations:** Individual or group presentations are assigned to the students on the various topics relevant to the course and the students are further assessed on the same.
5. **Viva:** It is conducted post completion of the course, hence the questions are asked around the syllabus to the students.

Above evaluations are standardized only for the courses where it is feasible. Some of the courses demand varied types of evaluations; hence apart of the list mentioned above institute also adopts the evaluations like: Reports, Filed visits, Articles Reviews, Video Reviews, Poster Presentations, Models etc.

File Description	Document
Any additional information	View Document

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

Response:

Examination at the institute is conducted by designated personnel to do so. For the University Examination, College Examination Officer (CEO) and Senior Supervisor at the institute shoulder the responsibility; whereas for internal evaluations it is dealt by Internal Evaluation Committee. Thus the examination related grievances are taken up by the respective personnel as and when the grievance arises.

[A] Internal Evaluations conducted at the Institute:

For the Internal Evaluation the students are communicated well in advance regarding the code of conduct of evaluations. The grievances arising for internal assessment at the institute are:

1. **Not appearing for the evaluations:** In case of the student haven't appeared for an evaluation due to reasons like, health issues, family issues or any other valid reasons the student can put up the request for re-evaluation.
2. **Non-eligibility for appearing an evaluation based on attendance of the student:** Institute adheres to attendance norms laid down by the university. Minimum of 75% attendance makes any

student eligible for appearing the examination. If student fails to meet the set criteria s/he would not be allowed for the examination. University norms also prescribe that the head of an institution can take a call for allowing student for examination on genuine grounds. Thus if the student falls short of attendance on genuine grounds can put up the request.

3. **Post evaluation grievance/s:** Post evaluations there can be some errors in the marks of a student or if student is not satisfied with the assessment s/he can opt for the revaluation.

In any situation of the grievance, modus operandi is:

- (a) student approach the respective course teacher,
- (b) course teacher communicate the grievance to evaluation committee,
- (c) teacher along with evaluation committee resolve it,
- (d) If, the grievance is chronic the matter is taken forward to the Director and resolved accordingly.

[B] Examination conducted by the University:

For the University Examination related grievance in terms of conduct of the examination, grievance is redressed according to the university norm and regulations. Thus, CEO, Senior Supervisors both Internal and External along with the Director of the Institute put up the matter to the university examination board. Whereas, for the students related grievances post university examination, they are addressed by the CEO and senior supervisor through proper communication and channel of resolution as laid down by the University. The major grievance of the students are:

1. **Revaluation of Marks obtained:** Post University results declarations if the student is not satisfied with the obtained marks s/he can put up the issue to the university. Student at the institute apply for revaluation on university website and get the scan copy of an answer book. Students go through the answer book along with the concerned faculty teaching the course and if there is the scope of betterment in marks, student applies for revaluation at the university.
2. **Any discrepancies in examination related documents:** Student can put up the matter to university through institute.

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

Response:

Continuous Internal Evaluations are scheduled adhering the academic calendar. Academic calendar prepared by the institute is circulated to the teachers for developing their respective study plans and accordingly identify the evaluation type as well as time. Internal Evaluation Committee takes the evaluation dates from the teachers for their respective course and plan evaluations month-wise. Due care is taken in preparation of the evaluation schedule and major considerations are proper coverage of syllabus, multiple subject evaluation etc.

From the semester point of view the evaluations are spread over the semester in such a way that the student

has holistic opportunity to understand and score in the course. For the core course 3 evaluations are scheduled in following manner; Mid-Term examination is scheduled after completion of 2 units out of 5 that normally gets covered within a month of semester start. Further the MCQ test is conducted before the university online MCQ examination is scheduled. And by the time 4 unit of 5 get covered. And lastly preliminary examination is conducted with full coverage of syllabus at the end of the semester before university examination. The elective course evaluations generally five in numbers are scheduled within the semester time frame as per the Academic Calendar.

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

2.6 Student Performance and Learning Outcomes

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

Response:

Course outcomes (COs) of all the courses are directly associated to the course objectives in specific and to the programme objectives in general. The Course Objectives and Programme Objectives are adopted from the University syllabus.

The Programme as well as Course Outcomes for each course offered are discussed by the teacher in a specific session called **“Peer Subject Orientation”**. The session is held in the beginning of the semester. Teacher assigned specific course discusses the course objectives, outcomes and contents with the other teachers and the Director for undersatnding the course outcome of each course so the best teaching pedagogy can be incorporated.

The programme objectives are communicated and explained to the students at beigning of the first year during orientation program of their MBA Degree as well as in the respective course class for the respective courses in the beigning of each semester. The objectives are also made available on the website and respective classrooms.

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

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are

evaluated by the institution**Response:**

Programme outcomes, Programme specific outcomes and course outcomes are adopted from the university syllabus. Recently, the institute has designed the framework for evaluating the attainment of outcomes. The framework of evaluating the attainment of outcomes at Institute is undertaken as follows:

Step 1: Setting the attainment levels (targets) for evaluating outcomes:

The institute has set 3 attainment levels based on the median marks obtained in the respective courses by the students of previous batch in the university and internal examinations as benchmark based on Institutes score.

Step 2: Direct Attainment of Outcomes:

1. **Mapping CO's with PO's & PSO's is done through Course – PO's & PSO's Matrix:** Here, all the courses that are offered in programme are mapped to the PO's & PSO's by concerned teacher and the collective Course – PO's & PSO's Matrix is finalized.
2. **Measuring the course outcomes:** After the university results are declared attainment of course outcomes are measured through the marks secured by a student.
3. **Mapping of course outcome attainment levels with PO's & PSO's:** The CO attainment level is mapped to respective PO & PSO as defined in Course – PO's & PSO's Matrix. Thus the average of CO's for a specific PO & PSO is considered to be attained or not as per the set target.

Step 3: Indirect Attainment of Outcomes:

At present the immediate stakeholder (i.e. student) is considered for indirect attainment of outcomes. The questionnaire for Indirect Measurement of Program Outcomes Attainment is floated to the students for seeking their response on the scale of 1-3 as per set target in step 1. Questions in the questionnaire have great resemblance with PO's & PSO's. Through the analysis the indirect attainment of POs and PSOs is measured.

Step 4: Culminating Attainment of Programme Outcome:

Direct and Indirect Attainment levels are aggregated in the proportion of (80:20 respectively) for considering the attainment of Programme Outcome.

Post measuring the attainment of programme outcomes if it is observed that any PO or PSO are not attained as per set target the course of plan would be prepared for attainment of the same.

Earlier the institute had subjective mode for attainment of Programme Outcomes. Course Outcomes were evaluated through result analysis as the part of student's performance. Course-wise results are considered for the specific course outcome. The level of attainment was gauged in the percentage term.

Programmes specific outcomes were associated with the skill development of the students. Thus for attainment of programme specific outcomes the institute conducts various Personality Development Programmes, Workshops, Sessions, Activities etc.

The programme outcomes attainment of the students is gauged on categorization of the students' performance in terms of Outstanding, Good, and Average & Poor Performers.

2.6.3 Average pass percentage of Students

Response: 92.73

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

Response: 51

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

Response: 55

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.51

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

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

Response: 0

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

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

3.2 Innovation Ecosystem

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

Response:

SSR Institute of Management & Research has joined hands with the Savitribai Phule Pune University and adhering to the norms we have created a **Start up & Innovation cell** at the Institute. The Cell has the responsibility of organising programmes pertaining to the awareness & promotion of Entrepreneurship

among students. The Institute keeps a record of speakers who have conducted the session with the student and a report is prepared after the programmes in order to keep intellectual records of the learning & benefit. In this series **workshop on entrepreneurship, session by social entrepreneur, support of sessions at MSME, conference & seminar** on related terms etc. have been organised.

Also as part of the Entrepreneurship Development programme, the Institute conducts a field work under the ambit of **Sem III Subject – Start up & New Venture Management (SNVM)** whereby students meet the Entrepreneurs in the Industrial society and interview them with the aim to learn the practices of the businesses and respective Challenges. The exercise is fruitful & adds to the efforts of making students think towards Entrepreneurship. The Institute has witnessed students adopting Entrepreneurship as career choice and excelling. The perspective of the Institute is to build a culture of entrepreneurship development among the students with the help of related activities. The Workshop on Entrepreneurship by the Makeintern.com in association of IIM Event was a very fruitful exercise & a certification opportunity for students along with the opportunity to visit **IIM campus for Business Plan Competition**. On regular basis the Entrepreneurship lecture sessions have helped the momentum. The local Entrepreneurs have been invited for the grooming sessions and the Q&A opportunity for the students has been inspirational & insightful. The **collaboration with ISTD, Silvassa Chapter** has given further impetus to student development. The Institute aims to continue with its effort of developing ecosystem for innovations and add value to the students' career.

The institute signed the **MoUs** with the Organisations to provide the platform to the students for their personality development and enhancement of academic and professional skills.

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

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

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years**Response:** 5

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 5

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

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 4.59

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	0	10	8	10

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The Institute has been promoting the sense of social instincts and moral development practices among the students. The highlighting efforts includes the efforts of the students by reaching to society by spreading messages pertaining to **Societal benefits like Girl Child protection, Women Empowerment, Environmental care, Social Empowerment through education etc.** These efforts are taken by students of 2nd Year under the ambit of their **Subject 401- Managing for Sustainability whereby they are divided into groups & reach to the ground level to execute the plan.** Also as part of the same subject a Farm visit is organised every year to sensitize students with their approach towards sustainability of the economy through Agricultural base. This exercise is aimed at enhancing the **social quotient by focusing on Agri-Business.** Also encapsulating the Environmental responsibilities, the Institute started a **Green teen Campaign** whereby the students have taken pledge of contributing to the society. In this context a sign campaign was organised. Collaboration with **Kartavya NGO** has facilitated the Institute to join social movements in terms of the **Polio eradication campaign** and other environmental issues.

The Institute as part of the holistic development field exercises are conducted that sensitizes students towards leadership. The students of MBA 1st year reach to the society and Interview the leading

personalities and share the learning in the Class as external activity for their **subject 210 – Life Skills**. The Interviews of people in public domain and public administration supports the momentum of student’s development. Also as part of the subject **303 – Start up& New Venture Management**, students reach out to the Entrepreneurs in Society and seek guidance while interviewing them on developmental thoughts. The learning is shared in the class to benefit students at large. The **voter sensitization programme** enabled the first time voters to get acquainted with the voting rights & voting practices. IMR students have participated at the Hindi Pakhwada which is an annual competition towards **Hindi Diwas celebration** in the month of August / September every year by the RajbhaashaVibhaag, DNH Secretariat. The students contribute their competitive efforts in Elocution& Essay writing on social issues. A conference on the theme **Corporate Governance** was organised in 2016-17 at the Institute to sensitize students to adopt ethical corporate citizenship.

Along with these specific efforts, students are also allowed to be part of the social movements and demands from the societal groups. These include participation in the **Environment day** celebrated by the Administration of UT of DNH on 5th June, Women’s Day celebration by the NGOs on 8th March, other societal development prone events & meets like Marathon etc. Students have been empowered to participate on Individual level in these program & meets.

File Description	Document
Link for Additional Information	View Document

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

Response: 2

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	1	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 10

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	3	4	1	1

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

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

Response: 62.36

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

2018-19	2017-18	2016-17	2015-16	2014-15
108	82	103	20	20

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

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**Response:** 29

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

2018-19	2017-18	2016-17	2015-16	2014-15
10	6	7	4	2

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

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**Response:** 18

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	3	3	2	2

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

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Physical Infrastructure

Classrooms

The Institute has four classrooms with ICT facility and two tutorial rooms for the students at first floor of the building. The classrooms are full AC with comfortable chairs for the students. The classroom has high speed internet connectivity with a lease line having bandwidth of 30 mbps. The PC, Projector, Projector screen, Notice board available in the classrooms.

Library

The library has an excellent infrastructure and is well stocked with collection of 5426 professional and Self help books including e-books, national and international journals. The library has also collection of encyclopedias, Dictionaries, handbooks, summer internship projects of students, PhD theses, Audio-visual collection etc. The library is automated with Library management software "LIBRARIAN" developed by CR2 technology. The IMR Library is a member of National digital library of India and DELNET consortia. The IMR library is also member of Shodhgangotri web portal. The library has its own website for sharing pin-point information with the users. The library has also e-library services with 5 PC equipped with internet facility.

Sports facility

The Institute has well equipped sport complex with basketball ground, cricket ground and volleyball ground. The institute has facilities for indoor games like table tennis, chess, Carrom etc. and has Open Air Gymnasium equipments for Staff and Students.

Technological Infrastructure

Computer Lab

The Computer lab is equipped with 60 personal computers configured Pentium® processor, 512 MB RAM, 80 GB Hard disk with Ubuntu operating system. The Institute ensures that the students: computer ratio prescribed by AICTE is maintained. The individual computers are provided to the teaching staff. The institute is providing latest configured LAPTOP to the New students every year.

Other equipments

The Institute has Printers, Scanners, System software, photocopier machine and Application software as per requirement. The institute has high speed internet connectivity with a lease line having bandwidth of 30

mbps. The institute has CCTV camera at the place of library, auditorium, computer lab and lobbies. The institute has fire safety equipments for the emergency and it is renewal by the authorize agency by time to time.

List of Classroom, Laboratory and other infrastructure:

Sr.No	Particular	No.	Carpet area (In sqm)	Location (Floor)
01	Director's Room	01	51.19	Ground
02	Admin Office	01	51.19	Ground
03	Conference room	01	114.82	Ground
04	Faculty room	02	114.82	Ground
05	Common room	02	165.92	Ground
06	Classroom	04	300.24	First
07	Tutorial Room	02	95.00	First
08	Computer Lab	01	154.57	First
09	Library and Reading room	01	114.82	Second
10	Auditorium	01	251.10	Second
11	Store room	01	27.72	Second
12	Maintenance room	01	27.72	First

The details of the computing facilities available in the institute as below :

Type of Facilities	Available
Number of Computers	65
Printers	03
Scanner	01
Photocopy Machine	01
Legal Application Software	03
Antivirus software	11

Other facilities are:

Sr.No	Facilities Available
01	E-Library
02	Drinking Water Supply
03	Parking Facilities
04	Notice Boards
05	First Aid Facility
06	Reprographic Service

07

PA System

File Description	Document
Link for Additional Information	View Document

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

Response:

Facilities for Sports and Games

The Institute recognizes the fact that good health is a vital constituent of a student's personality. Sports activities are important for discipline, team building, confidence, good health and concentration in student's life. The Institute works on overall development of students and hence emphasizes on sports activities along with academic development of students. The Institute has its own cricket ground spread in 11,783 sq. meter of land in campus. A well maintained ground is available for various sports and cultural activities throughout the year. During the mega Sports Event "Annual Sport Meet", the ground observes multiple sports activities being organized simultaneously. The Institute has facilities for volleyball, football, cricket and other outdoor sports. In-house facility for indoor sports activities like carrom, chess and table tennis are available for students as well as for Staff. The institute has its own sports committee of staff & students and Physical Director of the campus. The information about various sports tournaments at other colleges and Universities are communicated to students by displaying the same on the notice boards and through effective use of social media.

Facilities for Indoor Sports

Sr.No	Name of Sports Facility	Availability
01	Table tennis	Two table in institute and two table in sports complex.
02	Chess	Yes
03	Carrom	Yes

Facilities for Outdoor Sports

Sr.No	Name of Sports Facility	Carpet Area
01	Volleyball Court	2668.81 sq. mtrs
02	Gymnasium (Green Gym)	
03	Cricket Ground	11783 sq. mtrs
04	Basketball Court	1027.59 sq. mtrs

Facilities for Cultural Activities

The Institute is committed for holistic development of students. To achieve this, a large number of diverse cultural activities are organized by the Institute on regular basis. Cultural activities are important for developing creativity, confidence, compassion, coordination and teamwork among the students. A well maintained auditorium is available for conducting cultural activities. The Institute has designated a Cultural Activity In-charge to coordinate all cultural activities. The information about various competitions at other colleges and Universities are communicated to students by displaying on the notice board and through effective use of social media. Students are encouraged to take part in various competitions such as debate, elocution, paper presentations, solo and group dance, singing, skits, quiz, personality contests, etc. Faculty members guide students and prepare them for such competitions. Students consistently win in such competitions and bring prizes to the institution. The mega cultural events "VISION" and "Navratri Celebration" opportunity motivates the student to showcase their talent.

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

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

4.2 Library as a Learning Resource

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

Response:

A library is a heart of any institute and plays a very important role for information collection, storage and dissemination to the users. The Library at the institute has a wide collection of 5418 Professional and Self-help Books, Print national and international journals and e-resources, encyclopedias, Dictionaries, handbooks, summer internship projects of students, Ph.D thesis, Audio-visual collection etc. The library is automated with Library management software "LIBRARIAN" developed by CR2 technology. The library provides different type regular services and best practices to their users. The library subscribed DELNET e-consortium for users. The Library is member of National Digital Library of India. The Library is providing orientation program for the new MBA students.

Name of the ILMS Software: LIBRARIAN

Nature of Automation: Automated

Version:5.4

Year of Automation: 2009

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

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

Response:

The institute has a significant collection of rare books to enrich its library. The collection comprises of books from various fields of Management of different Specialization and categories. Books of varied areas of Management such as Financial Management, Logistics Management, Practical Management Training,

Human Resource Management, International Business Management, with reputed publishers worldwide like Tata McGraw Hill, Pearson Education, Oxford Publication, Prentice Hall Inc., DK Publications, SAGE Publications to name a few are available. Handbooks of various fields and encyclopedias of science and Management are also a part of this collection. Library also has books for preparation of various competitive examinations like UPSC, NET/SLET, IELTS and TOFEL. The books are also available for quantitative aptitude, verbal and non-verbal reasoning. The library has rich collection of general books like motivational, inspirational, biography, fiction & non-fiction books.

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

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

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

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

Response: 1.25

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

2018-19	2017-18	2016-17	2015-16	2014-15
0.67	1.88	1.76	0.55	1.38

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

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

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 17.21

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

Response: 21

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Management education cannot be effectively imparted without a strong Information Technology support. The teaching-learning environment is changing rapidly and getting technology oriented. Moreover, management education, being very dynamic in nature, has everyday updates and advancements in knowledge which are all made available to the students through extensive use of IT facilities. The Institute is committed to provide state of the art IT facilities to its students and faculty members. Well-equipped computer laboratory, classrooms equipped with ICT tools and Wi-Fi facilities, a well maintained Language Lab are examples of the IT facilities provided by the Institute. However, rapidly changing technology platforms pose a challenge to the effectiveness of these facilities. The Institute houses adequate numbers

of computers in computer lab, Library, Staff rooms and Conference room and class rooms. All these places are connected through LAN and aids in Teaching and Learning Environment. The Institute is providing the latest configured laptops as a gift from Trust's Chairman to the first year students every year for getting advance knowledge. The Institute has partnered with Reliance Jio for wifi facility and utilization of the same can be assessed through a well-structured system of registering through individual Mobile OTP. The online examination are conducted as per schedule released by SPPU. To reduce and eliminate the threat of viruses infecting the computer systems, the PCs in Computer Lab and Library are installed with Ubuntu software which denies the entry of viruses through .exe file. The students uses the wifi facility of the Institute for the Academic and support functions for e.g. filling Google form for Feedback conducted twice in a semester. Each classroom has LCD Projector facility along with Audio Speakers. The Teachers, Guest Speakers and Students Presentations are conducted effectively with such support. The virtual lectures are also conducted with such facilities. Institute has 3 printers with 2 scanners. Institute has internet connection with Internet Bandwidth of 30 MBPS lease line connection provided by IshanNetsol Private Limited, Surat. The Computer lab has a backup of 10 KVA and the same can withstand the load of whole computer lab which ensures the online examination and competitive examinations are conducted seamlessly. Institute has legal software Windows, MS Office, Tally, LIBRARIAN and antivirus software updated on regular basis. All the computers are with the Institute since its inception in 2008 and year on year technical services are done for any glitches and up gradations. The IT facilities mentioned in the additional information along with the year of purchase are available at the institute in the functional status and maintained & upgraded from time to time.

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

4.3.2 Student - Computer ratio

Response: 1.78

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 20-35 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 18.45

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)

2018-19	2017-18	2016-17	2015-16	2014-15
10.06	8.92	9.82	12.09	5.78

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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

Response:

The Institute has appropriate facilities suitable to achieve academic excellence. Well maintained infrastructure along with academic and support facilities is the strength of the institute. Proper maintenance of the facilities ensure fulfillment of the organizational objectives in more effective manner. The Trust has established systems for maintenance and upkeep of the Campus facilities.

The SSR Memorial Trust Maintenance team primarily looks into the preservation of Physical Facilities, Academic Facilities and Supporting Facilities.

The institutional upkeep follows the following process of communication and implementation. The respective floor in-charge at the institute monitors the conditions of the equipment and other amenities required for effective operations of the Institute. The review and count of all the components are done on a periodic basis and the issues with any of the facilities are communicated to LDC of the Institute. The LDC inspects and analyses the root cause and communicates to the Director with a possible solution alternative. Amongst the repertoire of alternatives, the Director approves the issue report in respective register and forward the same to the maintenance team of the Trust. The Maintenance team visits the premises and attempt the repair work. The solution can be in two forms. One, the Maintenance team, if equipped with enough resources and skills for a particular problem, solves the same and submit the report to the Director. This work is carried under the supervision of LDC. Second, in case the systems maintenance requires an involvement of an external party like in case of Furniture, Plumbing works and RO Water machine, with whom the Institute have an AMC contracts, The Maintenance team of the Trust communicates the respective party and work is done as soon as possible with supervisor being Management Representative and Institute's LDC. Here too, the report of the work completion is submitted to the Director as per the procedure. A separate proposal is submitted in case of the major repair or maintenance work required at the institute to the management for approval.

Physical Facilities:

The Institute has adequate Physical Infrastructure for effective achievement of the Trust's Goals and satisfy statutory bodies. Housekeeping of these facilities are done on a religious basis by the concerned staff. The class rooms, corridors, rest rooms, staff rooms, administrative offices, stairs, library, computer lab, conference room and auditorium are cleaned and shined on a daily basis by the sweepers. The utilization of these facilities is under the supervision of Faculty Members and the Director. The cleaning of pedestrian friendly roads, maintaining the Gardens of the lush green campus and any other requirements of upkeep of sports facilities is done by the Gardeners which are employed for full time by the Institute.

Academic Facilities:

The classroom houses the majority of the time of the academic delivery along with the tutorial rooms, library and conference room. These facilities are utilized by the faculty and students as per their need. Access to computer lab is done under the supervision of a faculty member and the Director have to be kept informed regarding the same. The classrooms are equipped with the Computer System and an LCD Projector with internet facility and speakers. Adequate number of computers are available in the computer Lab for practical training and online examinations and feedback. Each Student is provided with a latest configured new laptop whenever they commence the Program and thus the same aids in effective academic results achievement. The maintenance of these laptops are done on requirement basis by the vendor.

Support Facilities:

The Trust has a separate hostel for Boys and Girls in the vicinity of the campus. The student can avail the services of it post the application and approval of Management. Any visiting guest faculty or officials on examinations duty have opportunity to avail the hostel facilities on the recommendation by Head of the institute and approval of management. The process of upkeep and maintenance of the Hostels is in line with the Campus Policy mentioned above.

Three Buses provides the services of free commutation from the campus to Silvassa for staff and students. The trained drivers and the cleaners take care of the vehicle and maintenance requirements are sufficed

through a proper channel.

Bio Metric Attendance Systems for the regular attendance of staff and students help in tracking the punctuality and attendance requirements. Also, intercom connections are setup for transfer of communication within the institute and CCTV cameras are installed for 24 x 7 surveillance of the Building and movements. Any issues in these machines or systems are properly channelized for resolve by the service provider.

The campus outsources its physical security through the external authorized security firm i.e. CPF Security services with check points at the main entrance of the Campus along with a security personnel placed at the entrance of each Institute. A Visitor's Pass system is effective for a new comer with ID card to be put on until the visit is over and sign to be taken from the concerned person whom the visitor have met. The employees too have to showcase a gate pass at the security within then working hours if they exit from the campus. The documents at the security are frequently reviewed by the respective authority.

Overall, the Management believes in providing proper safety and security services to all the stakeholders of the Campus. Hence the utilization and maintenance of its facility and each part of the campus is taken baby care.

File Description	Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 6.56

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

2018-19	2017-18	2016-17	2015-16	2014-15
7	10	18	0	0

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 91.54

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

2018-19	2017-18	2016-17	2015-16	2014-15
116	60	105	101	91

File Description

Document

Any additional information

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3.Soft skill development
- 4.Remedial coaching
- 5.Language lab
- 6.Bridge courses
- 7.Yoga and meditation
- 8.Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

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

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

Response: 67.71

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

2018-19	2017-18	2016-17	2015-16	2014-15
115	83	63	54	42

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

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

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

Details of the students benefited by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

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

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 41.91

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

2018-19	2017-18	2016-17	2015-16	2014-15
18	27	32	15	5

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

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

Response: 1.96

5.2.2.1 Number of outgoing students progressing to higher education

Response: 1

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 40

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	1	0

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	1	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

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

Response:

Institute has an active Students Council which promotes and coordinates various activities related to welfare of the students. As per the provisions of section 40(2) (b) Maharashtra Universities Act 1994, the college has constitutes a student council every year whose composition structure is as per norms.

The General Secretary of the Students' Council is elected by above members and s/he has to be the Class Representative of Current Year and shall act as a strong linkage between the Institute's Management and Students.

Functions and Duties:

- To assist the students in their learning process.
- To inculcate sense of moral values, humanities and nationalism among students.

- To promote and maintain discipline among the students on the campus.
- To organize various activities for promoting cultural, social and personality development of the students.
- To assist proactively in resolving the difficulties and grievances of the students within its jurisdiction.
- To promote participation of students in different events of sports, culture and other outreach programmes.
- To assist in the process of framing and implementation of different types of feedback mechanisms.
- To perform other functions and duties as may be assigned to it by Director.

SSR Institute of Management and Research has following Committee and their roles and responsibilities are:

ANTI-RAGGING COMMITTEE

- To orient the students about the anti-ragging rules and regulations.
- To report to the concerned authority in case of any complaint.

CULTURAL COMMITTEE

- To organize the entire cultural event under the guidance of cultural coordinator namely Fresher, Farewell, Teachers day, Inception day, Patriotic day and other related events.
- To prepare agenda for the activities.
- To coordinate & organize all the activities regarding “TATTVA” in-house cultural program.
- To prepare the report at the end of each activity and semester.

DISCIPLINE COMMITTEE

- To ensure discipline in the various events and activities.
- To manage all events in peaceful manner by abiding rules and regulation of the institute.

LIBRARY COMMITTEE

- To review the existing learning resource available and recommend the plan for enrichment and best utilization of resources.
- To provide feedback/suggestions about library services, collection and user satisfaction.
- To help in indexing services.

SEXUAL HARASSMENT PREVENTION CELL

- To conduct the sessions for the prevention of sexual harassment in the campus.
- To report to the concerned authority in case of any complaint.

SPORTS COMMITTEE

- To organize “SpoTal” (IMR interclass sports competition) and annual sports meet.
- To get the name of all the participants, short listing and preparing fixtures.
- To compile score and final result.

TECHNICAL COMMITTEE

- To check the technical equipment and provide technical help for all events

TRAINING & PLACEMENT COMMITTEE

- To maintain the records and feedback of all training sessions, placement offers.
- To prepare the placement brochure by collecting all the data of students.
- To communicate the placement updates among the students as well as coordinate with the faculties.
- To maintain update of placement brochure distribution.

ZEST COMMITTEE

- To plan the entire ZEST@IMR.
- To prepare poster and distribution of posters to nearby colleges.
- To manage score sheet and hospitality of Judges.
- To collect and analyze feedback of participants.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year**Response:** 7.4

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	8	7	7	7

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

5.4 Alumni Engagement**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the**

development of the institution through financial and non financial means during the last five years**Response:**

Good alumni relationships bring many benefits to both the institution and the alumni indeed the institute has strong and encouraging Alumni base. The institute is extremely proud of its alumni and their growth. Alumni are in constant touch with institute and provide support in numerous occasions. The massive objective of alumni is knowledge sharing so students of the institute can bridge the gap between industry and institute. Guidance and support has been provided in term of summer internship projects, guest lectures, part time projects, counseling and final placement. Alumni are helping MBA first year students in selection of their specializations by conducting specialization orientation session. Before the final placement mock interview was organized by alumni to provide valuable feedback to students.

The members of alumni association meet once in a semester. They discuss need and requirement of students as well as challenges and opportunities in present era. At various occasion alumni has provided unconditional support to institute. Alumni are great role models for current students and are often well placed to offer practical support to students as they start their careers. It is the illustrious and successful alumni that inspire the student community of this institute.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)**? 5 Lakhs****4 Lakhs - 5 Lakhs****3 Lakhs - 4 Lakhs****1 Lakh - 3 Lakhs****Response: <1 Lakh**

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response: 1****5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

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

NAAC

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:

SSR Institute of Management & Research has ensured that development of its **Students and Intellectual capital is core** to its operations & functioning. The Institute constantly involves itself into **creating value based teaching – learning & research oriented environment** to enable the students learn & grow. This massively gets achieved through the collaboration with **Industries** & other stake holders from the societies including NGOs.

The vision of the Institution talks about emerging as an Institution of Choice with sense of commitment to the World of Education. The same gets reflective in the innovative practices in terms of events & programmes at the Institute inclined towards academic growth. *The Mission of Institution states to Impart Education of Global standards by inculcating creative ability and innovation in the students in order to achieve academic excellence while maintaining ethical management practices.* The same gets reflected in the student run activities & events at the Institute and also in the Institute's plan for developmental programmes on regular intervals for the Students.

Governance of the Institution is largely attained through the structured & transparent committees formed for respective functioning. The Academic Committee, Examination & evaluation committee, Cultural Committee, Sports Committee, Events Committee (ZEST) etc. The Institution's Administrative Committee ensures the compliance to the statutory bodies like AICTE, DTE, and University etc.

The **College Development Committee (CDC)** is entrusted with the responsibility of strategizing & executing the plan for the academic progress at the Institute. The Committee comprises of the Management representative, Institute Director and Staff. Developmental projects like organising Conferences, Orientation programmes, University announcements & discussions, Institute's progress plans, Training & development initiatives, Internship & Placements etc. are the massive point of consideration for the CDC.

The **IQAC** was constituted to strengthen the overall functioning to the Institution. Under the guidance & support of the cell, various activities and sessions are organised. The major events at the Institute comprises of the Youth fest "ZEST@IMR", Conferences & workshops, Subject Specific & general guest sessions, Personality development programmes etc.

The **Institution ensures the academic development** of the students through the examination mechanism guided by the affiliating University on regular intervals. The concurrent evaluation specified by the University is observed and the Examination & Evaluation committee adheres to the same. The academic calendar developed at the start of the semesters guides the progress.

The **Research Inclination** is evident by the progress in the form of Research paper publications, attending conferences, Seminars & workshops, Presenting Research papers, participating in the Maharashtra State run research competition "**Avishkar**" etc. The students are promoted to display their innovative practices in the form of poster on the Institute Boards and respective poster competitions are also organised.

The **Intellectual Capital** at the Institute comprises of Qualified & experienced Teachers. They are promoted & guided to present papers & attend Conferences, Seminars, FDPs & Workshops. Also the faculties have experienced publication in the UGC registered Journals. The Faculties have undertaken responsibilities of **Chairman & Members for Paper Setting, Examiners, and Moderators for Paperchecking** at University level.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The Institute practices delegating authority and providing autonomy to all faculty and students to work towards decentralized and participative management. Director first carves strategy in consultation with all faculties. Further faculties are assigned a committee where in they conduct various program through student subcommittees. Complete autonomy is provided to all faculties to plan and implement assigned task. At present committees which are working at the institute are Administrative, Academic Committee, Training & Placement Committee, Internal & External evaluation Committee, Library Committee, Cultural Committee, Zest Committee and Sports committee. Students are empowered to play an active role as a coordinator in above mention committees. The institute promotes a culture of participative management by involving the staff and students in various activities. Both students and faculties allowed expressing themselves of any suggestions to improve the excellence in any aspect of the Institute.

Case study showing decentralization and participative management in the institution

Training & Placement Committee has an important role to play in student's future and essential pillar of the Institute. This committee constantly strives to help students in pursuing their career goals by acquiring skills and ultimately to attain desired employment. This is accomplished through building a strong partnership amongst students, alumni, faculty members and industries. The institute follows decentralized training and placement activity which gives each batch equal opportunity to grow for sustained excellence in career through training & placement activities. The regular interaction of the students with industries is organized through lectures, case studies, competitions, workshops and mock-interviews etc. for expanding their knowledge.

This committee is responsible for making monthly training schedule and communicating the same to all faculties. An attendance sheet is maintained after each and every training session. Post training session feedback form is circulated by student committee members and analysis is done and communicated to respective trainers. Similarly in beginning of second year name of placement committee has announced by nomination process. This committee is responsible for all training and placement related work.

Strategic Level- Director and Faculty training & Placement committee carve the policy and rule for placement like Theme of Placement brochure, arrangement of Mock Interview, Campus recruitment.

Functional Level- Student committee collects information of student for placement brochure. Post which

photo session and compilation of data has done. Student circulates notification about upcoming vacancy to students and getting the name of interested candidate. Training Feedback has analyzed by students and documents are maintained.

This gives everyone equal opportunity to participate in decision making process and complete their job with full autonomy.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

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

Response:

SSR Institute of Management & Research, strives to achieve its goals by promoting the educational practice and conduct the academic affairs in such a manner that leads to meet the values endorsed through the vision & mission of the Institute. The Teaching – learning process focuses on empowering the students to reach greater heights of educational excellence. On time completion of academic syllabus, engaging students in academic extracurricular, upgrading the library resources on regular intervals etc. supports the momentum of the teaching – learning process. As part of the Community development exercise, the students of the institute have participated in the Polio Eradication Campaign, Societal Development Programmes, Environment Protection Rally, Swatch Bharat Abhiyaan etc. for this the Institute has MoU with NGO- Kartavya. The students of the institute under their respective semester subject undergo a social work campaign whereby they visit on field and complete their respective task inclined towards social & community development. These visits are strategically planned in order to reap maximum benefits. To ensure that such inclination of the students in terms of learning process & social instincts is witnessed year on year it was undertaken as a target to promote the interest of Students & Faculties both towards Research activities on a perennial basis.

As part of the Strategic plan and its deployment the Institute shares its experience in the field of **Research & Development (R&D)**. Unlike the science stream where experimentations are feasible, in this social science atmosphere, the Institute ensures literary work gets nurtured for both Students & Faculties. The following efforts year on year have been taken to promote the R&D at the Institute:

- **Academic Research Coordinator (ARC)** along with the IQAC Coordinator under the guidance of the Director of the Institute supervises the Research related activities at the Institute.
- **Intellectual Capital at the Institute and the students**, both are promoted to publish papers, attend conferences / workshops and present papers. The students are encouraged to publish their research work with the faculties which enables the students to seek mentoring & facilitates the Teachers with grooming opportunity.
- The Institute encourages its students to participate at the **Avishkar**, the Maharashtra state run research competition at Zonal Level since 2017-18 and reached upto the University Level.
- The Institution has **tie up / MoU with Make Intern.com** where by the students attend workshops

and selected Merit students **visit IIM campus** to participate in **Business Plan competition**. Till date Students of IMR have visited **IIM Calcutta, IIM Kozhikode and IIM Indore**.

- The **Intellectual Capital** at the Institute is constantly promoted to develop their skills year on year. As part of the **strategic development of the faculties** the Faculty Development programmes (FDPs) are organised at the Institute. Also Faculties are encouraged to attend the FDPs, Orientation / Workshops outside the Institute premises and enrich themselves with latest trends. The Faculties are extended **Letter of appreciations** upon receiving awards at respective competitions.

While Research & Development is one strong area of strategic deployment, the Institute aims at imbibing the sense of strategic deployment of all its plans for academic function & delivery.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document

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

Response:

SSR Institute of Management & Research believes in participative working style where each member of the Trust and Institute has a productive role to play. Every one works under the Banner of SSR Memorial Trust headed by Chairman followed by Vice-Chairman, Managing Trustee and Public Relation Officer. These individuals have the role of setting vision and supervise the activities of Institute periodically regarding the path of Goals Achievement. They also provide impetus to the Growth of the Institute and aids in overcoming administrative hurdles and challenges. The Governing Body and College Development Committee is operational as per the norms of statutory bodies like AICTE and Affiliating University(Savitribai Phule Pune University, Pune). These committees comprises of the members from Management and Institute and looks after the overall annual planning and control systems. The Director of the Institute is the linkage between the Institute and Management and has the major responsibility to ensure the organizational objectives are achieved in principle and provide leadership support as the head of the Institute. All the Institutional works vis-à-vis committees are to fall under the hierarchy of Director. The roles and responsibility of different functional committees is well understood and implemented by the concerned on whom the duty has been bestowed. The Administration is taken care by the Accountant and LDC to whom the operational staff directly reports. The Academic function encompasses the review of the core function of teaching and mentoring. Training and Placement committee takes care of the Personality development programs schedule and liaison with Industries for recruitment requirements. The Exam & Evaluation Team ensures conduct of internal and external examination in smooth and transparent manner. Committee also analyses the results. The Extra curricular committee has two separate sections i.e. cultural committee and sports committee which takes care of the Institute level, Campus level and Inter collegiate level functions & competitions. The other auxiliary bodies consist of IQAC, Alumni Association, Anti Ragging, Library, Sexual Harassment Prevention Cell and Grievance Redressal Cell. All these committees

and cells are functional and work in tandem with all the other sections of the Institute. These all committees are represented by staff and students of the Institute and Management Representatives and external parties wherever applicable and appointed/nominated as per the norms. The Institute adopts effective organizational configuration with clear authority and responsibility specified for each role and works on the code of participative decision making, shared duties and inclusive growth. This system gels well with the objectives and values of the Institute.

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

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: D. Any 2 of the above

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

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

Response:

The Institute has firm belief on Institutionalising function based on decentralised approach. In this context various committees are constituted to effectively run the operations on day today basis. The **IQAC**

constituted at the Institute enables the deliverables on every front of the Institute. The academic progress, extracurricular proceedings, Grooming sessions etc. all travels the route of IQAC plan. The structured process of formalising a committee and then entrusting the key responsibilities enables the Institute to derive results. The students are also made part of certain committees which enables them to learn leadership qualities, event management skills & overall soft skills as part of the personality development.

The various committees constituted at the Institute comprises of:

- Alumni Association
- Anti-Ragging Committee
- Cultural Committee
- Discipline Committee
- Evaluation Committee
- Grievance Redressal Cell
- Internal Quality Assurance Cell
- Library Committee
- Right To Information Cell
- Sexual Harassment Prevention Cell
- Sports Committee
- Students Council
- Technical Committee
- Training & Placement Committee
- Zest Committee

All these Committees are entrusted with respective responsibilities in their cadre. In addition to these the Institutional practice has the scope of the appointment of any in-charge faculties for any event that gets organised during the year apart from those whose responsibility is already assigned.

As part of the Organisational sharing on an activity based on strategic effectiveness, we here in present the successful implementation of **Best Manager Contest** for the students.

The **Best Manager Contest** is massively conducted with following objectives:

- It is intended to inculcate the sense of competitive spirit among the students.
- The Management curriculum demands, nurturing of the talent to enable them to become a better corporate citizen & entrepreneur. Hence such competitions can enable to fulfil the need of the Industry.

Process:

- The Academic Coordinator under the guidance of the Director constitutes a plan for the activity.
- The Best Manager Contest is a yearlong activity conducted for the MBA 2nd Year Students.
- As part of plan, the students are addressed & notified about the contest.
- Self-nomination is sought from the students for participation in the contest.
- The Coordinator prepares the list of the nominated participants.
- Once the list of participating students is ready, the contest activity is announced one by one as & when the same is planned throughout the year.
- A series of competitive rounds are conducted and step by step eliminations are also done in order to

enhance the competitive spirit among the participants.

- The Final round is conducted in the presence of industry representatives in which they present their journey till the date and answer the questions asked by the experts in front of the Staff & Students of the institute and based on the respective scores – **The Best Manager of the Batch** is declared.
- The Award is presented by the Guest / Director IMR during the Farewell function of the Batch.

Best Manager Contest was initiated in the year 2017-18 and has a successful Two Years record. The Contest has the potential to encourage competitive spirit, inspire potential talent and inculcate a sense of recognition.

File Description	Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Employee welfare comprises of facilities and benefits that are provided by management for the advantage or comfort of an employee. The Institute provides various welfare facilities to its employees. The objective of employee welfare is motivation and appreciation of performance of employees.

The list of welfare measures for teaching and non teaching staff are as follows-

Pure Drinking Water-

R.O plants are installed at both the coolers available in the college for providing pure and safe drinking water to the staff and students. Maintenance of RO has done by management at regular interval.

Well maintained staff room-

Institute has well maintained separate Ladies and Gents staff room.

The institute provides personal computers in the staff room for lecture preparation and assigned work.

Provision for Tea-

Tea is provided to the teaching and nonteaching faculty in short recess twice a day.

Duty Leave for attending Seminars, Conferences and Workshops-

For encouraging the faculty towards research and development, the management permits the employees to attend national and international conferences, seminar, and workshops by sanctioning them duty leave.

Special Leave-

To regulate the condition of newly parents, Maternity and Paternity leave is granted to female and male staff respectively. Both the leave is provided in accordance to law.

Uniform to Peon and sweeper-

Peons and sweepers are getting the benefit of free uniform by management.

Medical

Facilities-

First aid box is readily available in institute during working hour for teaching, non teaching and all students in case of any contingency, in case of any medical emergency the staff can avail the services of Shree Vinoba Bhawe Civil Hospital, Silvassa.

Parking Facility-

Spacious and Safe Parking facility is available in the campus for all.

Employee Provident Fund -

All Non-Teaching Staff are covered under Provident fund act. The benefit is as per the prevision of said law.

Faculty Development Program-

The institute believes the continuous improvement in the teaching process and up-gradation of faculty knowledge. To enhance the teaching faculties' skill, Faculty development programs are organized by in-house senior faculties as well as external experts.

Staff Development Program-

Institute also believes in developing the skills of clerical and support staff. In line with this, hand writing improvement initiative, basic English classes were conducted by the institute. Training sessions are arranged on a periodic interval to improve their skills.

Transport Facility-

Free bus facility is provided for teaching staff.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

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

Response: 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

2018-19	2017-18	2016-17	2015-16	2014-15
6	2	1	1	0

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

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

Response: 25

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	2	3	0

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

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

Response:

SSR Institute of Management & Research works for the development of students as well as for staff. Annual Performance Appraisal is carried out to review employee's job performance and overall contribution to the institute. Different performance dimensions are considered for teaching, non teaching and support staff based on their job description. Self and superior rating method is used at the institute wherein performance appraisal form is filled by staff themselves and their respective unit heads. After self rating, unit head rating has been recorded and final rating has assign to each staff. The massive objective behind performance appraisal is performance enhancement and professional growth.

Performance Appraisal of Teaching Staff -

The key aspects of performance appraisal for teaching staff is

- Academic Records
- Research Activities and FDP
- Research Contribution as Guide
- Contribution in Co-Curriculum & Extra Curriculum activities
- Innovation & Creativity.

On above mention criteria teachers fill their self appraisal form post which one to one interaction with director is scheduled. Majorly Director appreciates the effort and contribution of staff and guide to make improvement in highlighted areas.

Performance Appraisal of Non- Teaching Staff-

Criteria for performance appraisal for non teaching staff are as follows-

- Professional Competency
- Performance
- Personal Characteristics.

For non teaching appraisal self rating and unit head rating has been considered. This process helps non teaching to understand expectation of unit head and improvise their performance in coming year.

Performance Appraisal of Support Staff-

Performance appraisal of support staff is based on –

- Attendance
- Job knowledge and skills
- Discipline
- General conduct
- Team work
- Quality of work
- Pro activeness

Thus, Performance appraisal system not only reviews the performance the staff but also motivate them for better performance.

Process of Performance Appraisal at the institute-

1. Define Performance Expectations
2. Measure Actual Performance - Self & Unit Head Rating
3. Final Rating
4. Discuss the Appriaisal with the Employees
5. Corrective Action

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The Institute submits the yearly budget to the management regarding the expenses for the year. The budget is prepared taking into consideration the operational requirement, future plans and the estimated receipts in the form of fees collected from the students.

As per the Management's policy a fixed amount of funds are sanctioned to meet the certain recurring expenses of the month. At the end of the month, the accounts along with the bills and vouchers are submitted to the Management. The following month's funds are sanctioned only after scrutinizing and verifying all documents submitted with the account details of previous month. A separate file is maintained for monthly expenses. Any additional funds if required, a separate proposal is submitted to the Management for approval.

The institute makes cash payments only as per the policy from the monthly sanctioned amount. All other payments are made through cheque.

Proper documentation is maintained for payments and receipts at the institution. The Institute uses Tally ERP software for maintaining the records. The office takes care that the details of the transactions are updated timely and the same is verified by the Trust's authorized Chartered Accountant Firm twice in the Year.

The institution has a system of yearly auditing of its books of accounts through external auditor. The Trust has appointed a CA firm that conducts yearly audit and also provides expert guidance at all stages.

File Description	Document
Any additional information	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

Response:

The institute has adopted an appropriate system towards the effective and efficient utilisation of the financial resources. The annual budget is prepared wherein the expected income and probable expenditure of the year is mentioned. The institute's direct income is fee collected from the student. Equipment Grants have also been provided by Savitribai Phule Pune University for ICT facilities upgradation in the year 2018-19.

A major part of the Institute's income is directed towards the payment of salary to the staff. The institute identifies the resources required for the effective functioning of the course. The MBA students requires themselves to be equipped with the IT skills and hence a policy was designed under the **Learning Management Scholarship**, according to this policy the Institute provides free laptops to the students of the first year in the beginning of 1st Semester. Adequate amount of funds are allocated for effective teaching-learning practices as well as student developmental and welfare activities that include Orientation Programmes, PDP programmes, Guest Lectures, Industrial Visits, Fresher's, Farewell, Inception Day Celebration, Zest, Patriotic Day celebration, SpoTal, etc., to ensure overall development of the students. The students are promoted to execute their academic initiatives through poster presentations. Financial support is extended to the students for poster projects. The Institute supports the students for Summer

Internship Program and provides a kit consisting of required resources.

Library is one such area that requires constant enhancement. Hence, appropriate funds are allocated for the purchase of books, newspapers, renewal of journals and magazines. Adequate amount of funds are allocated to meet the operational petty expenses. Further, the funds are utilised for the regular maintenance and development of infrastructure facilities at the Institute. The required funds are allocated in the budget to support the student and faculty participation in the research and developmental activities outside the campus.

If any additional physical or financial requirement occurs, the institute puts forward the request/ proposal to the management for the procurement of the same. After the proper analysis regarding the vendor selection on the basis of quality, price, terms & conditions and quotation received from minimum 3 suppliers, the purchase is initiated. Further the Purchase Order is raised and the payment is done only after fulfilment of the order with satisfactory norms.

The institute also tries to identify the availability of resources with the other colleges within the campus. If the resources are available and can be shared, appropriate arrangements are made. Thus, this leads to effective resources utilization. Eg. Library facilities, Auditorium, PA System, etc..

6.5 Internal Quality Assurance System

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

Response:

The IQAC cell was established on 4th January, 2019 with the objective of strengthening the Quality system that the Institute has been religiously following since its inception and to promote measures for quality enhancement. Living with the objective in soul, IQAC has contributed significantly portrayed through the following two activities:

1. Subject Specific Sessions:

IQAC promoted Subject Specific Sessions encompassing all those guest sessions and visits which are aimed at enriching the curriculum topics and investing efforts in bridging the gap between theory and practical aspects. The same has been successfully carried out between the period of Jan 19 to Mar 19.

Sr. No.	Date of the Session	Name of the Guest	About the Guest Speaker	Subject	Portion Covered
1	1/17/2019	Mr. Dhanyawad Singh	HR Executive - Tuff Ropes Pvt. Ltd.	HR – IR	PF Act - EPFO portal demo
2	1/22/2019	HR Students visit to Blue Star Ltd.		HR Subjects	Site Visit, HR Policies & strategies discussion at the premises.
3	1/23/2019	Mr. Chirag Sharma	BOB, Branch	Finance	Banking Operations at BOB

			Manager, Silvassa		
4	2/6/2019	Marketing Students visit at S Mart, Retail Store		Retail Marketing	Store Layout, Design and other essentials of a Store
5	2/20/2019	Mr. Subodha Sarangi	Manager – HR	SHRM	Talent Management (Unit - II) HR Strategies leading to Organisational Effectiveness (Unit - III)
6	2/20/2019 & 3/6/2019	Labour Court Visit		HR	Live Hearing on Industry Issues
7	2/27/2019	Farm Visit, Silvassa		Common Paper – MFS	Visit of Farm, gaining Insight on the Business Proposition, Understanding sustainable factors
8	3/5/2019	NiSM Visit, Navi Mumbai		Finance	Session Securities Market & Simulation exercise
9	3/15/2019	Mr. Jitendra Agrawal	Manager Marketing, Owens Corning	-Marketing	Sales Planning & Control Significance & Role of Marketing Channel
10	4/13/2019	Mr. Abhishek Rane	Asst. Manager HR, REHAU Polymers Pvt. Ltd., Vadodara	HR	Domestic Inquiry

1. Remembering Gandhi; Celebrating 150 Years of Mahatma

The institute adheres to the IQAC Initiatives at the Institute and acknowledging the nationwide celebration of 150 Years of Celebrating the Mahatma had organised a set of events under the theme “Remembering Gandhi”. The aim of the event was to provide a platform to the students to express their thoughts on the Father of the Nation- Mahatma Gandhi. Students across the SSR Campus participated in the Essay Competition and Elocution Competition as part of the Remembering Gandhi Event. On 13th March 2019 the Prize distribution ceremony was conducted. The ceremony was graced by the presence of the Guest of Honour Prof. Mohandas Hegde, Director CREST – Bengaluru, Dr. Praveena Muley, Director SSR IMR, Silvassa and Dr. Sarika Patel, I/c Principal, SSR College of Education, Silvassa.

Results of the respective Competition

Essay Competition (2nd Jan. 2019)			Elocution Competition (15th Jan. 2019)		
Rank	Name of the Student	Representing	Rank	Name of the Student	Representing
1	Anand Agarwal	SSR IMR	1	Miss. Pratika Mahala	SSR ACS (B. Com)
2	Miss. Deepika Das	SSR ACS (B.A.)	2	Mr. Farhan Khan	SSR IMR
3	Miss. Khadija Khan	SSR IMR	3	Miss. Megha Pandoria	SSR IMR

File Description	Document
Any additional information	View Document

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

Response:

The institute has been practicing quality culture in every aspect since 2008. IQAC cell formation gave an impetus to institutionalizing and systematizing the initiatives of teaching learning process. The following two activities provides the objectivity to the review of teaching learning process, structure & methodologies of operations and learning outcomes at periodic intervals.

1. Feedback twice in a Semester:

The institute ensures the purpose of the course being fulfilled along with contentment of its major stakeholder vis-à-vis Students with a well defined process of taking subject and general feedback twice in a semester. One after the midterm, wherein if there are major observations are reported, then there is appropriate and enough timings for restoration of normalcy. The second feedback form collected at end-sem acts as comparative yardstick and defines the overall satisfaction of the students towards the teaching learning process. The students are encouraged to give unbiased response and hence the email address of the respondents are not collected which is one of the feature of Google form. The responses are analyzed and learning is communicated to respective faculty or concerned person for necessary action to be taken.

Each Subject is evaluated on the Scale of Highly Satisfied to Highly Dissatisfied for the parameters like Preparedness for the lecture, Subject content delivered, Ability to control the class, Coverage of syllabus, Clearing the doubts / queries up to your expectations, Professional attitude, Effectiveness of communication in the class room, Level of motivation created and Practical exposure to the subject

The other elements of the Institution are also evaluated on the satisfaction scale which includes Library Services, Admin Office Responsiveness & Support, House-keeping, Infrastructure & Amenities, Assembly Activities, Overall Evaluation Pattern and overall rating of the Institute. The inputs from the feedback are dutifully looked into and improvement measures are implemented in coordination of respective party. One such example can be taking review twice in a semester was also recommended by a student during one such feedback response.

2. Reforms in Concurrent Evaluation:

Following are reforms in Continuous Internal Evaluation (CIE) System at the Institutional level:

AY 2018-19:

a. Internal Evaluation Guidelines

b. Internal Evaluations list for the academic year

c. Classification of Slow, Average and Advanced Learners

AY 2017-18:

- a. Remedial Sessions
- b. Provide feedback after assessment of evaluation
- c. Internal Evaluations list for the academic year

AY 2016-17:

- a. Composition of Internal Evaluation Committee
- b. Internal Evaluation System
- c. Internal Evaluations list for the academic year

AY 2015-16:

- a. Flexibility in Evaluation type choice
- b. Internal Evaluations list for the academic year

AY 2014-15:

- a. Choice Based Credit System in Curriculum
- b. Internal Evaluations list for the academic year

File Description	Document
Any additional information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**Response:** 0**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

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

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:

SSR Institute of Management & Research has carved a niche for itself over a period of time. Both in academic and administrative domain incremental changes took place in last five years. Institute works with zeal to provide quality education to students for which constructive changes has been incorporated.

1. Academic Initiative -

Teaching-Learning:

- Wifi facility is made available in the premises.
- Established internet connectivity in classrooms and Conference hall.
- Special classes for non commerce students.
- Peer learning sessions introduced to inculcate the learning spirit.

Examination & Evaluation:

- CBCS based Course introduced by the University.
- Comprehensive Concurrent Evaluations are initiated to reduce the stress of examination among students such as field visit report, viva, presentations .posters presentations, preparation of manual.
- Remedial sessions are conducted for slow learners in order to improve their performance.

Research & Publication:

- Student started participating in Avishkar- a state level research competition, encouraged through Academic Research Coordinator.
- Increase in the number of students participating in conference and seminar.
- Increase in the number of paper publication among the students

Events & Activities:

- Introduced various extra curriculum activities for the students in the form of Spotal, Zest, Patriotic Day and Tattva - Cultural Day of the institute.

Personality Development Program:

- Increase in the number of Personality Development Programs as a part of training.
- Increase in the number of Industrial Visits and introduced specialisation visits.
- Initiated Assembly activity in order to develop the skills of public speaking among the students.
- Introduced special sessions for the final year students Master's level student in the name of "PG Lecture Series".

Training & Placement:

- Initiated Expert Mock interview for the students to strengthen the placement activity.
- Resume Building Workshop organised for the students.
- StartUp and Innovation Cell has been established to promote Entrepreneurship.

Human Capital:

- Enhancement of Academic qualification among the Faculty members.
- Increase in the number of research publication among staff members.
- Organised Faculty Development Programs (FDP) for the Faculty.
- Faculty members are encouraged to take up Industrial visits to improve their connectivity with the industries as well enhance the practical knowledge.

2. Administrative Initiative -

- Equipped classrooms with projector and speakers for effective learning.
- Installed CCTV cameras in the premises for safety and security.
- Biometric system for attendance has been initiated for the students.
- Conducted training programs for the non teaching staff to improve their skills.
- The various activities/functions are divided into committees in order to ensure delegation of authority and responsibility.
- Incorporated the system of taking feedback of the training programs.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 7

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	1	1	1

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

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

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

Response:

SSR Institute of Management & Research, believes in promoting social and natural justice for all. Institute working condition is congenial without prejudice and harassment. It creates a safe and secure environment for all students and staff.

1. **Safety and Security**- The institute instill the value of gender sensitivity by providing session on theme namely **social etiquettes, moral values, sexual harassment and red revolution. CCTV cameras** are installed for improved security in the campus. Campus actively manages the entry and exit point through its security guards. The campus is fully secure due to its well-maintained security system at every checkpoint. Housekeeping team maintains the campus neat and cleans all the time. The institute has **Biometric Attendance System** facility for both staff and students. First aid kit is readily available for all students and staff. **Suggestion box** is installed at institute to welcome valuable insights irrespective of gender. **Internal complaints committee, Anti ragging committee** and **sexual harassment prevention committee** has constituted in accordance with UGC

Regulations for addressing the concerns of complaint, ragging, harassment and violence against any students. Every year International **Women's day** is celebrated to inculcate the value of respect and gratitude for women. Institute has **Online Grievance Portal** through which students and teachers can lodge their complaint and report any grievance. Special amenities are provided for girls like **Sanitary Napkin Vending Machine** in the campus.

2. **Counseling-** Institute has provision for **Mentor- Mentee Scheme** wherein individual and personalized counseling is provided to all students. In addition, interactive and need-based counseling is provided to girl students to build confidence and enable them to cope with emotional & educational needs. Equal opportunities are given to both the genders in terms of training programmes, sports activities, cultural activities etc to negate discrimination against any gender. Institute has tie up with **Shri Vinoba Bhave Civil Hospital, Silvassa** for **medical and counseling facility**. SSR Memorial Trust has set up **SSR Guidance and Counseling Cell** under which numerous program and activities has been conducted like HIV AIDS awareness session, World AIDS Day, awareness of non-communicable and communicable disease, Session on Mental Health etc..
3. **Common Room-** Well equipped and spacious common room is provided by institute separately for boys and girls. It provides space for socializing and having free time in between the lectures. The room has indoor game facility of **table tennis, Chess, Carom**. Common room has facility of **locker** wherein students keep their valuables and books throughout the day.

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)

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 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: 13162

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

7.1.5 Waste Management steps including:

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

Response:

The Institute follows the **two 'R'** for waste management i.e. **Reduce and Reuse**. The students and staff are always encouraged to utilize the resources appropriately in order to reduce the waste generated. The waste generated is analyzed for its reuse or recycle. If the waste cannot be recycled or reused, it is disposed in an appropriate manner.

Solid Waste Management:

Separate dustbins for dry and wet waste are available in the Institute. Dustbins are also placed in the campus and everyone is encouraged to make use of the same. Notices and slogans related to the same are displayed in the institute and campus. On daily basis the Silvassa Municipal Council collects the waste from the Institute for proper disposal. Old newspapers are accumulated and sold to the scrap dealer. Also, the use of low grade plastic bags is prohibited in the campus.

Liquid Waste Management:

Well constructed drainage system is present in the campus and the regular cleaning of the drainage is undertaken to avoid any kind of logging. All the toilets and bathrooms waste water lines are directly connected to the municipal drainage system.

E-Waste Management:

The e-waste management has become an integral part due to technological advancement. The Institute believes in reusing the e-waste until it is dead. Old monitors and CPUs are repaired and reused. The waste material are treated as scraps and kept in the store and disposed off as per the policy of the Institute.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The Institute's architectural design allows the rain water to do underground through the structure. The Institute has a rain water harvesting system by which the bore well which is used for water supply to the Institute, is recharged and water is available all round the year.

The rain water collected in the terrace is transported to the ground through connecting pipes. . The Institute has a lush green campus surrounded by trees and plants, the water collected is used for the maintenance of the garden and house keeping.

The water taps, leakages are regularly supervised to avoid wastage of water.

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:

A clean and healthy environment is very essential for increasing the effectiveness of teaching learning process. The institute is conscious about various environmental disturbances and hence has taken up various initiatives in ensuring reduction in the pollution

- *Students, staff using -*

a. Bicycles – The students and staff who leave in the nearby areas are encouraged to adopt walking or cycling to the institute. Some students and staff use bicycle to commute to the college.

b. Car pooling concept have also been adopted by the students and staff members, this ensures reduction in the consumption of fuel and also favors the environment.

c. Public Transport – Bus facility i.e. Shuttle services are provided to the students to commute the distance between college and the Silvassa Bus Station free of any charges. Conveyance facility is also provided to the staff. Also arrangements have been made with the GSRTC and Saarthi – DNH Bus Services for regularly scheduling the buses from various locations to the college at frequent intervals. Train passes are also provided to the students travelling from farer distance.

d. Pedestrian friendly road – The Institute has friendly and clean pedestrian Roads within the campus. Proper Parking lot is available in the campus for the staff and outside the campus for the students. This facilities are well taken care of in the campus.

- **Plastic-free campus** – All efforts are taken to reduce the usage of plastic bags in the institute. Use of low grade plastic is strictly prohibited in the institute, canteen area and campus.
- **Paperless office** – The office has a policy of maintaining all the information in the computer system and has minimal usage of paper. Important data are shared among the staff through mails and LAN network. The office and staff takes care of the usage of paper and for important and necessary document keeping only the paper is used.
- **Green landscaping with trees and plants** - The Institute has a green campus surrounded by trees

and plants. The institute has full time gardener's appointed to keep the campus clean. Regular gardening and irrigation of all the plants in the campus done to ensure a green and clean campus.

The campus also provides Green Gym facility within the premises, which is used to achieve healthy life style.

File Description	Document
Link for Additional Information	View Document

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

Response: 0

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)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above**Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**Response:** 10

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	2	2	1

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

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response:** 10

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	2	1	1

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

7.1.12

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

Response: Yes

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

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

Response: Yes

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

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

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

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

Response: Yes

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

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

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

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**Response:** 22

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

2018-19	2017-18	2016-17	2015-16	2014-15
7	4	5	3	3

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

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

The Institute celebrates various national festivals and the birth and death anniversaries of great Indian personalities. Various days are mentioned and discussed in the morning assembly activity and also a poster indicating the important birth and death anniversaries of great personalities are displayed at the Institute. Some of the days celebrated are:

Liberation Day – Liberation day marks the independence day of Dadra & Nagar Haveli (DNH). DNH was liberated on 2nd August 1954, from the Portuguese rule. This day is celebrated every year and the national flag is hoisted by the special guest which is followed by cultural program on patriotism.

Independence Day – India got Independence from the British Rule on 15th August 1947. Since the inception, the Institute celebrates this day as a mark of tribute to all the freedom fighter. A common program is organized in the campus which include Flag Hoisting ceremony and followed by cultural program.

Teacher's Day – India celebrates Teacher's Day on 5th September on the occasion of birth anniversary of **Dr. Sarvepalli Radhakrishnan** to mark the contribution of a teacher towards the development of an individual. On this day, the students organize a program the teachers.

Hindi Divas – Hindi Divas is celebrated on 14th September for the popularity of the use of Hindi language in the nation. On this day the student's morning assembly activity is held on the theme Hindi and communicated in Hindi. Also, the administration of DNH organize Hindi Pakhwada Competitions consisting of various activities, wherein students' and staff of the institute actively participates. The prize distribution of this competition is held on the Hindi Divas at the venue mentioned by the department.

Republic Day – Republic Day honors the date on which the Constitution of India came into effect on 26 January 1950 replacing the Government of India Act (1935) as the governing document of India. This day is celebrated every year in the campus. A common gathering is held to witness the flag hosting ceremony and cultural program n view of the same.

Tribute to Gandhi – Every year, on 30th January the Institute pays tribute to the great national leader Mahatma Gandhiji, on the occasion of his death anniversary, during the assembly activity. Students present their learning's from the life of Mahatma Gandhiji in the form of speeches, songs and incidents.

International Women's Day- The Student and Staff celebrate International Women's Day with a mark of respect to all the women in the universe and in their respective lives. The female staff members at the institute are presented with a token of respect and sweets distributed to all the girls in the Institute by male members at the institute.

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

Response:

The Institute promotes transparency in its day to day working. The Director of the Institute is empowered with autonomy for all academic and administrative activity and day to day financial decisions. The Institute believes in decentralization for smooth and participative management through channelized assignment of duties, responsibilities and authority. This decentralization is done through formation of various committees of staff and students. The various committees working at the Institute are:

- 1. Alumni Association**
- 2. Anti-Ragging Committee**
- 3. Cultural Committee**
- 4. Discipline Committee**
- 5. Examinations and Evaluation**

6. **Grievance Redressal Cell**
7. **Internal Quality Assurance Cell**
8. **Library Committee**
9. **Right To Information Cell**
10. **Sexual Harassment Prevention Cell**
11. **Sports Committee**
12. **Students Council**
13. **Technical Committee**
14. **Training & Placement Committee**
15. **Zest Committee**

The committees perform as per the roles and responsibilities assigned to them. This ensures the smooth functioning in the Institute. Important notices regarding college are regularly posted in the college website and notice boards to ensure complete transparency in all its functioning.

Transparency in Financial: The Institute conducts regular internal and external audit to ensure financial discipline. The institute has the practice of accepting the fees in the form of Demand Draft and avoids any kind of cash transactions. This ensures complete transparency and leads to avoidance of malpractices. The office immediately issues the receipts for all income received and maintains appropriate records in the Tally software. The fee charged by the Institute is as per the norms and approved by the Fee Fixation Committee of Government of Dadra and Nagar Haveli.

Transparency in Academic: The Institute has appointed an academic coordinator who monitors all academic activities. Before the Term commences, the teaching and extra curriculum activities are discussed in the meetings post which the academic calendar is prepared and the same is notified to the students through display on the notice boards and website. The workload is equally distributed among the staff. The Institute records the daily attendance of students through Bio-metric system as well as in the attendance register subject-wise, and the monthly record is displayed on the notice board at the beginning of the subsequent month. Proper records of all academic activities are well maintained.

Transparency in Continuous Internal Evaluation (CIE): The CIE committee takes care of the entire process for conducting the evaluations of the students. The monthly schedule of evaluations to be conducted is prepared and displayed on the notice board at the beginning of the month. The evaluations are conducted as per the schedule and the results are displayed within a week. The performance of the students are discussed post the assessment and necessary feedback is provided for their improvement. A proper record of evaluations conducted is maintained to ensure transparency.

Administrative: The Institute has an online grievance redressal system that helps to improve the quality of general administration and an increase in accountability of auxiliary functions. The contact details for any assistance/quires are available on the institute website and display board.

7.2 Best Practices

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

Response:

Best Practices: 01**Title: Student Recognition Award (SRA)**

Student Recognition Award at the institute is to celebrate the success of students during their tenure at the institute. These awards comprise of academics and co curriculum activities. Best talent has been identified throughout two years and acknowledged with token of appreciation at various occasions. This recognition embraces Best **Outgoing Student**, **Best Manager Contest** and **various Institute level awards**.

Goal/Objective:

1. To instill motivation among students
2. To reinforce positive behavior
3. Overall development of students
4. To recognize the student contribution towards college.
5. To create positive learning environment.
6. To inculcate creativity and innovation among students.

The Context: These awards intrinsically motivate student to perform their best at both academic and extra curriculum activities. Category of awards are as follows:

1. Semester Topper
2. Institute Topper
3. Best Outgoing Student
4. Best Manager
5. Best Attendance
6. Poet of the Batch
7. Artistic Caliber
8. Reader
9. Musician of the Batch
10. Technocrat
11. Initiator
12. Best Book Reviewer
13. Photography

The practice:

- **Semester Topper Award-** Every year semester topper is felicitated with a token of appreciation in form of a motivational book in the assembly to encourage and motivate students.
- **Institute Topper Award-** Batch wise MBA topper of the institute is acknowledged and felicitated by giving them the trophy in Annual Mega Event Vision cultural fest of SSR Memorial Trust.
- **Best Outgoing Student:** SSR Institute of Management & Research recognized the best outgoing student since 2008-10 batches. The criteria for selection best outgoing are
 - Academic Performance
 - Attendance
 - Initiative
 - Leadership
 - Conference Publication and Participation

- Behavior
- Participation at various competitions in-house and outside campus
- The process of Best Outgoing students is to nominate them stating their accolades, achievement and contribution to the institute. Based on above mention parameters due weightage is given in consultation of director and all faculties. Best outgoing was announced on the day of farewell.
- **Best Manager:**
 - **Started since 2016-18 Batch:** Six (6) students nominated themselves for best manager contest . A series of activities were conducted throughout the year. Details of activities are as follows:
 - Essay Round
 - Presentation Round
 - Case Study Round
 - Quiz Round
 - Journey presentation and Question & Answer Round
 - **Best Manager Batch 2017-19:** Total 15 students proposed their name for best manger. Based on below mentioned criteria best manger has been identified:
 - Essay Round
 - Quiz Round
 - Presentation Round
 - Case Study Round
 - Journey presentation and Question & Answer Round
- **Best Attendance:** Student who is most regular in attending the classes.
- **Poet of the Batch:** Student for carving original and motivating poem at assembly activity and various competitions.
- **Artistic Caliber:** Student supports the institute with creative decoration ideas at various occasions/celebrations at the institute.
- **Reader:** Student who utilizes the maximum library resources.
- **Musician of the Batch:** Student who has performed and supported the institute on the various occasions / celebrations / competitions with musical instruments in the campus and out side the campus.
- **Technocrat:** Student for providing technical support at classroom and auditorium throughout his academic journey at the institute.
- **Initiator:** Student for taking initiative in planning and organizing extra and co-curricular activities of the institute.
- **Best Book Reviewer:** This award goes to the student who is the best performer at the book review competition.
- **Photography:** Constant support to institute at various functions and activities by capturing the precious moments.

Evidence of Success:

The student recognition awards creates a healthy competitive environment in the institute. It encourages the students towards their involvement in developmental activities at the institute. The students have benefited from such institutional initiative in the form of developed personality leading to better employability. Recognition in form of awards boost the confidence among the students which creates better sense of ownership for career path.

Problem encountered and resource required:

At times students hesitate to nominate themselves for events due to multiplicity of activities and the potential time spent for the events.

Best Practices: 02**Title – Zest@IMR (Inter-Collegiate Event Organized by Students)**

SSR Institute of Management & Research is working with a vision for its academic excellence, research contribution, creative ability and innovation. The aim is to carve the students as leaders with a sense of commitment to the society and the industry. In tune of its vision SSR Institute of Management & Research initiated Zest @ IMR since 2016 an event for the under graduation stream. Being the first of its kind event organized at the institute, student gathered the learning out of the event which will guide them to further success year on year. Such events have lot of potential and we believe that effort in terms of Zest @ IMR also support to shaping and developing the students of the institute.

Goal: ZEST@IMR is an inter collegiate event was organized for the Undergraduate students since 2016. The institutes priority is to nurture the student for practical world. **The main aim of organizing the event was to provide a platform to the students to showcase their talent as well as to inculcate the management skills among MBA students. Zest @ IMR is independently managed and organized by the students of MBA I & II.** For initial two years it was a one day event consisting of various events, but with the tremendous success and feedback by participants of 2017 the institute thought to make it as two days events with variety of events.

The Context: The event comprised of various competitions namely Pitch Your Ideas, Poster making, Best out of Waste, Singing and brain Twister, Best out of newspaper. The core committee comprises of representative of MBA I& II takes the responsible for all the preparations related to Zest.

Details of event mentioned below:

Zest@ IMR 2016: Following events were organized in 2016

Pitch Your Idea	Best out of Waste	Ad Mad Show	
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Zest@IMR 2017: List of events is as follows

Quiz Competition	Best Out of Waste	Pitch your Ideas	Ad
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Zest@IMR2018: From this year IMR started two days Zest

11th January 2018	Pitch Your Ideas	Poster making	Ad Mad show
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12thJanuary 2018	Best out of Waste	Singing	Brain Twister	
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Zest@ IMR 2019: Detail of the event is as follows

11thJanuary 2019	Poster Making	Best out of Newspaper	Ad Mad Show	
12thJanuary 2019	Presentation competition	Singing Competition	Quiz Competition	

The practice: Preparation before the event

- Firstly the List of colleges prepared in order to visit for the promotion of Zest @ IMR.
- Secondly the list of competitions finalized along with its rules and regulations.
- Next in the row is poster designing, poster printing and registration form and feedback form preparation.
- Zest committee visits numerous colleges with the area of Silvassa, Vapi, Valsad, Bardoli ,Navsari and surat
- Various other committees also constituted namely Registration, Volunteers, Snacks, Inaugral, Valedictory, and individual competition's committee.

On the Day of the Event

- Shuttle serviceavailable at 8:30am from Silvassa Bus depot to SSR Campus
- Registration for the event begin at 9:00am
- Students registered for the event on or before the day of the day.
- The registered students gets snacks coupons at the registration counter for the snacks at SSR Canteen
- There is an inaugural ceremony before the start of the event.
- After every event feedback form is collected in order to analyze the event.

Evidence of success:

Zest@IMR 2016:

First year of Zest attracted total 54 graduation level students including students from SSR campus, other colleges at DNH and students of Colleges from nearby area i.e., Gujarat & Maharashtra.

Zest @ IMR 2017:

This year Zest comprised of 4 competitions namely Quiz, Best out of Waste, Ad Mad show and Pitch Your Ideas. The event had attracted 126 students from the colleges from the region of Silvassa, Vapi, Valsad and Navsari. The best performers in various programs were awarded with the excellence certificate.

ZEST @IMR 2018:

In 2018 event consist of six competitions namely Pitch Your Ideas, Poster making, Ad Mad show on 11th January and Best out of Waste, Singing and brain Twister on 12th January 2018. The event attracted 248 students from 15 different colleges from the region of Silvassa, Vapi, Pardi, Valsad, Bardoli and Surat. The best performers in various programs were awarded with the excellence certificate and Trophy. All the participants got participation certificate. The chief Guest for the event was Sri Rakesh Kumar, Director Higher & Technical Education, DNH.

Zest@IMR 2019:

The event for this year were Poster Making, Best out of Newspaper and Ad Mad Show on 11th January and Presentation competition, Singing Competition and Quiz Competition on 12th January 2019. 214 students from various colleges of the region Dadra and Nagar Haveli (D&NH), Western Maharashtra and South Gujarat were participated.

Problems encountered and Resource Required:

Along with humongous success the institute encountered few problems like:

Location of the college is a challenge because of which students hesitate to join the event.

Best Practices: 03

Title - Personality Development Program (PDP)

Personality development program is conducted under training and placement committee, which encompasses in house personality program, subject specific guest lectures, expert lectures and industry visit.

Goal:

- To enhance Employability by providing training and developmental programs which enhance the skill set of students
- To promote Industry Institute Interaction (III) by arranging guest lectures and industry visit that provides practical learning and exposure to corporate world.
- To enhance the personality of students.
- To instill practical knowledge

The context: Personality development program designed pertaining to the requirement of student and industry. Personality development program is classified as:

- 1.Orientation about specialization
- 2.Training activities by in-house faculties & Expert from leading organization
- 3.Industry Visits
- 4.Subject specific guest sessions

Areas of personality development program are mentioned below:

- Communication

- Team building
- Leadership
- Goal setting
- Resume building
- Interview technique
- Brain Storming
- Mock Interviews
- Expert Lectures
- Subject Specific Guest Session
- Excel Training
- Group Discussion
- Mentor-Mentee
- Industry Visits

The Practice:

- First activity in personality development program is preparation of The Training calendar.
- Monthly training schedule is prepared and distributed among the faculty members.
- An attendance record has been maintained for every session of training conducted.
- Post the training session the feedback is gathered through feedback form and analysis has done to record observations.
- Industry Visits are scheduled for MBA I & II students. Per Semester at least one visit is the target. MBA I has a general orientation during the Visits and MBA II have specialization orientation (HR-IPCA, Navneet, Apar Industries, Reliance Industries, Labour Court, Man Foods, Bayer Cropscience, FIN-BSE, NISM, MKT-Big Bazaar, S-Mart.)
- Orientation about specialization is organized by industry personnel for student to understand the avenues of respective specializations.
- The Certification courses for the interested Students of Finance organized by Chips & Bytes at the Institute on Tally ERP.
- The Guest Lecture is scheduled on either developmental needs or Subject Specific one.

Success:

2016 - Guest Sessions for the Second Year were in seven and for the First Years were Six.

2017 - Guest Sessions for the Second Year were in seven and for the First Years were Six.

2018 - MBA I witnessed seven sessions and MBA II were participants to fifteen sessions which included Subject Specific Lectures and sessions at VIA, Vapi

2019 - Guest Sessions for the Second Year were in twenty and for the First Years were Session.

Success of personality development program is measured by the placement records also.

Problems encountered and Resource Required:

- Getting resource person is challenging due to their professional commitment
- Less exposure for marketing students because of non-availability of marketing department at DNH.

Best Practices: 04**Title - Best Practices in SSR IMR Library****1. Library Orientation Session for fresher:**

Goal of the Practice	To highlight the importance of use of library for academic and overall development of student.
The Process	The librarian shares about the institute's library through presentation to the students.
Outcome	The students get information on aspects of library like importance of library, rules and regulation of the institute's library.

2. Session on Competitive Examinations and various Certifications:

Goal of the Practice	To provide information about different competitive examination and courses.
The Process	Librarian conducts the session on SWAYAM, National Digital library of India examination like UPSC, NET and GPSC, etc.
Outcome	Students have registered on SWAYAM Portal, enrolled for competitive examination.

3. Library Book Display & Tour:

Goal of the Practice	To provide information regarding resources available in the library which includes Journal, Periodicals, e-resources subscribed by the institute and to educate students about access of the same for the academic and overall development.
The Process	On a specific day all general books and reference books are displayed in form of book exhibition. The students are divided in sub-groups and are invited for tour. Students are also provided the guidelines on access to e-resources.
Outcome	Students get awareness regarding library resources and their location, and refer the same.

4. Library Best User Award:

Goal of the Practice	The goal is to attract more students to visit the library and increase utilization of resources.
The Process	The data regarding usage is collected by student's register maintained in the library. The issue record from the Library software. Based on this data the best user is awarded in the farewell function.
Outcome	Motivation towards utilization of library.

5. Dynamic Library website:

Goal of the Practice	To allow the users remote access to the library and provide latest information.
The Process	Library has developed its website and uploads all the information like New Institute News, Publications, List of Students Project Report, Conference Newsletter, E-Resources etc.
Outcome	Remote access to Library.

6. Book Review Competition:

Goal of the Practice	To develop reading habit in the students.
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The Process	General books are allotted to the student and a month's time is provided to present the review of the same.
Outcome	Students get motivated to read general books apart from core academic books.
File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

SSR Institute of Management & Research, considers the development of its students as core to its functional path. The Institute essentially works towards the enhancement of **Employability of the Students**. This area of involvement for the Institute is attempted through two broad categories i.e., Academic Development (Non Syllabus) and Personality Development. The Institution intends to develop the students to achieve their professional aspirations. Employability factor in present context is very much talked about issue in the Job world. The every other social science magazine potentially talks about the issue of MBA graduates and their employability. At one end where the Nation is amidst this issue of Employability factor, the institute has taken up it as its motto of working and attempting a desirable effort towards development of the Employability of its Students. The Director and the team faculties came up with an understanding that achieving the immense task of employability enhancement won't be a result of a single point agenda or a specific activity; rather it will be a result of various activities intended towards common goal. In this context the action plan was designed and executed under the banner of two core areas: **Academic Development (Non Syllabus) and Personality Development**. It is worth mentioning that these efforts are up & above the core functional attribute of the Institute i.e., Academic syllabus delivery.

Students EMPLOYABILITY Enhancement

Academic Development (Beyond Syllabus)

- Research Inclination
- Workshop
- Conferences

Personality Development

- Event Management (Zest @IMR)
- Sports & Other Extracurricular
- PDPs at the Institute
- Morning Assembly

ACADEMIC DEVELOPMENT (Beyond Syllabus)

- **Research Inclination**

The Institution has created an atmosphere of Research in social sciences where by the students are encouraged to imbibe literary work in the form of **Research Paper drafting, Presenting Paper at the Conferences & articles in IMR News letter**. Also students have participated in the **Avishkar Competition**, which is a Maharashtra State run research competition.

- **Workshops**

On regular intervals students at IMR have been provided with the opportunity of workshops. The Institute has tie up with Makeintern.com and has conducted workshops for students on the theme of **Soft Skills, Entrepreneurship, Digital Marketing & Business Analytics**. The Merit students in these workshops have visited **IIM Campus for Business Plan competition**. In addition to these opportunities, the students have also benefited themselves from several other workshops that include **MSEXcel Training, Resume Building exercise, Case study workshop, Effective Presentation (PPT), Group discussion, Orientation to Competitive exams etc.**

- **Conferences**

The Institute has organised conferences with the theme of **MSMEs** during 2015-16 and **Corporate Governance** during 2016-17. These conferences were in line with the aim of intellectual development of the students and to experience the company of intellectuals from academia & Industry. The conferences had networking opportunities for students with the Industry representatives.

PERSONALITY DEVELOPMENT

- **Event Management (Zest @IMR)**

Zest @ IMR is a flagship youth fest organised at the institute since 2016. It is an event for the under graduate students. The Competition involves host of events managed independently by the students of MBA I & II at the Institute. This Organizing effort leads to the grooming of the students in the field of Event Management. The event comprises of various competitions namely **Pitch Your Ideas, Poster making, Presentations, Best out of Waste, Singing, Brain Twister (QUIZ), Ad Mad Show & Best out of newspaper**. The core committee comprises of representative of MBA I& II who are responsible for all the preparations related to Zest right from promotions till the valedictory ceremony. The geographical area covered for the event is right from the **Western Maharashtra belt, UT of Daman till the South Gujarat Region**. Also the representatives from the local region **Dadra & Nagar Haveli** participate in the event. The event in itself has witnessed gradual progression. The initial year (2016) of the Youth Fest attracted total 54 graduation level students and in the year 2019 there were 214 participants across the events. Also the event is now a Two days competition as against the One day event when it all started. The Public Administration representatives from the Government, representatives from the Industries, NGO and Academia are the Judges and Guests at the Event. The Institution's aim is to the nurture quality of creative ability and innovation in students. Zest@IMR helps students to bring such creativity by managing the entire activity solely and learn management principles.

- **Sports & Other Extracurricular**

The Institute believes in decentralization approach, where the events are attempted through committees. **Sports committee** is constituted to manage the sporting affairs at the Institute. The institute organizes **SpotaI** which is an in-house Sports competition between the MBA I & II teams. Also beyond just the sporting event, sportal has a key responsibility of building team spirit and motivation. The obstacle race is intended towards enhancement of the Team Building ability backed by Result Orientation. Amidst the competitive spirit, there are some games that are intended towards relaxation exercise for the students. The students participate with great enthusiasm in the Annual Sports of the campus. The meditation sessions are conducted for the students on the regular intervals.

- **PDPs at the Institute**

Regular Personality Development programmes are organised at Institute. It comprises of representatives from the **Industry & academia**. The major areas of student grooming like *Resume Building exercise, Interview etiquettes, Mock Interviews, Soft Skills training, Mentor – Mentee sessions etc.* is attempted. Such PDPs are intended towards personality development of the students.

- **Morning Assembly**

Institute has adopted a unique practice of Morning assembly that starts by offering prayer to almighty for academic & overall betterment. The session is also utilized for *grooming the students on communication front (News Paper reading, storytelling, article reading etc.), announcements on any recognition, Birthday celebrations etc.* Overall the morning assembly aims to inculcate a **sense of ownership towards self development**. The assembly ends with reciting the National Anthem.

The Institution believes in the growth of the students profile in order to enhance the Employability. All these actions stated above are intended to achieve the target of developing students to be a better corporate & social citizen.

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

The Institution every year has been contributing learned Individuals to the Industrial society. The Institution is extending its efforts of enhancing Employability among the students through various curriculum & extra Curriculum activities. Exposure to students towards Event Management in the form of Youth Fest (ZEST@IMR), engaging into Research work & publications, ensuring all-round development through sports activities, participations in conferences, Seminars & workshops etc. has proved well in experiencing a better profile of students at the end of the curriculum at the institute. Massive aim of Institute being quality education, the concurrent evaluation supports the growth momentum.

The Institute has witnessed the best of women empowerment model through two leadership reign holding the position of Director of the Institute. The atmosphere at the Institute promotes employee retention whereby majority of the staff have worked for the institute for more than 5 years. The Intellectual capital at the institute has been enhancing its skill sets through adopting modern methods of Teaching. The competitive spirit of the faculties gets witnessed through their participation in the Paper presentation & Case study competitions held across the Nation and accolades received at the competition prove the dedication. Infrastructural benefit to the students supports further the journey of education. Laptops furnished by the Institute to the students at the start of the academic journey enables them to equip IT skills & desired profile for demonstrating better potential.

Concluding Remarks :

The Institute's functioning has witnessed a smooth route of academic execution through improvised Teaching – Learning approach and aiming towards enhancement of the Employability among students by inculcating the values imbibed in Institute's tagline i.e. Empower Yourself @ IMR. The brief of each word of tagline is mentioned below:

E- Enlighten; Institute thrives to Enlighten its student from the darkness of ignorance to the light of knowledge

M- Moral Values; High Standard of Ethics in the individual and the group primarily important for society as they contribute to a moral social climate and induce expected pieces of behaviour.

P-Passionate; Passion is the energy that keeps the Institute filled with meaning, happiness, excitement and positivity.

O-Optimistic; Essential for achievement and moving ahead and it is also the foundation of courage and true progress.

W-Wisdom; A Lifelong attempt to achieve the level of greats and walks on the path of providing value based education

E-Engaged; Activities aligned to engage the students with the inclination of holistic development of skills

R-Resilient; The Values makes the Institute stronger to outperform and able to withstand the ever changing demand of employers.

These values provide the very basis for the Institute to stand strong amidst the various challenges faced and facilitate in showing resilience for betterment. The Institution continuously aims for advancement of its deliverables through focusing on Industry – Institute Interaction, adopting & centring concurrent evaluation process and enhancing potential of the Intellectual capital at Institute.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 204 Answer after DVV Verification: 15</p> <p>Remark : only 15 new courses. The rest are syllabus modification. Also there are double counting of courses</p>																				
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 4 Answer after DVV Verification: 1</p>																				
3.2.2	<p>Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years</p> <p>3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>5</td> <td>6</td> <td>6</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : None of the events listed are on IPR or Innovation</p>	2018-19	2017-18	2016-17	2015-16	2014-15	5	5	6	6	2	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
5	5	6	6	2																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	0	0	0																	
3.3.1	<p>The institution has a stated Code of Ethics to check malpractices and plagiarism in Research</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : No URL to tool or plagiarism software provided</p>																				
3.3.4	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p>																				

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
10	6	1	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : None of the journals have UGC links or are approved by UGC

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
10	6	16	9	14

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
6	0	10	8	10

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	1	0

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
90	40	96	40	45

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : All the workshops are one day and cannot be considered

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
48	47	39	24	22

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
8	8	7	7	7

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

Answer before DVV Verification : A. All 5 of the above

Answer After DVV Verification: D. Any 2 of the above

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

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

Answer before DVV Verification:

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2018-19	2017-18	2016-17	2015-16	2014-15
6	8	2	1	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	2	3	0

6.5.3	<p>Average number of quality initiatives by IQAC for promoting quality culture per year</p> <p>6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>35</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	35	0	0	0	0	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
35	0	0	0	0																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	0	0	0																	

6.5.4	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 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 <p>Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: D. Any 1 of the above</p>
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7.1.1	<p>Number of gender equity promotion programs organized by the institution during the last five years</p> <p>7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15					
2018-19	2017-18	2016-17	2015-16	2014-15							

5	1	1	1	1
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Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	1	1	1

7.1.9	<p>Differently abled (Divyangjan) Friendliness Resources available in the institution:</p> <ol style="list-style-type: none"> 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) <p>Answer before DVV Verification : C. At least 4 of the above Answer After DVV Verification: D. At least 2 of the above Remark : only ramps and wheelchairs available</p>																				
7.1.17	<p>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</p> <p>7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>7</td> <td>6</td> <td>3</td> <td>3</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>4</td> <td>5</td> <td>3</td> <td>3</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	11	7	6	3	3	2018-19	2017-18	2016-17	2015-16	2014-15	7	4	5	3	3
2018-19	2017-18	2016-17	2015-16	2014-15																	
11	7	6	3	3																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
7	4	5	3	3																	

2.Extended Profile Deviations

ID	Extended Questions
1.1	<p>Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 392 Answer after DVV Verification : 75</p>

NAAC