



## YEARLY STATUS REPORT - 2022-2023

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>SINHGAD INSTITUTE OF MANAGEMENT &amp; COMPUTER APPLICATION</b>
• Name of the Head of the institution	<b>Dr. Vijaya Puranik</b>
• Designation	<b>Director</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>02066831897</b>
• Mobile no	<b>9657725091</b>
• Registered e-mail	<b>director_mba_simca@sinhgad.edu</b>
• Alternate e-mail	<b>director_mca_simca@sinhgad.edu</b>
• Address	<b>Survey No. 49/1, Off Westerly ByPass Pune-Bangalore Highway, Narhe, Pune.</b>
• City/Town	<b>Pune</b>
• State/UT	<b>Maharashtra</b>
• Pin Code	<b>411041</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>SAVITRIBAI PHULE PUNE UNIVERSITY, Pune</b>				
• Name of the IQAC Coordinator	<b>Dr. Sudesh Kumar Sharma</b>				
• Phone No.	<b>02066831922</b>				
• Alternate phone No.	<b>02066831897</b>				
• Mobile	<b>9657725082</b>				
• IQAC e-mail address	<b>iqac_simca@sinhgad.edu</b>				
• Alternate Email address	<b>director_mca_simca@sinhgad.edu</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://simca.sinhgad.edu/media/536147/aqar_2021-22.pdf">https://simca.sinhgad.edu/media/536147/aqar_2021-22.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://simca.sinhgad.edu/media/547464/1.1.1_2_academic_calender.pdf">https://simca.sinhgad.edu/media/547464/1.1.1_2_academic_calender.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>A</b>	<b>3.07</b>	<b>2018</b>	<b>02/11/2018</b>	<b>01/11/2023</b>
<b>6.Date of Establishment of IQAC</b>			<b>10/08/2017</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Industry experts were invited and involved in guiding students through competitive exams and various online courses.		
Optimized and improved the utilization of the Digital Academic Resource Center.		
The institute moved teaching and learning sessions from online to in-person format.		
Women's Empowerment program was held, as part of the Nari Shakti celebration during the Navaratri Festival, involving distinguished women from various fields. Additionally, a poster and Rangoli competition on Women's Empowerment was organized.		
The SIMCA Student Council and Rotaract Cell were established to empower students to engage in skill-enhancement activities independently. Office bearers for the Student Council were selected and officially inducted. An invitation for the Rotaract Charter was extended to Rotary International, and an induction program was conducted for 21 Rotaract members.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
<p>To decide the Admission Strategy for Academic Year 2022-23.</p>	<p>Institute surrendered its Institute Quota seats for improving upon Admissions. All seats of MBA &amp; MCA are to be filled through DTE Central Admission Process. Efforts for direct admission only are made to fill against vacant seats.</p>
<p>To work out and enhance the effective use of the Digital Academic Resource Center.</p>	<p>Institute added more e-books, class notes, Question Bank and Video Lectures of faculty members from various sources and added value to students learning. Institute also considers subscribing to few databases directly or through NDLI.</p>
<p>To schedule Faculty Orientation Programme.</p>	<p>Faculty Orientation Programme organized for all MBA faculty members in the month of March / April. 2023.</p>
<p>To organize Research Methodology Workshops and Schedule Presentations for Faculty</p>	<p>Research Methodology Workshop and Presentations planned for research scholars in Mar/Apr 2023.</p>
<p>Initiate setting up of SIMCA Student Council and Rotaract Cell.</p>	<p>Formed SIMCA Student Council and Rotaract Cell and enable students to undertake skill enhancement activities at their own level. Office holders for the Student Council were identified and inducted. Rotaract Charter invited from Rotary International and induction programme for 21 Rotaract membership conducted.</p>
<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p>Yes</p>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
STES IQAC COMMITTEE	03/04/2024

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021-22	18/01/2023

**15. Multidisciplinary / interdisciplinary**

As per our affiliating University, the new syllabi are designed according to the needs of the NEP 2020.

The institute already undertakes STEM-oriented courses such as 6 Sigma, TQM, Project Management, Python, Manufacturing Planning, Supply Chain and Logistics, etc. for its students from MBA and MCA.

Using Institutional Social Responsibility (ISR) activities students are exposed to the issues and concerns for the Environment and Society.

Students are being encouraged to undertake field projects in the surroundings of the institute to help uplift the under-developed people with management applications.

The university syllabus of the MBA program permits students to undertake courses from the MCA program with the provision of Credit Transfer.

**16. Academic bank of credits (ABC):**

Effective Batch 2021 of MBA and MCA, the Institute has ensured that all students enroll for ABC as was specified by our affiliating University.

Provisions are available in the MBA Program syllabus for Horizontal or Lateral Credit Transfer:

- Credit Transfer shall be permitted between the MBA and the MCA program of SPPU for the equivalent number of credits.
- A list of such courses eligible for Horizontal or Lateral Credit Transfer between the MBA and the MCA program of SPPU shall be announced by the BOS/Faculty.

Provisions are available in the MBA Program syllabus for Block

**Credit Transfer:**

- Permitted for all national and international professional certifications related to the MBA program's PEOs and POs.

**17.Skill development:**

Institute has already included the following Skill Development Courses and Training:

- Human Rights
- Cyber Security
- Job Qualification Certificate Tests such as TCS, First Naukri
- Soft Skill Training such as Fuel, GTT, and Rubicon.
- Commodity Market Awareness Workshop from MCX
- Digital Marketing
- Excel

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The following Courses, Actions, and Activities, just to name a few, are undertaken to help students capture and understand the essence of the Knowledge being imparted.

- Indian Ethos and Business Ethics
- Use of Local Language in First-Year
- Use of Examples from Indian History
- Use of Books and Video Cases such as Dev Dutta Patnaik
- Cultural festivals celebrated in the institute

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The revised MBA and MCA Curriculum builds on the implementation of the Choice Based Credit System (CBCS) and Grading System initiated in the AY 2013. The curriculum takes the MBA and MCA programs to the next level in terms of implementing outcome-based Based Education along with the Choice-based Based Credit System (CBCS) and Grading System.

**Outcome-Based Education (OBE) Approach:** Outcomes are about performance

- a) There must be a performer - the student (learner), not only the teacher
- b) There must be something performable (thus demonstrable or

assessable) to perform

- c) The focus is on the performance, not the activity or task to be performed

This is measured concerning:

1. Programme Educational Objectives (PEOs):
2. Graduate Attributes (GAs):
3. Programme Outcomes (POs):
4. Programme-Specific Outcomes (PSOs):
5. Learning Outcomes:
6. Course Outcomes (COs):
7. Teaching and Learning Activities (TLAs):
8. Outcome-Based Assessment (OBA):

## **20.Distance education/online education:**

Students are encouraged to pursue ONLINE Courses from any reputed Institutions or MOOC portals such as SWAYAM, NPTEL, COURSERA, etc.

Following are the Guidelines available as per the MBA Curriculum for Credit Transfer for MOOCs:

1. Learners are encouraged to opt for MOOCs (Massive Online Open Courses) through SWAYAM, NPTEL, EdX, Coursera, Udemy, etc..
2. Priority shall be given to the Courses available on the SWAYAM platform.
3. Not more than 20% of the total credits (22 Credits) shall be earned through the MOOCs.
4. Not more than 20% of the credits per semester (6 credits) per semester shall be earned through MOOCs.
5. Since MOOC is a guided self-study course 40 - 45 hours of work shall be equivalent to one credit. The faculty shall oversee the progress of the learner as well as evaluate the learner for 50 marks / 2 credits.
6. Students shall apply to the Director / Head of the Department / other designated competent academic authority of the institute in advance and seek permission to seek credit transfer for the proposed MOOCs, he/she wishes to pursue.

Professional Certification Programmes:

Learners may opt for Professional Certification Programmes offered by National and international organizations, Apex bodies, Chambers of Commerce, Professional certifying bodies, and E-learning companies of repute. The indicative list is provided below -

- i. Business English Certificate (Cambridge) / IELTS / TOEFL

**Certification**

- ii. Foreign Language Certification Equivalent to A1/A2 or above
- iii. Google / Microsoft / Oracle / Sun Certification
- iv. NSE / BSE / NISM Certification
- v. SAP Financial Accounting (FI) / Controlling (CO) / Sales and Distribution (SD) / Production Planning (PP) / Materials Management (MM) / Quality Management (QM) / Human Capital Management (HCM) /
- CRM Certification
- vi. Six Sigma Certification
- vii. ISO Certification (as an auditor)
- viii. Tally ERP Certification
- ix. NLP Certification

**Extended Profile**

**1.Programme**

1.1	<b>221</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1	<b>789</b>
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	<b>180</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>300</b>
-----	------------



Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		<b>35</b>
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2		<b>36</b>
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1		<b>19</b>
Total number of Classrooms and Seminar halls		
4.2		<b>146.62</b>
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		<b>282</b>
Total number of computers on campus for academic purposes		

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The Institute adheres to the periodically updated curriculum designed by the Savitribai Phule Pune University (SPPU) for MBA and MCA Programmes. The Institute meticulously develops action plans for the effective implementation of the curriculum.

The academic calendar is prepared involving the Head of the Institute, IQAC, and all faculty members at the beginning of the Academic Year.

Course allocation is done taking into account the choice and expertise of the faculties. The lecture schedule and evaluation are finalized as per University guidelines. The schedule for various sessions, activities, and events, such as seminars, STP activity, Industrial visits, Learning beyond syllabus through Industry expert sessions, Training demands, Celebration of various days, and such other activities, is identified, discussed, and then incorporated in the academic calendar by respective committees.

Class Time-Table is prepared, based on which faculties prepare their course files that include - Time-Tables, Syllabus, Teaching Plan, Teaching Notes, PPTs, MCQs, Resources, Assignments/Case Studies, Evaluation, and Remedial action plan for slow learners.

Before commencing each academic semester, a review of available and required academic infrastructure and support is undertaken.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution strictly follows the academic calendar, which encompasses Continuous Internal Evaluation (CIE) procedures:

To foster holistic development and nurture individual personalities, the institute hosts an Induction Program for newly enrolled students. This program aims to familiarize them with the institute's academic ethos, curriculum standards, examination protocols, and code of conduct.

The academic calendar is meticulously drafted with input from the Head of the Institute, IQAC, and all faculty members at the onset of the Academic Year. CIE parameters are finalized per University guidelines and communicated to students at the semester's commencement. Mid-Term Examinations, covering 60% of the syllabus, are scheduled 7 to 8 weeks into the semester, followed by End-Term

Examinations (Internals) after 13 to 14 weeks, covering the entire syllabus.

Case studies, assignments, and field visits are assessed through active class participation.

Additional sessions are arranged for slow learner students and remedial action is taken where required.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

440

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

SIMCA, even under challenging circumstances, has made dedicated efforts to increase awareness, encourage dialogue, and incorporate topics related to Professional Ethics, Gender, Human Values, Environment, and Sustainability into the curriculum as stipulated by the university.

Courses like Human Rights, Introduction to the Constitution, Intellectual Property Rights, Digital Business, Consumer Protection Act, Geopolitics & World Economic Systems, Business, Government & Society, International Business Environment, Knowledge Management, Cyber Laws, Introduction to Cyber Security, CSR & Sustainability, Indian Ethos & Business Ethics, Management of Non-Profit Organizations, Marketing to Emerging Markets & Bottom of the Pyramid, Rural & Agricultural Marketing, Current Trends & Best Practices in HRM, and Strategic Management are designed to familiarize students with these essential interdisciplinary issues. (Syllabus Copy attached).

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

486

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://simca.sinhgad.edu/simca_mba/feedback.aspx">https://simca.sinhgad.edu/simca_mba/feedback.aspx</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://simca.sinhgad.edu/simca_mba/feedback.aspx">https://simca.sinhgad.edu/simca_mba/feedback.aspx</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

359

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

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

159

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Slow learners and advanced learners are identified based on the student's level of comprehension, classroom observation, interaction, and continuous Concurrent Evaluation. Remedial classes for slow learners are carried out occasionally, and slow learners are encouraged and pushed to recognize their weaknesses and register on their own without compulsion. Teachers can give one-to-one attention in remedial classes and focus on individual problems in a better manner when compared to a regular classroom in which the advanced learners' participation may inhibit the others from voicing their problems.

Teachers use monitoring and mentoring to keep track of slow learners' progress. Along with teachers, some advanced learners are encouraged to mentor weak students and help them with explanations and notes. Revision classes and counseling sessions are held and additional teaching is taken up if required. Advanced learners are encouraged to study the Recommended Readings listed in each syllabus. They are encouraged to register for certification programs conducted by NPTEL and other sources.

Students are encouraged to participate in seminars, conferences

workshops, and hackathons to gain knowledge. The library also ensures accessibility to online material, and extended timings, and provides an atmosphere for conducive learning to both slow and advanced learners.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
789	35

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

## 2.3 - Teaching- Learning Process

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

The Institute focuses deeply on Student-Centered Learning which moves students from passive receivers of information to active participants in their discovery process. It incorporates experiential, participative, and problem-solving methodologies to enhance the learning process. So the curriculum planning and assessment methods are designed to support a student-centric approach. In the classroom, teachers craft instruction and apply technology in a way that best serves each student's learning journey. The institute provides ICT-enabled infrastructure like classrooms and computer labs enabled with projectors, computers, whiteboards, and internet facilities which facilitate content delivery effectively and improve learning outcomes and student engagement.

### Experiential learning:

Helps students in applying their knowledge and conceptual understanding to real-world problems or authentic situations where the instructor directs and facilitates learning achieved through,



- Mini Projects
- Practical/Laboratory Work
- Industry Internships
- Industry Interaction
- Alumni Interaction
- Industrial Visit
- Add on Courses and Training Program
- One-Day Selling Activities

**Participative learning:**

Helps to keep the classroom environment conducive to make learners feel free to share their ideas, and experiences and form a healthy discussion achieved through,

**Event Participation**

- Quiz Competition
- Debate
- Group Discussion
- Assignments

**Problem Solving Methodologies:**

Students can gain and develop problem-solving skills through,

- Case-Based Learning
- Research-Based Learning
- Presentations

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In today's competitive era, students as well as teachers need to learn and acquire the knowledge of the latest trends and technologies. Therefore, teachers are merging traditional methods with advanced technology to engage students in long-term learning.

The College uses ICT in education to support, enhance, and optimize the delivery of education through the following tools used by the Institute.

1. LCD Projector
2. Network Sharing
3. Google Drive
4. Microsoft Powerpoint
5. Google Classroom
6. ERP-Gems
7. Blogs
8. WhatsApp
9. You Tube
10. Wi-Fi Wireless Network
11. Internet
12. Computers

All the classrooms and Labs are equipped with a projector and computer. Online classes are conducted through Microsoft Teams. E-mails and WhatsApp are used for communicating with students. Teachers upload notes and assignments on Google Drive or Microsoft Teams. Faculties use PowerPoint presentations to make the students easily understand concepts. Digital library resources like NDL are used by faculties. MOOC platforms like NPTEL, SAP, Udemy, etc are used by ICT faculties. The college campus is connected through wi-fi and LAN. Expert talks and various competitions are regularly organized for students like group discussions, Quiz competitions, and many more through online platforms.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

36

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

16

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

201

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Institute follows all the norms of SPPU for conducting the Internal Assessment. A list of assessments is prepared as per the guidelines of the university. A detailed internal assessment schedule is prepared and displayed on the notice board for the students. Internal assessment patterns and schedules are shared with the students during the induction & initial sessions by individual course teachers. The results of each evaluation are displayed to the students and areas of improvement are discussed accordingly. The final cumulative marks are displayed on the notice board with the students and the Examination department. End-term examinations: ETE is conducted at the end of the semester to help the students to gain confidence and to achieve good results in University Examinations. Internal assessment is conducted through a variety of evaluations to improve students' learning. The few evaluations conducted throughout the semester are Class tests, Assignments, MCQ, Presentations, Subject-specific quizzes, and Case Studies. Assessment is embedded in daily classroom activities, in which teachers use different assessment tools to ascertain if students are improving their skills and knowledge, mastering the curriculum, and meeting industry standards. Assessments are conducted monthly; however, subject-specific assessments may have additional evaluations, which are embedded with classroom sessions.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The internal evaluation is designed to recognize the capability and talent of a student. The following initiatives are as follows:

- University reforms are aligned with the institute's evaluation criteria, and concurrent evaluation processes are conducted throughout the semester as per the academic plan.
- The concurrent assessment provides feedback on the teaching-learning process.
- The feedback after being analyzed is passed on to the concerned student, and displayed on the notice board for implementation and subsequent improvement. For student evaluation, a completely transparent system, and evaluation criteria are set with common staff meetings and with the approval of all experts with each subject.
- Internal subjects and projects are evaluated using the rules and regulations of the university.
- The institute has an examination cell for the smooth conduction of internal examination.
- The students can see their respective answer books and discuss their queries with a concerned subject faculty member within a week of the conclusion of the test.

The Institute strictly follows the guidelines and rules issued by the affiliating university while conducting internal and external examinations.

- If any grievance(s), are related to internal examination, the student can approach personally or send mail to the course faculty, COE, or Director of the institute who then promptly address the same.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) are defined by the IQAC in line with the University syllabus.

The institute takes due care in informing POs and COs to all the faculty members & students. The same is available on the website.

- POs and COs are discussed with the students on the first day of the induction program.
- Faculty members adhere to POs & COs.
- Faculty members include COs of their respective courses in the teaching plan.
- Even faculty members discuss COs of respective subjects with students during in-classroom sessions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

To measure the attainment of POs, PSOs, and COs, of MBA and MCA courses institute has developed mechanisms as follows:

Continuous evaluation during the semester:

As the institute practices CIE rigorously the performance of each candidate is continuously assessed by the respective subject teacher during sessions. These outcomes are also evaluated through various activities and subject-specific evaluations conducted by the subject teacher. At the end of every semester End semester examinations are also conducted. Apart from this, the level of attainment of COs is evaluated through students' performance during the entire semester by the subject teacher.

Evaluation at the end of the semester:

Student's performance is evaluated throughout every semester through analysis of University examinations (Midterm, End term, Presentations, theory, online, and Viva-Voce) results. It gives an understanding of the attainment of COs of the courses undertaken by the students during the academic year. It also helps in mapping attained COs with prescribed POs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

300

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://simca.sinhgad.edu/media/545678/1.4.1 student feedback and action taken.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

7.81

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

5

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

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has fostered an ecosystem for innovation, known as the Indian Knowledge System (IKS), which includes raising awareness



about Intellectual Property Rights (IPR), establishing an IPR cell, an Incubation center, and other initiatives for the creation and transfer of knowledge/technology, with evident outcomes.

The institution offers an environment that promotes innovation and incubation. Students are motivated to engage in applying technology to societal needs. Events such as National and International Conferences, Research workshops, seminars, and guest sessions on Technology and Entrepreneurship, along with various theme-based competitions, are organized. The primary goal is to help students transform their ideas into innovations and to encourage them to acquire hands-on experience and better industrial exposure. The institute's recognized Research Center provides additional benefits to faculty, research scholars, and students for idea development. Experienced entrepreneurs mentor emerging ones, sharing their knowledge and experience. Workshops on Intellectual Property Rights (IPRs) are held, and patents & copyrights awarded to the institute and its faculty members reflect a deep-seated culture of research and innovation. A prototype design and development workshop was conducted, and the list of startups founded by SIMCA alumni stands as proof of the commitment to fostering entrepreneurship among students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

21

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

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	<a href="https://simca.sinhgad.edu/simca_mba/academic_s/phd-research-center/announcements.aspx">https://simca.sinhgad.edu/simca_mba/academic_s/phd-research-center/announcements.aspx</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

27

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

36

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

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

Covid Centre & vaccination drive has helped in fighting the pandemic & strengthened the immunity system. Fit India Movement and Swaccha Bharat Abhiyan have made a positive impact on health awareness and personal hygiene.

Theme-based Poster Making Competitions have fostered creativity & spirit of innovation. International Yoga Day was celebrated to balance physical and mental health. International Women's Day and Gender Inequality events have helped in nurturing creating, and imbibing values like gender equality generating awareness, and developing Sensitization towards community issues, gender disparities, and the Role of women in organizations and society as a whole. Visit to Old age home was a fulfilling experience in which valuable lessons of humanity were learned

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

##### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

21

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**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., during the year**

16

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

3657

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

32

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The STES Sinhgad Institute of Management & Computer Application, located in Narhe, Pune, is approved by AICTE and DTE, affiliated with Savitribai Phule Pune University, and accredited with an 'A' Grade by NAAC.

Since its inception in 2004, SIMCA has boasted state-of-the-art facilities and infrastructure. The campus includes 19 classrooms outfitted with LCD projectors, internet connectivity for video conferencing, podiums, and whiteboards. Additionally, there are 6 computer labs featuring LCD projectors and 282 working computers, all with internet access.

The institute houses 2 air-conditioned seminar halls, a seminar

room, and 2 staff rooms for the teaching staff, equipped with cubicles and desktops with internet access. There is also a Director's Office and a room for non-teaching staff, both furnished with internet-connected desktops. A conference room is available, complete with an LCD, air conditioning, internet access, and an audio-video system.

The SIMCA Library houses 30,752 book copies, 6,210 titles, 23 national journals, and 28 e-book CDs. The reading rooms can accommodate 280 students. The institute is served by a 50 MBPS dedicated leased line internet connection.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The STES Sinhgad Institute of Management & Computer Application, located in Narhe, Pune, boasts a beautifully landscaped and tranquil campus, accredited by AICTE and DTE. It is affiliated with Savitribai Phule Pune University and has earned an 'A' Grade from NAAC.

Since its establishment in 2004, SIMCA has offered state-of-the-art facilities and infrastructure. It provides robust educational resources, including experienced faculty, an Entrepreneurship Development Cell, a Research Centre, and a well-stocked Library.

The institute takes pride in its well-maintained lawn, comprehensive sports facilities, and gymkhana for various indoor and outdoor games. The campus includes hostels for boys and girls equipped with rooftop solar systems for hot water, canteens, a stationery store, intercom and biometric systems, a TV for news, and CCTV surveillance to ensure round-the-clock security.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

19

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

5.24

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The SIMCA Library is automated using the KOHA Integrated Library Management software, version 22.11.04, acquired from Softech Solutions Pvt. Ltd., Pune. Available since 2022, this system features a Web OPAC facility. The software supports Master, Member, Acquisition, Cataloguing, Circulation, and Serial Control management functions. It enables the creation of accession register reports, bulk addition of student records, and updates to item lending policies and statuses. The circulation module handles book issues, returns, and reservations, and can produce various reports such as

circulation status summaries, item transactions, item inventory status, and operator transactions. Additionally, it can generate library barcodes. KOHA's WEB OPAC facility is accessible to library users.

The software comprises several modules: Cataloguing, Circulation, KOHA Administration, Acquisition, Serial Control, and Reporting. Additionally, a dedicated terminal for OPAC searches is available in the library, and users can also search the OPAC on their mobile devices using a provided link.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** B. Any 3 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

1.61



File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

83

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

To meet the growing demand for IT infrastructure, driven by the evolving standards of education and the flexibility offered by the internet, our institute has established secure and stable wired and Wi-Fi network campuses for students. We provide a cost-efficient, comprehensive solution that consolidates all advanced facilities and features onto a single platform, complete with a singular point of contact for technical support. The campus boasts a 100 MBPS high-speed internet facility. Additionally, the institute offers a 24/7 Wi-Fi service equipped with advanced 5G routers, enabling students and faculty members to access the internet at speeds of 50MBPS. Our fully networked campus, featuring state-of-the-art IT infrastructure and computing resources, facilitates e-mail, web browsing, and the uploading/downloading of web-based applications, aiding in the preparation of projects and seminars. A network booster has also been installed to enhance mobile device connectivity within the institute.

For the seamless and effective delivery of academic activities, the institute has provided licensed Microsoft software for teaching, learning, and research purposes. This has significantly benefited faculty members and students, supporting a wide range of academic

activities such as conducting lectures and practical sessions online, submitting and evaluating assignments, administering mock tests, unit tests, and preliminary exams, and organizing guest lectures, STPs, and webinars.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

282

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

39.19

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

**The Estate Office on campus ensures the effective maintenance and utilization of campus infrastructure.**

- A Civil Engineer and their team handle civil work maintenance, undertaking constant maintenance throughout the year. Similarly, an Electrical Engineer and their team are responsible for the electrical maintenance, monitoring the campus's electrical systems year-round.
- A System Administrator and technical assistant are tasked with maintaining all laboratories and computers within the institute.
- Housekeeping tasks such as cleaning and sweeping corridors and classrooms are carried out by the college's peons.
- The library's collection is regularly updated in line with its collection development policy, with new books, journals, and magazines added to meet the syllabus requirements of SPPU.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

591

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://simca.sinhgad.edu/">https://simca.sinhgad.edu/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

781

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

781

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

195

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

4

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

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

3

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**Student Council:** The Student Council plays a pivotal role in the college community. Its members along with committee members take an active role in conducting the college's Annual Social Gathering, Subject Societies, and national festivals. The mission of the Student Council is to serve as the voice of the student body and advocate for your needs, concerns, and aspirations. It strives to foster a positive and inclusive college environment that promotes personal growth, academic excellence, and a vibrant campus life. The members of the Students's Council are the President, Vice-president, and various heads of the club like Cultural, Sports, Music, Movies, Sports and Entrepreneurship and Personality Development. Students have strong representation in all cultural and sports committees. They help in the organization and management of events. Major events include the annual sports competition and Annual cultural event Vibgyor' .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

67

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

To have continuous and formal interaction with the alumni college decided to form a Past Students Association in the name of SIMCA Alumni Association on Oct 2010 'SIMCAALUMNI- ASSOCIATION' was registered (Registration No. Maha/2185/2010/Pune Dated 18/10/2010).

### Alumni Contribution:

The association supports various social awareness initiatives taken up by SIMCA with the support and involvement of alumni and existing students, as duty towards society.

- Alumni Participation in Placement:



- Our Alumni, placed in different national and multinational organizations at different positions, helps institute for summer and final placement.
- Alumni Participation in Admission:
  - Our Alumni, helps us in our admission process by referring our institute to their relatives, friends.
- Alumni as Faculty:
  - Some of the alumni are serving in SIMCA as a faculty member and also a part of the placement team to teach/guide our students.
- Alumni as Judge in various competitions:
  - Our Alumni serves as a judge in various competitions conducted at SIMCA.
- Alumni as a Speaker:
  - The alumni guides, motivates and inspires the current batch students.
- Alumni as a Panelist:
  - An Alumni Panel is great way for prospective and current students to hear from a small group of postgraduates about their stories.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year**      C. 3 Lakhs - 4Lakhs

(INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

#### Vision:

To shape professionals to be Thought Leaders in world of business, by institutionalizing creativity and innovation in thought process and action and dissemination of relevant knowledge through structured learning systems.

#### Mission:

We realize that education is fundamental for the complete development of individuals. As a premier teaching institute, we endeavor to harness this inherent potential through meeting the growing needs of higher technical education. As we grow, we will expand into new technologies, methodologies, disciplines, resources and even attitudes. To achieve this, SIMCA will ensure the highest quality of faculty, resources and infrastructure. These will be structured with focus on academic excellence and versatility in approach that will meet the ever increasing needs of the students.

Institute is governed by Sinhgad Technical Education Society. The leadership (Top management and Director) in collaboration with local management committee make sure that the policy statement and the action plans are aligned with the mission of the institute. The leadership is also involved in communicating and reviewing the policies/action plans.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and

participative management.

Every activity of the institute involves decentralization of authorities and participation at all levels. An example of this process is organization and conduct of Sport events at Sinhgad Technical Education Society. The Sinhgad Karandak that started in 2007 is an intercollegiate event that happens in the month of January every year. A Mega Event over 22 days of 21 sports including about 31 matches of international students, 297 intercampus matches is managed on the principles/directors of decentralization, taking responsibility and participation at all levels. The Chairperson and Secretary of this event initiate the Championship. Then the rough details are chalked out with the help of the Sports Director and Joint Director. Various sports competitions like cricket, volleyball, football, table tennis, chess, badminton, swimming, athletics, Kabaddi are held. Participation is from national and international students. Different institute heads are allocated central responsibilities for different sports. Competitions are planned, implemented at various campuses with committee members conducting structured meetings under the guidance of the Managing Body of STES. At the institute level Sports coordinator faculty members receive guidelines from the coordinating committee at STES. Team Managers and Student Committees are formed at institute level for smooth conduct of all the sport events.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Strategy to improve Placement Activities:**

Establishment of a Central Placement Cell (CPC) within STES Institutes is a strategic move to streamline and enhance the placement process. By centralizing placement activities and appointing TPOs along with Student Coordinators at each institute, the system ensures better coordination and utilization of resources. This approach likely facilitates better access to opportunities for students while also providing logistical convenience for the corporate sector and to optimize the placement process and bridge the gap between students and potential employers.

## Objectives

1. To manage placement communication from CPC.
2. To provide ample opportunities to MCA and MBA Students to achieve 100% placements.
3. Training in Aptitude tests, group discussions, preparing for Technical and HR interviews through professional trainers.
4. To promote career counseling by organizing guest speakers from various Industries.
5. Industry - Institute tie-up for Campus recruitment.

## Process

1. CPC interaction with company for job opportunities.
2. Company intimation to CPC for Job Profile and numbers.
3. CPC communication to institute TPO.
4. TPO communication to students of the institute for registration.
5. Counseling and difficulty solving at institute level.
6. Registration from students communicated to CPC.
7. CPC schedules selection rounds as per company instructions.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Institute has established various bodies as per the regulatory authorities:**

**GOVERNING BODY:** It comprises of President, Secretary, VP(Admin), VP(HR), Management Representatives etc.

**LMC:** LMC is responsible to evaluate and monitor the progress of the institute and recommend improvement in higher standards of academic and administrative activities of the Institute.

**Director:** Director is responsible for the enhancement of overall growth of the institute as per Savitribai Phule Pune University's standard.

**Role of IQAC:** IQAC aims in inculcating. Maintaining and developing quality culture in the organization.

**Training and Placement:** Institute has Central Placement Cell. The training and placement officer coordinates with the organisations and alumni for the placements of our students.

**Recruitment and Promotional Policies:** Roster (Service Rule) is centrally maintained by the STES and the requirements of faculty and staff are published in leading newspapers and on institute's website. The selection of the eligible candidate is done as per the norms of regulatory authorities/bodies. The performance appraisal system at the institute is a tool for evaluation of the staff members and promotions are given as per the policy of STES.

**Grievance Redressal Mechanism:** Institute has Grievance Redressal Cell at the institute to address the ragging, sexual harassment issues.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://simca.sinhgad.edu/media/547332/6.2.2_organogram.pdf">https://simca.sinhgad.edu/media/547332/6.2.2_organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Welfare measures for teaching and non- teaching members are not only for the development of staff but also for the organization development.

Welfare measures provided to teaching and non-teaching staff as follows:

1. Residential Quarters in campus
2. Free medical treatment: Employees can avail medical treatment as required.
3. Maternity leaves: As per the government's maternity rules, each lady employees who has completed two years of service entitles for the maternity leave.
4. Facilitating for attending conference/workshop/FDP's/Research publication: Faculty members are encouraged to participate in Conferences / Workshops to enhance their quality in academics and to help pursue their research by giving the sponsor ships from the institution every year.
5. Special Study Leave to pursue Higher Education: Sponsorship is provided to the faculty members to pursue research degrees and leave will be granted to pursue research, to ensure and encourage the faculty in knowledge up gradation.
6. Cafeteria: The college has canteen/Store/Gymnasium in the campus.
7. Gratuity: The employees who has completed 5 years of tenure of services in the same organization receives gratuity after their discontinuation of service.
8. Leave on Duty: Leave on duty is provided to teaching staff of the institute to attend guest lectures, Conferences& FDP programs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

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

34

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

67

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

71

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

The objective of faculty appraisal is to assist faculty in professional development, enhance efficiency in duties, support promotions or terminations, provide feedback on behavior and skills, identify areas for improvement, and ultimately enhance performance.

Appraisal process is scheduled at the end of the academic year to check faculty performance across the two semesters. Analysis would provide a pathway for the institution to take necessary measures to incentivize or bring in supportive processes to enhance faculty performance.

Appraisal Process is as follows:

1. Self-appraisal format to be filled by every faculty
2. Appraisal by Director: This would also involve a review of the self-appraisal documents submitted by the faculty.
3. Student Appraisal of teachers

The appraisal form consists of four parts covering Student Centric activities, Professional Development and Academic Contribution, Research Contribution and Assessment by Director.



After self-evaluation on each of these parts is completed by the faculty, it is submitted for evaluation, remarks, Director gives the final remarks and forward the same to the management of the society. The appraisal form of each staff is screened by the apex authority of society, and guidelines if any for improvement are informed to the concerned staff. Records are maintained for reference.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Sinhgad Technical Education Society has established an internal audit department.

**Internal Financial Audit: -**

A senior auditor from the pool of auditors at the audit department of Sinhgad Technical Education Society is appointed as internal auditor to conduct an internal audit of the institute. The role of internal auditor is to suggest corrective measures so that same mistakes do not recur in future. It includes daily

Closing cash -statement and other financial transactions.

**External Financial Audit: -**

The external audit of the institute is conducted by appointing an external agency as K. S. Mali & Co., Chartered Accountant. The scrutiny and verification of various financial statements are conducted by external auditors periodically.

**Mechanism for settling audit objections Internal Audit: -**

During the time of checking finance and accounts, the auditor lists queries if any on paper.

a) He discusses it with concerned staff and calls for an explanation if any.

b) Then he prepares the final Audit Report and submits it to the management of the STES.

External Audit: -

Statutory auditor is also using all above methods but at the last stage he discusses all queries with the Director and head of the finance and accounts department.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The Sinhgad technical education society (STES) is the parent body of Sinhgad institute of management & Computer Application. The Sinhgad Institute of Management & Computer Application has a well formulated financial policy in place that ensures effective and optimal utilization of financial resources For academic, administrative and development of activities at the institute.

The variance reports of sanctioned budget and actual expenditure are maintained and reviewed on a regular basis, the institute utilizes funds as per sanctioned budget.

Every year, the budget is prepared well in advance after taking into consideration the financial requirement generated by every Department.

The Director puts up the budget in the Local management committee meeting and after discussion and necessary corrections/modifications; Local management committee recommends the budget for approval to the Governing body.

The Governing body studies the annual expenditure, scrutinizes the budget and provides feedback for efficient use of financial resources.

The Institute has constituted a separate Purchase Committee composed of Director and concerned staff. The set purchase procedure is calling quotations, preparing comparative statements, and finalization of the vendors.

Every financial year, internal and external financial audits are conducted to ensure that financial resources are utilized appropriately.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

Internal Quality Assurance Cell (IQAC) is established in the SIMCA for as a quality sustenance measure. IQAC works towards developing a system for consistent and catalytic action to improve the academic and administrative performance of the institute.

The objective is to promote measures for institutional functioning towards quality enhancement through standardization of quality culture and adopting best practices.

**Strategies:**

- Ensuring timely, efficient, and progressive performance of academic, administrative, and financial units;
  - Adoption of relevant and quality academic and research programs;
  - Adopting best teaching and learning pedagogy;
  - Ensuring credible assessment and evaluation processes;
1. IQAC develops strategies for curriculum delivery, quality in teaching-learning, and research;
  2. To facilitate the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology.
  3. To Collect and analyze feedback from all stakeholders on quality-related institutional processes;
  4. To organize and document international / national / state / university level workshops, seminars, and conferences on quality-related themes;
  5. To conduct periodic academic and administrative audits and its follow-up;
  6. To prepare and submit the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

File Description	Documents
Paste link for additional information	<a href="https://simca.sinhgad.edu/media/547358/6.5.1_additional_information.pdf">https://simca.sinhgad.edu/media/547358/6.5.1_additional_information.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Sinhgad institute of management & Computer Application has constituted an internal quality assurance cell (IQAC) to initialize various processes and activities. As per the guidance of IQAC the institute has been practicing different activities like students end semester feedback, director taking Monthly student's feedback, remedial classes, alumni feedback for current technical subject's.

**Participative learning:**

The student's feedback of end of the semester & faculty teaching feedback given by students to director is used by the institute to improve the faculty pedagogy & students learning levels.

The alumni feedback is taken regularly to find out the gap between current industry demand & the existing curriculum so as to plan & act accordingly to remove this gap.

Students are exposed to team or group work in Participative Learning to make them more active and institute encourages students to attempt new things and learn from their errors through Project Presentation, case study, panel discussion throughout the courses.

The outcome of IQAC initiated processes is reflected in students' performance in the university exams, placements, enrolment for higher studies etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. Sinhgad Institute of Management and Computer Application, Pune is a Co-educational institute, often abbreviated as a Co-ed institute, where students of both genders, male and female, study, learn and grow together. Every year our institute organizes and conducts various workshops for gender sensitization.
2. A committee was formed to ensure sensitization and awareness amongst all members of the SIMCA regarding gender inequality and sexual harassment
3. Inclusive representation of women in all important Committees and other core Committees of the institute includes women in decision-making positions who lead various activities of the institute.
4. Along with the above activities, our also provides specific facilities for women like a staff room, canteen, washroom, sick room, yoga room, etc for ladies' faculty and girls common room for female students.
5. Gender Awareness programs like Women's Day, posters, and rangoli-making competitions for "Women empowerment".

Security cameras are installed for the safety and security of everyone in and around the campus.

File Description	Documents
Annual gender sensitization action plan	<a href="https://simca.sinhgad.edu/media/547306/7.1.1_simca_portal_2022-23.pdf">https://simca.sinhgad.edu/media/547306/7.1.1_simca_portal_2022-23.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://simca.sinhgad.edu/media/547347/7.1.1_specific_facilities_for_women.pdf">https://simca.sinhgad.edu/media/547347/7.1.1_specific_facilities_for_women.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The Institution takes the initiative for the management of waste which is generated within its campus. Solid Waste Segregation is done by hand sorting. The dry waste such as paper, cardboard, plastics, and scrap materials is separated from others. Organic wastes like leftover food, peels, scrapings from fruits, etc are also collected in bins separately. They are handed over to the Waste Management Company, Vital Waste. For E-waste Management, the College segregates old computers, batteries, and wires and disposes them periodically. The electronic devices have varying proportions of glass and metals. Hence the disposal helps in the separation of aluminum, copper, and circuit boards. As these are handed over to Vital Waste, they sort and separate the materials and prepare them for sale as usable raw materials. They are also used for the production of new electronics. However, no hazardous chemical waste is generated in the College Campus. All these ensure that the College takes care of the waste generated regularly by reducing the waste and making an effort for its reuse and recycling. The laboratory wastes are also disposed of by taking proper measures. The biodegradable waste products are collected and disposed of in the municipality collection

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**      A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**A. Any 4 or all of the above**



File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

**5.**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**SIMCA makes serious endeavours to maintain an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. The efforts are put to make the institute environment inclusive:**

Every year our student volunteers are involved in creating awareness on the importance of cleanliness at different parts of Pune. This year due covid-19 outbreak cleaning of own house at individual level is done. As a part of Green initiative saplings were planted at the place of residence by our student volunteers. If someone is spitting in a public place, the person can potentially spread diseases. So, it is important to stop spitting and raise awareness among others to do the same. Spitting on footpaths, at bus stands, traffic signals and other public places hamper the city's aesthetics and cleanliness. It is everyone's responsibility to keep the city clean.

SIMCA also conducted various events like Savitribai Phule Jayanti, Jijabai Jayanti, National Youth Day, Chhtrapati Shivaji Maharaj Jayanti, Marathi Bhasha Diwas and many more.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

SIMCA PUNE regularly conducts activities to generate awareness drives for employees and students to inculcate values for being responsible citizens. Some of the regularly conducted activities are Swachh Bharat Abhiyan, Fitness activities, Yoga and games, compulsory exposure for students to work with various empanelled NGOs, tree plantation, blood donations drives, Awareness of Flag Code, etc. The supporting emails, office orders and photos are placed. Further, being an academic institute our main focus is on sensitizing our students to become mature and responsible citizens of India. Their course curriculum compulsorily includes a course on Corporate Governance & Ethics and they have to participate in various social awareness programmes which are also a compulsory course as part of their curriculum.

The students also being responsible citizens take many community services and provide services to mankind and society. The students have taken up many cleanliness drives both inside the campus and nearby villages considering it as a responsibility of every citizen. Every year Republic Day is Celebrated on 26th Jan by organizing activities highlighting the importance of the Indian Constitution.

'Independence Day' is also celebrated each year to highlight the struggle for freedom and the importance of the Indian constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://simca.sinhgad.edu/media/545611/annual_report_2022-23.pdf">https://simca.sinhgad.edu/media/545611/annual_report_2022-23.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** A. All of the above

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

SIMCA consistently observes a variety of national and international commemorative days, events, and festivals such as Republic Day, Independence Day, Saraswati Puja, Holi, Diwali, International Yoga Day, Swachh Bharat Abhiyan Day, SIMCA Foundation Day, Vishwakarma Puja, among others. Additionally, the institution hosts health and eye check-up camps. Formal emails and announcements are disseminated before these events to ensure widespread awareness. Occasionally, small committees comprising faculty, employees, and students are

established to collaboratively manage the activities efficiently. Prasad, sweets, and complimentary lunches are provided to all students, faculty, and staff. A designated budget is allocated for each event, with all bills and vouchers being meticulously accounted for and audited.

Students actively participate in the organization of Independence Day and Republic Day celebrations. On these occasions, the national flag is ceremoniously hoisted, and the national anthem is sung by all present. Moreover, students host Freshers' Welcome and Farewell parties under the mentorship of faculty and staff.

SIMCA proudly organizes all significant national events without any discrimination based on caste, creed, or religion.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice: 1

To address the divide between academic learning and the employability of MBA graduates, STES has introduced a 'Student Training Program.' This four-semester course is tailored to enhance placement readiness and the comprehensive development of students. The curriculum encompasses modules such as communication, English language proficiency, Excel, group discussions (GD), personal interviews (PI), and resume writing. Trained in-house faculty members deliver the training, while evaluations are based on established criteria. Collaborations with professional entities such as GTT, Rubicon, TCS, and FUEL are integrated into the curriculum delivery.

### Best Practice: 2

The Sinhgad Institute of Management and Computer Application (SIMCA)

has developed an innovative methodology for multidisciplinary research that involves both students and faculty in addressing global challenges. The generation of new knowledge is a fundamental outcome for Higher Education Institutions. SIMCA upholds the belief that 'Quality Education' and 'Research & Development' are complementary. A research-friendly environment, complete with dedicated researchers, seed funding, cutting-edge infrastructure, access to top-tier online resources, and collaborative opportunities, is essential for research excellence. Engaging in intellectual discourse with industry and academic colleagues worldwide enables researchers to tackle complex research questions.

File Description	Documents
Best practices in the Institutional website	<a href="https://simca.sinhgad.edu/simca_mba/best-practices.aspx">https://simca.sinhgad.edu/simca_mba/best-practices.aspx</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

#### All-inclusive Campus and Policies for Student's Overall Development

The SIMCA campus, under the STES umbrella and affiliated with Savitribai Phule Pune University, is recognized as a prestigious institution both in Maharashtra and across India. The institute attracts students nationwide, offering comprehensive facilities for both students and faculty, including academic infrastructure, hostel accommodations, libraries, dining services, faculty housing, student mentoring, a robust training and placement cell, industry partnerships, management games, movie sessions, case studies, and activities to enhance research skills and encourage co-curricular and extracurricular engagement.

#### Social Media Engagement

The institute leverages social media to connect with current and prospective students while building and maintaining its reputation. With a clear strategy for stakeholder engagement, SIMCA manages various social media platforms such as Facebook, Twitter, YouTube,

Instagram, WhatsApp, and Telegram. These channels are used to disseminate high-quality educational content and to promote events, aiming to maximize student participation and outreach.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The Institute adheres to the periodically updated curriculum designed by the Savitribai Phule Pune University (SPPU) for MBA and MCA Programmes. The Institute meticulously develops action plans for the effective implementation of the curriculum.

The academic calendar is prepared involving the Head of the Institute, IQAC, and all faculty members at the beginning of the Academic Year.

Course allocation is done taking into account the choice and expertise of the faculties. The lecture schedule and evaluation are finalized as per University guidelines. The schedule for various sessions, activities, and events, such as seminars, STP activity, Industrial visits, Learning beyond syllabus through Industry expert sessions, Training demands, Celebration of various days, and such other activities, is identified, discussed, and then incorporated in the academic calendar by respective committees.

Class Time-Table is prepared, based on which faculties prepare their course files that include - Time-Tables, Syllabus, Teaching Plan, Teaching Notes, PPTs, MCQs, Resources, Assignments/Case Studies, Evaluation, and Remedial action plan for slow learners.

Before commencing each academic semester, a review of available and required academic infrastructure and support is undertaken.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution strictly follows the academic calendar, which encompasses Continuous Internal Evaluation (CIE) procedures:

To foster holistic development and nurture individual personalities, the institute hosts an Induction Program for newly enrolled students. This program aims to familiarize them with the institute's academic ethos, curriculum standards, examination protocols, and code of conduct.

The academic calendar is meticulously drafted with input from the Head of the Institute, IQAC, and all faculty members at the onset of the Academic Year. CIE parameters are finalized per University guidelines and communicated to students at the semester's commencement. Mid-Term Examinations, covering 60% of the syllabus, are scheduled 7 to 8 weeks into the semester, followed by End-Term Examinations (Internals) after 13 to 14 weeks, covering the entire syllabus.

Case studies, assignments, and field visits are assessed through active class participation.

Additional sessions are arranged for slow learner students and remedial action is taken where required.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**



File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

440

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

SIMCA, even under challenging circumstances, has made dedicated efforts to increase awareness, encourage dialogue, and incorporate topics related to Professional Ethics, Gender, Human Values, Environment, and Sustainability into the curriculum as stipulated by the university.

Courses like Human Rights, Introduction to the Constitution, Intellectual Property Rights, Digital Business, Consumer Protection Act, Geopolitics & World Economic Systems, Business, Government & Society, International Business Environment, Knowledge Management, Cyber Laws, Introduction to Cyber Security, CSR & Sustainability, Indian Ethos & Business Ethics, Management of Non-Profit Organizations, Marketing to Emerging Markets & Bottom of the Pyramid, Rural & Agricultural Marketing, Current Trends & Best Practices in HRM, and Strategic Management are designed to familiarize students with these essential interdisciplinary issues. (Syllabus Copy attached).

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

486

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://simca.sinhgad.edu/simca_mba/feedba ck.aspx">https://simca.sinhgad.edu/simca_mba/feedba ck.aspx</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
---	---

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://simca.sinhgad.edu/simca_mba/feedback.aspx">https://simca.sinhgad.edu/simca_mba/feedback.aspx</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

**359**

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

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**159**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**Slow learners and advanced learners are identified based on the student's level of comprehension, classroom observation,**

interaction, and continuous Concurrent Evaluation. Remedial classes for slow learners are carried out occasionally, and slow learners are encouraged and pushed to recognize their weaknesses and register on their own without compulsion. Teachers can give one-to-one attention in remedial classes and focus on individual problems in a better manner when compared to a regular classroom in which the advanced learners' participation may inhibit the others from voicing their problems.

Teachers use monitoring and mentoring to keep track of slow learners' progress. Along with teachers, some advanced learners are encouraged to mentor weak students and help them with explanations and notes. Revision classes and counseling sessions are held and additional teaching is taken up if required. Advanced learners are encouraged to study the Recommended Readings listed in each syllabus. They are encouraged to register for certification programs conducted by NPTEL and other sources.

Students are encouraged to participate in seminars, conferences workshops, and hackathons to gain knowledge. The library also ensures accessibility to online material, and extended timings, and provides an atmosphere for conducive learning to both slow and advanced learners.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
789	35

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

### 2.3 - Teaching- Learning Process

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

The Institute focuses deeply on Student-Centered Learning which

moves students from passive receivers of information to active participants in their discovery process. It incorporates experiential, participative, and problem-solving methodologies to enhance the learning process. So the curriculum planning and assessment methods are designed to support a student-centric approach. In the classroom, teachers craft instruction and apply technology in a way that best serves each student's learning journey. The institute provides ICT-enabled infrastructure like classrooms and computer labs enabled with projectors, computers, whiteboards, and internet facilities which facilitate content delivery effectively and improve learning outcomes and student engagement.

#### Experiential learning:

Helps students in applying their knowledge and conceptual understanding to real-world problems or authentic situations where the instructor directs and facilitates learning achieved through,

- Mini Projects
- Practical/Laboratory Work
- Industry Internships
- Industry Interaction
- Alumni Interaction
- Industrial Visit
- Add on Courses and Training Program
- One-Day Selling Activities

#### Participative learning:

Helps to keep the classroom environment conducive to make learners feel free to share their ideas, and experiences and form a healthy discussion achieved through,

#### Event Participation

- Quiz Competition
- Debate
- Group Discussion
- Assignments

#### Problem Solving Methodologies:

Students can gain and develop problem-solving skills through,

- Case-Based Learning
- Research-Based Learning
- Presentations

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In today's competitive era, students as well as teachers need to learn and acquire the knowledge of the latest trends and technologies. Therefore, teachers are merging traditional methods with advanced technology to engage students in long-term learning. The College uses ICT in education to support, enhance, and optimize the delivery of education through the following tools used by the Institute.

1. LCD Projector
2. Network Sharing
3. Google Drive
4. Microsoft Powerpoint
5. Google Classroom
6. ERP-Gems
7. Blogs
8. WhatsApp
9. You Tube
10. Wi-Fi Wireless Network
11. Internet
12. Computers

All the classrooms and Labs are equipped with a projector and computer. Online classes are conducted through Microsoft Teams. E-mails and WhatsApp are used for communicating with students. Teachers upload notes and assignments on Google Drive or Microsoft Teams. Faculties use PowerPoint presentations to make the students easily understand concepts. Digital library resources like NDL are used by faculties. MOOC platforms like NPTEL, SAP, Udemy, etc are used by ICT faculties. The college campus is connected through wi-fi and LAN. Expert talks and

various competitions are regularly organized for students like group discussions, Quiz competitions, and many more through online platforms.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

36

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)



**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

16

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

201

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Institute follows all the norms of SPPU for conducting the Internal Assessment. A list of assessments is prepared as per the guidelines of the university. A detailed internal assessment schedule is prepared and displayed on the notice board for the students. Internal assessment patterns and schedules are shared with the students during the induction & initial sessions by individual course teachers. The results of each evaluation are displayed to the students and areas of improvement are discussed accordingly. The final cumulative marks are displayed on the notice board with the students and the Examination department. End-term examinations: ETE is conducted at the end of the semester to help the students to gain confidence and to achieve good results in University Examinations. Internal assessment is conducted

through a variety of evaluations to improve students' learning. The few evaluations conducted throughout the semester are Class tests, Assignments, MCQ, Presentations, Subject-specific quizzes, and Case Studies. Assessment is embedded in daily classroom activities, in which teachers use different assessment tools to ascertain if students are improving their skills and knowledge, mastering the curriculum, and meeting industry standards. Assessments are conducted monthly; however, subject-specific assessments may have additional evaluations, which are embedded with classroom sessions.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The internal evaluation is designed to recognize the capability and talent of a student. The following initiatives are as follows:

- University reforms are aligned with the institute's evaluation criteria, and concurrent evaluation processes are conducted throughout the semester as per the academic plan.
- The concurrent assessment provides feedback on the teaching-learning process.
- The feedback after being analyzed is passed on to the concerned student, and displayed on the notice board for implementation and subsequent improvement. For student evaluation, a completely transparent system, and evaluation criteria are set with common staff meetings and with the approval of all experts with each subject.
- Internal subjects and projects are evaluated using the rules and regulations of the university.
- The institute has an examination cell for the smooth conduction of internal examination.
- The students can see their respective answer books and discuss their queries with a concerned subject faculty member within a week of the conclusion of the test.

The Institute strictly follows the guidelines and rules issued by the affiliating university while conducting internal and external

examinations.

- If any grievance(s), are related to internal examination, the student can approach personally or send mail to the course faculty, COE, or Director of the institute who then promptly address the same.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) are defined by the IQAC in line with the University syllabus.

The institute takes due care in informing POs and COs to all the faculty members & students. The same is available on the website.

- POs and COs are discussed with the students on the first day of the induction program.
- Faculty members adhere to POs & COs.
- Faculty members include COs of their respective courses in the teaching plan.
- Even faculty members discuss COs of respective subjects with students during in-classroom sessions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

To measure the attainment of POs, PSOs, and COs, of MBA and MCA courses institute has developed mechanisms as follows:

**Continuous evaluation during the semester:**

As the institute practices CIE rigorously the performance of each candidate is continuously assessed by the respective subject teacher during sessions. These outcomes are also evaluated through various activities and subject-specific evaluations conducted by the subject teacher. At the end of every semester End semester examinations are also conducted. Apart from this, the level of attainment of COs is evaluated through students' performance during the entire semester by the subject teacher.

**Evaluation at the end of the semester:**

Student's performance is evaluated throughout every semester through analysis of University examinations (Midterm, End term, Presentations, theory, online, and Viva-Voce) results. It gives an understanding of the attainment of COs of the courses undertaken by the students during the academic year. It also helps in mapping attained COs with prescribed POs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year**

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

300

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

**2.7 - Student Satisfaction Survey**

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://simca.sinhgad.edu/media/545678/1.4.1\\_student\\_feedback\\_and\\_action\\_taken.pdf](https://simca.sinhgad.edu/media/545678/1.4.1_student_feedback_and_action_taken.pdf)

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

7.81

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

5

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

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has fostered an ecosystem for innovation, known as the Indian Knowledge System (IKS), which includes raising awareness about Intellectual Property Rights (IPR), establishing an IPR cell, an Incubation center, and other initiatives for the creation and transfer of knowledge/technology, with evident outcomes.

The institution offers an environment that promotes innovation and incubation. Students are motivated to engage in applying technology to societal needs. Events such as National and International Conferences, Research workshops, seminars, and guest sessions on Technology and Entrepreneurship, along with various theme-based competitions, are organized. The primary goal is to help students transform their ideas into innovations and to encourage them to acquire hands-on experience and better industrial exposure. The institute's recognized Research Center provides additional benefits to faculty, research scholars, and students for idea development. Experienced entrepreneurs mentor emerging ones, sharing their knowledge and experience. Workshops on Intellectual Property Rights (IPRs) are held, and patents & copyrights awarded to the institute and its faculty members reflect a deep-seated culture of research and innovation. A prototype design and development workshop was conducted, and the list of startups founded by SIMCA alumni stands as proof of the commitment to fostering entrepreneurship among students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

21

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

**3.3 - Research Publications and Awards**

**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**

**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

2

File Description	Documents
URL to the research page on HEI website	<a href="https://simca.sinhgad.edu/simca_mba/academics/phd-research-center/announcements.aspx">https://simca.sinhgad.edu/simca_mba/academics/phd-research-center/announcements.aspx</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**

**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

27

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**

**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

36

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

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

Covid Centre & vaccination drive has helped in fighting the pandemic & strengthened the immunity system. Fit India Movement and Swaccha Bharat Abhiyan have made a positive impact on health awareness and personal hygiene.

Theme-based Poster Making Competitions have fostered creativity & spirit of innovation. International Yoga Day was celebrated to balance physical and mental health. International Women's Day and Gender Inequality events have helped in nurturing creating, and imbibing values like gender equality generating awareness, and developing Sensitization towards community issues, gender disparities, and the Role of women in organizations and society as a whole. Visit to Old age home was a fulfilling experience in



which valuable lessons of humanity were learned

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

21

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**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., during the year**

16

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

3657

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

32

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The STES Sinhgad Institute of Management & Computer Application, located in Narhe, Pune, is approved by AICTE and DTE, affiliated with Savitribai Phule Pune University, and accredited with an 'A' Grade by NAAC.

Since its inception in 2004, SIMCA has boasted state-of-the-art facilities and infrastructure. The campus includes 19 classrooms outfitted with LCD projectors, internet connectivity for video conferencing, podiums, and whiteboards. Additionally, there are 6 computer labs featuring LCD projectors and 282 working computers, all with internet access.

The institute houses 2 air-conditioned seminar halls, a seminar room, and 2 staff rooms for the teaching staff, equipped with cubicles and desktops with internet access. There is also a Director's Office and a room for non-teaching staff, both furnished with internet-connected desktops. A conference room is available, complete with an LCD, air conditioning, internet access, and an audio-video system.

The SIMCA Library houses 30,752 book copies, 6,210 titles, 23 national journals, and 28 e-book CDs. The reading rooms can accommodate 280 students. The institute is served by a 50 MBPS dedicated leased line internet connection.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The STES Sinhgad Institute of Management & Computer Application, located in Narhe, Pune, boasts a beautifully landscaped and tranquil campus, accredited by AICTE and DTE. It is affiliated with Savitribai Phule Pune University and has earned an 'A' Grade from NAAC.

Since its establishment in 2004, SIMCA has offered state-of-the-art facilities and infrastructure. It provides robust educational resources, including experienced faculty, an Entrepreneurship Development Cell, a Research Centre, and a well-stocked Library.

The institute takes pride in its well-maintained lawn, comprehensive sports facilities, and gymkhana for various indoor and outdoor games. The campus includes hostels for boys and girls equipped with rooftop solar systems for hot water, canteens, a stationery store, intercom and biometric systems, a TV for news, and CCTV surveillance to ensure round-the-clock security.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

19

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

5.24

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The SIMCA Library is automated using the KOHA Integrated Library Management software, version 22.11.04, acquired from Softech Solutions Pvt. Ltd., Pune. Available since 2022, this system features a Web OPAC facility. The software supports Master, Member, Acquisition, Cataloguing, Circulation, and Serial Control management functions. It enables the creation of accession register reports, bulk addition of student records, and updates to item lending policies and statuses. The circulation module handles book issues, returns, and reservations, and can produce various reports such as circulation status summaries, item transactions, item inventory status, and operator transactions. Additionally, it can generate library barcodes. KOHA's WEB OPAC facility is accessible to library users.

The software comprises several modules: Cataloguing, Circulation, KOHA Administration, Acquisition, Serial Control, and Reporting. Additionally, a dedicated terminal for OPAC searches is available in the library, and users can also search the OPAC on their mobile devices using a provided link.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**1.61**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

83

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

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

To meet the growing demand for IT infrastructure, driven by the evolving standards of education and the flexibility offered by the internet, our institute has established secure and stable wired and Wi-Fi network campuses for students. We provide a cost-efficient, comprehensive solution that consolidates all advanced facilities and features onto a single platform, complete with a singular point of contact for technical support. The campus boasts a 100 MBPS high-speed internet facility. Additionally, the institute offers a 24/7 Wi-Fi service equipped with advanced 5G routers, enabling students and faculty members to access the internet at speeds of 50MBPS. Our fully networked campus, featuring state-of-the-art IT infrastructure and computing resources, facilitates e-mail, web browsing, and the uploading/downloading of web-based applications, aiding in the preparation of projects and seminars. A network booster has also been installed to enhance mobile device connectivity within the institute.

For the seamless and effective delivery of academic activities, the institute has provided licensed Microsoft software for teaching, learning, and research purposes. This has significantly benefited faculty members and students, supporting a wide range of academic activities such as conducting lectures and practical sessions online, submitting and evaluating assignments, administering mock tests, unit tests, and preliminary exams, and organizing guest lectures, STPs, and webinars.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

<b>4.3.2 - Number of Computers</b>	
282	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>
<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	A. ? 50MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)</b>	
39.19	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
The Estate Office on campus ensures the effective maintenance and utilization of campus infrastructure.	
<ul style="list-style-type: none"> <li>A Civil Engineer and their team handle civil work</li> </ul>	



maintenance, undertaking constant maintenance throughout the year. Similarly, an Electrical Engineer and their team are responsible for the electrical maintenance, monitoring the campus's electrical systems year-round.

- A System Administrator and technical assistant are tasked with maintaining all laboratories and computers within the institute.
- Housekeeping tasks such as cleaning and sweeping corridors and classrooms are carried out by the college's peons.
- The library's collection is regularly updated in line with its collection development policy, with new books, journals, and magazines added to meet the syllabus requirements of SPPU.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

591

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	<a href="https://simca.sinhgad.edu/">https://simca.sinhgad.edu/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

781

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

781

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<p><b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

**195**

--

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

4

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as

**one) during the year**

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

3

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

**5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )**

**Student Council:** The Student Council plays a pivotal role in the college community. Its members along with committee members take an active role in conducting the college's Annual Social Gathering, Subject Societies, and national festivals. The mission of the Student Council is to serve as the voice of the student body and advocate for your needs, concerns, and aspirations. It strives to foster a positive and inclusive college environment that promotes personal growth, academic excellence, and a vibrant campus life. The members of the Students's Council are the President, Vice-president, and various heads of the club like Cultural, Sports, Music, Movies, Sports and Entrepreneurship and Personality Development. Students have strong representation in all cultural and sports committees. They help in the organization and management of events. Major events include the annual sports competition and Annual cultural event Vibgyor'.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

67

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

To have continuous and formal interaction with the alumni college decided to form a Past Students Association in the name of SIMCA Alumni Association on Oct 2010 'SIMCAALUMNI- ASSOCIATION' was registered (Registration No. Maha/2185/2010/Pune Dated 18/10/2010).

**Alumni Contribution:**

The association supports various social awareness initiatives taken up by SIMCA with the support and involvement of alumni and existing students, as duty towards society.

- **Alumni Participation in Placement:**
  - Our Alumni, placed in different national and multinational organizations at different positions, helps institute for summer and final placement.
- **Alumni Participation in Admission:**

- Our Alumni, helps us in our admission process by referring our institute to their relatives, friends.
- Alumni as Faculty:
  - Some of the alumni are serving in SIMCA as a faculty member and also a part of the placement team to teach/ guide our students.
- Alumni as Judge in various competitions:
  - Our Alumni serves as a judge in various competitions conducted at SIMCA.
- Alumni as a Speaker:
  - The alumni guides, motivates and inspires the current batch students.
- Alumni as a Panelist:
  - An Alumni Panel is great way for prospective and current students to hear from a small group of postgraduates about their stories.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>C. 3 Lakhs - 4Lakhs</b>
---	----------------------------

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Vision:**

To shape professionals to be Thought Leaders in world of business, by institutionalizing creativity and innovation in thought process and action and dissemination of relevant knowledge through structured learning systems.

**Mission:**

We realize that education is fundamental for the complete development of individuals. As a premier teaching institute, we endeavor to harness this inherent potential through meeting the growing needs of higher technical education. As we grow, we will expand into new technologies, methodologies, disciplines, resources and even attitudes. To achieve this, SIMCA will ensure the highest quality of faculty, resources and infrastructure. These will be structured with focus on academic excellence and versatility in approach that will meet the ever increasing needs of the students.

Institute is governed by Sinhgad Technical Education Society. The leadership (Top management and Director) in collaboration with local management committee make sure that the policy statement and the action plans are aligned with the mission of the institute. The leadership is also involved in communicating and reviewing the policies/action plans.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Every activity of the institute involves decentralization of authorities and participation at all levels. An example of this process is organization and conduct of Sport events at Sinhgad



Technical Education Society. The Sinhgad Karandak that started in 2007 is an intercollegiate event that happens in the month of January every year. A Mega Event over 22 days of 21 sports including about 31 matches of international students, 297 intercampus matches is managed on the principles/directors of decentralization, taking responsibility and participation at all levels. The Chairperson and Secretary of this event initiate the Championship. Then the rough details are chalked out with the help of the Sports Director and Joint Director. Various sports competitions like cricket, volleyball, football, table tennis, chess, badminton, swimming, athletics, Kabaddi are held. Participation is from national and international students. Different institute heads are allocated central responsibilities for different sports. Competitions are planned, implemented at various campuses with committee members conducting structured meetings under the guidance of the Managing Body of STES. At the institute level Sports coordinator faculty members receive guidelines from the coordinating committee at STES. Team Managers and Student Committees are formed at institute level for smooth conduct of all the sport events.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### Strategy to improve Placement Activities:

Establishment of a Central Placement Cell (CPC) within STES Institutes is a strategic move to streamline and enhance the placement process. By centralizing placement activities and appointing TPOs along with Student Coordinators at each institute, the system ensures better coordination and utilization of resources. This approach likely facilitates better access to opportunities for students while also providing logistical convenience for the corporate sector and to optimize the placement process and bridge the gap between students and potential employers.

### Objectives

1. To manage placement communication from CPC.
2. To provide ample opportunities to MCA and MBA Students to achieve 100% placements.
3. Training in Aptitude tests, group discussions, preparing for Technical and HR interviews through professional trainers.
4. To promote career counseling by organizing guest speakers from various Industries.
5. Industry - Institute tie-up for Campus recruitment.

**Process**

1. CPC interaction with company for job opportunities.
2. Company intimation to CPC for Job Profile and numbers.
3. CPC communication to institute TPO.
4. TPO communication to students of the institute for registration.
5. Counseling and difficulty solving at institute level.
6. Registration from students communicated to CPC.
7. CPC schedules selection rounds as per company instructions.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Institute has established various bodies as per the regulatory authorities:**

**GOVERNING BODY:** It comprises of President, Secretary, VP(Admin),

VP(HR), Management Representatives etc.

LMC: LMC is responsible to evaluate and monitor the progress of the institute and recommend improvement in higher standards of academic and administrative activities of the Institute.

Director: Director is responsible for the enhancement of overall growth of the institute as per Savitribai Phule Pune University's standard.

Role of IQAC: IQAC aims in inculcating. Maintaining and developing quality culture in the organization.

Training and Placement: Institute has Central Placement Cell. The training and placement officer coordinates with the organisations and alumni for the placements of our students.

Recruitment and Promotional Policies: Roster (Service Rule) is centrally maintained by the STES and the requirements of faculty and staff are published in leading newspapers and on institute's website. The selection of the eligible candidate is done as per the norms of regulatory authorities/bodies. The performance appraisal system at the institute is a tool for evaluation of the staff members and promotions are given as per the policy of STES.

Grievance Redressal Mechanism: Institute has Grievance Redressal Cell at the institute to address the ragging, sexual harassment issues.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://simca.sinhgad.edu/media/547332/6.2.2_organogram.pdf">https://simca.sinhgad.edu/media/547332/6.2.2_organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Welfare measures for teaching and non- teaching members are not only for the development of staff but also for the organization development.

Welfare measures provided to teaching and non-teaching staff as follows:

1. Residential Quarters in campus
2. Free medical treatment: Employees can avail medical treatment as required.
3. Maternity leaves: As per the government's maternity rules, each lady employees who has completed two years of service entitles for the maternity leave.
4. Facilitating for attending conference/workshop/FDP's/Research publication: Faculty members are encouraged to participate in Conferences / Workshops to enhance their quality in academics and to help pursue their research by giving the sponsor ships from the institution every year.
5. Special Study Leave to pursue Higher Education: Sponsorship is provided to the faculty members to pursue research degrees and leave will be granted to pursue research, to ensure and encourage the faculty in knowledge up gradation.
6. Cafeteria: The college has canteen/Store/Gymnasium in the campus.
7. Gratuity: The employees who has completed 5 years of tenure of services in the same organization receives gratuity after their discontinuation of service.
8. Leave on Duty: Leave on duty is provided to teaching staff of the institute to attend guest lectures, Conferences& FDP

programs .

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

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

**34**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

**67**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

71

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

The objective of faculty appraisal is to assist faculty in professional development, enhance efficiency in duties, support promotions or terminations, provide feedback on behavior and skills, identify areas for improvement, and ultimately enhance

performance.

Appraisal process is scheduled at the end of the academic year to check faculty performance across the two semesters. Analysis would provide a pathway for the institution to take necessary measures to incentivize or bring in supportive processes to enhance faculty performance.

Appraisal Process is as follows:

1. Self-appraisal format to be filled by every faculty
2. Appraisal by Director: This would also involve a review of the self-appraisal documents submitted by the faculty.
3. Student Appraisal of teachers

The appraisal form consists of four parts covering Student Centric activities, Professional Development and Academic Contribution, Research Contribution and Assessment by Director.

After self-evaluation on each of these parts is completed by the faculty, it is submitted for evaluation, remarks, Director gives the final remarks and forward the same to the management of the society. The appraisal form of each staff is screened by the apex authority of society, and guidelines if any for improvement are informed to the concerned staff. Records are maintained for reference.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Sinhgad Technical Education Society has established an internal audit department.

Internal Financial Audit: -

A senior auditor from the pool of auditors at the audit department of Sinhgad Technical Education Society is appointed as

internal auditor to conduct an internal audit of the institute. The role of internal auditor is to suggest corrective measures so that same mistakes do not recur in future. It includes daily Closing cash -statement and other financial transactions.

External Financial Audit: -

The external audit of the institute is conducted by appointing an external agency as K. S. Mali & Co., Chartered Accountant. The scrutiny and verification of various financial statements are conducted by external auditors periodically.

Mechanism for settling audit objections Internal Audit: -

During the time of checking finance and accounts, the auditor lists queries if any on paper.

a) He discusses it with concerned staff and calls for an explanation if any.

b) Then he prepares the final Audit Report and submits it to the management of the STES.

External Audit: -

Statutory auditor is also using all above methods but at the last stage he discusses all queries with the Director and head of the finance and accounts department.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

1



File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The Sinhgad technical education society (STES) is the parent body of Sinhgad institute of management & Computer Application. The Sinhgad Institute of Management & Computer Application has a well formulated financial policy in place that ensures effective and optimal utilization of financial resources For academic, administrative and development of activities at the institute.

The variance reports of sanctioned budget and actual expenditure are maintained and reviewed on a regular basis, the institute utilizes funds as per sanctioned budget.

Every year, the budget is prepared well in advance after taking into consideration the financial requirement generated by every Department.

The Director puts up the budget in the Local management committee meeting and after discussion and necessary corrections/modifications; Local management committee recommends the budget for approval to the Governing body.

The Governing body studies the annual expenditure, scrutinizes the budget and provides feedback for efficient use of financial resources.

The Institute has constituted a separate Purchase Committee composed of Director and concerned staff. The set purchase procedure is calling quotations, preparing comparative statements, and finalization of the vendors.

Every financial year, internal and external financial audits are conducted to ensure that financial resources are utilized appropriately.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

Internal Quality Assurance Cell (IQAC) is established in the SIMCA for as a quality sustenance measure. IQAC works towards developing a system for consistent and catalytic action to improve the academic and administrative performance of the institute.

The objective is to promote measures for institutional functioning towards quality enhancement through standardization of quality culture and adopting best practices.

### Strategies:

- Ensuring timely, efficient, and progressive performance of academic, administrative, and financial units;
  - Adoption of relevant and quality academic and research programs;
  - Adopting best teaching and learning pedagogy;
  - Ensuring credible assessment and evaluation processes;
1. IQAC develops strategies for curriculum delivery, quality in teaching-learning, and research;
  2. To facilitate the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology.
  3. To Collect and analyze feedback from all stakeholders on quality-related institutional processes;
  4. To organize and document international / national / state / university level workshops, seminars, and conferences on quality-related themes;
  5. To conduct periodic academic and administrative audits and its follow-up;
  6. To prepare and submit the Annual Quality Assurance Report

(AQAR) as per the guidelines and parameters of NAAC.

File Description	Documents
Paste link for additional information	<a href="https://simca.sinhgad.edu/media/547358/6.5.1_additional_information.pdf">https://simca.sinhgad.edu/media/547358/6.5.1_additional_information.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Sinhgad institute of management & Computer Application has constituted an internal quality assurance cell (IQAC) to initialize various processes and activities. As per the guidance of IQAC the institute has been practicing different activities like students end semester feedback, director taking Monthly student's feedback, remedial classes, alumni feedback for current technical subject's.

Participative learning:

The student's feedback of end of the semester & faculty teaching feedback given by students to director is used by the institute to improve the faculty pedagogy & students learning levels.

The alumni feedback is taken regularly to find out the gap between current industry demand & the existing curriculum so as to plan & act accordingly to remove this gap.

Students are exposed to team or group work in Participative Learning to make them more active and institute encourages students to attempt new things and learn from their errors through Project Presentation, case study, panel discussion throughout the courses.

The outcome of IQAC initiated processes is reflected in students' performance in the university exams, placements, enrolment for higher studies etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

<p><b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

**7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

1. Sinhgad Institute of Management and Computer Application, Pune is a Co-educational institute, often abbreviated as a Co-ed institute, where students of both genders, male and female, study, learn and grow together. Every year our institute organizes and conducts various workshops for gender sensitization.
2. A committee was formed to ensure sensitization and awareness amongst all members of the SIMCA regarding gender inequality and sexual harassment
3. Inclusive representation of women in all important

Committees and other core Committees of the institute includes women in decision-making positions who lead various activities of the institute.

4. Along with the above activities, our also provides specific facilities for women like a staff room, canteen, washroom, sick room, yoga room, etc for ladies' faculty and girls common room for female students.
5. Gender Awareness programs like Women's Day, posters, and rangoli-making competitions for "Women empowerment".

Security cameras are installed for the safety and security of everyone in and around the campus.

File Description	Documents
Annual gender sensitization action plan	<a href="https://simca.sinhgad.edu/media/547306/7.1.1_simca_portal_2022-23.pdf">https://simca.sinhgad.edu/media/547306/7.1.1_simca_portal_2022-23.pdf</a>
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://simca.sinhgad.edu/media/547347/7.1.1_specific_facilities_for_women.pdf">https://simca.sinhgad.edu/media/547347/7.1.1_specific_facilities_for_women.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The Institution takes the initiative for the management of waste which is generated within its campus. Solid Waste Segregation is done by hand sorting. The dry waste such as paper, cardboard, plastics, and scrap materials is separated from others. Organic

wastes like leftover food, peels, scrapings from fruits, etc are also collected in bins separately. They are handed over to the Waste Management Company, Vital Waste. For E-waste Management, the College segregates old computers, batteries, and wires and disposes them periodically. The electronic devices have varying proportions of glass and metals. Hence the disposal helps in the separation of aluminum, copper, and circuit boards. As these are handed over to Vital Waste, they sort and separate the materials and prepare them for sale as usable raw materials. They are also used for the production of new electronics. However, no hazardous chemical waste is generated in the College Campus. All these ensure that the College takes care of the waste generated regularly by reducing the waste and making an effort for its reuse and recycling. The laboratory wastes are also disposed of by taking proper measures. The biodegradable waste products are collected and disposed of in the municipality collection

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**

A. Any 4 or All of the above

<p><b>3. Pedestrian-friendly pathways</b>  <b>4. Ban on use of plastic</b>  <b>5. Landscaping</b></p>	
---	--

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

<p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b>  <b>1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p>	<p>A. Any 4 or all of the above</p>
---	-------------------------------------

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b>  <b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<p>B. Any 3 of the above</p>
--	------------------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

SIMCA makes serious endeavours to maintain an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. The efforts are put to make the institute environment inclusive:

Every year our student volunteers are involved in creating awareness on the importance of cleanliness at different parts of Pune. This year due covid-19 outbreak cleaning of own house at individual level is done. As a part of Green initiative saplings were planted at the place of residence by our student volunteers. If someone is spitting in a public place, the person can potentially spread diseases. So, it is important to stop spitting and raise awareness among others to do the same. Spitting on footpaths, at bus stands, traffic signals and other public places hamper the city's aesthetics and cleanliness. It is everyone's responsibility to keep the city clean.

SIMCA also conducted various events like Savitribai Phule Jayanti, Jijabai Jayanti, National Youth Day, Chhtrapati Shivaji Maharaj Jayanti, Marathi Bhasha Diwas and many more.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

SIMCA PUNE regularly conducts activities to generate awareness drives for employees and students to inculcate values for being responsible citizens. Some of the regularly conducted activities are Swachh Bharat Abhiyan, Fitness activities, Yoga and games, compulsory exposure for students to work with various empanelled NGOs, tree plantation, blood donations drives, Awareness of Flag Code, etc. The supporting emails, office orders and photos are placed. Further, being an academic institute our main focus is on sensitizing our students to become mature and responsible citizens of India. Their course curriculum compulsorily includes a course on Corporate Governance & Ethics and they have to participate in various social awareness programmes which are also a compulsory course as part of their curriculum.

The students also being responsible citizens take many community services and provide services to mankind and society. The students have taken up many cleanliness drives both inside the campus and nearby villages considering it as a responsibility of every citizen. Every year Republic Day is Celebrated on 26th Jan by organizing activities highlighting the importance of the Indian Constitution. 'Independence Day' is also celebrated each year to highlight the struggle for freedom and the importance of the Indian constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://simca.sinhgad.edu/media/545611/annual_report_2022-23.pdf">https://simca.sinhgad.edu/media/545611/annual_report_2022-23.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code** | A. All of the above

of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

SIMCA consistently observes a variety of national and international commemorative days, events, and festivals such as Republic Day, Independence Day, Saraswati Puja, Holi, Diwali, International Yoga Day, Swachh Bharat Abhiyan Day, SIMCA Foundation Day, Vishwakarma Puja, among others. Additionally, the institution hosts health and eye check-up camps. Formal emails and announcements are disseminated before these events to ensure widespread awareness. Occasionally, small committees comprising faculty, employees, and students are established to collaboratively manage the activities efficiently. Prasad, sweets, and complimentary lunches are provided to all students, faculty, and staff. A designated budget is allocated for each event, with all bills and vouchers being meticulously accounted for and audited.

Students actively participate in the organization of Independence Day and Republic Day celebrations. On these occasions, the national flag is ceremoniously hoisted, and the national anthem is sung by all present. Moreover, students host Freshers' Welcome

and Farewell parties under the mentorship of faculty and staff.

SIMCA proudly organizes all significant national events without any discrimination based on caste, creed, or religion.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice: 1

To address the divide between academic learning and the employability of MBA graduates, STES has introduced a 'Student Training Program.' This four-semester course is tailored to enhance placement readiness and the comprehensive development of students. The curriculum encompasses modules such as communication, English language proficiency, Excel, group discussions (GD), personal interviews (PI), and resume writing. Trained in-house faculty members deliver the training, while evaluations are based on established criteria. Collaborations with professional entities such as GTT, Rubicon, TCS, and FUEL are integrated into the curriculum delivery.

### Best Practice: 2

The Sinhgad Institute of Management and Computer Application (SIMCA) has developed an innovative methodology for multidisciplinary research that involves both students and faculty in addressing global challenges. The generation of new knowledge is a fundamental outcome for Higher Education Institutions. SIMCA upholds the belief that 'Quality Education' and 'Research & Development' are complementary. A research-friendly environment, complete with dedicated researchers, seed funding, cutting-edge infrastructure, access to top-tier online resources, and collaborative opportunities, is essential for

research excellence. Engaging in intellectual discourse with industry and academic colleagues worldwide enables researchers to tackle complex research questions.

File Description	Documents
Best practices in the Institutional website	<a href="https://simca.sinhgad.edu/simca_mba/best-practices.aspx">https://simca.sinhgad.edu/simca_mba/best-practices.aspx</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

#### All-inclusive Campus and Policies for Student's Overall Development

The SIMCA campus, under the STES umbrella and affiliated with Savitribai Phule Pune University, is recognized as a prestigious institution both in Maharashtra and across India. The institute attracts students nationwide, offering comprehensive facilities for both students and faculty, including academic infrastructure, hostel accommodations, libraries, dining services, faculty housing, student mentoring, a robust training and placement cell, industry partnerships, management games, movie sessions, case studies, and activities to enhance research skills and encourage co-curricular and extracurricular engagement.

#### Social Media Engagement

The institute leverages social media to connect with current and prospective students while building and maintaining its reputation. With a clear strategy for stakeholder engagement, SIMCA manages various social media platforms such as Facebook, Twitter, YouTube, Instagram, WhatsApp, and Telegram. These channels are used to disseminate high-quality educational content and to promote events, aiming to maximize student participation and outreach.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

Institute Intends to undertake actions with regard to the following:

Based on the students' profile , faculty profile, and the changing needs of the industry and the regulatory bodies, the following are the action plans made by the institute for the next academic year:

#### Institute Level:

1. Creation of clear Job Profile documents for the newly joined 4 office clerks and 1 system administrator
2. Arranging International Research Conference in the Institute
3. Identify and purchase new Journals and books on the basis of faculty recommendations

#### Faculty Level:

1. Facilitating and guiding the faculty members who are yet to register for Doctoral work.
2. Arranging Faculty development program for NEP initiatives and pedagogy.
3. To conduct research methodology workshops under the research center of the institute.
4. Training on acquiring funded projects.

#### Student Level:

1. Increasing student participation for events and competitions within and outside the institute by more timely information and increased faculty involvement for the same.
2. Streamline the process and activities of the student council which has been recently formed.
3. Ensuring more structured STP and reorienting it to the specific needs identified.

**Alumni Interaction:**

Increase Alumni connect through more modes of interaction