



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**C.H.M.E. SOCIETY'S DR. MOONJE INSTITUTE OF
MANAGEMENT AND COMPUTER STUDIES**

**RAMBHOOMI, B.M. COLLEGE CAMPUS, GANGAPUR ROAD, NASHIK-422005
422005**

www.moonjeinstitute.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Dr. Moonje Institute of Management and Computer Studies (DMIMCS), Nashik, Maharashtra was established in 2002 under parenthood of Central Hindu Military Education Society (CHMES). The CHMES, popularly known as “BHONSALA” was founded by Dharmaveer Dr. Balkrishna Shivram Moonje in 1935. Its prestigious campus is renowned as “Rambhoomi” and is adored for its Discipline and Quality Education all over India as well as abroad. The CHMES has a long tradition of Value System and Military Education.

Dr. Moonje Institute was established in the memory of Dharmaveer Dr. B. S. Moonje, a great philanthropist, brave freedom fighter and the pioneer of Military Education in India. He was a firm believer of Indianisation of armed forces during the British rule and indispensability of Military Training to Indian youth.

DMIMCS is approved by All India Council for Technical Education (AICTE), New Delhi and affiliated to Savitribai Phule Pune University (formerly University of Pune). The Institute is offering professional Post Graduate courses MBA and MCA under Faculty of Management. The Institute is known for its state of art infrastructure and healthy learning environment with proactive leadership, experienced and dedicated research oriented faculty members and strong institute-industry interaction.

The Institute is consistently striving to impart management education that not only sharpens the intellectual power of the student but also inculcates ethical and social values to make them ready to shoulder responsibilities towards the business, the society and the nation. We have accepted management education as a primary mode of serving Indian society at large.

Vision

To impart Quality Education for developing Vibrant Business Leaders and creating I.T Professionals of High Calibre with Indian Values, Global Vision and Social Skills.

Mission

We at DMIMCS are committed to impart Professional Education by inculcating three basic values among the students - Building National Character, Quality Education & Developing Management Skills.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The institute is situated in the heart of the Nashik city with close proximity to MIDC area.
- Strong Value System and Military Education background of “BHONSALA” established before independence.
- The only institute in Nashik offering MCA-Management program.

- Strong Industry-Institute interaction.
- Continuous guidance and counseling to students through the active Mentoring cell.
- Organization of various activities throughout the year for holistic development of students.
- Active contribution in Rural and Social development.
- Enthusiastic and hard working staff.
- Spacious, Eco-friendly and Green campus.
- Good ICT Learning resources for effective pedagogy implementation.
- Proactive and visionary Management readily responding to the need of students and society.
- Well developed Infrastructure and library.

Institutional Weakness

- Lack of certificate and diploma programs.
- Limited research and development activities.
- Compliance of cadre ratio as per norms.
- Recent establishment of alumni association.
- Lack of collaboration with reputed national and international institutions.

Institutional Opportunity

- Inter disciplinary research.
- Strong industrial organization willing to have academic partnership.
- Multidimensional industries in close proximity require Consultancy services.
- Establishment of Incubation center.
- Development of Proposed Defence Cluster of India in Nashik.
- Introduction of diploma and certificate course.
- Increasing demand for skilled IT and management professionals from industry.
- CSR Funding from Industry for higher education.

Institutional Challenge

- Finding methods to bridge the gap between curriculum and industry needs.
- Changing level of aspiration of students.
- Absence of multiple Common Entrance Tests for MCA.
- Achievement of hundred percent Placements.
- Diversified students at the entry level.
- Lack of expertise for latest specialization as per university curriculum.
- Changing policy in admission process.
- Entry of private and foreign players in academics.
- Students largely focus on exam oriented tasks.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institute adheres to its Vision and Mission for imparting quality education leading to build national characters with managerial skills. The institute follows the guidelines framed by the affiliating University, Government of Maharashtra and AICTE, New Delhi in the implementation and execution of academic activities. The institute has adopted curriculum that is designed and developed by the Board of Studies of the Savitribai Phule Pune University. Curricular plan is designed and deployed for effective implementation of the curriculum. Efficient teaching practices with the help of ICT tools and industry–institute collaborations are used for effective implementation of the curriculum. Choice based credit system provides academic flexibility. Students are allowed to select elective courses of their interest. Subject related Add-on Programs are organized to make the students aware about the current trends by inviting professionals from corporate. The institute also organizes co-curricular and extracurricular activities to cultivate skill sets of students that lead to overall personality development and better employability. The curriculum is revised and redesigned by the Board of Studies of the University. However suggestions can be given for revision according to the inputs given by the stakeholders. Feedback mechanism is used for improving the implementation of curriculum and planning. The curricular aspect is considered as a core part of teaching and therefore is kept student centric. Effective curriculum planning and delivery leads to inculcation of the skills to develop Business Leaders and IT Professionals.

Teaching-learning and Evaluation

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 policies of Competent Authorities. The institute plans teaching, evaluation and co-curricular activities prior to the commencement of semester. The students are identified by the institute over their learning ability. The institute caters the learning needs of slow and advanced learners by entry level assessment through personal interviews. The institute adopts student centric teaching approach that includes ICT tools, e-resources, field study, case studies, projects as well as traditional teaching methods. The institute has proficient, experienced & devoted faculty members from diverse backgrounds. A feedback mechanism for the faculty by the students helps in continuous improvement in teaching learning process. The faculty members upgrade their knowledge on continuous basis with the ongoing development in the field. Institute appoints the teachers as mentor to students who counsel students for their overall performance. The institute constitutes Exam Committee to monitor and facilitate transparent and efficient evaluation system for the attainment of learning outcomes of students. The institute sticks with the academic calendar for conducting internal concurrent evaluations. The institute has Examination Committee to deal with the grievance of students in a time bound and efficient manner. With the help of subject faculty and mentor faculty, evaluation system not only helps students to achieve programme outcomes but also makes them confident.

Research, Innovations and Extension

Research is a significant component for overall academic development. The Institute promotes a research culture among faculty and students through actively organizing workshops, seminars, guest lecturers, projects etc. The Institute also focuses on social responsiveness through research and development activities. The Institute provides facility to every staff members to take advantage of National Digital Library (NDL) of India and DELNET for effective literature review. Separate research section with reference books is made available for students and staff in the library to create proper environment for research. Students have participated in “Avishkar”, a research competition organized by the University. Some of the staff members of the Institute are pursuing Ph.D. in the renowned Universities. Books, Journals are made available as per the

requirement of Researchers. Teachers present and publish research papers / case studies in the National / International seminar, workshops, conferences etc. in reputed Journals. The Institute Publishes research Journal, "DMI's Journal of Management and Computer Studies" (ISSN:2250-365X) for promoting research activity. The Institute has constituted editorial board and peer review committee to review the research work of the authors before publishing it in the Journal. Renowned academicians are involved in peer review committee. The faculty members are also on editorial board, review committee of National and International journals. Institute has membership of renowned organizations like CSI, MACCIA, CII and MTC-Global. Promoting research culture is a continuous process in the Institute. The Institute provides required resources and other facilities to ensure the participation in research and development activities.

Infrastructure and Learning Resources

The parent society has a well developed infrastructure with 165 acres of campus in the heart of the holy city of Nashik. The Institute is established on three acres of eco friendly campus with separate building infrastructure as per AICTE norms. The administrative block of Institute comprises of Central Office, Library and Departments supported by well maintained amenities and circulation area. To cater the academic needs, Institute has sufficient number of classrooms, seminar halls, meeting hall and ultra modern auditorium equipped with LCD Projectors. The Institute campus has Wi-Fi and VPNoBB internet connectivity and latest Computers with peripherals. The Institute has Microsoft campus license consisting of latest application and system software. The computer network of the institute has been fully tested and confirms with the standards and procedures required by the ISO/IEC 11801 Class D International performance standard requirements. The student computer ratio is extremely healthy. The Institute has 63 KVA Generator backup. Under nonconventional energy resource, Institute has 12 KVA solar power grid facility. The Institute is resourceful with large collection of reference books, text books, journals and supplementary books. The library has subscription of National Digital Library (NDL) and DELNET which consists of online books and journals of management & computer science. The library transactions are automated using DelPlus software. Under the ambit of Parent Society, Institute provides common sports facilities like swimming pool, playground, athletics track, volley ball court, Gymnasium etc. Institute establishes annual maintenance contracts with external agencies to effectively upkeep the overall infrastructure.

Student Support and Progression

The Institute facilitates the students for their holistic development and progression. To nurture with meaningful experiences of learning, Institute motivates and supports students. The Institute helps the eligible students in getting scholarships and free ships available from Government / Non Government Organizations. To solve issues of the students, the Institute has active Grievance Committee , Anti Ragging Committee, Internal Complaint Committee and other statutory committees/cells. The Institute elects Student Council as per Government norms.

Student mentoring system has been established by the institute for personal interactions with students on regular basis. The Institute organizes sessions of various resource persons from industry and academia for career counseling, soft skill development, higher education and competitive examinations. To achieve curricular objectives as per requirement of curriculum various workshops, seminars, conferences & symposiums are organized. To make students more employable various value added and bridge courses are conducted. The active placement cell of the institute continuously arranges pre-placement programs to achieve placement goals. The strong industry-institute interface enables to arrange frequent industry outreach programs,

placement drives and pool campus. The students are continuously encouraged for active participation in various co-curricular and extracurricular activities. The strong bonding with the students results in active alumni association that encourages the current students to identify the needs of corporate world. Alumni interact with the students and share their valuable experiences regarding the current business scenario.

Governance, Leadership and Management

The Institute is governed by the Management of Central Hindu Military Education Society which has long tradition of Value System & Military Education. The Vision and Mission of the institute are in tune with the objectives of higher education. Institute has a mechanism for delegating authority and providing operational autonomy to all the functionaries, like Head of Department, Office In-charge to work towards decentralized governance system and participative management. Successful reforms in assessment, enhanced utilization of library, strong Institute Industry collaboration, various MoU with industry associations are some of the key achievements of the approach. The Institute achieves its academic development objectives by organizing placement drive, adventure camp, military training and effective faculty development programs.

The institution 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. The Institute has designed its strategic plan for overall academic development. The roles and responsibilities of various bodies and committees are well defined. Due care is taken by the institute in the domain of staff welfare by implementing schemes like EPF, insurance, gratuity and employee credit society. The institute has effective appraisal system to assess the performance of faculty members and staff. Being self financed institute, student fee is the major source of funding. The Institute maintains financial statements as per statutory norms. The audits are carried out to ensure effective and efficient use of financial resources.

Institutional Values and Best Practices

The Institute has distinct values and practices which are the foundation of academic development. The Institute always strives for the all round development of students that make them capable citizens to shoulder all kinds of responsibilities. The institute organizes gender equity programs along with nirbhay kanya yojana, women health checkup, self defense etc. which are important for society upliftment. The Institute is sensitive to environmental issues and hence has taken initiatives like solar power generation, solid waste management and recycling, rain water harvesting, measures for energy conservation. The Institute exercises green practices in educational activities through computer networking, software applications Gsuite, Classmarker etc. The Institute regularly organizes tree plantation drives to restore environmental balance. The Institute offers courses on human values and professional ethics. There is well defined code of conducts for students and staff. Being situated in the heart of city, the Institute has many locational advantages like proximity to industrial area, central bus stand, railway station, airport, hospitals etc. In the best practices, for developing managerial skills and making students socially responsible, the institute organizes shramnubhav shibir every year in which students & staff build small check dams in tribal areas and educate the villagers regarding water conservation. Residential adventure camp is organized for students to develop risk taking ability, leadership, teamwork and sportsman spirit with decision making abilities. The Institute shows distinctiveness to its vision by conducting Military Training for students every year that helps in building qualities of discipline, manners, character and personality.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	C.H.M.E. SOCIETY'S DR. MOONJE INSTITUTE OF MANAGEMENT AND COMPUTER STUDIES
Address	RAMBHOO MI, B.M. COLLEGE CAMPUS, GANGAPUR ROAD, NASHIK-422005
City	NASHIK
State	Maharashtra
Pin	422005
Website	www.moonjeinstitute.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director(in-charge)	SHRIRAM SHESHRAO ZADE	0253-2309617	9422582897	0253-2342840	moonje_institute@rediffmail.com
IQAC / CIQA coordinator	SATEJ VILAS KITKULE	0253-8087019128	9423927472	0253-6519128	satej.kitkule@moonjeinstitute.com

Status of the Institution	
Institution Status	Private and 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		28-09-2002		
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	10-04-2018	12	

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	RAMBHOO MI, B.M. COLLEGE CAMPUS, GANGAPUR ROAD, NASHIK-422005	Urban	3.1	5182.38

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	MCA, Management	36	Graduation. As per Norms of AICTE State Government and S P Pune University	English	60	10
PG	MBA, Management	24	Graduation. As per Norms of AICTE State Government And S.P. Pune University	English	120	119

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	3				7				18			
Recruited	0	0	0	0	1	0	0	1	4	8	0	12
Yet to Recruit	3				6				6			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				5			
Recruited	0	0	0	0	0	0	0	0	1	4	0	5
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				13
Recruited	9	4	0	13
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				3
Recruited	2	1	0	3
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	0	0	1	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	2	4	0	6

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	8	0	10

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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	5		1		6

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		PG	Male	149	2	0
	Female	108	1	0	0	109
	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	21	14	11	13
	Female	12	8	5	7
	Others	0	0	0	0
ST	Male	1	1	2	1
	Female	2	3	1	1
	Others	0	0	0	0
OBC	Male	65	58	45	75
	Female	45	27	33	55
	Others	0	0	0	0
General	Male	64	73	111	130
	Female	50	51	67	87
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		260	235	275	369

3. Extended Profile

3.1 Program

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

Response: 1145

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	3	3	3

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
260	235	275	369	383

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

2017-18	2016-17	2015-16	2014-15	2013-14
83	83	64	118	116

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
106	92	153	191	170

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
18	22	23	23	21

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

2017-18	2016-17	2015-16	2014-15	2013-14
28	28	28	28	28

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 12

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

2017-18	2016-17	2015-16	2014-15	2013-14
87.47598	85.31477	111.76622	122.97594	98.12341

Number of computers

Response: 192

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institute is affiliated to S.P. Pune University and the curriculum designed by the Board of Studies of the University is implemented for MBA & MCA programs.

The institute committee prepares the Academic Calendar in accordance with the academic calendar of the University. The Time table for each program is then compiled by the respective department. Departmental meeting is organized to discuss the implementation of the curriculum prescribed by the University prior to the commencement of each semester of academic year. The faculty members are given workload as per University norms. They, then plan for proper implementation of the curriculum using novel teaching methods. Institute has a strategic approach towards effective curriculum delivery. Being an affiliating institute of S. P. Pune University, the institute actively participates in meetings / workshops for designing of curriculum organized by the University.

The faculty members of the Institute effectively contribute in developing academic plans and calendar for the academic session.

The action plan is designed and deployed for effective implementation of the Curriculum in the following ways –

- The allotment of subjects to the teachers is as per their specialization and skills. The newly recruited or less experienced faculty members are always given first choice to decide upon subject selection.
- The faculty members prepare Teaching plans of each subject in each semester and maintain them for reference.
- The syllabus is communicated to the students at the beginning of the semester.
- Various teaching methodologies like Case Studies, Presentations & Role plays etc. are followed to enrich the process of teaching - learning. Effective use of ICT is also helpful for imparting education.
- Professionals from Corporate and expert visiting faculties from other academic institutions are invited to guide in delivery and development of course content for effective implementation of the curriculum.
- The faculty members also undergo faculty training programs and attend Seminars, Workshops etc. to upgrade their knowledge.
- Study Circle activity for the faculty members is periodically carried out for exchange of knowledge and enhancing their skills.
- The faculty members are encouraged to use ICT-based teaching aids such as LCD Projectors, Multimedia tools etc. to make the learning process interesting.
- The Internet access is available for the faculty members and students in the Classroom.

- Library is equipped with rich resources of books, journals and magazines as well as e-resources for ready reference and enhancement of the knowledge.
- Institute-Industry Cell (IIC) interacts with the experts from industry for guest lectures to keep the students updated with the recent trends.
- Short term courses to bridge the gap between Academia and Industry are also offered to the students from time to time.
- Industrial visits are planned to various organizations working in different domains to give practical exposure for better understanding of the theoretical concepts.
- Various curricular and extracurricular activities are conducted to cultivate skill sets of students leading to overall personality development and better employability.

The major focus is on Holistic development of students

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

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

Response: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	2	1	0

File Description	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: 60.75

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	5	4	1

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

<p>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>Response: 58.25</p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 667</p>	
File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

<p>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>Response: 100</p>	
<p>1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.</p> <p>Response: 2</p>	
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: 51.85

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

2017-18	2016-17	2015-16	2014-15	2013-14
79	65	273	248	133

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:

As a part of curriculum of Savitribai Phule Pune University the institute is conducting the skill based courses like Human Right-I and Human Right-II for MCA-I & MBA-I. In the curriculum of MBA-II the course Managing for Sustainability helps the students to get insight into the sustainability concepts in Business practices.

Human Right-I (191): The Syllabus covers topics like human dignity, liberty of thought, expression, justice, unity in diversity, meaning and significance of human rights.

Human Right-II (291): The syllabus covers topics like vulnerable groups, disadvantaged groups, customary, cultural problems, women’s rights, children’s rights, human rights of aged and disabled persons are covered in details.

These courses make the students aware about the concept of rights, duties, legal system, provision of constitution for protecting civil rights and liberties.

Managing for Sustainability (401): The students get informed about the basic components of healthy environment and its relevance in various fields.This subject covers topics like sustainable development, corporate social responsibility, social and environmental issues and business models for sustainable Development. Corporate ethics, value system, code of ethics, culture building, respect for elders, holistic

relations between man and nature. The course enables students to -

- Apply general ethical principles to particular cases or practices in business
- Think independently and rationally about contemporary moral problems
- Recognize the complexity of problems in practical ethics.
- Demonstrate how general concepts of governance apply in a given situation or given circumstances

The institute also takes following initiatives:

- Anti Ragging committee has been displayed on notice board and at various places like corridors and library.
- The problems of students are properly discussed and resolved.
- Women Grievances cell actively helps to solve the problems related to the girl students and female staff working in the institute.
- Gender equality is valued by common classroom seating for boys & girls and equal opportunities in all the aspects.
- Conduction of various programs like Nirbhay Kanya, Personality Development etc. for empowerment of girls

The Institute follows curriculum designed by the University, thus there is no scope to make changes in the set structure. However, extra efforts are taken by the institute for sensitizing students in areas like environment, ethics, human values, gender sensitivity by organizing various activities like:

- Tree plantation drive to create environment consciousness
- Swaachh Bharat Abhiyaan to develop habits of keeping environment clean.
- Street plays on various themes like effects of social media on youth.
- Blood donation drives
- Public awareness programs like importance of hygiene during festival season and also individual responsibilities regarding the same.
- Computer awareness program for Senior Citizens to understand use of computer and internet
- Initiatives for water conservation in nearby villages
- Purchase of eco friendly Statue of Lord Ganesha made up of *shadumaati* (clay) instead of plaster of Paris while celebrating the Ganesh Festival in the Institute.
- Solar Panel are used for the energy requirements of the institute as a sustainable source of energy

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: 8

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

Response: 8

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: 36.92

1.3.3.1 Number of students undertaking field projects or internships

Response: 96

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: B. Feedback collected, analysed and action has been taken

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 1.08

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	2	5	8

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 66.12

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

2017-18	2016-17	2015-16	2014-15	2013-14
129	128	120	171	181

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

2017-18	2016-17	2015-16	2014-15	2013-14
180	180	180	305	278

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: 70.64

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

2017-18	2016-17	2015-16	2014-15	2013-14
73	74	41	63	68

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:

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 Common Entrance Test 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. The students are first called upon the personal interviews with all the subject teachers in the department. A student having their performance in the overall assessment is less than 40% are considered as slow learner, the student having scores greater than 75% are selected as advance learner.

The Advance learner are documented for ‘Elite Student Circle’.

The objectives of Elite Student Circle (ESC) are:

- To boost the creativity and innovative insight of every member and ensure all round development of the participated students.
- To develop management skills by ensuring 360° development of budding managers.

The institute boosts the performance of the students as well as their administrative skills to handle the team. Thus, in the ESC the students work in an organizational structure of circle. The students design the Working Committee (WC) for smooth functioning of the ESC. The students’ committee is empowered to supervise, support and regulate the functioning of Elite Student Circles. Under this various activities like group discussion, quiz, book – review, top economic stories, business plan development, newspaper comprehension, extempore etc. are arranged for these students. The students are promoted to participate in

group activities and group projects. For Advanced Learner in MCA programme, there are online training & test of spoken tutorial from IIT Bombay on subjects Java, Python etc. students also enrolled for Online Swayam Courses.

The slow learners students are advised to undergo special lectures under special guidance scheme. The Faculty Members take extra lectures for various subjects in which students are weak. Special Guidance Scheme is exercised in the Institute. The basic objective of this scheme is to help those students who are slow learner and deprived of the latest knowledge of the subject they undertake at the first year level. It helps to offer guidance to students in their career choices and the relevant subjects to be pursued by them to attain their best potential. The faculty members also take extra efforts by conducting the sessions on English language, soft skills & Personality Development.

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

2.2.2 Student - Full time teacher ratio

Response: 14.44

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.77

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	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 institution has made a conscious effort to shift from the traditional teacher–centric approach to a student-centric one. The teachers act as facilitator and students play an active role in the learning process. The teaching pedagogies are styled as per the needs of students. The institute utilizes blended learning approach which involves planned implementation of a learning model that integrates student-centered, traditional in-class learning with other flexible learning methodologies using media and web-based online collaborative approaches in order to provide individualized, student-centered learning experiences for the students with increased access to educational content and flexibility.

The learning experience of students is enhanced by:

1.Experiential Learning:

Students learn from their experiences during various learning activities assigned to them like seminars on course topics; peer teaching practices, assignments, preparation of informative display posters, Internships, mini projects, desk research, participating in exhibitions, industrial visits, NGO and hospital visits etc. Students learn about their social responsibility through participating in blood donation and health check–up camps. Central computing facilities, e-Library facilities, guest lectures and seminars by eminent experts from academia and industry help students in self-learning process and enhancing their knowledge.

2. Participative Learning:

To encourage participatory learning, group discussions are conducted during regular teaching hours. Students are encouraged to participate in group projects and various activities like case study presentation, guest lecture, seminars, workshops, poster presentation, quiz, extempore, ad-mad competition, social media competition etc.

3. Problem based learning:

The problem solving abilities of student's are enhanced by including role plays, caselets, case studies and assignments related to respective course in theory or practical sessions. Case studies help to bridge the gap between theory and practice and allow students to think critically and utilize the knowledge to arrive with workable solutions for problems related to management practice. The subject teachers are encouraged to develop new experiments beyond curriculum.

The Institute constantly focuses on the technology and field based teaching:

- MOODLE:

The institute uses MOODLE as a learning management system which benefits the students with an innovative and creative learning environment. Various course content and resources like animations, videos, simulations, links to e-resources are uploaded and made available to the students which enhance their overall learning experience.

- E Resources:

E-resources like National Digital Library, e-journals are available for students to enhance their learning

experience. The college has Wi-Fi campus to support the students for online learning.

- *Shramanubhav Camp* :

The institute organizes Shramanubhav camp for the students to learn skills based course on corporate social responsibility. It is a step towards betterment of Vanvasi villages water harvesting and water literacy.

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

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

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 18

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: 16.25

2.3.3.1 Number of mentors

Response: 16

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The institute has encouraged the teachers to use the modern teaching aids, technological equipments along with traditional lecture method. Trends have been set to use the multimedia devices, like projector and computers.

Institute has developed smart class rooms with web-based teaching. The teachers utilize these facilities to illustrate the concept clearly through audio/video mode. ClassMarker, webinar, G-suite (Google Classroom, Google Hangout, Google Drive, Google Sites, You tube), MOODLE, NPTEL are used to make teaching effective. These innovative techniques have helped us to make the learning experience of students effective, enjoyable, attentive, interactive and communicative.

Digital Library helps teachers & students to go through different e-journals & article of research & academic important. With the help of Spoken Tutorial students get tutorial & can give online test of particular subject. The Experts from industry share their knowledge, expertise and real-life experiences with students through guest lectures, workshop & industrial visits. Institute conducts various workshops on current & academic related topics. It helps students to go through different case studies & acquire subject related knowledge. Institute has its own auditorium hall, computer labs, language lab, AV room etc.

The following activities are introduced in the institute to enhance teaching learning process:

The subject teachers conduct online exams of various subjects using ClassMarker. It helps to conduct concurrent evaluations. Use of Classmarker saves time and improve the results of the students in University MBA online examination.

Students are encouraged to get involved in industry projects as a part of their curriculum. Institute organizes events like quiz competition, poster competition, etc. to develop creativity and critical thinking among the students.

Industrial visits represent important activity in any post graduate programme that contributes to the achievement of various essential learning outcomes and programme objectives. Institute conducts specialised industrial visits. The students visit companies and get insight of internal working environment of the organisation.

The teachers try to make lectures more student-centric by participative learning by means of group discussion, case studies etc. The students get assessed through different tasks such as open book tests, assignments, mini project etc. This activity helps to improve self-learning, thinking capacity and teamwork. The students are also guided and motivated to make Mini projects in order to be familiar with industrial environment.

The roll play method helps to develop problem solving approach among the students. Case study method is responsible for intensive study of a particular issue. It is an investigation and exploration of an issue thoroughly and deeply.

Institute asks the students to register on SWAYAM portal to apply for different online course offered by best of the teachers in India.

Overall benefits of innovation and creativity in teaching-learning includes -

- The students gain the skills they needed to satisfy the academic and professional problems.

- The students essentially enjoy the learning process and stay invested in it.
- The students get benefitted in placements.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 76.43	
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
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years											
Response: 8.31											
2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years											
<table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> </tr> </tbody> </table>		2017-18	2016-17	2015-16	2014-15	2013-14	1	2	2	2	2
2017-18	2016-17	2015-16	2014-15	2013-14							
1	2	2	2	2							
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: 10.39	
2.4.3.1 Total experience of full-time teachers	

Response: 187

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: 46.73

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	3	0	1

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: 10.71

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	3	3

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:

The Institute is affiliated to Savitribai Phule Pune University, all the major reforms in curriculum, examination pattern and evaluation process prescribed by the university is directly adopted by the institute. The university has introduced the concept of College Examination officer (CEO) who is an experienced teacher and nominated by the Institute to monitor and ensure the university exams and related work. The CEO takes care of smooth conduction of internal and external exam in the institute. The institute in its major reforms constituted an Exam Committee that will collectively solve the issues that may come across during and post evaluation work. The members of Exam Committee provide mechanism to the students about their exam and progress related problems. The CEO and Examination Committee schedules and executes the evaluation process with strict monitoring on regular basis. In the institute level evaluation, CEO notifies all the subject teachers about guidelines for internal assessment or concurrent evaluation.

Since academic year 2013-14 the University introduced the Choice Based Credit System (CBCS) in its curriculum of MBA & MCA. The CBCS facilitates the choice to the students for selection of elective subjects, the choice to subject teaches to plan the sessions with flexibility of implementation by selecting appropriate Lecture-Tutorial-Practical (L-T-P) pattern. The students are made aware of the evaluation mode periodical by the concerned subject teacher or in individual case by the class coordinator / mentor through direct class announcement / notice board / SMS or website of the institute. The subject teachers assesse the students with appropriate mode of internal evaluation.

In the recent development in CBCS curriculum, instead of assessing the students at the end of semester through Internal Exam, the subject teachers directly or indirectly assess the students throughout the semester and check the performance of students with providing necessary feedback and chance for further improvement. In continuous assessment the students are assesses through quiz, assignments, class tests, hands on practical's, online MCQ tests, case studies, presentations, field visits, study tours etc. as well as through the performance of students in curricular activities. The subject teachers have freedom to decide the component of internal assessment. As a part of continuous evaluation, subject faculty decide to implement second component depend on student progress in earlier component. The Director of Institute takes regular feedback of the students' progression through HOD of the concern departments. As per the University notification internal marks of MBA & MCA are submitted online within the stipulated timeframe. Over the students' performance in internal & external assessment of various subjects the Exam Committee provide feedback and fresh guidelines to the subject teacher at the time of commencement of the curriculum.

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

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

Response:

Organization of Internal Exams:

The institute has its well established Exam Department to carryout the exam / assessment practices for the students. There is an exam committee headed by the Director of the institute to design the exam related policies of the institute. The institute has appointed College Exam Officer (CEO) for smooth conduction of assessment process. The CEO acts as a mediator between the students and the University to solve their exam related problems.

The assessment system in the institute –

- Covers all aspects teaching learning
- Fair and transparent organization
- Regular and continuous basis
- Informs about each students learning level.

Transparency in Internal Assessment:

At the beginning of an academic year or semester, College Exam Officer in consultation with Exam Committee provides the detail guidelines for conducting the concurrent evaluation for various courses. The special concurrent evaluation sheets are provided to the subject teachers to record the attendance and marks of each student.

At the time of commencement of the curriculum of the course the respective subject teacher submit the teaching plan of their subjects to the Departmental Head. As per the teaching plan, the subject teacher communicates the internal evaluation policy with the HOD before starting the curriculum. This teaching plan discusses the mode of concurrent evaluation and the schedule of evaluation.

Frequency: For conducting the concurrent evaluation, the subject teacher notifies all the concern students about the concurrent evaluation well in advance. The students get all information about the evaluation process / component, marks allotted to the evaluation, time and place of evaluation. The subject teacher conducts minimum 3 concurrent evaluations of core subjects and minimum 5 concurrent evaluations of elective subjects with wide spread and frequency throughout the semester.

Variety: As per the curriculum common class tests are conducted for all the classes by preparing the Common Class Test Time Tables much prior to the tests. The Class Test time table is displayed on notice board & institute's website. A subject teacher along with College Exam Officer coordinate the class tests in disciplined manner with proper seating arrangements and appointing invigilators in different class rooms. Apart from the common class tests, the University has provided a wide choice of assessment methods to subject teacher like

- Case Study
- Open Book Test
- Field Visit / Study tour
- Learning Diary
- Scrap Book

- Group Discussion
- Thematic Presentation
- Written Home Assignment
- Industry Analysis
- Literature Review
- In-depth Viva
- Quiz
- Student Driven Activities etc.

After appearing to a particular concurrent evaluation student gets informed about his/her score with proper feedback for further improvement. On completion of all the internal continuous assessment of all courses, a result for all the courses is displayed on the notice board in specified time frame by exam department. If there are any grievances regarding the marks, the students can solve their issues through concern mechanism of the institute to solve exam related problems.

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

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

Response:

The institute has separate Examination Department to process the examination activities and provide the guidelines for internal assessment. There is devoted Examination Committee of the Institute to regulate the Internal assessment of various courses. The Examination Committee issues guidelines to conduct the internal assessment by the respective subject teacher at the beginning of Academic Year. The subject teachers then prepare their plan of concurrent evaluation and communicate to the students in the classroom or on the institute website.

The grievances may be related to internal assessment or external assessment.

Internal Assessment:

The subject faculties conduct the concurrent evaluations periodically over the semester and give marks to the students with proper feedback for further improvement. In the evaluation process like class tests, students are given back their evaluated answer scripts. Students are permitted to assess their own performance and seek any clarifications to the teacher. The grievances if any occurred while internal assessment is primary handled by concerned subject teaching faculty and mentor of the student. If the student is not satisfied with the solution at this stage, he/she may refer to the Examination Committee headed by the Director through Head of the Department and College Examination Officer (CEO). If the student is not satisfied with the solution, then the same should be placed before the Examination Committee within a week (7 Days) from the date of the receipt of the reply from the Head of the

Department. The decision by the Examination Committee is final and usually prone to motivate the students for betterment in academics.

External Assessment:

External assessment in case of MCA is carried out by conducting semester end theory examination. However for MBA, there are two types of external assessment in a semester i.e. Online Examination and Theory Examination. In the online examinations - the effective implementation of the online examination is ensured by way of display of online examination timetable, batch wise schedule of students, appointment of eligible internal supervisors and use of CCTV cameras for monitoring of online examinations. The results are also communicated immediately to the students as per university guidelines. For the Semester end theory examination, Internal Sr. Supervisor, Junior supervisors and support staff are appointed by the Director. The issues related to exam forms/hall tickets/question paper printing are dealt with high priority and solved immediately. The Institute has separate Exam room to print the question papers safely under CCTV surveillance.

In the University exam, fail students may opt for revaluation if dissatisfied with assessment of their answer sheets. They submit application through institute to the University for Photocopy of answer sheet within specific time period (generally within 10 days) from the declaration of result. In case of any discrepancy in checked answer sheet, the student further applies for re-valuation by paying requisite fee to the University. The CEO acts as a mediator between University and the student to solve their problems.

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

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

Response:

The institution has its own academic calendar declared at the beginning of every academic year. The institute’s academic calendar follows all the guidelines notified by the administrative circulars of Savitribai Phule Pune University. The university calendar is used as a reference point to prepare academic calendar of the institute. The University publishes its academic calendar for the Management Faculty well in advance. The academic calendar acts as one of the planning document for all types of internal evaluations. The institute adheres to the academic calendar for the conduct of continuous internal evaluation.

The institute’s academic calendar provide enough space to the concurrent evaluation on periodic basis over the year. The subject teachers prepare their teaching plans of all courses according to the academic calender by pointing out the evaluation sessions. The spread of continuous evaluations over the semester provide much space between successive concurrent evaluations for the preparation to both students and the subject teachers. As per the new Choice Based Credit System curriculum, there are minimum three concurrent evaluations of core course and five concurrent evaluations of elective courses.

The exam committee monitors the status of concurrent evaluation of all the subject teachers as per the academic calendar. The adherence for the conduct of continuous internal assessment is also monitored by the respective Head of the Departments. However there is enough flexibility given to the subject teachers to conduct the concurrent evaluations if there is any changes by the university or institute in declared schedule. After completion of syllabus, compulsory class tests based on complete syllabus are conducted at the end of each semester. The average with best of performance of the students are recorded for the calculation of final internal scores of students.

The institute strictly follows the timelines given by the University regarding submission of the Internal marks. Knowing to the advantages of fast communication and environment friendliness, the exam department communicate most of its notifications through the email communication. The College Exam Officer in consultation with the Exam Committee provides the timeline for submission of entire assessment record at Exam Department. As per the University guideline all the internal marks are then upload to the university website.

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:

In the institute, both MBA & MCA departments have their clearly defined Programme Outcomes (POs), Programme Specific Objectives (PSOs) and Course Outcomes (COs). They have been articulated by taking inputs and suggestions from every stake holder and as per the guidelines from the University.

The Programme Outcomes, Program Specific Outcomes and Course Outcomes are displayed on website and on the display boards at the institute.

Apart from this, Program Specific Outcomes and Course Outcomes are made available to all the students and teachers of the program through student induction programs and faculty meetings. Teachers also discuss POs and COs of respective program and course with students during theory and practical sessions.

The teaching-learning process and assessment methods are designed in such a way that the COs defined can be attained effectively. It is ensured that the student is able to acquire the knowledge and skill required for the achievement of PO's and PSOs along with the COs.

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:

The institute has a systematic process of collecting and evaluating data on programme and course outcomes and it is used for improvement of student performance. To measure the attainment of these outcomes, institute follows following mechanism:

I. Course Outcome Attainment Process

The course outcomes are prepared based on syllabus of each course (subject). The CO statements are drafted to derive the objective of Program Outcome and Program Specific Outcome.

The course outcome assessment tools are as given below:

- **Internal Examination:** Internal Continuous Assessment is done by various components of concurrent evaluation such as class test, practical exam, seminars, assignments, case study, open book test, presentations etc. are defined and used for students evaluation. The level of attainment of COs is evaluated based on students' performance during entire semester by subject teacher. The continuous assessment of various evaluation methods is combined together for finalizing student's internal marks. The evaluation of students is communicated regularly for further improvements. However, in the Institute the performance of internal continuous assessment is act as a major tool for attainment of COs.
- **Semester End Examination:** A semester end University written examination is conducted for each external course. The attainment of COs is also ensured by student result analysis after the assesments. The results of courses having less than 40% pass students, need to take necessary steps and redesigning of beter teaching learning methodology. However the results of the subject more than 75% are shows the better attainment of COs. In the between case there is scope for further improvement in the teaching learning process of those courses.

II. Program Outcome and Program Specific Outcome Attainment Process

Program Outcome statements and Program Specific Outcome statements are set first for each programme. Attainment of Programme Outcomes are assessed by student overall feedback.

It also includes feedback from students and alumni. It is used to analyze and improve the level of attainment of POs and PSOs.

Performance in final university examinations, industrial training project, placement activities, competitive

examinations and participation of students in holistic development activities are considered for assessing attainment of Program Specific Outcomes.

Projects are carried out by every final semester student by applying knowledge and skills learned throughout the programme. It assesses the student's skills and knowledge specific to selected specialization/track.

This explains level of attainment of the prescribed POs and PSOs.

- Department faculty meeting is arranged for discussing the performance of students. Based on result analysis, appropriate steps are implemented.
- Every year the topper students are felicitated to motivate all other students.
- Names of the students who have got selected in the placement programme or have special achievements in various activities are displayed on notice board & Institute website.

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

2.6.3 Average pass percentage of Students

Response: 74.44

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

Response: 67

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

Response: 90

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: 3.3

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: 0.25

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0.25	0	0	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 5.56

3.1.2.1 Number of teachers recognised as research guides

Response: 1

File Description	Document
Any additional information	View Document

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

Response: 0.05

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

Response: 1

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years	
Response: 108	
File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

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

Response:

Institute has created an ecosystem for innovations with the support from available resources for creation and transfer of knowledge. The institution intended to develop research culture amongst faculty & students. The Seminars, conferences and workshops under Faculty Development Program (FDP) / Quality Improvement program (QIP) are organized in the Institute for presenting research work, case study, survey report by the faculty & Student. The institute has research committee for monitoring research activity.

Aims

- To inculcate the spirit and culture of research amongst faculty and students.
- To enhance interaction and cooperation between researchers for interdisciplinary and multidisciplinary work.
- To forge academic and research collaborations with national and international universities, government agencies and industries.
- To acquire research consultancy from Local Corporate.

Objectives

- To organize research promotion events like conferences, seminars, workshops, invited lectures, webinars.
- To motivate faculty for doctoral research.
- To promote research publications.
- To organize exhibition on current trends

Initiatives taken to inculcate the spirit of research amongst faculty and students are as follows

The institute publishes **DMI's Journal of Management and Computer Studies**'' (ISSN 2250-365X) -to promote research activity among faculties as well as student.

- Motivating faculty & student for publications by providing financial assistance.
- Staff study circle initiates for Researchers to share their valuable experiences regarding their participation in publication
- MOUs with different agencies including industries like Quick Heal, MTC global, and Indian Institute of Material Management.
- **DELNET** Library membership helps to undertake scientific research in various areas.
- Research section is available in the library to create proper research environment for researchers.
- Participation in prestigious competition like **Avishkar (Inter –University Research Project Competition for UG/PG/Doctoral Students organized by S.P. Pune University)**
- Every year institute organizes various national as well as state level workshops on current trends and technology to interact, discuss and share views & knowledge.
- The institute has developed a good relations with corporate & industry. Insitute is an active member of NIMA , Maharashtra Chamber of Commerce, Industry & Agriculture (MACCIA), Computer Society of India (CSI), Confederation of Indian Industry (CII), Ambad Industries & Manufacture Association (AIMA), Securities and Exchange Board of India, (SEBI), Bombay Stock Exchange (BSE), Central Depository Services Limited (CDSL) & LaghuUdyogBharti .
- Training and Placement Cell of the institute is well functioning and taking efforts for collaborative activities in areas of research. It organizes pre placement training, arrange industrial / field visits and campus interviews. Faculty members regularly interact with the industry people to understand functional challenges through Student project.
- Conducting joint technical Programs & events with industry like ER-Connect & CEO-Connect (programs of CII.)
- In A.Y. 17-18 ESDS Software Solution Pvt. Ltd., Nashik–(Leading Cloud Computing Service provider) provided the training on Cloud Computing to our faculties.Institute are in process of establishing Cloud Computing Research Center in Association with ESDS.

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

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

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research	
Response: Yes	
File Description	Document
Institutional data in prescribed format	View Document
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: 0.5	
3.3.3.1 How many Ph.Ds awarded within last five years	
Response: 1	
3.3.3.2 Number of teachers recognized as guides during the last five years	
Response: 2	

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

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

Response: 0.28

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	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: 1.21

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

2017-18	2016-17	2015-16	2014-15	2013-14
06	08	04	0	08

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	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:

Response:

- The institute promotes neighborhood network and student engagement in extension activities, contributing to good citizenship bearing high moral values, community service and holistic development of students. Today, Institute are strongly connected to society as well as the nation through an emotional and moral bonding by quality of the passion and dedication with which students carry out the various social service initiatives.
- The Faculty members of Institute introduce various activities for the students during induction program and ensure their participation throughout the academic year.
- Institute arranges health check- up camp, blood donation camp, etc. in association with recognized bodies like Shri Guruji Ragnalay, Nashik. Involvement in such service-learning activities helps students to become mature and socially responsible.
- Institute motivates the students to participate in need based outreach activities, such as 'Swachh Bharat Abhiyan', Campus Cleaning, Tree Plantation in college campus as well as hill area around nasik city. Participation in such activities imbibed the sense of national integrity, environmental and social responsibility among them.
- Institute involves the faculty and students in community work. Institute organizes Computer Literacy Workshop for Senior Citizen – Community Orientation, in association with Computer Society of India. This helps the students to learn ethical values and understand their responsibilities, and develop as good citizens.
- Student volunteers provide information through presentations on Cyber Safety Awareness Program to students of rural areas and also provide medical help to 'Pilgrims' during Kumbhmela in Aug.2015 at Nasik. These activities help to sensitize and inculcate ethical behavior among the students. Students have opportunity to improve their leadership, interpersonal skills, and self-confidence by organizing a Social event. It provides a platform to network and collaborate with youths which expose students to stand up for their rights and seek their personal and social development.
- Students conducts computer awareness program for the primary students. It provides platform to share their knowledge and improve the interpersonal skill.
- The extension activities are undertaken among targeted communities by balanced awareness programs. The most important side of the outreach activities among students, is to inculcate habit of finding appropriate solutions through their ongoing studies.

Some important extension activities are Tree Plantation,Swachhata Bharat Abhiyaan Campus Cleaning,Cyber Safety Awareness Program ,Village Survey,Computer Awareness of Senior Citizens

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

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

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	2	3	2

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
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: 49.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
219	168	144	28	120

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	4	9	5	5

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: 11

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	2	0	0

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

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:

The Institute has developed necessary infrastructure as per statutory requirements of AICTE, Directorate of Technical Education, Savitribai Phule Pune University. The infrastructure consists of class rooms, computer labs, enriched library, auditorium, seminar hall, meeting hall, director cabin, rest rooms, furniture and fixtures, electrical installation etc.

The parent society of institute, Central Hindu Military Education Society provides all necessary support for developing necessary infrastructure for running courses of institute. As per requirement, new infrastructure is also built. The building is mainly comprised of instructional area, administrative area & circulation area.

The institute has ramps for disabled students so that they can move easily. Also rest room, first-aid medical facility & commode toilet is available. CCTV are installed at various locations for security and vigilance. A multispecialty hospital "Shri. Guruji Rughnalya" is located near the campus of the society. There is also a separate hostel facility available for the students. There is ample parking space for vehicles of students and employees. In the parking, proper shed is built for vehicle protection.

The classrooms of the Institute are spacious and as per statutory norms. The classrooms are ICT enabled and have internet facility. The computer labs are well equipped with latest configuration computers, printers and high speed Internet connection.

The details of physical infrastructure is as follows;

Room Type	Total Area in Sq.Mtrs.
Class Rooms & Tutorial Rooms	601.26 Sq.Mtr.
Office	317.64 Sq.Mtr.
Director Office	66.71 Sq.Mtr.
Department & H.O.D Offices	43.96 Sq.Mtr.
Faculty Rooms	122.08 Sq.Mtr.
Central Store	67.97 Sq.Mtr.
Maintenance	23.93 Sq.Mtr.
Housekeeping	23.37 Sq.Mtr.
Pantry	28.92 Sq.Mtr.
Exam Control Office	66.91 Sq.Mtr.
Placement Office	94.67 Sq.Mtr.
Toilets Gents & Ladies	314.09 Sq.Mtr.
Boys Common Room	160.36 Sq.Mtr.
Girls Common Room	174.50 Sq.Mtr.
Stationery Store	28.35 Sq.Mtr.
First Aid Cum Sick Room	28.86 Sq.Mtr.

Laboratories	66.00 Sq.Mtr.
Computer Center	303.11 Sq.Mtr.
Library & Reading Room	494.16 Sq.Mtr.
Seminar Hall	487.06 Sq.Mtr.
Corridors/Lobby/Waiting Area	910.28 Sq.Mtr.
Security Cabin	40.00 Sq.Mtr.
Cafeteria	338.66 Sq.Mtr.
Board room	127.25 Sq.Mtr.

File Description	Document
Any additional information	View 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:

The Institute has ensured good facilities of sports, adventure camp for students to maintain their physical fitness and for holistic development. The sports facilities helps to reduce stress arising from academic activities, examinations work etc. The sport infrastructure of C.H.M.E Society is available to the students of Dr. Moonje Institute- like athletic ground, volleyball and basketball court, swimming pool, shooting range, boxing, wrestling ring, horse riding etc. In the campus the students can avail the various facilities of Bhonsala Adventure Foundation like rappelling, river valley crossing, jummaring, water sports etc.

Objectives of sports activities:

- 1.To develop & improve physical fitness, stamina and self-confidence of students.
- 2.To develop an ability to observe, analyze and judge the performance of self & peers in competition situations.
- 3.To Improve leadership & management skills of co-operation, trust and responsibility in team problem-solving tasks.
- 4.To build relationship & communication with each other.

- Dr. Moonje Institute has facilities for Indoor games such as Carrom, Chess etc. Institute has shared gymnasium facility of Bhonsala Military College to develop students physical fitness.
- The Institute has sufficient number of sport equipments and accessories.
- The institution encourages students to participate in inter-college, university-level, and state-level competitions.
- The Institute conducts session of yoga and meditation on International Yoga Day in the seminar hall or at some suitable place for students & staff.

Facilities for Cultural Activities:

Dr.Moonje Institute organizes “MUDRA” the Annual Cultural activity. The institute encourages students to participate in various events. DMIMCS also conducts various extracurricular activities throughout the year at DMIMCS Auditorium. Institute has its own sound system, music system and various allied equipment for smooth conduct of events. Dr.Moonje Institute has Auditorium with 260 seating capacity and a meeting hall with 100 seating capacity. The audio visual resources are established for the conduction of cultural programmes, workshops, seminars, conferences, debates, college celebrations, various meetings and inter collegiate meet.

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: 12

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

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

Response: 22.47

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.5	21	20	28	44.5

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

C.H.M.E.Society's Dr. Moonje Institute of Management & Computer Studies has well-resourced library. The library has good collection of books, journals and periodicals. The library has 13,936 books & 4,180 titles as per requirement of curriculum. The project reports of the students are also kept in the library for reference. The collections of University Question Papers are also made available to the students & staff. Library has collection of 1895 educational CD's.

The library is automated since year 2006 using library management software "Library Manager". The details are as follows:

Name of LMS	Year of Purchase	Amount Spend in Rs.
LIBRARY MANAGER	A.Y. 2006-07	10,500/-
DELPLUS 2.0	A Y. 2017-18	-

Now, the library is using "Delplus Version 2.0" software for management of records, issue & return of books. Details are as follows:

- Library Automation Software : Delplus (From A. Y. 2017-18)
- Version : 2.0
- Status of Automation : Partially
- OPAC : Users can search library through OPAC. One computer is made available at entrance of library for this purpose.
- Access to E-Database in Institute premises : Available through "Delnet"
- Library Automation : Services Partially Automated (Barcode)
- Internet Facility : Available in the Library
- Number of computers in library for accessing E-Resources :10

Delplus 2.0 is multiuser library management software. It is designed to cater to the needs of various types of libraries such as University Libraries, College Libraries, Public libraries, Research Libraries etc. Delplus 2.0 comprise the following modules which support various kinds of functions like Acquisition, Cataloguing, OPAC, Circulation, Article Indexing, Serial Control, System Administration etc. Library Provides OPAC (Online Public Access Catalogue) facility for searching database of the library by Title, Author, Accession No., Subject, ISBN No., Publishers etc. This enables students and faculty to easily search the required books. Various types of reports can be generated by Delplus 2.0. Thus the institute has a partially automated library with adequate facilities for students & faculty.

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:

Special Collection for library enrichment includes the following.

- Number of Marathi Literature : 616
- Number of English Literature : 529
- Number of Donated Books :285
- Number of Reference Books :33

In addition to the books, library having project reports of MBA & MCA for reference purpose. Library have collection of educational CD's also. Library also having books for MBA CET, MCQ's in Computer Science. Separate e – library is also available with facilities such as subscription of e – journals, e-books, Membership of NDL (National Digital Library), Membership of DELNET etc. Library is also giving “Book Bank” facility to SC & ST Category students. Library is giving 5 to 6 books per semester to per student. Library also provides old question papers to the students. Library has registered online courses in NPTEL for students of MBA & MCA & lecture videos of the same courses are also available for students in the library. Library has External membership facility for outsider users. Library is also giving new arrival alert of Journals & Books monthly to students / users through digital means (through college website).

The library conducts Book Exhibition, Orientation Program, Marathi Bhasha Gourav Din Program, Book Review Competition. Library also organized “Vachan Prerana Din” on 13th Oct, 2017. The Institute was member of American Library for the period of two years July 2015 to June 2017. Institute was organized knowledge USA Quiz in association with the American Library for college students on 3rd August, 2015.

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: B. Any 3 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: 6.67

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.64	0.78	10.60	13.97	7.38

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
Any additional information	View Document

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

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 3.96

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

Response: 11

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:

Dr. Moonje Institute has well developed IT infrastructure. Sufficient number of computers, printers, scanners and other peripherals are available at computer labs, library, staff room, exam department and office.

All the computers are installed with Microsoft licensed O.S and application software. The computers in labs are installed with licensed and open source software required for the academic purpose. Quickheal-Seqrite Endpoint Security Antivirus is installed on each computer in the institute and it is regularly updated.

All the computers are connected in LAN having 1000 Mbps Gigabit structured cabling network.

Institute regularly updates the IT facilities including WiFi facility. The institute has upgraded the BSNL internet connection speed to 32 Mbps for increased Internet speed and the wifi access is provided through this. The IT Facility details are as below:

Classrooms : The classrooms are equipped with LCD projectors and Internet access points. Educational videos and presentations are shown during lectures for effective teaching.

Computer Labs : Computer labs have computers with latest configuration hardware and software installed to carry out the lab work as per the academic syllabus.

Library : PCs and Internet facility are available to students for accessing e-journals, online tutorials and reference materials. Also library users can view details of books by using OPAC. It is also equipped with Wi-Fi Internet access.

Staff room : Individual computers are provided to all the staff with Internet facility.

Language Laboratory : The language lab is used for conducting English language training and soft skill sessions for students. Headphone, web camera, speakers are available in language lab.

Internet Lab : The Internet lab is having sufficient number of PCs with latest configuration and high

speed internet access. So that the students can access wide range of information and various online courses like SWAYAM, NPTEL and IIT spoken tutorials .

Server Room : Separate server is used for managing Quickheal Antivirus software on the client PCs. Also centralized control of CCTV is maintained in the server room.

Microsoft Campus License : Institute has Microsoft Campus License consisting of latest application and system software.

Wi-fi Facility : Secured Wifi access is provided to students in the institute premises for educational purpose.

Gsuite for Education for staff and students: Institute has implemented Gsuite for Education for students and staff members. It is used for enhanced communication and information sharing among users.

Full time lab assistants are appointed for maintenance of IT facilities. The I.T facilities are upgraded considering student requirements and as per the syllabus of S.P.P.U and A.I.C.T.E norms.

Details of IT facilities updation are as given below:

A.Y of Updation : 2017-18

- Quick heal Antivirus -Seqrite Endpoint security Business edition
- Wi-fi access points
- Airtel wifi modem & router
- Smartphone
- Flip book Software
- BSNL VPNoBB upgraded to 32 Mbps from 20 Mbps
- Microsoft Campus License
- Headphones
- Gsuite for Education

A.Y of Updation : 2016-17

- Epson Projectors

A.Y. of Updation : 2015-16

- Lenovo PC's RAM upgraded to 2 GB from 512MB
- Photocopy machine

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

4.3.2 Student - Computer ratio

Response: 1.35

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: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	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: 99.41

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

2017-18	2016-17	2015-16	2014-15	2013-14
87.40	84.62	111.12	122.49	97.06

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	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 Director, Programme Co-ordinator, and office superintendent along with H.O.D of MBA & MCA department & Student Development Officer have a regular meetings and infrastructure & learning resources requirements like maintenance, refurbishment are discussed.

The Parent society of Institute C.H.M.E Society has full Time Civil Engineers & Electrician, who take care of all units civil & electrical works minor and major.

The Institute has employed in-house staff for daily cleaning and maintenance also there is AMC of garden and landscape maintenance. Regular pest control is also carried out for which an agency has been appointed and work done .

The Institute has 63 KVA diesel power generator for power backup and it serviced regularly from authorized dealer also on emergency services are taken if needed.

The Institute has sufficient number of computers and IT facilities so it is very important to keep them in good working condition. Institute regularly renews Microsoft campus license and Quick heal anti-virus software. Vendor has been appointed to refill printer toner and maintenance of printers on call.

The parent society has a computer committee which handles all purchasing of computers, printers, scanners, software etc. and yearly agreement renewal for all Educational institutes run by society.

The institute has in house staff for computer lab maintenance and minor repairs. Institute updates IT facilities as per the student requirements and norms of AICTE and S.P.P.U.

The library committee of institute meets regularly and the requirements of library are communicated to the director for necessary action. Book binding of old books is done regularly. As per the standard library norms books are classified.

The auditorium has a centralized AC and lighting and acoustic system for which there is a vendor appointed for on call maintenance.

The Institute has spacious parking area with shed for two wheelers & four wheelers. This parking is guarded by security 24x7. Also the maintenance is kept by parent society.

Electrical fitting: The electrical repairs of Institute are done by society appointed vendor and minor repairs are done by society appointed electrician.

Civil works & repairs are communicated to Parent society by institute and then society gets work done through contractor

The institute has installed 12 KVA Solar Power unit for reducing conventional energy usage.

File Description	Document
Any additional information	View 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: 54.15

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

2017-18	2016-17	2015-16	2014-15	2013-14
185	140	128	159	193

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
Any additional information	View Document

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

Response: 0.13

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	1	0

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: 48.26

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

2017-18	2016-17	2015-16	2014-15	2013-14
104	65	126	332	145

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: 3.49

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	48	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: 32.56

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

2017-18	2016-17	2015-16	2014-15	2013-14
42	33	50	56	43

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: 0.94

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	2	3

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	2	3

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
Any additional information	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

2017-18	2016-17	2015-16	2014-15	2013-14
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:

The institute forms the Student Council every year. 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 link between student and management. They organize

various student welfare activities. They are also involved in reporting or projecting student problems.

Apart from Student council various committees are formed which incorporate student representatives.

Library Committee : It discusses the issues related to Library like requisition of books, reading facilities and other services by Library.

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.

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 views and suggestions of students in the development of institute can be obtained. Also suggestions to improve quality of students 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.

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

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

Response: 13.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
20	17	7	11	11

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

Alumni are the strong pillars of the institution. The institute is extremely proud of its alumni and their success. The Alumni contribute for the holistic development of the institute in various ways. Alumni are in constant touch with the institute. They are invited for Alumni Meet organized by the institute.

The institute has applied for Alumni Association Registration Process to the Charity Commissioner, Government of Maharashtra. The application No. is 1898687 . 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.

Dr. Moonje Institute's Alumni always contribute in various non financial ways. Each and every student tries to give his bit to the development of their Alma Mater.

DMI alumni are now working at various respectable positions in the corporate and industry. They are invited to share their knowledge and experiences on curriculum related topics from time to time as per their proficiency. Alumni help us for guiding the students about current trends in corporate world & software development.

Field visits are organized to the industries through Alumni reference. 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. Over the period of time, our students have gained tremendous

knowledge and expertise in the domain that they are working. Institute invites them as experts of different specializations to guide the students to select their specialization in MBA and tracks in MCA by passing on their knowledge with the students.

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

**5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs**

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

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

Response: 3

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	1

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

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:

Our Motto

A person having four vedas (knowledge) in front (to guide him), a bow and arrows (power) at his back (to back him) has a combination of "Brahmyam" and Kshatram" and hence he is capable of defeating the enemies either by "Shap" (Power of Knowledge) or "Shar" (Knowledge of Power)

Vision

To impart Quality Education for developing vibrant Business Leaders and creating I.T Professionals of High calibre with Indian Values, Global Vision and Social Skills.

Mission

We at DMIMCS are committed to impart Professional Education by inculcating three basic values

among the students. **Building National Character, Quality Education & Developing Management Skills.**

Our Emblem



The Emblem demonstrate on the following characteristic of Dr. Moonje Institute -

- **Indian National Character & Values**
- **Quality Management Education**
- **Global Vision**
- **Technology Enabled**
- **Co-education**
- **Handful Society Support**
- **Social Skills**

Business needs leaders who effectively manage & motivate the people who work for them & the people who work with them and the people they work for. They need leaders who know how to implement change, which can make things happen. Whether you are planning a career in Management or Information Technology; experience counts, knowledge counts.

The CHME Society's Dr. Moonje institute is involved in imparting professional education. In its mission it enlists 3 values – Building National Character, Quality Education & Developing Managerial Skill. With identity of the Institute imparting Military Education, CHME society intends to contribute in national character building by instilling amongst students values of national pride, discipline & sacrifice for its nation. Dr. Moonje Institute aims to impart quality education through its courses equipped with state of art infrastructure, dedicated teachers & well developed ICT infrastructure like computer laboratory, enriched library etc.

As a professional institution Dr. Moonje Institute aims to develop managerial skills in its students by equipping them to face the challenges & responsibilities in places where they will work as business leaders & serve the Mother India.

Our Objectives

- To facilitate value-based holistic learning by integrating traditional and innovative learning

practices to match the highest quality standards.

- To motivate the students to bring out their creative potential and nurture the spirit of critical thinking.
- To equip students to adapt better to the changing global scenario and gain access to multiple career opportunities.
- To provide inclusive education by making it accessible to all sections of the society.
- To inculcate a strong sense of Nationalism in keeping with the glorious heritage of the institution.
- To sensitize and to engage students in issues of gender equality, human rights and ecology in order to make them socially responsible citizens.
- Providing education rooted in values and the skills required for governing and running a self-governed nation.

Over the years the Institute has developed culture of conducting student centric activities in terms of co-curricular as well as extra curricular, which encourages every student to participate in the activities, identify their strengths and develop their potential for holistic growth. Vision and Mission of the Institute are in consonance with the objectives of higher education in India.

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

6.1.2 The institution practices decentralization and participative management

Response:

Decentralization 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 all Committees/Cells formed at Institute comprised of representation of all stakeholders of Institute viz. Management, Staff, Student, Alumnus, Parents & even persons from society at large, as per requirement..

Case Study

National Seminar on “Business Design for Inclusive Growth & Sustainable Development with special reference to India”

During A. Y. 2013-14, Institute has organized National Seminar on “Business Design for Inclusive Growth & Sustainable Development with special reference to India” under AICTE Quality Improvement Scheme

(AQIS).

- Institute discussed the importance of theme of Seminar at meeting of LMC and got unanimous approval & recommendation. Then, Institute has applied for AQIS at AICTE & got approval.
- The Seminar Advisory Committee was formed by designating management members & experts from academia, industry & society at large. This committee acted as mentor for entire process.
- Then, meeting of all staff to discuss objectives of Seminar is called & accordingly they were formulated. The viewpoint of every member was taken into account.
- Institute has formed Seminar Organising Committee, under guidance of Director to lead the process & two senior faculties were designated as Coordinator & Organising Secretary.
- Taking into consideration guidelines from Advisory Committee, Institute has invited Resource Persons from pan-India to share their expertise.
- The Institute has formed various committees for smooth conduct of Seminar. The Committees like Reception, Publication, Refreshment, Technical & Account were responsible under respective domain. Each committee comprised of faculty coordinator & members and students.
- After having thoughtful discussion, we appointed Session In-charges for sessions taking into consideration their expertise. They were given academic autonomy as per the domain of respective sub-theme. The student anchors were identified by them.
- The Institute also discussed with current & alumnus & their valuable inputs were taken into consideration. The separate two ISBN e-journals were also published containing papers, articles & cases related to theme.
- For society at large, Institute has organized public lecture of Hon. CA. S. Gurumurthy (Renowned Economist) during Seminar to increase awareness of Nashikkars on Seminar theme. Institute has also published Seminar Report in “University News” journal & “The Organizer” magazine. The Village Survey was also conducted.
- During the process, office staff of Institute was of immense help as they maintain ready to utilize status of all ICT infrastructure & physical facilities.
- The efforts taken by Institute was appreciated by invited experts, participants, authorities, media & society at large.

The Institute strongly believe in the adage, “Teamwork is the fuel that allows common men to achieve the uncommon goals.” & hence ensures that its students grow in an environment that strongly advocates that spirit of Teamwork.

Through effective decentralization, Institute practices successful delegation and enhances the productivity. Through participative management, each person in-charge handles their allotted activity and ensures its complete and constructive delivery.

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

6.2 Strategy Development and Deployment

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

Response:

Perspective/Strategic Plan and Its Deployment

The Institute believes in holistic development of the Students vide active participation in Seminars & Workshops. So, in its Perspective Plan, Institute gave priority to arrange domain based Seminars & Workshops.

Example

Keeping this in mind, Institute organized State Level Workshop on “**Social Media as a Mechanism for Business Management**” during A.Y. 2017-18 under QIP of S. P. Pune University to provide platform for Academicians and Corporates to discuss their knowledge and experiences on the theme. The topic was selected by inviting suggestions from faculties and based on current trends in business world & potential of the topic for students. Proposal was sent to SPPU and got approved for grant.

For promoting the participation along with invitations, Pre-event State Level Poster & Quiz competition was organized. Students presented posters on different aspects of social media. Quiz was conducted online based on the theme.

For searching the speakers for the sessions, a team did in-depth study of many profiles of experts & contributors from the industry and academia. One of the experts, Mr. Tanmay Dikshit is Zonal Head Council of Information Security, Maharashtra since 2016. He is a certified ethical hacker and cyber crime investigator. Being a workshop, Facebook Live streaming of all the sessions was done as a strategic approach for demonstrating the practical related to the theme.

To encourage and promote young talent, it was decided to award a young achiever in the inauguration ceremony of the workshop. News published in local newspaper about Ms. Sharayu Pawar, graduate student in Nashik, who published her online article series and was appreciated by online shopping giant Amazon. She was felicitated during inauguration ceremony and she also discussed with our students about her work. DMI students demonstrated the pros & cons of social media through a Role Play.

Objectives:

- To improve awareness regarding Social Media as tool for business management.
- To explore the dimension & scope of social media as mechanism for business management.

Fulfillment - Panel Discussion & Case studies about Social media for Business Growth, Advertising, Brand Building, Career Development, CRM, Market Research were held.

- To educate the participants regarding the merits and demerits of Social Media.

Fulfillment - sessions focusing on both merits and demerits like: Strategies for social media marketing - The Indian Perspective, Web 2.0 for communication, IoT/4G technology, Social media for self & Career development, Cyber Crime & Security in automotive industry were held.

The participants gave positive feedback about the sessions themes covered and overall management of the event. Identifying cyber security as need of hour, free antivirus CD's were distributed to participants. The workshop was informative & learning to the participants.

Outcome:

Participants became aware about adoption of social media without compromising their cyber security. They were confident about adoption of strategies for business growth. Effective sharing of knowledge and practices was done about implementation of Social media as a tool for business management.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

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

Response:

Organizational Structure of the institute

Governing Council

The Governing Council of the institute is formed as per the norms of AICTE. The Governing Council is responsible for activities related to all aspects of the Institute. The framing of plans, Policies and Decision taking is done by the Governing Council.

College Development Committee (CDC)

The College Development Committee is established as per the norms of affiliating University. CDC shall make recommendations to the Management for the overall improvement of the academics and other related factors of the Institute.

The Director is responsible for overall academic and administrative activities and development of the Institute and is supported by teaching and non-teaching staff down the line. Head of the Departments are responsible for various departmental activities and overall working.

Institute has a well structured organization for disciplined and smooth functioning of all the activities.

Functions of Various Bodies

The Institute has formed various committees for coordination of academic, co-curricular & extra-curricular activities. The institute has formed various committees (Anti ragging, Grievance Committee, Women grievance committee, SC/ST Committee & ICC etc.) as per the regulatory guidelines to ensure welfare and safety of staff and students.

Service Rules and Procedures

The Institute follows the service rules prescribed as per norms of AICTE, UGC and SPPU. The Institute working duration is 7 to 8 hours daily. The teaching faculty and non-teaching staff have the benefits of EPF, Gratuity and Casual/Earned/Medical/Duty/Maternity Leaves. The group insurance facility is provided to staff.

Recruitment Policies:

The Institute follows norms of AICTE, UGC and SPPU for staff recruitment. The advertisement for recruitment is published in national level newspapers for call for an interview. The University / Local Management Selection Committee comprising of University nominees, Chairman, Director, HOD and Subject experts decide the worthiness of the candidate by his/her performance in the interview according to the parameters.

Appointment letters are issued by appropriate authority to the selected candidates. Then joining reports are submitted by the candidates who join the Institute.

Promotion Policy

The norms of Savitribai Phule Pune University and AICTE as applicable are followed for promotion policies. Promotions of staff members are done based on qualifications and experience required for the higher position.

Grievance Redressal Mechanism

Grievance Redressal Committee is established to resolve the student and staff grievances, if any. Appropriate action is taken to resolve the grievance and same is communicated to the concern. The institute has constituted IQAC as per the NAAC guidelines. IQAC is helpful for quality sustenance in the overall development of students and 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: A. All 5 of the above

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

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

Response:

Effectiveness of Various Bodies, Cells & Committees

Dr. Moonje Institute of Management and Computer Studies have constituted various committees through which administrative and academic decisions are made and different issues are resolved. Among all these committees, Library Committee is formed during academic year 2011 - 2012.

Objectives of this committee are as follows -

1. To monitor the functions of the library and resolve issues related to the library.
2. To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.

3. To work towards modernization and improvement of Library.
4. To prepare budget and proposals for the development of the Library.

The faculty members and students representatives both are involved in library committee to ease functioning of library at students & faculty level. This committee periodically organize the meetings in the presence of the Director to discuss various issues and take decisions on it. These meetings are well documented in the minutes.

Installation of Delplus Library Automation Software is the successfully implemented activity that has involvement of the Library Committee

While using Library automation software library staffs were facing some issues like some entries were not reflected in previous software. This problem was discussed by Library Committee in meeting dated on 21st March 2018 and a decision to change the Library software was taken. Dr. Moonje Institute is member of Delnet from year 2013 and Delnet offers “**Delplus Software**” free of charge to the member libraries for library automation. Assistant Librarian gave details about Delplus software to the committee members. Committee members talked with concern person for installation of Delplus software through mail and mobile . They also asked about hardware and software requirements for installation purpose. After checking and making availability of required infrastructure at Dr.Moonje Institute’s Library, committee members gave the details to Dr. Sangeeta Kaul (Network Manager, DELNET, New Delhi). She has given the reference of Ms. Garima Singh for further process of installation. Ms.Garima Singh gave the step by step instruction for installation of “Delplus” software and software is successfully installed in library .

Delplus provides following features -

- Follows internationally recommended standards and formats such as MARC 21.
- Best for small and medium size libraries which have collections up to one lakh holdings with following modules.
- Delplus 2.0 is menu driven with Graphical User Interface (GUI) .It is user friendly tool for the management of libraries.
- Reservation facility for materials.
- Advanced Backup and Recovery System.
- Built in help system for all modules.
- Multiuser facility allows different nodes of a library to function together.
- Special Report Generation facility for AICTE approved Institutions
- Advance Search facility through OPAC (Online Public Access Catalogue)
- No dues Certificate Generation

After installation of Delplus the library Committee member is in contact with Delnet officials for any queries through mail and mobile for proper functioning of the software.

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

6.3 Faculty Empowerment Strategies

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

Response:

Effective Welfare Measures

For any institute the human resources working there are the backbone of it. Maintaining a healthy and safe work environment and improving staff motivation and performance are critical issues for every workplace. Total Performance of employees leads to Organization performance. Hence the organization takes care to keep its workforce motivated and to improve job satisfaction.

Welfare includes anything that is done for the comfort and improvement of employees and is provided over and above the wages. Welfare helps in keeping the morale and motivation of the employees high so as to retain the employees for longer duration. One of the primary concerns of employee welfare promotion is to create happy employee. This causes better performance of Organization

List of Welfare measures provided by Dr. Moonje Institute for teaching and non-teaching staff -

1. Faculty members are promoted for self-development programs and higher education
2. **Motivation & Facilitation for Research** - Duty leaves are provided for Research Oriented Activities. Staff Members can purchase any book for research directly on behalf of Library.
3. Staff members can publish their books using ISBN series of DMI
4. **Health Check-up Camp** is organized for Teaching and Non-Teaching Staff
5. **Employee Provident Fund** - All Teaching and Non-Teaching Staff are covered under Provident fund act 1953. The rate of Contribution is as per the provision of law for provident fund.
6. **Group Insurance** - All Teaching and Non-Teaching Staff are covered by Accidental Group Insurance of New India Insurance Company.
7. **Fee Concession** - Son or Daughter of Non-Teaching Staff are provided the fee concession while taking admission in CHME Society's school & colleges. Every year tuition fee is refunded.
8. **Cooperative Credit Society** - Society is having its own cooperative society. All Teaching and Non-Teaching Staff can become its member. They can avail the facility of loan at concessional rate.
9. **Free Uniform for Peons** - Institute provides free uniforms to support staff.
10. **Maternity Leave** - Maternity leave for ladies staff are also granted as per the Rule.
11. **Leaves** - Various leaves are granted to teaching and non-teaching staff as vacation leave, casual leave, earned leave, medical leave etc as per norms.
12. **Gratuity** - All the employees who have completed 5 years of service are covered by group gratuity scheme.
13. Staff sports matches are organized to improve the working environment and lift up the spirit of employees and provide a break from the routine work.

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

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

Response: 30.97

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	10	5	3	11

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

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

Response: 4.8

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	2	4	6	5

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

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

Response: 51.41

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	16	6	5	17

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
IQAC report summary	View 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:

Performance Appraisal System

Personal performance assessment of the faculty and staff is under the control of Director and is done every year by self-appraisals through Confidential Report (CR forms). The CR Form mentions the activities such

as publications, presentations, seminars/ conferences attended, Research projects undertaken, experience as resource persons etc. by each staff member. Remark is given by the Head of the Department and the Director on the CR. Further it is communicated to concern staff & management authorities.

Subject wise and teacher wise result is prepared every semester and submitted to the Director. Appropriate feedback is given to the faculty members on the basis of result analysis

The staff members are appreciated and encouraged by the Management on good performance and receiving of awards and recognitions.

In case of any shortcomings encountered in the self-appraisal report of any staff member, they are communicated in person and suggestions are given for self-improvement. Each and every Staff member completes the self-appraisal procedure every year in the prescribed format. Self-appraisal is done on the basis of the following points -

- Proficiency in Teaching
- Overall Academic performance and Improvement
- Rapport with Students
- Relationship with Colleagues/ Staff
- Involvement and Support in Co curricular, Extra-curricular, Administrative activities of the Institute
- Sincerity in Duties and Responsibilities
- Contribution for the benefit of student/ staff and Institute
- Awards/ Rewards obtained by the faculty and staff
- Conferences/Seminars/Workshops attended
- Research contribution of staff in terms of research projects, publications and guidance provided to students for involvement in research
- Punctuality, Loyalty and Personality of the staff

The Management reviews the performance appraisal for suitable suggestions and remedial actions. The Staff members are congratulated and felicitated on their achievements. Proper actions are also taken in case of violation of rules or under performance.

Thus, the staff members are motivated for better performance through the appraisal system.

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:

Internal and External Financial Audits

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. 2017 - 2018. 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 Society's 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.

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

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

Response: 1.03

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1.029	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

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

Response:

Institutional Strategies for Mobilisation of Funds and the Optimal Utilisation of Resources

The Institute is under parenthood CHME Society. CHME Society has a well-formulated financial policy, which ensures that every year the annual budget is prepared well in advance by the accounts department after taking into consideration the requirements of the Institute for next financial year.

The Institute provides list of requirements such as equipment, computers, instruments as well as consumables required for the next academic session. Budget is reviewed by College Development Committee (CDC) & team of finance experts from Society who approve the same after necessary changes and, if necessary, Society makes a provision for additional funds wherever needed.

The Parent Society and the Institute's CDC works together on the requirements and decides the priorities while allotting financial resources. Funds are allocated on priority basis for various purposes. The finance committee of CHME Society ensures the optimum use of the available financial resources. The CDC and finance committee of CHME Society studies the annual expenditure, scrutinizes the budget and provides feedback for efficient use of financial resources.

Before making major purchases of equipments or computers, a technical team verifies the availability and functioning of similar equipments in sister concerns of the Institute before recommending the purchase. A purchase committee of CHME Society ensures that the correct equipment with the right specifications is procured at the best prices.

The institutional Strategies to monitor mobilization of funds & optimum utilization of resources include the following –

All financial matters such as fee collection and salary distributions for staff are taken care of by the management through the fee collection. Fee from Open Category students & Various Scholarships against Fees for Reserved Category Students are the main source of funds. Being self-financing, Institute do not get salary grants from Government.

Payments are made to the suppliers only after the delivery of goods in good condition & satisfying the stipulated quality norms. Every bill is checked by the accounts department before passing the bill. The same procedure is applied in case of purchasing library books, furniture and fixtures etc. Payments are made only if authorized by the Chairman & Director of Institute. Payments are made through account payee cheques only. The necessary tax deductions as per prevailing norms are done. Records of every

transaction are maintained in the form of authentic receipts.

For Procurement Process, quotations are obtained from society approved suppliers to find out the competitive prices. Those who quote the lowest price are given the work order without compromising on quality. The Director is responsible for monitoring and controlling the financial procedures. For any construction works and repair & maintenance works, detailed plan proposal is prepared by the engineer of CHME Society and approval is obtained from Building Construction Committee. Annual dead stock & Library stock verification is conducted under the chairmanship of senior faculty member & Librarian respectively.

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

6.5 Internal Quality Assurance System

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

Response:

Contribution of Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) has been formed during A. Y. 2017-2018 to institutionalize quality in the working of all functions of institute. IQAC has been working on ways & means to improve the existence teaching learning and auxiliary functions of the Institute. The Director of the Institute, HOD Of MBA & MCA, Senior Staff members regularly meet and discuss methods to improve existing teaching pedagogy like using case studies methods, field visit, presentation are to be used, webinars, Group Discussion are implemented. A Detailed Academic Calendar for Each Semester of MBA & MCA Course is prepared at the start of the semester. After it is finalized close monitoring is done to implement it properly.

Quality is a continuous Process. It involves developing a system where by the final outcome will be the best in education field developing core abilities in students and to use it for solving real life problem is crucial. Industry is in need of persons who can handle dynamic situation and multitasking abilities. Software Industry requires manpower which can adopt to the fast changing industry requirement and design software according. Educational Institute act as an Incubation Center where students can be developed according to changing market needs.

The Faculty are motivated by the Institute to write research article continue with higher education and Ph.D. Degree to improve their teaching learning skills. The faculty members prepare their own subject lesson plan and the schedule of concurrent examinations. The Institute has develop a mentoring system

where by each faculty members is assign approximately 10-12 students as mentees. The faculty keeps a close rapport with mentees and help them in their academic as well as other problems solving. The Institute has set up a separate Research Cell in the Library where a separate computer with Internet facility and research books are available.

Thus, IQAC is playing key role & contributing significantly to institutionalizing the quality assurance strategies & processes vide practices like finalizing academic Calendar, formation of mentoring groups, recommending topics for seminars & workshops and other.

INTERNAL QUALITY ASSURANCE CELL (IQAC) of Dr. Moonje Institute

Name	Designation	Post
Dr. Shiram Zade	Director (Acting)	Chairman-IQAC
Asst. Prof. Satej Kitkule	Faculty, MBA Deptt.	Coordinator-IQAC
Asst. Prof. Mahesh Kulkarni	Programme Coordinator	Member
Asst. Prof. Nitin Chaudhari	Head, MBA Deptt.	Member
Asst. Prof. Aparna Havaladar	Head, MCA Deptt.	Member
Asst. Prof. Swati Lakhalganekar	Faculty, MBA Deptt.	Member
Asst. Prof. Rajeshwari Rasal	Faculty, MCA Deptt.	Member
Asst. Prof. Rohini Kurundkar	Faculty, MCA Deptt.	Member
Asst. Prof. Ankush Pingale	Faculty, MBA Deptt.	Member
Mr. Ramesh Thakare	Office Superintendent	Member
Ms. Laxmi Reddy	Student (MBA-I)	Member
Mr. Shekhar Chaudhari	Student (MCA-I)	Member
Mr. Tejas Ghate	Alumni	Member

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

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

Response:

Teaching Learning Process, Structures & Methodologies of Operations and Learning Outcomes

The Institute has established an Internal Quality Assurance Cell (IQAC) for teaching learning process, structures & methodologies of operations and learning outcomes.

The IQAC aims:

1. To develop internal academic environment & communication.
2. To provide a result oriented decision making process for improvement in institute functioning.
3. To improve institute functioning towards quality education.

The some of works of IQAC of Dr. Moonje Institute are enlisted as follows -

- IQAC arranged periodic meetings for discussion with the staff members and their suggestions are regarding IQAC, so as to implement curricular /cocurricular/extra curricular activities for student's academic & holistic development, faculty knowledge enrichment and brand building of Dr. Moonje Institute.
- At the beginning of the new Academic Year, IQAC direct to form the academic Calendar.
- Encouraging faculty to attend workshops, seminars and conferences at State, National & International levels.
- Institute invites renowned researchers for presentations, guest lectures and workshops.
- All Department heads & In-Charge conducts meetings in every semester to discuss about the syllabi, teaching plan, teaching methodologies, admissions, student attendance & administrative work as per IQAC directions.
- The quiz competitions & project competitions are organized for the students where they showcase their skill & understanding level.
- All Teaching staff also discusses curriculum based issues to improve the functioning of the Institute at the departmental meetings.
- Institute has encouraged the students to pursue e-learning preparation for self improvement using NDL & NPTEL platforms
- Student feedback is taken in a semester to ensure the quality of teaching & students more academic requirements.

As per IQAC suggestions the institute -

- Promoting the usage of ICT.
- Arranging workshops/seminars on latest technologies & developments in the field.
- Conducting FDPs on emerging technologies to improve Teaching and Learning skills.
- Arranging study circles for faculties to shares knowledge on various topics.

Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are -

1. G-Suite

It was a timely demand of use of ICT in teaching learning process. Over the added advantages of ICT, the IQAC in its periodic meeting discussed and signaled for use of G-Suite as a versatile ICT tool for

communication in terms of E-mails, Group E-mails, class assignment, class management etc. Thus in the communication & coordination of the Institute G-Suite is playing important role.

2. Del plus Library Software

While using facilities of library, the students/faculties were in need of prompt service to get the necessary information of the books, journals, articles or any reading resources. IQAC in this regards suggested to use the library software that can serve the demand of library users. The Institute has now Delplus Library Software through which the students & faculty members can get the necessary information of the reading resources and they can also put forward the requirement of their necessary reading resources through Del Plus Library Software.

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

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

Response: 3.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
18	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: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

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

Response:

Incremental Improvements made during the preceding five years (*1st Cycle*)

The world of today is full of competition in each and every field. To cop-up with the needs of the time it has become necessary to prepare ourselves in tune with the norms and practices accepted and implemented across the globe & thus, improvements measures becomes necessity.

Academic Measures

- **Teaching Learning Approach**

Student centric approach with focus on self-learning implemented together with traditional method of chalk & talk for additional quality. The ICT based learning methodology like Moodles and NPTEL Video are used for better understanding. The e-facilities, NPTEL & NDL subscription are utilized for enhancing the learning process. We do encourage & assist faculties for participation in conferences to improve on their teaching methodology.

- **Assessment Reforms**

For the right, factual & continuous academic assessment of student as per University norms, we follow Credit Based Choice System (CBCS) since AY 2013-2014. The Credit System (CS) nurtures a student to put his best efforts for touching the heights of excellent education based knowledge. The continuous assessment is the backbone & it visualizes a student with potential for excellence. The teacher assess student towards a course through interaction throughout semester which includes mechanisms like Written & online test, Assignment, Presentation, GD, Extension work, open book test, research paper report & study tour. The reforms like introduction of Cyber security, human rights and skill development are introduced as a part of University curriculum at every semester.

Administrative Measures

Without sound backup of administrative part any Institute cannot impart quality academics. Keeping this in mind, during A. Y. 2017-2018, Institute has set up Internal Quality Assurance Cell (IQAC) as per NAAC norms to monitor the continuous & consistent progress of the Institute. The frequent training & development programs for technical, support and office staff were held.

Infrastructure Measures

To develop academic environment, the existence of quality infrastructure play key role. Since last 5 years, we developed our Institute's physical & ICT infrastructure as per norms of AICTE. We have classrooms with LCD projectors, state of art auditorium, meeting hall, library with reading room, ladies common room, administrative offices with needful furniture, clean amenity facilities & play grounds. Institute through its parent Society support establishes agreement with various approved vendors for repair & maintenance required to upkeep of services all administrative equipments.

Laboratory & Library Measures

Through parent Society, we renew Campus agreement with Microsoft Inc. annually for providing licensed system & application software as required for academics delivery. The Institute also encourages use of open source software. Maintenance of hardware is taken care through technical engineers appointed by parent Society. At library, we subscribe National, International & e-journals to make our students aware of current affairs. Regular purchase of reference books as per academic requirement is default feature. We have installed DelPlus software & NDL support to persuade digital library environment.

Thus, we have acquired the standing of purposeful and innovative Institute often setting the pace for workable reforms & improvements in higher education.

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: 15

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	2	2	3

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:

The Institute shows gender sensitivity by providing following facilities:

- **Safety & Security**

The institute is under strict 24x7 CCTV surveillance to monitor and ensure safety of students and staff. The campus of institute is secured by concrete boundary wall. Security guards are appointed at every entrance gate of the campus. I-Card and Uniform are made compulsory to the students in the campus. Pick up & drop facility is provided to the girls & boys students if any programme is conducted outside campus. Emergency contact numbers are displayed. Institute has notified to the staff and students that wearing helmet for 2 wheelers & seat belts for 4 wheelers is compulsory. For medical emergencies, institute has association with Shree Guruji Rugnalaya, Nashik which is very near to institute.

- **Counseling**

The Institute conducts academic & personal counseling through mentoring activity under which students are assigned as mentees to faculty members. The Institute has Anti-ragging committee & Women's Grievance cell for addressing issues related with students. Proactive mechanism exists to tackle issues of boys & girls separately. Special sessions for girls are organized to counsel on health and safety. Participation in curricular & co-curricular activities is done without gender discrimination.

- **Common Room**

Institute has a separate Girls common room which includes all the basic amenities. Sanitary Pad vending machines are installed in ladies washrooms for their convenience. The house keeping team of the Institute is instructed to keep it clean regularly.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 74.05

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

Response: 15840

7.1.3.2 Total annual power requirement (in KWH)

Response: 21390

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 14.24

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

Response: 1116

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 7836

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

7.1.5 Waste Management steps including:

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

Response:

Waste Management

The main objectives of waste management at C.H.M.E. Society's Dr. Moonje Institute of Management & Computer Studies, Nashik are:

1. To reduce the harmful impact of waste on health and environment.
2. To make environment eco friendly.
3. To promote reuse and recycling of waste.

Waste management normally deals with three types of waste i.e. Solid Waste, Liquid Waste and E-waste.

Solid Waste Management

The waste is generated by all daily activities carried out in the Institute that includes paper, dust, glass, plastics, metals, foods etc. All students and staff are well-informed on proper waste management process from time to time. The notices & slogan has been displayed on notice boards in the institute campus. The institution takes all actions required to ensure that the campus is free from all types of waste to make environment eco friendly & healthy. Every morning the classrooms, offices, auditorium, garden, meeting hall and departments are cleaned by housekeeping staff. The waste collected from each floor in the dustbins. Finally, all daily waste collected & segregated as per utilities for further use.

Liquid Waste Management

All liquid waste water pipe lines from toilets, bathrooms, terrace etc. are connected properly with Institute drainage lines as per sanctioned architectural plan. Waste is collected on a daily basis from various sources and is separated as dry and wet waste. Color coded dustbins are used for different types of wastes.

E-Waste Management

The entire educational campus of CHME Society has centralized facility to collect e-waste such as switches, LAN Cables, routers, computers, laptops, scanner, printer and UPS Batteries etc. from institutes. The e-waste generated from hardware which cannot be reused or recycled is being disposed off centrally and the old monitors, CPUs and electronic hardware parts are repaired by institute technical staff and reused for institute.

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

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Due to unregulated pumping of ground water, the underground water table is rapidly falling and if this situation is not checked, in the near future, severe drought will be a reality.

As a small step in this direction, 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 system consists of transporting the rain water accumulated on the terrace of the Institute with the help of pipes into a recharge pit which is located near the bore well.

This pit is designed in a scientific manner with the help of bricks and sand so that water is purified and percolated in the ground.

The Institute plans to dig more such rain water harvesting pits in future so that the needs of gardening and housekeeping can be met with this water.

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

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:

The Institute adopts Green practices to pursue knowledge and practices that will lead to environment friendly decisions and lifestyle, which can help protect the environment and sustain natural resources for the coming generations. The Institute functions in a way that is friendly to the natural environment and does not harm the earth.

Some of the initiatives taken by the Institute in the field of Green Initiatives are:

a) Bicycles

Some students and staff of the Institute use bicycles as a mode of transport, it being environment friendly and economical way. The vehicles used by the staff members are all PUC complaint. Some staff and students also share the vehicles for transport. It helps in reducing pollution and cost of transportation. The vehicles used by staff members are PUC compliant.

b) Public Transport

Many students are having monthly pass of MSRTC busses. This is an environment friendly practice because private vehicles need not be purchased. The students are guided to remain polite and follow the traffic rules.

c) Pedestrian Friendly Roads

The internal campus of the society is well maintained. The roads are to be used only for pedestrian purpose. Outside students and staff have to park their vehicles in designated areas only.

d) Plastic free campus

All efforts are taken to reduce the usage of plastic in the Institute. Paper plates and steel utensils are used for serving food and water instead of plastic bottles and plastic serving plates. The Institute uses paper and China clay cups instead of plastic cups for serving tea to the staff and the guests.

e) Minimum usage of paper in Institute

The staff members take care to minimize the usage of paper in day to day use. Email & LAN Network is more used. Bulk SMS are used to communicate. The use of paper is greatly reduced by conducting online tests instead of using papers for concurrent evaluations. Using one sided printed papers for day to day usage leads to less consumption of papers. Maintaining e-records instead of keeping institute related records in paper file. Usage of Gsuite and Local Area Network (LAN) is encouraged in the Institute, which also minimize paper utilization.

f) Green landscaping with trees and plants

1. Regular irrigation of all the plants and lawns is done to keep them green.
2. Plantation of shade giving plants to keep the campus clean and pollution free.
3. Events like tree plantation, swachataabhiyanetcare organized regularly.

4.To create awareness about green practices institute published a magazine “Srujan” with a message “Save Water Save Nature”.

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

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

Response: 0.38

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.46348	0.13658	0.03496	0.02207	0.00550

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

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: B. At least 6 of the above

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	3	2	2

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: 11

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	1	1	4

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

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: 33

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	10	5	8	4

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 is situated in a land of multi ethnicity where people of different languages and culture live together with peace and harmony. There is celebration of national festivals and birth / death anniversaries of great Indian personalities in the Institute.

Republic Day, Independence Day, Maharashtra Day, Gandhi Jayanti and Swami Vivekanand's birth anniversary are also celebrated with zest as National festivals. The Institute celebrates Ganesh festival. The Institute organizes various cultural activities like rangoli competition, flower decoration competition etc. during the festival. Active participation of the students and staff make the events more lively and energetic.

Yoga Day is celebrated annually on 21st June in the Institute. The staff members and students participate in it by performing various *Yogasana* under the guidance of yoga teacher. Being an Educational Institute, the Institute celebrates National Education Day to commemorate birth anniversary of Maulana Abdul Kalam Azad and Teacher's Day with full zest.

National Science Day is celebrated in remembrance of Sir C.V. Raman. To commemorate the adoption of the Constitution in India, there is celebration of Constitution day in the Institute. The Institute celebrates Hutatma Din in the memory of the great freedom fighters. The Institute in association with parent society also celebrates Kargil Vijay Din. The students and staff of the Institute participate to celebrate all the events.

File Description	Document
Any additional information	View Document

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

Response:

The Institute continuously strives to maintain ethics and high moral values and inculcate these features in the students and staff. To maintain quality education, the Institute maintains a transparent and a healthy environment. With the help of transparency, the trust of the stakeholders is also achieved.

The Institute maintains full transparency in its working. The admission process of the Institute is carried out as per norms of Department of Technical Education Maharashtra. The fee structure of the Institute for both MBA & MCA is decided by the Fees Regulating Authority, Govt. of Maharashtra. For academic transparency, the teaching plans of subjects are prepared by faculty members. Academic calendar is prepared by the Institute which lists the events to be conducted in the current year. The teaching plans assist in keeping track of the topics covered and completion of the syllabus in the stipulated time frame.

The progress of the students is regularly monitored by the faculty members. Various meets like Parents meet, Alumni meet etc. are conducted in the Institute. The Institute meets with the students and various issues of the students and Institute are discussed and solved. The students represent various committees so that they get a clear idea of the working of the Institute.

Financial Audits are conducted by professional Auditors annually. This Audit statement is submitted annually to the regulatory bodies like AICTE, S.P. Pune University and Department of Technical Education (DTE).

File Description	Document
Any additional information	View Document

7.2 Best Practices

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

Response:

1. Title: Adventure Camp & Military Training

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 military training & adventure camp provide them a good opportunity.

The Practice

Military Training program : The duration of the program is approximately one week in which experts from Bhonsala Military School give training to students. The students carry out drill, weapon training, map reading, rifle shooting, horse riding etc successfully.

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.

Evidence of Success

During last 5 years almost 100 students in adventure camp and 40 students in military training have taken part each year. The morale and confidence of students has increased after completion of Camp.

Problems Encountered and Resources Required

Due to over whelming response to Adventure Camp it becomes difficult to accommodate all the students,

so more resources are required in future. The girl students were hesitating to stay overnight therefore institute has appointed lady faculty with girls.

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 promote environmental friendliness by consuming less paper.

The context

The IT platform is basically used to automate the various processes. It helps us to be environmental friendly. The institute uses the best IT practices for the betterment of the stakeholders.

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

Classmarker : online tests for students are developed online thus avoiding paper work & fast results

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

Evidence of success

- Guest lectures and interviews are conducted using skype for instructing and interacting with the student
- Classmarker tests are taken which are paperless, fast to conduct; instant & accurate results declared.
- Gsuite is used in the institute and has facilitated faster and easy communication
- There is improved control over book collection by the use of DELPLUS

Problems Encountered and Resources Required

sometimes, there is non-availability, of internet ,so backup facility is to be provided for net access

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

7.3 Institutional Distinctiveness

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

Response:

SOCIAL CONTRIBUTION

The Institute is fully aware of its responsibility towards society and it contributes for development by arranging Shramanubhav 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 we are committed to impart basic value 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 every year. In the Shibir, students interacted with the community people and identified the problems they have. 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 is mobilizing the village residents 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.

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



5. CONCLUSION

Additional Information :

Dr. Moonje Institute (DMI) is imparting Quality Business & Computer Education since 2002. DMI is proud to be part of Central Hindu Military Education (CHME) Society and its rich tradition of Value system & Military Education. The Society has also developed pool of International players who have achieved great success at Olympic, Youth Olympic, Commonwealth and Asiad games.

The Society celebrates the Birth Anniversary of founder Dr. B.S. Moonje on 12th December every year. On this day, a ceremonial parade is organized to pay tribute to the Founder. Eminent personalities with great nationalism address the assembly on this occasion. This inspires the students to learn discipline and coordination to serve the Nation.

“Dharmaveer Dr. Moonje Memorial Lecture Series” is also organized each year. In this series contemporary issues on defence & strategic studies are covered. It helps to strengthen and respect national values. Society annually felicitates the students & staff for their achievement in academic & other activities. The Institute’s staff is involved in each activity to support the students.

Institute aims to train and equip the students to get placed in top notch corporate and business units. The institute is transforming and tapping the latent potential and talent dormant in students for developing entrepreneurship. The Institute is cultivating the future leaders with Indian Values and Global Vision.

Concluding Remarks :

The journey of Dr. Moonje Institute since its inception has been a period of great achievement.

The Management of this Institute believes that the growth in infrastructure, academics, research, co-curricular and extracurricular activities, activities on social issues are of high importance for the holistic development of the stakeholders. This belief is reflected in the functioning of the institute as explained in all the criterions of Assessment and Accreditation process.

During the NAAC process institute has improved conceptual view towards the academic activities and the significance of documentation and fulfillment of objective of every task. It has been reviewed that education system is significance for development of Nation. The system has more responsibility for participation in all parameters for development of the society. Institute is sure that it would be able to achieve greater success and fame for students in the years to come.

This accreditation will definitely serve as a great morale booster in accelerating the growth of the institute for contributing in Nation building through management and IT education. Hence, the Institute strongly believes to be accredited by NAAC.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>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</p> <p>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</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>4</td> <td>4</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>5</td> <td>4</td> <td>1</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	1	1	4	4	1	2017-18	2016-17	2015-16	2014-15	2013-14	2	1	5	4	1
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	1	4	4	1																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
2	1	5	4	1																	
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>73</td> <td>74</td> <td>41</td> <td>63</td> <td>68</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>73</td> <td>74</td> <td>41</td> <td>63</td> <td>68</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	73	74	41	63	68	2017-18	2016-17	2015-16	2014-15	2013-14	73	74	41	63	68
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73	74	41	63	68																	
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</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>3</td> <td>1</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>3</td> <td>1</td> <td>2</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	2	1	3	1	2	2017-18	2016-17	2015-16	2014-15	2013-14	2	1	3	1	2
2017-18	2016-17	2015-16	2014-15	2013-14																	
2	1	3	1	2																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
2	1	3	1	2																	

2	0	0	0	0
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7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	2	2	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	2	2	3

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	1	1	4

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	1	1	4

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
7	10	6	9	4

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
6	10	5	8	4

2. Extended Profile Deviations

Extended Profile Deviations

No Deviations

NAAC