Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**C.H.M.E. SOCIETY'S DR. MOONJE INSTITUTE OF MANAGEMENT AND COMPUTER STUDIES**
Name of the head of the Institution	**DR. PREETI MAHESH KULKARNI**
Designation	**Director**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0253-2309617**
Mobile no.	**9890646845**
Registered Email	**moonje_institute@rediffmail.com**
Alternate Email	**director@moonjeinstitute.com**
Address	**BMC CAMPUS, RAMBHOOMI, GANGAPUR ROAD, NASHIK**
City/Town	**NASHIK**
State/UT	**Maharashtra**
Pincode	**422005**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**MR.SATEJ KITKULE**
Phone no/Alternate Phone no.	**02532342840**
Mobile no.	**9423927472**
Registered Email	**satej.kitkule@moonjeinstitute.com**
Alternate Email	**moonje_institute@rediffmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.moonjeinstitute.com

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	http://www.moonjeinstitute.com/NACC/AQAR1819/Academic%20Calendar%202018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**2.75**	**2019**	**08-Feb-2019**	**07-Feb-2024**

6. Date of Establishment of IQAC

02-Aug-2017

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop India on the Move	**08-Feb-2019** **2**	**50**

Pre Placement Training	26-Oct-2018 1	75
FDP on Mind Management	07-Aug-2018 1	13
Industrial Visit to Pune & Malvan	01-Mar-2019 4	34
Guest lecture on Financial Literacy	09-Mar-2019 1	59
Adventure Camp	09-Mar-2019 4	97
Sessions on Nirbhay Kanya Yojna	06-Mar-2019 3	40
Invited talk on Emerging Trends in Indian Economy	01-Mar-2019 1	279
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr Moonje Institute of Management & computer studies nashik	Workshop Grant	Management association of MCA Institutes nashik	2018 1	25000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
12. Significant contributions made by IQAC during the current year(maximum five bullets)	

TECHNICAL EQUIPMENT PURCHASE	
NEW SYLLABUS ORIENTATION WORKSHOP	
LANDSCAPE DEVELOPMENT IN THE CAMPUS	
SETTING UP RESEARCH CENTER	
SOCIAL CONTRIBUTION NIRMAL WARI TRAMBAKESHWAR NASHIK & SEVA VASTI SURVEY	

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

Plan of Action	Achivements/Outcomes
ORGANISATION OF GUEST LECTURES	SUCCESSFULLY ORGANISED
PLANNING OF INDUSTRIAL VISITS	SUCCESSFULLY COMPLETED INDUSTRIAL VISITS
PURCHASE OF IT EQUIPMENT'S	EQUIPMENT'S PURCHASED
PLANNING FOR SEMINAR OR WORKSHOP UNDER QIP	WORKSHOP SUCCESSFULLY CONDUCTED
ADMISSION PLAN	NINETY FOUR PERCENT OF SEATS ADMITTED
PREPARATION OF NAAC SSR COMPLETION	B PLUS GRADE AWARDED
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	24-Dec-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Institute has Eprashasan MIS. It has following modules Principal Desk : In this module all the summary reports are

displayed. The Classsummary displays classwise student details. Staff details includes basic, official and health related information of staff. The attendance details shows daily class wise student attendance. In addition to this the fee reports and student enquiry reports are available. Admission : The admission module helps in admission process of MBA and MCA students. The admission form is used to enter the academic and general information of students. This module also has facility to renew the admission, edit student information etc. GenRegister: In this module the General Register information of students is maintained. Class : The class module is useful in recording online student attendance of lectures conducted. Each subject teacher can maintain the daily attendance information of the students. The classwise, subjectwise and studentwise attendance information can be viewed. The student health information can also be maintained. Fees : By using this module student fees payment records are maintained. The accountant can add information related to fee type, payment type. The accounts department can maintain information related to fees paid by the students, pending fees, fee refund, fee challan etc. The reports related to fee receivables, fee refund, fee modification are available. Inward/Outward: This module helps in maintaining the record of daily inward and outward letters. The inward and outward letter information such as date, subject, academic year, reference number is maintained. The scan copy of inward and outward letters can be saved. It also has facility to search a particular letter based on letter type, date, reference number. Staff -This module is useful in storing the staff related information that includes general information, academic information, experience information. The admin can manage staff designation, department and assign subjects to teaching staff.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institute is affiliated to Savitribai Phule Pune University, Pune (Formerly University of Pune). The Institute follows the curriculum assigned by the affiliated University for MBA & MCA programmes. The Academic Calendar is Prepared with reference to the academic calendar of the University & accordingly the various academic activities are planned. The Timetable for each programme is prepared as per the guidelines given by the University for the various courses in the syllabus for every semester. Departmental meetings are conducted at the beginning of every term of the academic year to discuss the implementation of the curriculum of the University and allocation of subjects to individual faculties as per their expertise and interests. The academic workload of faculties is decided as per University norms. The faculties prepare the teaching plan for proper implementation of curriculum. They use various teaching methodologies like seminars, group discussion, projects & ICT tools etc. for imparting curriculum effectively. The faculty members actively participate in meetings / workshops of curriculum development organized by the University. The action plan is designed and implemented for effective delivery of the Curriculum in the following ways – ? The Courses for the current semester are sorted and studied. ? The allocation of subjects is as per the specialization and skills of individual faculty members. The newly recruited faculties are always given first choice to decide upon subject selection. ? Teaching plans of each subject in each semester are prepared by the faculty members. The syllabus is communicated to the students at the beginning of the semester. ? ICT is tools such as Laptop, LCD Projectors etc. are also used effectively for imparting education. ? Visiting faculties from other academic institutions and professionals from corporate and researchers are invited to guide the students as well as the faculty members. ? The faculty members also undergo faculty development programs and attend Seminars, Workshops etc. to upgrade their knowledge. ? The e-resources via Internet access are available for the faculty members and students in the Classroom. ? Library is available for current reference with rich resources of books, journals and magazines as well as e-resources to enhance the knowledge. ? Industrial visits to specific domain area organizations give practical exposure of theoretical concepts for better understanding ? Various curricular and extracurricular activities are conducted to cultivate skill sets of students leading to overall personality development and better employability. The I Institute focuses on overall Holistic development of the students to cater the vision of Building National Character

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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

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

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Investors Awareness Program	29/08/2018	71
Pre placement Session on soft Skills	26/10/2018	75
Vigilance Awareness Week	29/10/2018	30
RTO Driving Safety Session	06/02/2019	41
Invited talk on Emerging Trends in Indian Economy	01/03/2019	279
Sessions on Nirbhay Kanya Yojna	06/03/2019	40
Guest lecture on Financial Literacy	09/03/2019	59
Adventure Camp	11/03/2019	97
Advanced Excel Training	18/03/2019	28
Workshop for Data Scientists in Management	17/03/2019	45
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Management	107
MCA	Management	20
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The institute has a structured feedback system. Getting feedback from the stakeholders is a regular practice of the institute. There is a formal mechanism to obtain feedback from the stakeholders through questionnaire through a Feedback Form. The Feedback form is available both online as well as offline. The on line form is available on the website of the institute. The Institute takes feedback from students and other stakeholders regarding curriculum and other activities. The students are informed about feedback system at the beginning of the semester itself and they are encouraged to give their responses regularly and continuously. Apart from the formal feedback form, the Students are also encouraged to interact with the Director, HOD and Faculty Members and give their responses. Maximum opportunity is given to the students to raise various important academic issues. The HOD records all the major points raised by the students and the decisions taken in the meeting. Student mentoring system also facilitates the students to share their feedback with their respective mentors and discuss freely regarding several matters. The Institute also conducts meetings of the stakeholders on a regular basis and takes their reviews feedback both in written and oral. The Parent meet was held on November 17, 2018 and Alumni meet was held on April 21, 2019 in the Academic year 18-19. The suggestions and recommendations received from these stakeholders are then considered for design and implementation of the Curriculum. The Faculty meetings are also held from time to time to receive the feedback and discuss on effective execution of curriculum. The responses of students, alumni and parents received through the Feedback forms as well as meetings with them to provide inputs to the institute. The Institute collects them, segregates the data and use for analysis. It is initially discussed in the faculty meeting in presence of the head of the department and then communicated to the Director. The suggestions can further be discussed to Chairman CDC, authorities of CHMES. Frequency for Feedback meetings of Chairman and Director are every week every 15 Days feedback meetings with General Secretary, Secretary and Director. The suggestions for curriculum are also communicated to the University at the time of restructuring of syllabus by faculty members while attending the syllabus revision workshops and meetings. The restructuring of syllabus by the University to bridge the knowledge gap identified, short term courses, value added programmes, and enrichment courses are organized by the institute as per the requirements of the students and suggestions from stakeholders. The institute also conducts guest lectures on various topics to augment the curriculum. The feedback system suggestion box has opened and strengthened a transparent communication channel between the institute and its stakeholders. It has also improved student contribution in planning various activities as per their requirements. The overall sense of belongingness to the institute among the students, teachers and other stakeholders is strengthened to improve the systems, take corrective measures, for syllabus enrichment and effective curriculum delivery.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	Management	120	120	120
MCA	Management	30	15	15

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	Nill	269	Nill	19	19

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
19	19	14	10	9	17

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

Yes, the Institute has well established mentoring system. It is implemented in the institute where 15 students are assigned to a faculty member who acts as their mentor for the entire academic year. At the start of academic year, each student is allotted a faculty Mentor for the academic as well as personal social development of the student. The Institute conducts psychometric test of the students entering to the first year. The students are also analyzed over the graduation they completed, marks in qualifying exam, CET score, area of interest, specialization to be selected, gender etc. This segmentation helps to appoint the proper mentor to the student at which they easily open-up and discuss the problems. The faculty mentors regularly interact with the students and observe their academic performance. The role of the mentor is to nurture the students guide the student for any issues they are coming across. The students with personal/family problems are given counseling and support by a professional counselor. The Institute mentor system is supported with the class coordinators, subject faculties and HOD. The mentoring system helps in improving academic performance of the students. Mentors along with class coordinators guide the students regarding their academic performance. The mentor whenever necessary can discuss with subject faculty to arrange additional teaching sessions for the poor performers in the class. The students are provided guidance for issues related to career, behavioral, personal in addition with academic issues. The meetings of mentorship are conducted monthly, in which students meet their mentors for academic as well as personal issues. The students who have missed their concurrent evaluations like class tests are paid special attention by the mentors. The students having any behavioral issues or any interpersonal conflicts are getting solved in front of the respective mentors. The mentor provides counseling to the student and guidance regarding personal and academic issues. The mentor keeps track on the improvements of the students and counsels them accordingly. The students who are unable to produce successful record of the examination are given counseling by the mentors and the subject teachers and remedial lectures are conducted for such students. The institute takes utmost care of the students for their holistic development and also encourages them to participate in curricular and extracurricular activities through the effective mentoring system.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
269	19	1:14

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with

positions			the current year	Ph.D
20	19	1	11	3

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Mahesh Kulkarni	Assistant Professor	Official Member, International Association of Engineers
2018	Dr. Nitin Chaudhari	Assistant Professor	Official Member, International Association of Engineers
2018	Sanjay Salve	Assistant Professor	Official Member, Dr.Babasaheb Ambedkar Source Material Publication Committee, Maharashtra Government
2018	Mahesh Kulkarni	Assistant Professor	Member, International Scientific Academy of Engineering Technology (ISAET)
2018	Mahesh Kulkarni	Assistant Professor	Member, Computer Society of India
2018	Dr. Preeti Kulkarni	Director	Award of Excellance- Best Director Management by Indo Africa Development Council
2018	Dr. Shriram Zade	Associate Professor	Member, International Scientific Academy of Engineering Technology (ISAET)
2018	Dr. Shriram Zade	Associate Professor	Member, Computer Society of India
2018	Aparna Hawaldar	Assistant Professor	Member, Computer Society of India
2018	Sanjay Salve	Assistant Professor	Official Member, Bhasa Sanchalanalay, Maharashtra Government
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	1-1474099472	Second Sem.	14/05/2019	06/07/2019
MBA	1-1474099472	Fourth Sem.	10/05/2019	06/07/2019
MCA	1-473559273	Second Sem.	11/05/2019	04/07/2019
MCA	1-473559273	Fourth Sem.	11/05/2019	04/07/2019
MCA	1-473559273	Sixth / Fifth Sem.	17/05/2019	04/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institute adopts all the major reforms in examination pattern and evaluation process are as prescribed by the affiliating university i.e. Savitribai Phule Pune University. The institute has college level Exam committee and College Examination officer (CEO) who ensure the smooth conduct of exams and related work. The Exam Committee that will collectively solve the issues that may come across pre, during and post examination sessions. The Exam committee responsible for the preparation of timetable, setting of the question paper, declaration of the results of internal tests. The CEO and Examination Committee plans conducts internal evaluation process in consultation with all subject faculties. In the institute level internal evaluation the CEO informs all the subject teachers about guidelines for concurrent evaluation. The Choice Based Credit System facilitates the choice to the Student for selection of appropriate evaluation modes. The students have prior information about the evaluation mode and the time of evaluation by the concerned subject teacher. The subject teachers assess the students with appropriate mode of internal evaluation and submit the marks directly to the university through their University Login ID. As a part of continuous evaluation, subject faculty decide to implement second component depend on student progress in earlier components. The Director of Institute takes regular feedback of the students' progression through HOD. The Exam Committee takes proper feedback of students' performance in internal external assessment of various courses and provides fresh guidelines to the subject teachers at the time of commencement of term.

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

Before the commencement of every academic year the Director, Dy. Director, Program Coordinator, HODs and IQAC Coordinator conduct an IQAC meeting with all the faculty members and finalize the Academic Calendar in alignment with the university schedule. The Institute's academic calendar is designed by considering all activities and events in accordance with the Savitribai Phule Pune University academic calendar. The academic calendar is expected to incorporate commencement date, closing date of the term, dates of internal tests, college cultural events, seminar, workshops, major curricular extracurricular activities etc. Schedule for internal exams and tentative dates for University written exams and project viva, dissertation viva are displayed in academic calendar. The Director monitors all the academic activities. The director along with respective HOD ensures proper academic calendar and teaching learning process. They monitor all factors like assignments, internal

class tests, attendance, (75 attendance is mandatory as per University rules). Teachers are supposed to maintain course files of their subjects. All assessment components of concurrent evaluation (CE) are informed to students so that they can plan and complete the CEs in time. Parent Meet is also mentioned in the academic calendar. Faculty conducts lectures as per the timetable in alignment with the academic calendar. Exams and result declaration are strictly followed on the dates mentioned in the academic calendar or in the internal exam timetable.

2.6 – Student Performance and Learning Outcomes

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

http://www.moonjeinstitute.com/2.6.1.html

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1-1474099472	MBA	Management	93	81	87.10
1-473559273	MCA	Management	20	17	85.00
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2.7 – Student Satisfaction Survey

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

http://www.moonjeinstitute.com/NACC/AQAR1819/2.7.1.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	180	CHME's Dr. Moonje Institute, Nashik	0.21	0.21
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
INDIA ON THE MOVE	Computer Management	08/02/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category

No Data Entered/Not Applicable !!!
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
01	Startup Innovation Cell Startup Innovation Cell	CHMESs Dr. Moonje Institute, Nashik and Savitribai Phule Pune University, Pune	nil	nil	21/06/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Management	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Comupter	1	6.2
International	Management	1	6.7
International	Management	1	5.5
International	Management	1	5.75
International	Management	1	7.36
International	Management	1	5.5
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Management	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	2	18	Nill
Presented papers	Nill	2	Nill	Nill
Resource persons	1	1	Nill	Nill

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Nirmal Wari Abhiyan, Tryanbkeshwar	Central Hindu Military Education Society,s Dr. Moonje Institute,Nashik	3	33
Nashik nagari Sewa vasti Survey(Sant Kabir nagar, Nashik)	Central Hindu Military Education Society,s Dr. Moonje Institute,Nashik	3	21
Sharamnubhau Shibir zari	Vanvasi Kalyan Ashram CHMESs Dr. Moonje Institute	4	45

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Eco rangers Green College Clean College Competition	2nd Prize	KIRLOSKAR Vasundhara Club Nashik	24

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Green College Cean College	Kirloskar Vasundhara Club, Nashik	Ecorangers	1	24
Cancer awareness	CHMESs Dr. Moonje Institute of Mgt. Computer Studies,Nashik	Breast Cancer Awareness Program	13	49
Swachha Bharat Abhiyan	Savitribai Phule Pune University, Pune	Swacchata Abhiyan at Anjineri Gad, Trimbakeshwar, Nashik	2	30
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
MOU	Faculty	Nil	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic Interaction	MOU	Management Teachers Consortium (MTC) Global , Bangalore	01/07/2018	30/06/2019	Faculty
Exchange Management courses	MOU	Indian Institute of Materials Management, Delhi	21/07/2018	20/07/2019	Students /ext. Students
Cyber security awareness	MOU	Quick Heal Foundation , Pune	15/04/2018	30/04/2019	Students /ext. Students
Environment	MOU	Kirloskar Vasundhara Club , Nashik	01/08/2018	31/07/2019	Students Faculty
Financial Literacy	MOU	SWS Financial	01/07/2018	30/06/2019	Students Faculty

		Solutions Private Limited ,Nashik.			
Academic Interaction	MOU	Gokhale Education Society's R.N.C Arts , J.D.B.Commerce and N.S.C. Science College ,Nashik Road	01/07/2018	30/06/2019	Exchange faculties
Course Design	MOU	ESDS Software Solutions Pvt.Ltd.	16/10/2018	15/10/2019	Faculty
Institutions-industries Interaction	MOU	Red Hat India Pvt.Ltd.	19/09/2018	18/09/2019	Students Faculty
Institutions-industries Interaction	MOU	IRT Technologies Pvt.Ltd.	09/08/2018	08/08/2019	Students Faculty
Institutions-industries Interaction	MOU	Sumago Infotech, Nashik	01/11/2018	31/10/2019	Students & Faculty
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 3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Sumago Infotech, Nashik	01/11/2018	Institutions-industries Interaction	5
ESDS Software Solutions Pvt.Ltd.	16/08/2018	Certified Course Design	6
Gokhale Education Society's R.N.C Arts ,J.D.B.Commerce and N.S.C. Science College ,Nashik Road	01/10/2018	Academic Interaction	50
SWS Financial Solutions Private Limited ,Nashik.	19/09/2018	Financial Literacy	62
Kirloskar	01/08/2018	Environment	24

Vasundhara Club, Pune			
Quick Heal Foundation ,Pune	15/04/2018	Cyber security awareness	314

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2275000	2256505

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Delplus	Partially	2.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1975	20589	50	7446	2025	28035
Reference Books	11957	6166038	170	95717	12127	6261755
e-Books	4000	Nill	162	Nill	4162	Nill
Journals	12	35755	6	54821	18	90576
e-Journals	342	13570	Nill	Nill	342	13570
Digital Database	1	13570	Nill	Nill	1	13570

CD & Video	1894	Nill	29	Nill	1923	Nill
Weeding (hard & soft)	62	19658	Nill	Nill	62	19658
Library Automation	1	13000	1	13570	2	26570
Others(specify)	16	20694	2	22965	18	43659

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Asst Prof Devyani Suryawanshi	Mobile computing using Android	Google Classroom (Gsuite for Education)	31/08/2018
Asst.Prof. Shital Gujarathi	Integrated Marketing Communications, Contemporary Marketing Research	Google Classroom (Gsuite for Education)	01/10/2018
Asst.Prof Shivshakti Nanda	Skill Development-Soft Skills	Google Classroom (Gsuite for Education)	30/10/2018
Asst.Prof sanjay salve	Strategic management	Google Classroom (Gsuite for Education)	13/08/2018
Asst Prof sanjay salve	Enterprise analysis	Google Classroom (Gsuite for Education)	08/08/2018
Asst Prof sanjay salve	Human resource management	Google Classroom (Gsuite for Education)	06/02/2019
Asst Prof sanjay salve	Summer Internship Projects	Google Classroom (Gsuite for Education)	18/07/2018
Asst prof rajeshwari rasal	Python Programming	Google Classroom (Gsuite for Education)	18/01/2019
Asst Prof Aparna Havaldar	Optimization techniques	Google Classroom (Gsuite for Education)	22/01/2019

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidt	Others

								h (MBPS/ GBPS)	
Existing	192	4	32	1	1	1	2	32	0
Added	20	0	0	0	0	0	0	0	0
Total	212	4	32	1	1	1	2	32	0

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

32 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Google Classroom(G -Suite for education)	https://youtu.be/ur0dsJTZa9w

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
10730000	9116681	1200000	1147959

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

The parent society of Dr Moonje Institute of Management Computer Studies Nashik Central Hindu Military Education Society is very supportive and provides all necessary help to develop and maintain necessary infrastructure as per requirement of various statutory regulatory authorities like AICTE (All India council of Technical Education) DTE (Department of Technical Education) S.P.P.U (Savitribai Phule Pune University). The Institute has formed a committee consisting of Director, Programme Co-coordinator, Deputy Director, H-O-D MBA MCA Office superintendent to take care of infrastructure needs is holding meeting at start of Academic year and assess the requirement of Infrastructure for present and future needs of Institute necessary budgetary recommendation is made to Parent society for budget sanction. The system of Infrastructure maintenance is done at two levels 1) Institute level 2) parent society level. The parent society has appointed authorized vendors for many services like computer peripherals, generator maintenance, garden landscaping, minor repairs, electrical works, computers, library. The Institute has necessary manpower to maintain infrastructure like lab technician, Peons, sweeper for housekeeping and maintenance., The purchase of new Computers, Miscellaneous articles is done centrally by parent society for all the units run by them. Also the society has employed civil engineers, Electricians whose services are available for all the units run by society. The institute has a policy to develop infrastructure not only according to present needs but also taking future needs into consideration. In order to reduce the Time required for cleaning of Floors inside Institute the Institute has purchased floor cleaning machine to reduce the time required.

http://www.moonjeinstitute.com/NACC/AQAR1819/4.4.2.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Institute Level Scholarship	13	136805
Financial Support from Other Sources			
a) National	Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Yojna(EBC), Tuition Fees and Examination Fees to OBC , etc	210	8759647
b)International	Nil	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Bridge Course: Guest lecture on Financial Literacy	09/03/2019	42	Mr. Rahul Gujarati, Expert Speaker at Wealth Management Association, Mumbai
Bridge Course: Workshop for Data Scientists in Management	17/07/2019	44	Mrs. Rajitha Nair, Statistician, Nashik
Bridge Course: Advance Excel Training	18/03/2019	27	Mr. Sachin Sonawane, Director , Brain Stricker, Nashik
Bridge Course: Preparing your Life Examination	12/03/2019	40	Hon. H.G. Krishna Dhan Das, ISCKON
Bridge Course : Career Guidance Development workshop	04/10/2018	75	Shri. Vinayji Patrale , Ignited Minds
Soft skill development	26/10/2018	75	Prof. Shivshakti Nanda , DMI Faculty Member
Personal Counseling and Mentoring	15/07/2018	269	DMI Faculty Member
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Nil	Nill	Nill	Nill	Nill
2019	Nil	Nill	Nill	Nill	Nill
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Total 48 Organisations	171	29	21 organisations	50	18
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	Nill	Nil	Nil	Nil	Nil
2019	Nill	Nil	Nil	Nil	Nil
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nill
SET	Nill
SLET	Nill
GATE	Nill
GMAT	Nill
CAT	Nill
GRE	Nill
TOFEL	Nill

Civil Services	Nill
Any Other	Nill
View File	

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

Activity	Level	Number of Participants
Table Tennis	Institute	4
Volleyball	Institute	48
Carrom	Institute	8
Cricket	Institute	64
Chess	Institute	10
DMI Carnival	Inter College	600
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Nil	National	Nill	Nill	0	0
2018	Nil	International	Nill	Nill	0	0
2019	Nil	National	Nill	Nill	0	0
2019	Nil	International	Nill	Nill	0	0
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Presence of an active Student Council representation of students on academic administrative bodies/committees of the institution As per yearly activity the institute has formed the Student Council for A.Y. 2018-19. It consists of Student representatives, Professors and Director of the Institute. The Institute has its independent student Council as per Savitribai Phule Pune University norms. The Director is the chairman of this council and one faculty is appointed as a Convenor. The council includes students from both courses and minimum one lady student representative. University guidelines are followed at the time of constructing the student council . The student council members meet to discuss various matters related to student interest. The student council discusses issues related to Academic activities, Cultural activities, Industrial visits, Participation in various events, Social development etc. The role of the Student Council is to provide the insight in student's requirements. A student council acts as a link between student and management. They organize various student welfare activities. They are also involved in reporting student problems. Apart from Student council various committees are formed which incorporate student representatives in the institute. Anti Ragging Committee: It is formed in the institute as per the guidelines from the University to control the menace of ragging. No incident is reported till date. Library Committee : Library related issues like requisition of books , journals

, reading facilities and other services by Library are discussed by this committee where students play vital role in the improvement of Library facility. Internal Quality Assurance Cell (IQAC) : IQAC is formed to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. The institute is working for the overall holistic development of the students hence students are nominated in IQAC. The suggestions of students in the academic acdevelopment of institute can be obtained. Also suggestions to improve quality of student's services, innovation in teaching learning can be achieved. Academic Seminars and workshops, cultural events, sports activities are an integral part of educational curriculum for the overall development of the student. These events also act as a platform for developing the qualities like Leadership, Management, Team Work, Coordination and Communication in the students. Students are actively involved in the organization of the events. However the students are playing important role in solving the contemporary issue. They help in the administrative systems of the institute to make them more students friendly.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes, The institute has registered Alumni Association under Mumbai Public Trust Act , 1950. Name of the Public Trust is Dr. Moonje Institute Alumni Association Nashik . Registration number of Public Trust is F-0019384(NSK). Alumni are the brand-ambassadors of the institution . The institute is extremely proud of its alumni and their success. Alumni are consistently in touch with the institute. The Alumni contribute for the holistic development of the institute in various ways. After the formation of Alumni association the institute has planned to achieve the following objectives through alumni association in future. Alumni Association Objectives: • Development of Alma Mater. • Bring together students from all batches to connect with institute. • Provide platform for Alumni to support the institute and guide the students. • Discuss and receive ideas for betterment of existing students. • Come together for benefit of weaker section of society. • Improve industry – institute interference • Use for placements Dr. Moonje Institute's Alumni always contribute in various non financial ways also . Alumni are playing a very crucial role for the progress and development of the institution . Industrial visits are also organized to the various industries through Alumni reference. DMI alumni are now working at various respectable positions in the government prestigious organisations. Some of the DMI alumni have established their own business serve nationally internationally. They are invited to share their knowledge and experiences on curriculum related topics from time to time as per their proficiency. In the A.Y. 2018-19, Ms. Rajitha Nair , Alumni, DMI has conducted workshop on "Data Scientists in Management" Alumni help us for guiding the students about current trends in corporate world information technology. Alumni also help the MBA-1 students for selecting their specialization. Alumni inform the institute about Summer Internship Project opportunities internship training. They provide their references for doing curriculum projects of the students. Alumni provide students with opportunities to be an active part of live projects in their organizations. This provides students exposure to understand and gain knowledge of working methodology of the corporate. Alumni constantly share the job openings offered in their organization as well as references to fresher's as well as experienced alumni of our institute. In the A.Y. 2018-19, Mr. Vinay Chandratre Alumni, DMI has shared the opportunities in ICICI bank and 27 students of DMIMCS are placed.

5.4.2 – No. of enrolled Alumni:

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

10550

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings/activities organized by Alumni Association in A.Y. 2018-19 1. A meeting was organized of the members of Alumni Association Dated: 2nd June 2018 2. Alumni meet was organized on 21st April 2019 3. Workshop for Data Scientists in Management conducted by alumni Mrs. Rajitha Nair, Statistician, Nashik 4. Alumni Mr. Vinay chandratre helped DMI freshers by offering opportunity in ICICI Bank LTD through Campus Placement

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Case – 1 Decentralization and Participative Management To achieve holistic development of its stakeholders, Institute is committed to culture of decentralized participative management. The Director, HODs, IQAC coordinator, activity In-charge, Library and Office is responsible for overall academic and administrative leadership of the Institute. The Committees/Cells formed at Institute comprised of representation of all stakeholders of Institute as per norms. The College Development Committee (CDC) Governing Council are the policy decision making body headed by Chairman. The Director is Member-Secretary other members are nominated as per rules of AICTE Maharashtra University Act from teaching nonteaching. The issues regarding academics, administration and infrastructure, policies etc. are discussed. The Student Council as per norms is formed. The Secretary of Division Committee and Chairman of Institute has given signing authorities for financial transactions Director is given authority for administrative matters of Institute. The Director is facilitated with Deputy Director, Programme Coordinator, teaching non-teaching staff. The academics conducted by HoDs with the help of faculties administrative part by Office In-charge with the help of office service staff. The Director meets HoDs and In-charge to discuss issues. The IQAC, formed as per norms, meets periodically to discuss the points related to the policies and its implementation plays an active role in the academic activities. The Students participated in various activities. Faculties participate in the management process through CDC are part of various administrative meetings. The stakeholders are given highlights of the achievements/activities in annual meeting. Through effective decentralization, we practice successful delegation and enhance the productivity. Through participative management, in-charges handle allotted activity and ensure its constructive delivery. Case – 2 "2-Day State Level Workshop on "India on the Move" Under SPPU-QIP during 8-9 February, 2019" ? Institute discussed the importance of workshop theme at meeting of CDC / IQAC and got approval. Then, Institute has applied for QIP at SPPU got approval. ? The Advisory Committee, as a mentor, was formed by designating management members experts from academia, industry society at large. ? Meeting of staff to discuss objectives is called they were formulated. The viewpoint of every member was considered. ? Organising Committee is formed under guidance of Director senior faculties were designated as Coordinator Oraganising Secretary. ? As per guidelines from Advisory Committee, Resource Persons were invited to share their expertise. ? The Institute has formed various committees for smooth conduct of workshop. The various Committees were responsible under respective domain. Each committee comprised of faculty members and students. ? We appointed Session In-charges taking into consideration expertise. They were

given academic autonomy as per respective sub-theme. The student anchors were identified. ? The topic was discussed with students, alumnus valuable inputs were considered. The ISBN e-journal was published related to theme. ? Office staff of Institute was of immense help as they maintain ready to utilize status of all ICT physical facilities. ? The effort taken by Institute was appreciated by all including media society

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	• The Institute has well defined HR policy. • Staff requirements are obtained from Heads and reviewed by Director. Approval is taken from Management for Advertisement in newspapers and Institute website interviews are conducted by University Local Selection Committee. • The Institute arranges the investor awareness sessions which helps staff for effective planning of finances. • The development program, recreational activity workshop adventure training are organized. • Transparent appraisal system is used performance evaluation. • The benefits such as PF, Gratuity, Group Insurance, leaves (casual/medical /maternity/paternity/study/earned) and vacations are provided as per rules.
Curriculum Development	• The Institute has adopted CBCS curriculum designed and developed by the Board of Studies of the SPPU. • Curricular plan is designed and deployed for effective execution of the curriculum. Efficient teaching practices with the aid of ICT tools and Industry-Institute collaborations are used for effective execution of the curriculum. • The curriculum is revised and designed by the Board of Studies of the University. • The Institute also organizes co-curricular and extra-curricular activities to cultivate skill sets of students that lead to overall personality development and better employability. • To achieve curricular objectives as per need of curriculum various workshops, seminars, conferences etc. are organized.
Teaching and Learning	• The Institute has designed its strategic plan for overall academic and teaching learning process development. • The Institute has constituted

	Internal Quality Assurance Cell (IQAC) and its functioning is instrumental in quality sustenance necessary for the development of students and Institute at large. It helps in continuous evolution of teaching and learning process. • Teachers plan for proper implementation of the curriculum using novel teaching methods that help facilitate the teaching learning process. • Various teaching methodologies like Case Studies, Presentations Role plays etc. are followed to enrich the process of teaching - learning.
Examination and Evaluation	• Institute is affiliated to SPPU, all the major reforms in curriculum, examination pattern and evaluation process set by the University is directly adopted by the Institute. • Institute has its well established Exam Department to carry out the exam assessment practices for the students. There is an exam committee headed by the Director of the Institute to design the examination and evaluation related policies of the Institute. • Institute has appointed College Exam Officer (CEO) for smooth conduct of assessment. The CEO acts as a mediator between the students and the University to solve exam related problems.
Research and Development	• The Institute aims to develop research culture amongst faculty students. • The Seminars, conferences and workshops Faculty Development Program (FDP) under Quality Improvement program (QIP) are organized in the Institute for presenting research work, case study and survey reports. The Institute has Research Committee for monitoring research activity. • The Institute annually publishes DMI's Journal of Management and Computer Studies" (ISSN 2250-365X) to promote research activity among faculties as well as student. • The Institute has set up a separate Research Cell in the Library where separate computers with Internet facility and research books are available.
Library, ICT and Physical Infrastructure / Instrumentation	• The Institute has eco-friendly campus with exclusive building as per AICTE norms. • The administrative block comprises of Office, Library and Departments with well-maintained amenities and circulation area. To

	cater the academics, Institute has classrooms, seminar halls and ultra-modern auditorium. • The campus has Wi-Fi and VPNoBB Internet and latest Computers peripherals. The Institute has Microsoft campus license with application and system software. The computer network is as per ISO/IEC11801 Class-D International standard requirements. • Library is equipped with rich resources of books journals as well as digital e-resources, e-journals for reference and enhancement in knowledge • The learning methodology like Moodles and NPTEL are used.
Industry Interaction / Collaboration	• The strong Industry-Institute interface enables to arrange frequent Industry outreach programs placement drives. • Institute-Industry Cell interacts with the experts from industry arranges guest lecturers to keep the students updated with the current affairs recent trends. • Short term courses to bridge the gap between Academia and Industry are also offered to the students from time to time. • The Experts from industry share their knowledge expertise with students through guest lectures, seminars, workshop industrial visits. • The Institute has developed good relations with Corporate Industry. Institute is an active member of NIMA, MACCIA, CSI, CII, AIMA, Laghu Udyog Bharti etc.
Admission of Students	• The Institute follows admission process as per guidelines provided by Maharashtra Government under the aegis of State CET Cell Directorate of Technical Education. • The Institute admits students from various reserved categories as per reservation policy of Competent Authority. • The institute focuses on the student centric teaching-learning practices. In relation with this, the institute assesses the students at the entry level for the programme enrollment. • The performance of students in the CET which is conducted by DTE, IIM, AICTE, AIMS, AIMA and their graduation percentage serve as the basic indicator of the student's knowledge and skill.

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

E-governace area	Details
Planning and Development	YES (Through SPPU BCUD Institution Log-in) (immn017930)

Administration	YES (e-Prashasan)
Finance and Accounts	YES (Tally – ERP)
Student Admission and Support	YES (DTE, Admission SPPU BCUD Eligibility Log-in) (immn017930, MB5119 MC5131)
Examination	YES (SPPU QPD Log-in – Code 0688) and Online Examinations, G-Suite Moodles LMS)

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	--	--	CSI CII	30680
2019	--	--	MACCIA MTC-GLOBAL (LIFE TIME)	1770
2019	--	--	AIMS - ATMA	70800
2019	ANKUSH PINGALE	AICTE WORKSHOP AT MUMBAI	--	1361
2019	SHITAL GUJRATHI	STATE SEMINAR AT JDC IMR, NASHIK	--	700
2019	SWATI LAKHALGAONKAR	STATE SEMINAR AT JDC IMR, NASHIK	--	700
2019	SWATI LAKHALGAONKAR	NATIONAL SEMINAR AT LATE BRD MAHAVIDYALAY, NASHIK	--	1000
2019	ANKUSH PINGALE	NATIONAL CONFERENCE AT MGVS IMR, NASHIK	--	1000
2018	DR. PREETI KULKARNI	CONFERENCE OF DIRECTORS,	--	4410
2018	ANKUSH PINGALE	IJRESM JOURNAL,	--	770
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

	organised for teaching staff	organised for non-teaching staff				
2018	FDP ON MIND MANAGEMENT	FDP ON MIND MANAGEMENT	07/08/2018	07/08/2018	18	12
2018	FDP BY TATA CLASS EDGE DELL	--	15/12/2018	15/12/2018	8	Nill
2019	ADVENTURE TRAINING CAMP	ADVENTURE TRAINING CAMP	12/02/2019	12/02/2019	15	5
2019	INVITED TALK ON EMERGING TRENDS IN INDIAN ECONOMY	INVITED TALK ON EMERGING TRENDS IN INDIAN ECOMNY	01/03/2019	01/03/2019	18	15
2019	WORKSHOP ON REVISED MBA SYLLABUS, SPPU	--	15/05/2019	15/05/2019	17	Nill
2019	RECREATIONAL WORKSHOP AT SAVANA RESORT, IGATPURI, NASHIK	RECREATIONAL WORKSHOP AT SAVANA RESORT, IGATPURI, NASHIK	20/05/2019	20/05/2019	15	10
						[View File](#)

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP ON MIND MANAGEMENT	18	07/08/2019	07/08/2019	1
FDP BY TATA CLASS EDGE DELL	8	15/12/2018	15/12/2018	1
ADVENTURE TRAINING CAMP	15	12/02/2019	12/02/2019	1
INVITED TALK ON EMERGING TRENDS IN INDIAN ECONOMY	18	01/03/2019	01/03/2019	1
WORKSHOP ON REVISED MBA SYLLABUS, SPPU	17	15/05/2019	15/05/2019	1

RECREATIONAL WORKSHOP AT SAVANA RESORT, IGATPURI, NASHIK	15	20/05/2019	20/05/2019	1

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
9	20	12	16

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Health Check up camp, Employ Provident Fund, Group Insurance, Cooperative Credit Society, Free Uniform, Maternity leaves, Leaves, Gratuity, Staff Welfare Fund Activities	Health Check up camp, Employ Provident Fund, Group Insurance, Cooperative Credit Society, Free Uniform, Maternity leaves, Leaves, Gratuity, Staff Welfare Fund Activities	Fees Concession, Health Check up, Scholarships freeships, Group insurance, Sports facilities, Student welfare fund Activities

6.4 – Financial Management and Resource Mobilization

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

The accounts are audited by Auditor regularly at the end of the financial year. It is done annually by a Government certified Chartered Accountant, appointed for the Institute by CHME Society. The last audit was done for F. Y. 2018 - 2019. No major objections were raised during the audit. Dr. Moonje Institute is working under CHME Society and Society has its own internal auditors. They regularly audit the documents of College. Internal audit of the college is carried out by the CHME Societys Central Office whereas the external audit is conducted by the Finance Committee of the CHME Society with the help of external Auditors. Internal audit is done every three months. The observations are made by the external auditor and the compliance is provided accordingly. Dr. Moonje Institute has accounting process on cash-basis method. It compiles Annual Budget at every financial year. The management of Institute has provided a team of internal external auditor which checks statements of accounts per month for maintaining expenses as per budget allocations. Budget is compiled by taking into consideration operational requirements of each department for current academic year, future plans to be implemented estimated receipts as per fees sanctioned by state level fee fixation committee for the various courses. We also follow the method of departmental budgets. All account books are maintained by the Institute as per the norms of Fee Regulatory Committee of the Maharashtra State. The accountant verifies the books every day using Tally ERP software. Any doubts or concerns raised are recorded and that is clarified by the Institute. External auditor verifies all the account books once a year and provides inputs to incorporate the required changes as per the statutory requirements.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose

Management - Parent Society	6832136	Academic Administrative Investment

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NIRF, AISHE	Yes	Parent Society, C.D.C.
Administrative	Yes	M/s. CA. S. R. Rahalkar Associates, Nashik	Yes	Parent Society, C.D.C.

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

Tree Plantation Program Free Library Membership for Parents Invited Talk on Emerging Trends in Indian Economy Active Participation in Student Induction Academics

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

Adventure Training Camp Recreation activity at Savana Resort, Igatpuri, Nashik Investor Awareness Program Program on Emerging Economy

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

Organization of Guest Lecture-Successfully Organized Planning of Industrial Visit-Successfully Completed Industrial Visits Purchase if IT Equipments-Equipment s Purchased Planning for Seminar or Workshop- Workshop Successfully Conducted under QIP Admission Plan-Ninety Four Percent of Seats Admitted Preparation of NAAC SSR Completion-B Grade Awarded New Syllabus Orientation Workshop Conducted Landscape Development in the Campus Setting up Research Center Social Contribution Nirmal Wari Trambakeshwar Nashik Seva Vasti Survey

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	FDP on Mind Management	27/07/2018	07/08/2018	07/08/2018	13
2018	Pre placement training	21/08/2018	26/10/2018	26/10/2018	75

2019	Workshop India on the Move	01/11/2018	08/02/2019	09/02/2019	50
2019	Industrial visit to Pune Malvan	01/11/2018	01/03/2019	04/03/2019	34
2019	Invited talk on Emerging trends in Indian Economy	01/11/2018	01/03/2019	01/03/2019	279
2019	Guest lecture on Financial Literacy	06/03/2019	09/03/2019	09/03/2019	59
2019	Adventure Camp	06/03/2019	09/03/2019	12/03/2019	97
2019	Sessions on Nirbhay Kanya Yojna	01/11/2018	06/03/2019	09/03/2019	40
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Personality Development Program	04/10/2018	04/10/2018	35	40
Breast Cancer Awareness Session	15/10/2018	15/10/2019	62	Nill
Nirbhay Kanya	06/03/2019	08/03/2019	113	Nill
Adventure Camp	09/03/2019	12/03/2019	47	50

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

Percentage of power requirement of the University met by the renewable energy sources
Percentage of power requirement of the University met by the renewable energy sources. Renewable Energy Source used is solar power. Total Annual Energy Requirement is : 45752 KWH Energy Requirement Met By Solar Energy : 15600 KWH Percentage of Power Requirement Met by Renewable Energy (solar energy) Source : 34.096

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Physical facilities	Yes		2
Ramp/Rails	Yes		2
Braille Software/facilities	Yes		Nill
Special skill development for differently abled students	No		Nill
Rest Rooms	Yes		2
Any other similar facility	No		Nill
Provision for lift	No		Nill
Scribes for examination	No		Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	1	30/01/2019	1	Nirmal Vari	Cleanliness of City	23
2019	Nill	1	10/01/2019	1	Swachata Abhiyan	Environment Conservation	32
2018	Nill	1	17/12/2018	4	Seva Vasti	Litaracy	26
2018	Nill	1	17/11/2018	1	Cycle Rally	Encvironment Conservation	39
2018	1	Nill	13/10/2018	1	Tree Plantation Drive	Polution Control	25
2018	Nill	1	01/08/2018	334	Kirloskar Vasundhara	Environment Conservation	25
2018	1	Nill	07/06/2018	69	Facilitation Center	Ease of Access of Facilities to Common People	11
[View File](#)							

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

Title	Date of publication	Follow up(max 100 words)

Code of Conduct for Teachers	01/07/2018	The institute has well established work culture along with best code of conduct to deliver quality education. Every teacher joining the institute assumes the obligation to conduct him/her in accordance with the ideals of the profession. In the institute, to ensure the implementation of code of conduct discipline committee was appointed. It's duty of the discipline committee to observe that everyone follows the code of conduct. Someone found violating rules is answerable for his action. Committees like Women's Grievance Cell, Grievance Committee work as a mechanism to support implementation of code of conduct.
Code of Conduct for Students	01/07/2018	Institute has got a code of conduct for students. It is assumed that everyone will behave in a manner compatible with the Institute's norms. Every individual is held responsible for his/her actions. Every student in the Institute is expected to be involved in the activities that are likely to maintain the prestige of the Institute. Each student should behave respectfully with all. To ensure the implementation of code of conduct discipline committee was appointed. It's duty of the discipline committee to observe that everyone follows the code of conduct. Someone found violating rules is answerable for his action.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2018	15/08/2018	35
National Integration Day	19/11/2018	19/11/2018	20
Constitution Day	25/11/2018	25/11/2018	30
Marathi Bhasha Sanwardhan Padharwada	01/01/2019	15/01/2019	44
Savitribai Phule Jayanti	01/01/2019	01/01/2019	38
Jijau Maa Saheb Jayanti	12/01/2019	12/01/2019	47
Swami Vivekanand Jayanti	12/01/2019	12/01/2019	47
Republic Day	26/01/2019	26/01/2019	44
Marathi Bhasha Din	27/02/2019	27/02/2019	60
Anti Terrorism Day	21/05/2019	21/05/2019	31

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

ECO-FRIENDLY CAMPUS Institutes make a point to account for sustainable living in day to day functioning. Various environment friendly factors such as water, air, green land, parking, solid waste treatment, solar systems contribute in making an eco-friendly campus. In turn, these attributes foster more welcoming academic and social communities and result in buildings that are better places to live, learn, and play. We at DMI work on similar lines to make our campus eco-friendly. Following are some of the major initiatives taken for making our campus a green campus. • Use of solar energy as an alternate energy source • Awareness at water tabs for save water • PUC camps are organized in the Institute to ensure pollution control • More airy class room with ample sun lights to reduce electricity • Planting a sapling in the garden area of the Institute for violation of code of conduct • To maintain the cleanliness, dustbins place in the campus • Discipline committee ensures the cleanliness of the campus • Waste pit available in the Institute for the proper and eco-friendly disposal of waste. • Institute follow the rain water harvesting practices

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

7.2 Best Practices Title: Nirmal Vari Objectives 1. To create awareness about cleanliness among the students and among the people participating in Vari. 2. To understand the problems of varkari people and help improve the management of Vari. Context The 13th Century Marathi saint Shri Nivruttinath attained Samadhi at trimbakeshwar Nashik on jeshtha krushna paksha ekadashi. In his memory a pilgrimage trip / Vari is organized.This year the vari was organized on 20 Jan 2019. Most of the people participating in vari are followers of varkari tradition and come together to celebrate Samadhi festival called vari. Every year in the month of Jan varkari people come to visit Trimbkeshwar Nashik all

the way walking. During their journey they need services like food, water, shelter. As a conscious citizen of Nashik, Its our duty to facilitate their journey. This kind of event needs lots of planning and management. Every year we come across some issues, hurdles that needs to be addressed like maintaining the cleanliness of city, provision of sanitary, toilets facilities to the varkaries at various halt stations and many more. As a part of this "Nirmal Vari" campaign, we undertook the responsibility of creating awareness among the visitors about cleanliness, use of sanitary toilet facilities made available and to collect information about the problems faced by them ect. It helps in avoiding adverse effects which may hamper beauty of the city. The Practice Some of our students and faculties visited Trimbkeshwar and interacted with the visitors. An effort was made to know the problems encountered by them and to create awareness about cleanliness, use of sanitary toilet facilities made available. Information about the problems encountered is helpful while planning for the next year. Awareness about the sanitary toilet facilities helps in maintaining the city clean and prevent spreading of diseases in the nearby areas of Tribakeshwar. Problems Encountered and Resources Required Reaching the public at a large is difficult with small number of volunteers. Outcome of Nirmal Vari • Student volenteers helped finding the solution for the social problem of cleanliness of vari. • Students worked in public event understood the social problams realized the importance of management system of vari. Title: Adventure Camp Objectives 1.To develop qualities of leadership, risk taking, team work among students 2.To provide an out of box learning experience to students Context The present system of education relies too much on theory and class room learning system. The need is to blend it with as much practical or field visit experience. Activities like adventure camp provide them a good opportunity to learn the priciples of management it's implementation on field in real life. The Practice Adventure camp for students: To promote the spirit of adventure among students, the parent body of institute, CHME Society has established "Bhonsala Adventure Foundation" at Trimbakeshwar, Nashik with residential facilities expert trainers. The students learn activities like Rappelling, River Valley Crossing, Trekking, Kayaking etc., that enables the holistic development of Future Managers. Evidence of Success During last year almost 60 students participated in adventure camp. The morale and confidence of students has increased after completion of Camp. That reflected through their participation in various extracurricular activities organized in and out of the Institute. Problems Encountered and Resources Required Stay arrangements made at camp site are different than our day to day routine. Staying at camp site need understanding among the participants. Adventure activities are not the part of our regular routine therefore problems faced while performing various adventure activities. Lack of confidence and risk taking was observed in some students. Some student suffered through some health issues. All these situations were well handled by the Bhonsala Adventure Foundation Staff. The staff was well trained and experienced in facing all these situations. 2. Title of the practice: Use of IT practices Objectives • To automate the administrative work of the institute effectively • To minimize the time in administrative work • To reduce use of papers for the promotion of environmental cautiousness The context The IT platform is basically used to automate the various processes. It helps us to be environmental friendly. Use of IT services save time, energy and money. The practice Following practices are implemented: • Gsuite : Gsuite used comprises of Gmail, hangouts, calendar, and Google for communication etc. • Del plus: software developed by Delnet for automating library. • Delnet: provides access to Cambridge dictionaries online, theses dissertations, U.S. patents, many Journals, e-journals, digital libraries etc. • Dynamic institute website: to share all relevant information to the students and staff. • Class Marker: online tests portal for conducting exams online. Which tend to reduce paperwork as well as save time and energy. Antivirus: usage of internet makes pcs vulnerable to virus, so antivirus is

updated in pcs from time to time. Legal software: the institute uses only Microsoft campus license software. Evidence of success Academics Placement – Guest lectures and placement interviews are conducted using Skype for instructing and interacting with the Student. Examination - Class Marker tests are taken which are paperless, fast to conduct, instant accurate results declared. Office Communication - Gsuite is used in the office communication has facilitated faster and easy communication. Library Functioning - There is improved control over book collection by the use of DELPLUS. Problems Encountered and Resources Required • Extensive use of papers for office use was the crucial problem. Use of Gsuit helped in reducing the paper work as well as safe storage of data was facilitated. It also facilitated fast communication. • Conducting concurrent evaluations on paper again leads to extensive use of paper work and again it fails to produce accurate and timely results. Use of class marker for conducting exam helped in reducing the paper work as well as it helps in producing more accurate and timely results.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.moonjeinstitute.com/NACC/AQAR1819/7.2.pdf

7.3 – Institutional Distinctiveness

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

SOCIAL CONTRIBUTION The Institute is fully aware of its responsibility towards society and it contributes for development by arranging Shramunubhav Shibir for the villagers. Shramanubhav Shibir is one of the distinctive characteristic programs at our Institution, in collaboration with Volunteer Organization Vanvasi Kalyan Ashram. As a part of vision and mission of the Institute we are committed to impart basic values and building National character among the students. Shramanubhav Shibir provides solutions by storing rain water above the ground through check dams and also constructing artificial reservoirs. The natural ground water recharge in mountain areas is only 10 – 15 percent of the total precipitation. As a result of the steep terrain, much of the region's rainfall flows away and causes soil erosion, landslides and floods. There is an acute shortage of drinking water during the summer in a majority of tribal villages of Peth Taluka, Nashik district. The ground water level is very important to retain the soil moisture and to sustain the entire flora and fauna throughout the year. In this area, the ground water level is sinking alarmingly fast. As a part of social contribution, our students organize shibir. During the shibir our students construct a small check dam with the help of Engineers group of Vanvasi Kalyan ashram, villages from Lavhalli, Sardarpada, Kelvihir, Ranvihir and Kalampada, officials and employees of forest department, Government of Maharashtra. This is the first time ever that the students from a B-school are taking such efforts for the betterment of tribal people. Institute organizes Shramanubhav Shibir in Ranvihir village cluster, Peth Taluka, District Nashik since a decade . In the Shibir, students interacted with the community people and identified the problems they face. We have conducted a brainstorming session on these problems for the community people. The villages of Ranvihir cluster, Peth taluka, Nashik district, have transformed a community which used to suffer from regular droughts. In last 6 years, 15 small check dams and 10 well-constructed dams have been constructed. These tanks are filled from revived springs and used to meet their household water requirements. Shramanubhav Shibir improves quality and carrying capacity of the ecosystems including water in surface bodies, soil profile and arresting degradation of natural resources. It also mobilizes the villagers and getting them interested and involved in the planning and development processes. It plays major role in student's life by connecting the formal classroom to real life experience and

use the community as context for learning. The impact is wide spread over college student teacher community, former students of the college and the entire society at large.

Provide the weblink of the institution
http://www.moonjeinstitute.com/NACC/AQAR1819/7.3.pdf

8.Future Plans of Actions for Next Academic Year

The Institute has planned the following area for future • The institute has planned to work in research and development area, for this the institute will work on establishment of Research Development Committee. • The institute wanted to apply for New Research Center of Management Science under the Savitribai Phule Pune University • The Institute wants to make entire Wi-Fi enabled campus. • Up-gradation of existing IT facilities and purchase of equipment to promote student learning with the best IT environment. • In the area of digitization, the Institute will bring more office automation to ensure an updated data management system in the Institute. • The Institute also aims to sincerely address the issues highlighted in the areas of environmental protection, women empowerment and gender equality. • The Institute will work on organization of workshop, seminar and Guest lecturers for the students' holistic development. • The Institute planned to organize employability enhancement training sessions by the Placement cell and increase the placement percentage. • The Institute is planning to work on multidirectional development of students by deploying quality improvement strategies in teaching-learning, research, extension related and co- and extracurricular activities through the IQAC. • The Institute will plan the research oriented workshop on data analysis and bring the new issue of DMI's Journal of Management and Computer Studies as a research journal publication. • The Institute will plan to conduct two days residential camp in the tribal area to understand the problems of rural life and learn environment conservation initiatives by the local community. • The Institute will promote the sports activities such as Yoga, adventure camps, physical exercise etc. related to the physical fitness of students, faculty and staff.