

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

UNIQUE INSTITUTE OF MANAGEMENT

S NO 36 / 3C , GOKULNAGAR , KATRAJ KONDHWA ROAD, KATRAJ, PUNE

411046

411046

www.uimpune.org

SSR SUBMITTED DATE: 06-01-2018

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Unique Institute of Management is affiliated to the SPPU, approved by AICTE, recognized by DTE and Govt. of Maharashtra. The Institute has been established in the year 2009 by Eagle Education Society to conduct Two Year full time MBA Program. The Eagle Education Society has been established by Dr. R.A. Mulani in the year 2002 with a view to impart quality education to the MBA aspirants.

Unique Institute of Management is pleased to present this Self Study Report (SSR) to the National Assessment and Accreditation Council (NAAC), Bengaluru.

The Institute is located in the city of Pune, on Katraj-Kondhwa Road, Katraj, Pune 411046 within the limits of Pune municipal corporation.

The institute has qualified and experienced faculty members to impart knowledge to the students in order to strengthen their competency. The institute provides favorable environment and enormous learning opportunities for students. Conduction of industrial visits and various events are helpful to students in bridging the gap between industry and academia.

The state of the art facilities at the campus provide unique learning experience to the students, everything at the institute echoes the vision of the Unique Institute of Management.

The institute is hereby applying for NAAC as a step towards reaching up to new benchmark and evaluates the performance of the institute.

All faculty members, support staff of library and administrative office have taken lot of efforts and gave their best services. This SSR reflects all the efforts taken by faculty and staff with support of the management.

Vision

Creating a world class and contemporary educational environment, thus enabling individuals to develop their potential so as to transform as global leaders as well as committed, dynamic and ethical professionals of tomorrow.

Mission

To develop youth into committed, competent and ethical professionals / global leaders capable of inspiring /leading the change in dynamic global business environment.

To create proficient management professionals by developing people skills and skillful use of technological /statistical modern tools / techniques enabling them pacing up with speed and leveraging the competitive advantage.

To help create a network of quality conscious and socially responsible young Professionals with global citizenship behaviors in general and in education and industry in particular.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Strong foundations based on the Eagle Education Society's Philosophy, Heritage & Legacy.
- Affiliated to Savitribai Phule Pune University, approved by AICTE New Delhi and recognized by DTE and Govt. of Maharashtra
- Good Infrastructure
- Active & engaged Governing Body.
- Focused institutional leadership.
- Integrated ecosystem comprising of academics, placements, students' development
- Academic performance of UIM students is consistently higher than the previous academic years
- Partnership with Industry through MoUs
- Dedicated faculties

Institutional Weakness

- Limited academic flexibility in the current framework as affiliated to SPPU.
- Limited alumni engagement.
- Due to stand alone institute, inclination of student's towards admission is resulting in less number.

Institutional Opportunity

- Scope for research, training & consultancy needs of the Industry.
- Leveraging the alumni pool for UIM brand establishment.
- Addressing emergent talent needs of the digital, knowledge, service & manufacturing economy.

Institutional Challenge

- Achieving academic excellence while catering to a diverse student profile.
- Meeting rising student expectations and aspirations.
- Dynamic policies of regulatory bodies.
- Establishing global linkages.
- Attracting Foreign Students

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Unique Institute of Management (UIM) is affiliated to Savitribai Phule Pune University (SPPU). The Institute constantly make efforts to supplement the University's Curriculum so as to ensure that the institution's goals and objectives and academic programme and are integrated. Consistently efforts are made for providing exposure to the students to industries. Renowned faculty, social activists and workers, are called for series of workshops, seminars and interfaces.

The various certificate courses and enrichment programmes are offered for holistic development of students skills. To enrich student's life skills various courses are offered which are imparted through curriculum based activities.

The Institute is also engaged in conversation with many industries through its faculties who are internal guide of students for various field projects and internship. The Institute for its continuous growth and development of itself as well as of its students collect feedback about curriculum & its implementation from students, teachers, employers and alumni. The issues if any are discussed in internal meetings along with the other stakeholders 'views and necessary steps are taken to overcome such deficits.

Teaching-learning and Evaluation

UIM admission process is well-administered and transparent. It follows all the norms of concerned regulatory authorities such as All India Council for Technical Education(AICTE), Directorate of Technical Education (DTE) and Savitribai Phule Pune University.

Institute has also the facilities for differently abled students. Student centric method which is based on participative learning, experiential learning and problem solving methodologies are also used for enhancing learning experiences. The comprehensive model of teaching and learning is integration of conventional and modern teaching methodology. All faculties are adopting innovative pedagogy to make learner-centric education effective. E- learning resources and ICT like e-books, e-Journal, videos, PPT's, etc are used extensively. For various issues related to academic and stress of students Mentor Mentee program is initiated by the institute.

Innovation and creativity is used to enhance the teaching learning process. The institute has proficient teaching faculty with some of them holding Ph.D. The continuous internal evaluation is practiced where institute adheres

to all the evaluation reforms of the University as well as effectively implements all the guidelines issued by the authority and it is also reflected in the academic calendar. The mechanism for internal assessment process is transparent and robust. The assessment parameters for entire internal evaluation schedule are shared with the students before the commencement of each semester. The Examination Committee handles all the grievances and solves it transparently and efficiently.

Research, Innovations and Extension

UIM has developed an environment where research activities are nourished to develop new business ideas. Faculties and students are motivated to undertake research projects, summer internship project to utilize their knowledge for organization's and society's interest. The institute regularly applies for grants proposal to SPPU to organize state, national level conference. Institute has created an ecosystem for creativity, thinking out of the box, research and leadership by forming an incubation center. To sustain an incubation center the same is provided with the basic facilities like space, IT facility, maintenance, meeting room, high speed internet. For their academic and non academic achievements institute offer incentives to motivate them to extend their efforts for future achievements.

UIM library is well equipped by latest books and journals to alter knowledge of faculty members with recent development in management field . Faculties regular publishes their research papers in various conference proceedings, research journals notified by UGC. Faculty members are also inspired to pursue projects offered by non government agencies and by government agencies.

UIM have signed MOU's with various organizations for summer internship project, on job training, for field visit. Institute is also engaged with extension activities and for the same recognition, rewards are received for its activities like Green Earth, Traffic Day, Management Games With School Children. The institute is also engaged with government and non government agencies for awareness on various issues like Swatch Bharat, Aids Awareness.

Infrastructure and Learning Resources

The institute is well equipped with spacious classrooms, IT lab, seminar hall, library, reading room with proper sun light, ventilation. For seminar, conference, faculty development program spacious seminar hall is provided with LCD projector, speakers . Institute is having playground for sports activities like basket ball, volley ball, etc. For indoor games facilities are provided for carrom, chess and table tennis.

Library is well equipped with latest books, journals, magazines, e-journals in the institute. Library is automated using e-Granthalya 3.0 Integrated Library Management System. Students are provided newspapers and magazines for day to day updates. The open access system in library enables the student to choose and select the books. Reading hall is attached with library.

IT lab of UIM has state of art ,well furnished computer lab with 40 computers all are supported with LAN connections. Computer configuration is updated on regular basis as per the requirements. Internet at a speed of

2 mbps provides access for internet browsing requirements. Firewall and antivirus software are updated on regular basis to safeguard software from virus and malware. Wi-Fi facility is available in the institute. Maintenance of physical facilities is done on regular basis as per the requirement. External agency is appointed for maintenance of infrastructure facilities on case to case basis.

Student Support and Progression

UIM is constantly prospering in the holistic development of the students within institute. Students from geographical and cultural background across India are approaching for MBA program in our institute. The office staff provides necessary information and support about various scholarship schemes to the students and assists them for benefiting the facilities provided by the Government.

In order to enhance the skills of students various capability enhancement and development schemes are implemented in the institute. Career Counseling is organized by Training & Placement (T&P) cell. Soft skill development, Language lab, Personal Counselling is taken for development of skills in students. Remedial coaching is provided for slow learners. Students are placed in reputed companies through campus recruitment, etc. Various students are benefited by Vocational Education and Training (VET) organized by the institute.

For timely redressal of student grievances including sexual harassment and ragging cases has set up transparent mechanism by the institute for smooth functioning of the institute administration. The students are guided and encouraged for higher education like Ph.D. or M.Phil programs. Institute organizes annual gathering “Unique Utsav” which offers a platform for cultural activities, sports, etc. Every year alumni meet is organized which results into alumni talks and discussion on student and institutional development, etc.

Governance, Leadership and Management

Conceptualization of the Institute took place with the vision and mission, choice of study programmes, human resource requirements, networking, fund raising and sustainability. Major Decision Making Bodies are Governing Body, the Director and various Committees. Organizational Structure is defined in an Organogram. Decentralization of Decision Making is done at every level like Directors, Faculties and the Registrar. Human Resource Management is under Director with clear service rules, job descriptions.

Objective of the Institute is to provide quality education in management to the students from various parts of the society, to make them academically and technically competent. The Institute promotes culture of participative management at various levels. Institute has a Strategic Plan which is a specific, action-oriented medium or long-term plan for making progress towards a set of institutional goals.

Institute follows Standard Procedures for all systems in the Institute. Various committees are formed for effective functioning of the institute. Faculty Empowerment Strategies include Faculty Development Programmes, Induction and Orientation Programmes have been defined and well supported by Financial Resources.

The Director is the administrative Head of the institute. Institute has established various committees to coordinate curricular, co-curricular & extracurricular matters for maintenance and upkeep of the infrastructure,

facilities and equipment. The institution has effective welfare measures for teaching and non-teaching staff. Observation may be an important tool in appraisal for teaching as well as non-teaching staff

Institutional Values and Best Practices

Institutional Values:

Unique institute aims to build global leaders and contribute for betterment of the youth in particular and of society, in general.

The state of the art facilities at the campus provide unique learning experience to the students. The mission and vision of Unique Institute of Management is expressed in all related parameters in consideration with institutional values where equal opportunities are given to all the genders considering gender sensitivity and gender equity. UIM ensures environment conscious and take steps in preserving it by implementing eco-friendly methods. There are provisions for disabled students who opt for MBA program.

UIM take care of fundamental duties towards the pride in nation etc reflecting in its statements of core and human values. Also it shows its duties towards social and local community and takes step towards engagement of the community thus keeping in mind the vision and mission of the institute

Best Practices:

Unique Institute Of Management have many best practices for creating a world class contemporary educational environment thus enabling individuals to develop their potential so as to transform as global leaders as well as committed, dynamic and ethical professionals of tomorrow. The best practices are :Mentor- Mentee has been established where the platform is given for both to Mentor and Mentee for enhancement of the skills and performance, increased self-esteem, confidence. Internships: Students are provided with work experience in a professional setting aimed to expand their academic, professional, and personal learning and exposed students to contemporary tools and technologies

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Unique Institute of Management
Address	S No 36 / 3C , Gokulnagar , Katraj Kondhwa Road, Katraj, Pune 411046
City	Pune
State	Maharashtra
Pin	411046
Website	www.uimpune.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Sharad N. Inamdar	020-26961995	9552504565	020-26962649	admin@uimpune.org
Associate Professor	Vikas R Adhegaonkar	-	9588455706	-	vikasadh@rediffmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-04-2009

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

State	University name	Document
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition

Under Section	Date
2f of UGC	
12B of UGC	

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	S No 36 / 3C , Gokulnagar , Katraj Kondhwa Road, Katraj, Pune 411046	Urban	1	2097

2.2 ACADEMIC INFORMATION

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

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	2				4				10			
Recruited	1	0	0	1	1	0	0	1	5	5	0	10
Yet to Recruit	1				3				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				3				1			
Recruited	0	0	0	0	2	1	0	3	0	1	0	1
Yet to Recruit	1				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	6	5	0	11
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	1	0	0	0	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	2	1	0	5	6	0	14

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

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		6	0	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	75	9	0	0	84
	Female	25	1	0	0	26
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	12	14	3	0
	Female	5	3	1	0
	Others	0	0	0	0
ST	Male	1	2	0	0
	Female	1	0	1	0
	Others	0	0	0	0
OBC	Male	12	9	1	0
	Female	2	3	1	0
	Others	0	0	0	0
General	Male	61	48	43	15
	Female	19	15	16	12
	Others	0	0	0	0
Others	Male	6	4	2	0
	Female	1	2	1	0
	Others	0	0	0	0
Total		120	100	69	27

3. Extended Profile

3.1 Programme

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

Response : 446

Number of self-financed Programmes offered by college

Response : 7

Number of new programmes introduced in the college during the last five years

Response : 7

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
161	87	47	58	99

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

2016-17	2015-16	2014-15	2013-14	2012-13
72	72	72	72	72

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

2016-17	2015-16	2014-15	2013-14	2012-13
50	18	20	30	55

Total number of outgoing / final year students

Response : 168

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
16	16	15	16	11

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

2016-17	2015-16	2014-15	2013-14	2012-13
16	16	15	16	11

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
16	16	16	16	16

Total experience of full-time teachers**Response : 163.5****Number of teachers recognized as guides during the last five years****Response : 1****Number of full time teachers worked in the institution during the last 5 years****Response : 29****3.4 Institution****Total number of classrooms and seminar halls****Response : 7****Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
28.52	17.80	24.10	22.74	27.04

Number of computers

Response : 56

Unit cost of education including the salary component(INR in Lakhs)

Response : 40012

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 14477

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institute is affiliated with Savitribai Phule Pune University and syllabus designed by the university for the MBA program is adopted by the institute. We provide quality education based on our institutional vision and mission.

The institution has developed a structured and effective implementation of the curriculum through a well planned and documented process.

Curriculum Planning

- The institution prepares academic calendar based on the inputs from SPPU guidelines, governing body, industry experts and alumni.
- Curriculum academic committee prepares academic calendar and the same has been sent to review to corporate board and Alumni board of the institute.
- Corporate board and Alumni board of the institute reviews the academic calendar and suggest the changes if any.
- After the suggestions by corporate board and Alumni board of institute, the changes are made by Curriculum academic committee, which is finally approved by the governing body of trust.
- The schedules for classroom teaching in terms of subject allocation to faculty members and the dates of other co- curricular activities are being defined.
- The schedules of internal examinations are freeze in academic calendar.
- The infrastructural requirements like computer, stationery, library books are also being planned in the first phase.

Curriculum implementation process

We at UIM ensure effective and innovative implementation of planned curriculum. The preparation of successful implementation of curriculum goes through

- Academic calendar & time table is prepared.
- To support classroom teaching UIM makes an extra effort to expose the students for contemporary industry practices by arranging guest lectures.
- Preparation of teaching plan : Faculties prepares teaching plan 15 days before the commencement of semester, that helps in adoption of teaching methodology in advance and better outcome from students.
- Regular Director's meetings: The review of academic progress, student's attendance and review of syllabus completion status as per academic calendar is carried out.

- Student feedback system
- Club activities
- Healthy work culture
- Industrial visits are organized as per the curriculum.
- Internet and Wi-Fi facility is provided to faculty and students for upgrading and adopting recent subject knowledge.

File Description	Document
additional information	View Document

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

Response: 3

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

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

Response: 10.17

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

2016-17	2015-16	2014-15	2013-14	2012-13
03	02	02	01	00

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

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 100

1.2.1.1 How many new courses are introduced within the last five years

Response: 446

File Description	Document
Details of the new courses introduced	View Document

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

Response: 100

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

Response: 1

File Description	Document
Name of the programs in which CBCS is implemented	View Document

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

Response: 11.39

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

2016-17	2015-16	2014-15	2013-14	2012-13
51	22	00	00	00

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

1.3 Curriculum Enrichment

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

Response:

As the institute is affiliated with SPPU and adheres to its syllabus which includes subjects relevant to gender, environment, human values and professional ethics. Institute also keeps an eye on the overall development of the students academically as well as social ethical values.

Following are the list of the subjects covering above aspects:-

Sr. No.	Name of Subject	Issues covered into
1	Legal Aspects of Business	Human values
2	Organization Behavior	Human values, Profe
3	Basics of Marketing	Environment
4	Operations and Supply Chain Management	Ethics and Environm
5	Strategic Management	Ethics, Sustainability
6	Start up and New Venture Management	Environment
7	Contemporary Marketing Research	Environment
8	Project Finance	Environment
9	Employee Health & Safety	Human Value, Envir
10	International Marketing	Environment
11	Inventory Management	Environment
12	Rural Marketing	Social Environment
13	Managing for Sustainability	Environment, Sustain
14	Challenges and Opportunities in Operations Management	Human Values, Ethic
15	Green Logistics and Supply Chains	Environment

Activities organized to support SPPU curriculum:

- Green earth
- Traffic day
- Blood donation camp
- Woman's day
- Aids Awareness

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 7

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

Response: 7

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 33.5

1.3.3.1 Number of students undertaking field projects or internships

Response: 66

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

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

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

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

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

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

File Description	Document
URL for feedback report	View Document



Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrolment and Profile

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

Response: 4.36

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

2016-17	2015-16	2014-15	2013-14	2012-13
12	2	1	4	3

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrolment percentage (Average of last five years)

Response: 44.83

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

2016-17	2015-16	2014-15	2013-14	2012-13
106	69	27	28	39

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

2016-17	2015-16	2014-15	2013-14	2012-13
120	120	120	120	120

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response: 22.22

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

2016-17	2015-16	2014-15	2013-14	2012-13
37	10	0	6	27

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

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

Response:

Advanced Learners: The advanced learners students are identified based on:

- However it is an ongoing process, initially on the basis of their graduation results and CET marks.
- Later on with the continuous interaction we identify the student's inclination and accordingly they are given special encouragements.
- They are provided additional reading material in the form of reference books, etc.
- The college enhances intellectual capability of advanced learners by involving them in research projects, presentations in seminars, quiz etc.
- The analysis of advanced learners is done and training is provided as per the students need for their better productivity.

Slow Learners: The slow learners are identified, based on :

- Performance of students in the classroom, laboratory and in semester exams.
- They are also identified by their academic performance and participation in various institute level activities.
- Students are provided teaching handouts designed by faculties to understand the concepts easily.
- They are also encouraged and guided for participation in classroom activities, seminars, workshop and events and also they are appreciated for the same.
- Guidance is provided for each subject to perform their best in exam. These students are mentored by interactive sessions other than the regular classroom / laboratory contact hours.
- Question bank is discussed on each subject to get judgment about writing the exam.
- An important element in the learning process of slow learners is the peer support that they successfully access in the library readings rooms made available to the number of students who use them.

2.2.2 Student - Full time teacher ratio**Response:** 12.31

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls**Response:** 0**2.2.3.1 Number of differently abled students on rolls**

File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- learning Process**2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

Following activities are conducted for enhancing learning experiences of students which will also help them in boosting their knowledge and skill:

- Guest lectures are organized for the students on subject related topics.
- To gain practical knowledge educational tour and Industrial visits are organized by the Institute.
- Additional Library hours are provided to the students.
- Encouragement to students for team study and learning.
- Presentation and assignments are given to students on subject related topics.
- Subject Quiz Contest is taken to prepare them thoroughly for study.
- Management lesson movies are shown and students present the learnings from the Movie.
- Wifi access in departments and the library promotes the habit of self-learning among the students.

Sr.No.	Learning methods	Participative Learning	Problem
	Experimental learning		
1	Summer Internship Project	Case Study discussion	Club acti
2	Dissertation	PPT presentation by student	Case stud
3	Assignments	Group discussion	Question
4	Industrial Visit	Debates	Subject r
5	Management Lesson Movies	Role Play activity	
		Team Study	
		Guest Lectures	

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

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 16

File Description	Document
List of teachers (using ICT for teaching)	View Document

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

Response: 13.13

2.3.3.1 Number of mentors

Response: 15

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

- Innovation and Creativity plays an important role in overall development of the students. We believe to deliver the curriculum in more practical way to enhance the creativity of the students.
- Lectures by faculties are made interactive, followed by discussion and clarifying the doubts raised by the students.
- Various activities in the club are arranged to make the learning process enjoyable and innovative.
- Encouraging students to make optimum use of the library.
- Summer internships Projects is provided to students to expose them to industry environment.
- Encouraging students to participate and publish research work.
- The faculties use ICT enabled teaching methods by preparing computer assisted teaching aids.
- Classrooms has the facility for drop down screens and white boards. Some rooms have an mounted LCD projectors. Laptops and LCD projectors are made available to the faculties for lectures.
- Mock Interviews are taken to boost the interview and employability skills in students.
- Proper Guidance and mentoring is given individually to each student while participating in various activities and events and also in their growth and progress. We advise students in their learning as well as in selecting their future path.

- Team based projects are assigned to the students to come up with their own ideas and creativeness.
- Feedback is also taken from students and based on analysis proper action is taken to meet the requirements of the students

2.4 Teacher Profile and Quality

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

Response: 92.5

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

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

Response: 19.37

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	2	2	3	3

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

2.4.3 Teaching experience of full time teachers in number of years

Response: 10.22

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

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

Response: 8.15

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	2	1

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description

Document

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)

2.5 Evaluation Process and Reforms

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

Response:

- An internal evaluation is an integral part of the teaching- learning process. This evaluation is done through tests, assignments, project reports and internal viva, attendance. This comprehensive internal evaluation is the total responsibility of teachers teaching MBA course in the institute.
- The evaluation is done by teachers for external subjects and internal subjects as per syllabus. MBA students undergoes four semester teaching learning process in two years. Every semester comprises of internal subjects and external subjects. The evaluation system adopted by the UIM has two components continuous internal evaluation and end semester examination by SPPU. The ratio of weightage is 30% for continuous internal evaluation and 70% for end semester examination.

- To promote discipline among students attendance, sincerity institute has revised its internal marking scheme. In academic year 2017-18 onwards out of 30 internal marks 10 marks are for internal examination, 10 marks are for assignments and 10 marks are for regular attendance. Regular attendance of the students is calculated by individual faculties and displayed on the notice board.
- The student teacher network is designed in the institute to share ideas, experiences and thoughts.

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

Response:

Internal Assessment is of 30 marks which is bifurcated as:

- Assignment 10 marks
- Internal Exam of 30 marks which is scaled down to 10 marks.
- Overall conduct including attendance of student, etc. 10 marks

The internal assessment process is based on a transparent system involving internal exam tests, assignments, attendance in theory and practical classes.

Mechanism of internal assessment:

- Academic committee decide criteria for internal assessment
- Discussion in faculty meetings
- Students get informed about internal assessment procedure in induction program
- Subject faculty elaborates about internal assessment process in class
- Assignments and internal examination marks displayed on notice board
- Assessed papers and assignments are shared with the students

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

Response:

- The institute takes effective steps to maintain transparency in the examination. SPPU conducts online and theory examination and time table for the same is displayed on the notice board. Also students are informed in the classroom about the examination schedule by the faculties.
- Results of SPPU online examination are displayed on the notice board on the same day.
- Regular notices of internal examination, assignments submission and SPPU notices of conducting exam are also displayed on the notice board. .

Institute addresses the students examination related grievances in following ways:

Assignments:

- Assignments submitted by the students are evaluated by the faculties and then are returned to the students. If the students fail to submit their assignments their names are displayed on the notice board.

Internal examination:

Internal examination papers are assessed by the faculties and then results of internal examination are displayed on the notice board. To maintain the transparency in the internal examination students have open access to their answer sheets. In case of any grievances students can discuss the same with concerned faculty. Internal examination grievances are solved case by case.

External examination:

SPPU conducts theory and online exam. In case of revaluation and rechecking of marks, the students can apply within the stipulated period of time for verification.

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

Response:

UIM prepares its academic plan in the form of academic calendar in the beginning of each semester. The academic plan is backed up by guidelines of SPPU along with inputs from academic board, alumni board and industry experts. It incorporates all activities including examination, co-curricular and extension activities. The academic calendar is approved by Governing Body of UIM ever time. The institute displays the academic calendar on the notice of board.

Continuous Internal Evaluation (CIE) is mandatory requirement of SPPU and which is followed strictly at UIM. The CIE is planned initially in discussion with all faculty members and finalized with the approval of the Director. The same is been circulated amongst all faculty members for communicating to the students. The CIE pattern is informed to newly admitted students in their Induction program. This pattern is also discussed with the students in the class by respective subjective teachers.

Action plan:

CIE pattern at UIM includes various subject assignments, internal examination, online examination , project viva and presentations. This is incorporated in the academic calendar including their schedules. The CIE follows given below steps :

- Faculty members are allocated the subjects.
- The assigned subjects are communicated to respective faculty for their preparation of teaching plan.
- Faculty informs their respective CIE pattern adhering to SPPU guidelines to the students in their first session.
- According to the academic calendar subject faculty prepares various assignments, test etc.
- The institution backs up infrastructural requirements of CIE and plans accordingly such as computer lab facilities required for the subjects like MS Excel & Advanced Excel Lab, Statistical Software Lab and MS Project Lab.

Execution of action plan:

- Faculty members at UIM are made well equipped with their teaching aids and schedules.
- The review of implementation of academic schedules carried out on regular basis by the Director.
- The attendance of students is monitored on regular basis.
- The course file includes implementation of delivery of lectures and which is monitored by Director on regular basis.
- The feedback of the course delivery and the quality of teaching methodology is sought at the end of every course from the students.

To ensure effective and efficient performance of students UIM – mentor mentee scheme plays an important role which helps to discuss pros and cons of students for the further improvements.

2.6 Student Performance and Learning Outcomes**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students****Response:**

UIM is affiliated to Savitribai Phule Pune University for MBA program. The program outcomes , program specific and course outcome of the institute are designed and deliberated in line with SPPU guidelines. These are used in the curriculum design of MBA program. This is being monitored and reviewed by time to time basis and necessary improvements made. These are being regularly communicated to students and faculty to make these teaching learning experiences effective.

The Program Outcome (PO), Program Specific Outcome (PSO) and Course Outcomes (CO) are linked with the basis objectives of MBA program which have been mentioned in the syllabus of SPPU. There is standard mechanism of communicating POs, PSOs, COs. These are being communicated at various point of time such as induction program, first session of the semester and mentor mentee level.

Following are the MBA program outcomes :

- Prepare student with a mindset to deal with integrated function of management.
- Display the fundamental understanding of various management concepts.
- Skill to apply new techniques of management science.
- Passed out student is suitable to work in various available sectors of India and abroad.
- Passed out student is suitable to work in government sector, NGOs and private sector.
- Sensitized students for ethical issues and value system of the society.

Following are the MBA program specific outcomes :

- Well versed with selling and marketing techniques of products and services.
- Enhanced analytical skills in terms of decision making.
- Prepare budgets for the organization by studying economic indicators of the country.
- Ability to apply financial skills and practices to help the organization to achieve its objectives.
- Implement latest HR practices in the organization.
- Use of contemporary operation practices looking into quality aspects.

Course outcomes are in line with the course of MBA program which is defined by SPPU.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

UIM follows transparent, robust and continuous evaluation of the students which is based on POs, PSOs and COs. The weightage of academic evaluation is based on the assignments, presentation, viva voce, computer lab exercises and internal examination. The continuous assessment of all evaluation methods is aggregated for finalizing their internal marks. The evaluation of students is communicated regularly for the improvements.

Key of evaluation process:

- Through evaluation students receives feedbacks to work on their strengths and weaknesses.
- Student is encouraged towards higher achievements.
- Student is motivated for imbibing the study inclination
- It helps in identifying the areas of weaknesses which requires corrective action

The attainment of POs, PSOs, COs, is signified through UIMs academic results which is consistent and above 90% for the past more than five years.

2.6.3 Average pass percentage of Students

Response: 84

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

Response: 42

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

Response: 50

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0.2

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

2016-17	2015-16	2014-15	2013-14	2012-13
0.20	0	0	0	0

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

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

File Description	Document
Institutional data in prescribed format	View Document

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0.03

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

Response: 1

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

The institute is making every effort to develop the students for their profession. Their expertise harnessed with basic management education, guidance by faculties and professional expertise. To harness students entrepreneur skill the institute has created required eco system for their creativity, thinking out of the box, research, leadership, problem solving skills. The required support to the student for his innovation is provided through establishment of innovation center in the institute. UIM Incubation Center is established in the year 2015.

The establishment of innovation Center is with the following objectives :

1. To create an eco system for entrepreneurship development
2. To support student to seed and grow new business ideas
3. To provide platform for students to interact with mentors ,industry experts, consultants
4. To promote,establish and support a culture of innovation and entrepreneurship among students

The institute has provided following support to innovation center :-

Incubation Center Support	Incubation Center Benefit	Incubat
<ul style="list-style-type: none"> • Space • Furniture • IT Facility • Maintenance • Security • Meeting Room 	<ul style="list-style-type: none"> • Platform to meet expert • Knowledge sharing • Harnessing business skills 	<ul style="list-style-type: none"> • • • • •

Incubation process at UIM :-

Admission Process :- Admission to incubation center is provided to the students of existing MBA batch. Student need to submit business plan within deadline provided. Applications are normally accepted in the month of November every year. Incubation support is provided for 1 year.

Incubation support :- Incubation center facility is provided to the students having interesting idea and provided an opportunity to present his business model at UIM Incubation center screening Committee.

After the selection of viable business model, student is informed about his admission and to submit

required documents earliest.

Sr.No	Name of Incubates	Year of Admission at UIM Incubation Center
1	Vivek Bhosale	2015
2	Sanjeevani Girokar	2015

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

Response: 12

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	3	2	5	0

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

3.3 Research Publications and Awards

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

Response: No

File Description	Document
Institutional data in prescribed format	View Document

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

Response: Yes

File Description	Document
List of Awardees and Award details	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 1**3.3.3.1 How many Ph.Ds awarded within last five years**

Response: 1

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

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

Response: 0.05

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	3	0	1	0

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

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

Response: 0.02

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	1

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

3.4 Extension Activities

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

Response:

1. Green Earth :- At UIM we have initiative this extension activity in the year 2013-14. Following are the objectives of Green Earth activity :-

- To aware society about the importance of plantation
- To inform society about the advantages of cleanliness in their area.
- To make aware about the ill effects of uses of non bio degradable products such as plastics

We promote above objectives through our students by organizing various programs such as no plastic, tree plantation, etc.

2. Blood Donation Camp :- Blood donation camp is organized in the institute to help blood banks to collect the blood . The institute is organizing blood donation camp from 2014-15.

3. Traffic Day :- Traffic day is organized at the institute where students make aware to vehicle drivers about the traffic rules, safety management and spend their day helping commuters on the street.

4. Management Games with school children : - The students involved in this activity conducts management and fun games in the school, teaching management lessons to the school children. This activity was initiated in 2013-14

5. AIDS Awareness :- As responsible citizen of the country UIM students and faculties engaged themselves in creating awareness about AIDS disease among the youth. This activity was a regular event of the year since 2013-14

6. No Tobacco:- No Tobacco activity was started in the year 2013-14. The objectives of this activity to make awareness to the community about the ill effects of chewing tobacco. The students of UIM inform the community about the ill effects caused by chewing tobacco.

7. Swatch Bharat :- On the initiative of Government of India UIM has decided to be part of this nationwide Abhiyan. The students of UIM contribute to this cause by cleaning highly visited places.

3.4.2 Number of awards and recognitions received for extension activities from Government

/recognised bodies during the last five years**Response: 4**

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	0	1	0

File Description**Document**

Number of awards for extension activities in last 5 years

[View Document](#)**3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years****Response: 13**

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	3	2	0

File Description**Document**

Number of extension and outreach programs conducted with industry,community etc for the last five years

[View Document](#)**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years****Response: 16.64**

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

wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
30	23	9	11	0

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

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

Response: 12

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	1	3	2	3

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

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

Response: 17

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	5	4	2	1

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document

NVAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

MBA department is well-furnished with adequate space is provided to the faculty members with the atmosphere conducive for regular interaction with the students who come for counselling, guidance and clarifications. Faculties are provided with individual desktop, internet for their routine work . Institute has ensured internet availability with wifi facility in the classrooms.

Classrooms at UIM are well furnished, spacious and in comfortable sizes. Each classroom is supported by IT infrastructure with wifi facility, LAN connection, LCD projector. Classrooms are designed in such way to provide proper light and ventilation.

The Library of UIM is enriched with the latest edition of text books, National & International journals. A separate Reading room for the students is also available to them, where they can access national newspapers, latest magazines. UIM library is well equipped with the books to cater the needs of different specialization students .

The institute has extremely well endowed, highly specialized, technically updated, fully furnished computer lab. Computer lab serves the needs of students to enhance the knowledge through 24 hrs internet connectivity and provides a cutting edge IT environment to the future managers.

The institute has a well furnished conference room which has facilities like LCD for Presentations, Brainstorming Sessions, Group Discussions and Corporate Meetings. Seminar hall is having ample seating capacity with comfortable chairs, audio facilities like sound systems, internet access.

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

Response:

UIM has ensured adequate facilities for students to engage themselves in sports activities, to maintain their fitness, to relieve their stress from academic activities. UIM has sufficient playground to play various sports activities. The institute has widen the scope of sports activities as indoor sports activity and outdoor sports activity.

The objective of sports activities at UIM includes

1. To Build relationship with each other
2. To Learn team work for common goal
3. To gain self confidence
4. To relieve stress

5.To learn time management skills

6.To avoid risky adventures

Facilities for Sports Activities:

- College has a playground to play many sports activities like basket ball, Football, Cricket, volley ball etc.
- The college has sufficient number of sport equipments and accessories.
- College has made provision of indoor games such as Table tennis, carom, chess etc.
- Though there is no separate space for yoga practice on the campus, the college conducts session for yoga and meditation in the seminar hall or at some convenient place.
- We encourage students to attend any demonstration or talk on yoga or health being conducted in our premises.

Facilities for Cultural Activities:

- Management week is held mostly in month of February where all extra curricular activities are conducted and students are encouraged to participate in these events.
- College has sound system, music system, light system and various allied equipment.
- “Unique Utsav” is celebrated as Annual Cultural activity

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

Response: 85.71

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

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

Response: 14.14

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

2016-17	2015-16	2014-15	2013-14	2012-13
2.50	3.60	4.11	3.45	2.57

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

4.2 Library as a Learning Resource

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

Response:

In keeping with the vision and mission of the institute, the library has been established “to facilitate knowledge generation and its application through effective dissemination”.

The library acts as the main learning resource centre of the institute and provides services and facilities to meet the requirements of the institute’s teaching, training, research and consultancy programmes.

It is well stocked with a wide range of books, journals, newspapers, statistical year books, projects and periodicals.

Unique Institute has recently installed library software named as "e-Granthalaya" which is helpful in keeping and maintaining records like catalogues, books, e-books, clippings, articles, reports, letters, pamphlets, serials publications etc. where we can download e-Journals, articles and access free database. The version of the e-Granthalaya Software is 3.0.

Library is located at the 1st floor . Library has well staking section of 100 Sqm, spacious reading hall, digital library, literature and other amenities. Library has digital library. Students and faculty can get access to various databases like 5000 E-Journals, E-Books, NPTEL & other. YouTube Video Lectures, “Course Ware collections” for Various Subjects, Facility and more than Hundred Open Source Software for academic Access etc.

Library collection:

- Library has varied collection of books, journals, Newspapers etc.
- There are total 3280 books available in the library for the reference of students and staff members.
- The open access system in library enables the student to choose and select the books.
- Library has well qualified and experienced staff.

The library staff members extend their services to the students and staff members in following ways:

- Personal guidance is offered to trace any book.
- Assist students during the digital library hours.
- SPPU Syllabus and question papers are made available.
- Assistance in downloading e-content.
- The library provides indexes to project reports of the students.
- Provide the books, journals and other resources.

Library Services:

Library offers different types of services to users like E-Library Automated Services, OPAC, Web Based E- Syllabus, Question Papers, Project Reports, Isolated Staking Area, Reading Hall, Current Awareness Services, etc.

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

Response:

The list of books, manuscripts, special reports or any other knowledge resources for library enrichment in the instittue are as follows :-

Sr. No.	Name of the Book	Author	Publisher	Year
1	From Bullock-Cart to Mercedes Benz	P.N. Singh	Dr. P.N. Singh Centre for HRD, Mumbai	2000
2	The Professional	Subroto Bagchi	Penguin Group	2000
3	What They Don't Teach you At Harvard Business School	Mark H. McCormack	Profile Books Ltd., London	1980
4	One Crazy Year at IIM-A	Prashant John	Eklavya Education Foundation, Ahmedabad	2000
5	The Google Story	David A. Vise	Bantam Dell Publishing Group, New York	2000
6	Materials Management	P.C. Sharma	Kitab Mahal, Allahabad	1970
7	Rich Dad Poor dad	Robert T. Kiyosaki	Warner Books, A Time Warner Company	2000
8	"Export-Import Management" For Training Purpose	Sr. Officers in the Field	Management Study Centre, Madras & Bangalore	1990

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

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

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

Response: 0.24

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0.37	0.12	0.72

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

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

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 7.04

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

Response: 15

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

UIM over last 8 years of its existence has established good IT infrastructure.

- The Institute provide its students with state of the art, good computer lab. Institution has 56 computers with internet enabled computers to serve the day-to-day computing needs of students as well as staff.
- This ensures the computer ratio of 1:6 as per AICTE.
- Budget for IT infrastructures is prepared by the Institute to enhance and update the facilities.
- Internet has a speed of 2 Mbps and all the campus is enabled with Wi-Fi facility to allow the students to access the internet.
- Institute has Tally software that ensures all processes within the institute are computerized and information is readily accessible to authorized users
- Computer configuration is better and frequently updated as and when required
- The Institute regularly upgrades both the software and the hardware facilities as per academic requirements.
- The computer lab is connected with LAN connection and it provides central access to students for printing.
- Firewall and Anti-virus software are upgraded regularly..
- Licensed Copy Of Windows 7 Professional 64 Bit

Computer Laboratory IT Equipment Details			
S. NO.	Device / Equipment	Make & Model	Configuration
1	Server	HP Proliant ML110	Intel Xeon processor, 5 18.5" monitor, optical n
2	Computer	Assembled	Asus P5N73, Dual Cor 160 GB HDD, 18.5" keyboard

3	Ethernet Switch	D-Link DES -1024D	24 port Ethernet switch
4	Router	D-Link DIR-300	Wireless Access Point
5	Printer	HP LASERJET M-1136	All-In-One Printer
6	Projector	Dell	VGA Led Projector

Description of IT facilities including Wi-Fi with date of updation and nature of updation

S. No.	Device /Equipment	Make & Model	Configuration	Quantity	Nature Of Update
1	Server	HP Proliant ML110	Intel Xeon processor, 320gb HDD, 2 Gb1 RAM, 17" monitor, optical mouse and keyboard		Server Upgrade for Ram 4 Gb And Mon
2	GIGABYTE Thin Client	GIGABYTE-TA7	GIGABYTE ultra slim size Thin Client solution with 3.2 liter design VIA C7 1.0Ghz processor with VIA CN700 chipset Front USB 2.0 port, Earphone. MIC	40	Complete system up Assemble compu Monitor, Keyboard As Asus P5N73, Processor, 2 GB R. HDD, 18.5" mon mouse, keyboard
3	Wi-Fi Router	D-Link Dir-300	Wireless Access Point	1	Tp-Link AC-1350 A
4	Software	Tally	Tally 9 Silver Singal User	1	Tally 9 Was update 9 Tally.Net is updat basis

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 3.52

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line) <5 MBPS 5-20 MBPS 20-35 MBPS 35-50 MBPS Response: <5 MBPS	
File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS) Response: No	
File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years Response: 48.41				
4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in lakhs)				
2016-17	2015-16	2014-15	2013-14	2012-13
7.22	7.43	15.05	13.07	14.89

File Description	Document
Audited statements of accounts.	View Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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

Response:

UIM has been established in the year 2009 to provide contemporary management education. To support this cause, UIM has developed world class support facilities such as library, computer lab, seminar hall and classrooms. It has also made arrangements of sports and cultural requirements.

Maintaining and Utilizing of Campus Infrastructure:

- UIM has defined procedure and systems for utilization and regular maintenance of its academic and support facilities.
- Management has assigned the responsibility to the registrar and director for utilization and maintenance of academic support facilities.
- There is a standard procedure for utilization and maintenance of these facilities and which are being planned systematically and approved from the respective authorities.
- Registrar is responsible for utilization and maintenance of academic and support facilities whereas director looks after academic facility utilization.

Procedure of utilization:

- There is a standard procedure for the utilization of academic and support facilities in the institute.
- Requirement for the utilization of academic related facilities are being noted in the register. This is being reviewed by the director and further directions are being noted.
- Library and computer labs has defined their rules and regulations for the utilization of the facilities such as books and computer lab to the students.
- The same process is adopted for physical facilities and which is being looked after by registrar of the institute.

Procedure of maintenance:

- There is a standard procedure for maintaining the academic and support facilities in the institute.
- The management of UIM has given this responsibility to the registrar.
- Various regular annual maintenance contracts are made for maintaining academic and support facilities.
- Institute maintains log book for the house keeping facilities.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 49.37

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

2016-17	2015-16	2014-15	2013-14	2012-13
93	58	21	24	36

File Description	Document
upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

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

Response: 1.8

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	4	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

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

Response: 41.95

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

2016-17	2015-16	2014-15	2013-14	2012-13
55	18	20	30	60

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

5.1.5 Average percentage of students benefitted by Vocational Education and Training (VET) during

the last five years**Response:** 45.92**5.1.5.1 Number of students attending VET year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
95	65	24	26	0

File Description**Document**

Details of the students benefitted by VET

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

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

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

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 67.22**5.2.1.1 Number of outgoing students placed year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
36	9	15	21	38

File Description**Document**

Details of student placement during the last five years

[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)**Response:** 0

5.2.2.1 Number of outgoing students progressing to higher education

File Description**Document**

Details of student progression to higher education

[View Document](#)**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)****Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description**Document**

Number of students qualifying in state/ national/ international level examinations during the last five years

[View Document](#)**5.3 Student Participation and Activities****5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.****Response:** 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

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

Response:

For the active participation of the students in the various academic & administrative bodies, college creates a platform to empower the students in achieving leadership qualities and implementation of skills.

- Each council has a representative, which is called Class Representative and includes student members too.
- The Class Representative brings forward the suggestions and views if any of the entire class with regards to the teaching, learning administrative, etc.
- The Class Representative helps to maintain harmony and motivates students to share their ideas, interests, and encourages to participate in the institutional co- curricular activities.

We have formed 6 student committees such as:

- Library committee
- Cultural Committee
- College Academic committee
- Club Committees
- Sports & Games Committee
- CSR Committee

Role & Responsibilities of the Student council members:

1. Student council representatives are involved in planning the events semester wise.
2. The members of the council act as a catalyst between students and faculty members.
3. They are the point of communication from the both side.
4. The suggestions of students on various committees' activities are communicated back to the faculty.
5. They help in organizing and implementing the various activities under respective committees.

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

Response: 13

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

2016-17	2015-16	2014-15	2013-14	2012-13
13	13	13	13	13

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

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Alumni of Unique Institute of Management has been actively involved in the various activities related to the Institute development. The Non Financial activities of the Alumni include the following:

- The alumni are members of core members for academic planning, which suggest on various events to be scheduled for respective years.
- They share feedback on various programs of institute in alumni meetings. At annual alumni meet also college collects feedback from alumni. These feedbacks are shared by the Director in the meeting and suggestions are implemented for the development of institution.
- The alumni support the institution and contribute to its institutional, academic and infrastructural development.
- To share their experiences with the current students they are invited for helping them getting exposed to the realities of world. They are also invited at seminars, delivering guest lecturers in the areas of their expertise, etc.
- The alumni have been working in their capacities in the interest of the college.
- Co-Operation to arrange Blood Donation camp in the college.
- Attended various function in the colleges such as Annual Cultural Day, Tree Plantation etc.
- Some of the Alumni are employed as faculty and as support staff in the college. They play an important role in academic and institutional development.
- The college has also constituted the Alumni committee for creation, updation and maintenance of UIM Alumni Database. They also arrange talks from the alumni, Promoting student, alumni and

faculty interaction and involve the alumni in social activities.

5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

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

Response: 5

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision of College:

- Creating a world class and contemporary educational environment thus enabling individuals to develop their potential so as to transform as global leaders as well as committed, dynamic and ethical professionals of tomorrow.

Mission of College:

- To develop youth into committed, competent and ethical professionals/ global leaders capable of inspiring/ leading the change in dynamic global business environment.
- To create proficient management professionals by developing people skills and skilful use of technological/ statistical modern tools/ techniques enabling them pacing up with speed and leveraging the competitive advantage.
- To help create a network of quality conscious and socially responsible young professionals with global citizenship behaviours in general and in education and industry in particular.

Objective of the Institute is to provide quality education in management to the students from various parts of the society, to make them academically and technically competent. This objective is clearly reflected in the mission statement. The Institute believes that professionals of this Institute should be not only academically sound but should also have values and strong professional ethics. Mission statement has highlighted this expectation.

The Institute aims to achieve this by incorporating experimental and project-based learning in teaching learning process along with strong Institute-Industry Interaction and research opportunities. These efforts will develop graduates who are academically and technically competent thereby making the Institute a globally renowned institute.

Committee meets every month and frames policies of development. At the Institute level, governing body is formed as per the AICTE norms. The Institute has also local managing committee (LMC) as per the University guidelines. Director, elected faculty and non-teaching staff representatives are members. Through regular meetings of the Governing body and LMC, members guide on system development and its implementation methodology.

Director and Faculties meet every month to discuss on academic initiatives, students and faculty development and administrative support required for all the activities. Director interact with the faculty regularly to convey the policies and take the related feedback. Director takes the review and monitor the overall functioning of the Institute

6.1.2 The institution practices decentralization and participative management

Response:

The leadership of the Institute believes in participative management and strives to bring in excellence by structured organizational system with the involvement of all the stakeholders. Various stakeholders of the institute are the members of the statutory bodies and their meetings are conducted regularly.

The Institute collects feedback from all the students on teaching, curriculum and support services. The feedback from employers and alumni are used to improve the overall performance of the institute. The Director who works closely with administrative team comprising faculties, co-ordinator and senior teachers, offers effective leadership by setting values and participative decision making process, coordinating the academic and administrative aspects.

The Institute promotes culture of participative management at various levels. The Institute involves its stakeholders in important decision making and management process. The Governing Body, the highest policy making body delegates all authority of implementation to the Director. Employers can participate by offering their expertise for Institute management.

The Institute ensures participative management through a number of strategies: -

- Strategic plan for the activities of an academic year is formed out by the Director in consultation with the various committees.
- Consultations are sought from the teachers in making decisions related to curriculum, teaching-learning and assessment processes.

- The non-teaching staffs take care of the smooth running of the administrative system in collaboration with the teaching staff.
- Teaching and non-teaching members are included in different committees like Academic, Anti-ragging, Co-curricular and Examination Committee.
- Class representative leads to all the activities like Sports, Cultural and Intra-Institute activities etc.
- Feedback from alumni is collected for the improvement of the services provided.
- Decentralized structure of the administrative system of the Institute in planning and implementation of all activities has developed an atmosphere of co-operation, sharing of knowledge, innovations and empowerment of the staff.
- Empowerment of the faculty members and staff is ensured as they are included in various committees. Thus, they can play active role in policy making and its implementation.
- The Institute promotes the participation of students, faculty and staff in all curricular, co-curricular, extra-curricular, community development & Social works.

6.2 Strategy Development and Deployment

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

Response:

The Institute has a perspective plan of development which was developed a few years ago. This plan has been reviewed as per the needs of learners and in keeping with the higher education policies of the nation. Strategic Plan is a specific, action-oriented medium or long-term plan for making progress towards a set of institutional goals.

The aspects considered for inclusion in the plan are as follows:

- Growth in terms of academic programmes that focus on skill based education.
- 100% computer literacy among staff and students.
- Establish the linkages with research institutes/industries.
- Enhancing research work.
- Eco friendly campus.
- Improving the soft skills of students.
- Promote extensive use of ICT in all academic and administrative transactions.
- Awareness campaigns for zero waste campus model, e-waste management, addressing gender issues and aligning our activities with social needs.
- Upgrading the physical infrastructure in terms of water resources, power supply and modifications/repairs. Maintenance of Computer laboratory, Library, playground etc are included in the future plan.

Action plan by the leadership for fulfilment of the stated mission by:

- Adopting procedures for excellent teaching- learning processes.

- Expansion of infrastructure and human resources to meet the increasing academic and research demands.

- Training and skill up gradation to make the students globally competent.
- Organizing programmes to inculcate ethical values.

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

Response:

The Director is the administrative Head of the institution. The Institute has various committees to coordinate curricular, co-curricular & extracurricular matters.

In our Institute, there prevail efficient internal coordinating and monitoring mechanisms. However, the Governing Body of the Institute is the apex body which acts as the supreme authority of the Institute. It frames plans and policies, takes decisions and finally evaluates those after its proper implementation and execution by the various committees. In keeping with the educational needs and demands of the Society in general and beneficiaries of the Institute in particular, the targets are set and sought to be achieved through collaborative and collective efforts of various components of the institution. Responsibilities are often assigned to individual Teachers and departments. Under a democratic set-up, each unit of the Institute can innovate plans, yet the final decision is taken by the Director. Entire system operates through a structured organization for disciplined and smooth functioning. The line of hierarchy is maintained and to ensure harmony and unity among its various committees and cells, code of conduct is implemented.

As per the guidelines of GB and LMC, Director acts as a leader to percolate policy down the line and decide strategies for the overall development of the institute. Delegation of authority & work towards decentralized governance system by proper decision making process is followed.

Functions of various bodies:-

- Trust: Eagle Education of Society provides financial assistance for Institute as and when required. Besides this, trustees act as an advisor for the institute.
- Governing Body: The governing body is responsible overall for the smooth conduct of Institute. It is responsible for setting targets & then monitoring all activities accordingly.
- Local Managing Committee: LMC shall make recommendations to the management for the improvement of the standard of teaching in the Institute. LMC recommend to the management the creation of the teaching and other posts.
- Director: Director is responsible for determining the company's strategic objectives and policies. Monitoring progress towards achieving the objectives and policies.

- Administrative Section: Accountant is to look after daily receipts-payments as well as Balance sheet finalisation. Admin staff submits various reports required by Pravesh Niyrantrn Samiti, Shikshan Shulk Samiti, Universiy, DTE & AICTE.
- Teaching Staff: Faculty members undertake teaching, research and service roles to carry out the academic work of Institute. Various committee are formed with faculties for smooth functioning of Institute.
- Librarian: Librarian offers referral service, information and teaching resources. Libraries are found to play an important part in the education, development and promotion of Human Life.
- Technical Staff: Computer Lab Technicians perform basic computer troubleshooting including software and printer maintenance. Computer lab attendants are the front-line of service to students and staff making use of IT Services labs. The *lab* attendant ensures that the *lab* environment is appropriate for users to complete their academic *computer* related tasks.

Service Rules:

- Recruitment: Vacancies, if any, are put before the Governing Body. Then Advertisement is published in newspaper for call for an interview. Applications are shortlisted by committee. Interview for the shortlisted candidates are scheduled. After the interview, committee prepares a report and sends same to the Director for approval. After approval by Director, appointment letters are issued by appropriate authority to the selected candidates. Then Joining reports are received from the candidates who join the Institute. Recruitments are reported to GOB.
- Promotion: Staff Welfare committee prepares a list of such staff members as are held by them suitable for promotion to the service. This process starts with the self-appraisal form, followed by committee evaluation and finally, the Director will review the form and provide his remarks on the evaluation. Promotions are reported to GOB.

Grievance Redressal Mechanism:

Teaching & non-teaching staff members are advised to approach Grievance Committee for grievance (with regards to service rules) redressal, if any. After receiving an application, the committee may hear the staff member in person and address the redressal within appropriate time. The staff member if dissatisfied with the decision of abovementioned committee, may make an appeal to the Director whose decision will be final.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination
A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

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

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

Response:

Institute has established various committees for maintenance and upkeep of the infrastructure, facilities and equipment. The committee monitors and evaluates the requirements for maintenance of infrastructure and facilities. The institute ensures that grievances / complaints are promptly attended to and resolved effectively through following mechanism to analyze the nature of grievances for promoting better stakeholder relationship:

- Academic Committee
- Anti-ragging Committee,
- Grievance Committee
- Examination Committee
- Induction Programme Committee
- CSR Committee
- Co-Curricular Committee
- RTI Committee
- Library Committee
- Gender Redressal Committee
- Industry Institute Interface Committee
- Research & Consultancy Committee
- Placement Cell Committee
- Alumni Committee
- Administrative Support Committee
- Staff Welfare Committee
- Student Welfare Committee

Resolution	Status

<p>Result Analysis: The need of improvement of the performances of students in various subjects was suggested by the GB</p>	<p>Improvement of the performances of students in various subjects conveyed to Director and respective faculty members for corrective actions.</p>
<p>FDP: GB suggested encouraging various programs arranged by SPPU to be attended by the faculty at various other institutes in future, and give emphasis on research approach of faculty and publications in International journals.</p>	<p>Every department has prepared a plan for various subjects in the needs of new syllabus.</p>
<p>Placement of students: The members suggested making efforts in enhancing the ability of students in communication skill, fundamental knowledge, understanding of new technologies, innovative interdisciplinary approach.</p>	<p>Efforts have been made to encourage the students in various technical activities.</p>

6.3 Faculty Empowerment Strategies

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

Response:

For Teaching Staff

- As a support the faculty is free to use the ICT Infrastructure and take assistance of manpower as and when required.
- Seminars (National and International) and Workshops are conducted which keep the Faculty update and give exposure.
- Registration fees to attend FDPs, workshops etc.
- Healthy and hygienic work environment.
- Career advancement benefits for these with higher qualification such as Ph.D. as well as opportunities for those who wish to improve their qualification.
- Well maintained, individual work stations.
- Leaves are provided as per policy.
- Vacations and university notified holiday given.
- Academic and support facilities are made available for effective teaching.
- Decentralized structure of the administrative system of the Institute in planning and implementation of all activities has developed an atmosphere of co-operation, sharing of knowledge, innovations and empowerment of the staff
- Empowerment of the faculty members and staff is ensured as they are included in various committees. Thus they can play active role in policy making and its implementation.

For Non-Teaching Staff

- ICT Infrastructure.

- Leaves are provided as per policy.
- Vacations and university notified holiday given.
- Emergency Medical Kit is made available staff to meet any First Aid treatment on the campus

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

Response: 8.83

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

2016-17	2015-16	2014-15	2013-14	2012-13
02	1	1	3	0

File Description

Document

Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years

[View Document](#)

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

Response: 3.6

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

2016-17	2015-16	2014-15	2013-14	2012-13
6	5	3	4	0

File Description

Document

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

[View Document](#)

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme

during the last five years**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

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

The Director reviews the reports containing the contribution of the faculty in teaching, learning and evaluation, co-curricular and extension activities, academic and professional developments and their research activities. Teaching & Non-Teaching Staff is evaluated by students by filling structured feedback forms, self-appraisal is done by filling self-appraisal forms, evaluation by the Director.

- Maximum involvement of staff in various activities of the Institute.
- Total involvement of staff in key programs.
- Sharing of information at various forums.
- Student feed-back shared by the Head of the Institution with the staff in areas of concern has resulted in a very positive outcome in terms of teaching and participation in various activities of the Institute.
- In some departments feed-backs are taken by teachers after a particular topic or programs so as to get necessary inputs leading to improvisation. Those who have satisfactory performance are appreciated at appropriate forums, corrective measures are taken wherever needed.

Observation may be an important tool in appraisal for teaching as well as non-teaching staff. It can:

- Identify particular strengths of a member of staff.
- Identify areas for development.
- Provide useful information for improvement.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Our institute has an internal auditor who audits all the accounts yearly. The audit reports are sent and there have been no major objections. There are no adverse comments on the accounts.

The institute has mechanisms for internal and external audit. Internal audit is carried out periodically. External audit is carried out once in a year. External Auditor verifies all receipts & expenses bills, payments of the Financial Year.

- The Institute has internal and external audit mechanism.
- The internal audit is carried out by the auditor appointed by the management.
- Statutory auditors are also appointed who certify the financial statements in every financial year. An external auditor is appointed by the Institute which performs an audit of the financial statements of the Institute.

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

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

Response:

- The Institute has effective audit mechanism to monitor the utilization of the funds effectively & efficiently.
- Every transaction is supported by vouchers.
- All the collections are deposited in the banks.
- Audit is done by registered Chartered Accountant at the end of each financial year.
- All the utilizations are monitored by the Director for effective and efficient use of financial resources.
- Optimum utilization of infrastructure, resources for better output.
- The funds received from SPPU on account of conduct of examination (semester wise) are being distributed amongst the teaching and non-teaching staff involved in the examination process.

6.5 Internal Quality Assurance System

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

Response:

As the institute is going for NAAC process of cycle-1, IQAC has been established as per the guidelines of NAAC recently. Although, UIM has its internal monitoring system in place since the academic year 2015-16. The basis on which this internal monitoring committee works is to support the efficient functioning of academic activities.

The academic monitoring committee consists of two management representatives, one renowned academician, one industry expert and Director.

Following are the major points on which yearly monitoring is carried out:

- Quality of Teaching and the methodology
- Co-curricular activities
- Student performance in examinations
- Placements
- Faculty contributions in research
- Quality of question papers
- Attainment of course outcomes

Faculties take necessary corrective actions as per the assessment. Based on recommendations of the faculty, specific measures taken are as follows:

- Classroom sessions are made more interactive involving group discussions.
- Teaching is made more 'conceptual knowledge' oriented.
- Implementation of innovative methods in teaching methodology.
- Preparing students for the final placements.
- Remedial and special classes.
- Various co-curricular activities which are contemporary in nature are included regularly in academic calendar.
- Faculty members are encouraged by the institute for contributing in research work.

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

Response:

The main aim of Academic monitoring committee is to suggest improvements in the academic and administrative performance of the institution. The regular academic audits by this committee also ensures transparency in the system.

The committee analyses the performance of the institute with parameters in terms of:

- *Teaching and learning:*

Faculty, students, teaching methodologies used. The Director and academic committees constantly observe and evaluate the teaching learning process. The written feedback from present students and their parents and alumni, the analysis of the result etc. justify the mechanism of improvement and implementation of quality standards. The personal visit to the class and campus by the Director to overview of teaching as well as campus.

- *Administrative systems:*

Supporting staff performance, implementation of policies. The training was given to train the non-teaching staff. By the help of training, non-teaching staff is also able to do all procedures on line. Computerized office for speedy work which is related to admission, examination, result declaration etc.

- *Documentation process with respect to:*

Management strategies, budget allocation/utilization and requirement of additional infrastructure. Regular internal and external audit is executed.

The institute has constituted IQAC from the academic year 2017-18.

Sr. No.	Name of Committee member	Designation
1	Dr. Prof. Sharad N. Inamdar	Chairman
2	Prof. Vikas Adhegaonkar	IQAC Coordinator
3	Mr. Pandurang G. Kale	Member
4	Mrs. Rashmi Varade	Member
5	Prof. Shital Sonawane	Member
6	Prof. Balika Sapike	Member
7	Prof. Shradha Thakur	Member
8	Prof. Deepali Jankar	Member
9	Mr. Saifuddin Ghodnadiwala	Member
10	Miss. Lavanya Gole	Member
11	Mr. Rohit Palsule	Member
12	Mr. Suhas Rudra	Member

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

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

Response:

Particulars	Earlier	Now
Infrastructure	Broadband	CCTV network Wi-Fi Campus Lease line Facilities for Divyangans Precious Parking area
Accounts	Tally 7.2	Tally ERP 9
Admission	Intake 60	Intake 120

	More of Paper work and Manual procedures	Computerized office for speed which is related to admission paperless work	
Faculty	Experienced Faculties	Experience is gradually increasing in their association at UIM	
Computer Lab	Windows XP	Windows 7	
Library	Books issue & return was manual.	Books issue & return is using Granthalay software.	
Teaching Methodology	Use of Reference books, Notes, Power Point presentations.	Use of better E-learning resources like Google and You-tube. Frequent use of ICT	
Feedback	Handwritten Feedback Form	Enhanced using online Google Forms for feedback, Simultaneously with handwritten document.	

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 9

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	1

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

Report of the event

[View Document](#)

7.1.2

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

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

Response:

The Institute always tries to create awareness amongst students and faculty about the values of gender equality & sensitivity.

This is carried out in following ways:

a) Safety and Security:

- Cyber security programs related to the safety and security of women employees and students are conducted.
- Special program for girl students and woman faculty such as 'Self Defense', is been arranged on regular basis within the campus
- Every year in the month of March International Women's day is Celebrated wherein outstanding women achievers from different walks of life such as Entrepreneurs, Doctors, Lawyer, Economics, Artists and media persons are honoured and they deliver inspiration address to all.
- Institution arranges special social activities like Blood Donation camps, Traffic Awareness

Program etc. All students and faculty, irrespective of their gender, caste and creed actively participate in such events .

- Grievance Redressal Cell and Grievance Cell are formed to deal with grievances of staff and students.
- Anti ragging committee, CSR Committee, RTI Committee which ensures healthy environment in the campus.

b) Counselling:

- For any assistance required, gender redressal committee is been formed having Faculty members in committees without any discrimination (gender, caste, religion).
- The college takes pride in the fact that its culture of respecting the dignity and integrity of every human being, including the karmacharis, is holding well and, as a result, the harassment of women or gender-based discrimination happens
- However there is mentor-mentee for students to wherein students are free to discuss their issues with their mentor to help students, and a well-equipped library to let broaden their horizons.
- Institute provides equal opportunity for all to participate in administrative, co-curricular and extra-curricular activities.
- The institute gives equal opportunities to boys and girls in leading various students' activities.
- Equal opportunities are given to both the genders in terms of admissions, employment, training programmes, sports activities etc., and so gender issues do not arise.
- It conducts talks by lawyers and eminent personalities, alongside screening of movies and documentaries to open up minds and make students aware of social problems plaguing our environment.

c) Common Room:

- The college has two common rooms – one for the girls and the other for the boys which is spacious and airy where they can relax and be at leisure. This social zone helps students meet one another and have heart to heart sharing. It provides space for socializing and having free time in between the lectures.

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

7.1.3.2 Total annual power requirement (in KWH)	
Response: 18189	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs	
Response: 0.75	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 48	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 6398	
File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

<p>7.1.5 Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management <p>Response:</p> <p>The institute maintains and encourages proper waste management facilities in the campus for making it eco-friendly. The different types of waste are managed as follows:</p> <p>Solid waste management:</p> <ul style="list-style-type: none"> • Solid wastes are collected daily by the Pune municipal corporation where they execute them both effectively and efficiently. • They have the proper mechanism of waste management and re-cycling of collected waste. • The dry and wet waste is already marked by different colour dustbins provided by them. • Some solid waste is collected and periodically sold to vendors as scrap. • Dust bins are provided throughout the campus. Throwing the waste anywhere is strictly prohibited. • Usage of plastic bags is discouraged within the premises of the College. <p>Liquid waste management:</p>
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- Liquid waste from the points of generation like the canteen, , and toilet etc is let out as effluent into a proper drainage facility and to avoid stagnation.

E- waste management :

- Various types of e-waste generated in the institute : damaged batteries , cells, CDs, Hard Disk Drives, Monitors, Keyboards, Cartridges, etc is disposed through outside agencies as a scrap.
- UPS batteries are recharged/repaired/exchanged by the suppliers.
- The cartridge of laser printers is refilled outside the college campus.
- Newspaper cuttings of hazards of e-wastes are also frequently displayed on the notice boards.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The Institute strategy in rain water harvesting and sustainable water management is the combined use and storage of surface and ground water through the creation of deep bore wells to achieve more efficiency in water usage and lessen degradation of water.

- The institute has implemented water harvesting with the desire to conserve and utilize water.
- It has saved significant amount of water.
- The rooftop rain water is been diverted to the tank which is been utilized for non-drinking purpose
- The college has a bore well to meet to the general needs of the institution.
- The land near bore well is kept barren which recharges the institute bore well as the rain water seeps in the soil leading to increase in water table.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The Green Practices are been encouraged for both the faculty members and the students and are been followed in the campus which are as follows:

Bicycles:

As the institute is located in the area which has good connectivity and good road structure, so the students ,faculty, other members who resides nearby are encouraged to come by bicycles, which is explained to

them as to reduce the hazards of the pollution becoming an alarm issue.

Public Transport:

- As the institute is located just 1 km away from the highway, and having good road transportation facility, students, faculties other members are been encouraged to use the publictransport as it may help saving environment, leading to safe and secure lifein turn will benefit all.

Plastic free campus:

- The institute has made the campus plastic free.
- Usage of plastic free material is been encouraged.
- In Canteen the crockery maintained is plastic free.
- The security guard makes sure that no one enters the college campus with polythene bags.

Paperless office:

- Though paper is been used, the institute has shown keen interest and making efforts in making the work paperless currently and in future also.
- The administration stores and maintain information/data through the system only where we can access the data anywhere, anytime and much quicker.
- Faculties tend to use the teaching aid through e-sources.
- Wi-Fi facility has also enabled to making more of paperless activities.

Green landscaping with trees and plants:

- A number of plants exist at different place in the college to maintain cool and healthy atmosphere.
- When the college was built, care was taken not to chop down the old, large trees, and they were integrated into the college as a part of the campus, and stand tall even today.
- The institute has taken several measures for planting to make Green campus.
- Students are been encouraged to plant the trees as and when they require.

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

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

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

Response: 8

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	3	2	1	0

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

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

Response: 14

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	3	3	3	1

File Description	Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes	
File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics	
Response: Yes	
File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	
Response: Yes	
File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years	
Response: 30	
File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities	
Response:	
The Institute organizes various national festivals and birth/death anniversaries of great Indian Personalities at the Institute level	
Like:	

- Independence Day
- Republic Day
- Saviribai Phule Jayanti
- Gandhi Jayanthi/ Lal Bahadur Shastri Jayanthi
- Teachers Day
- Swami Vivekanad Jayanthi / National Youth Day
- Ambedkar Jayanthi
- Martyrs Day

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

Response:

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions, the following are the few means which shows the means of transparency:

- Our Institute is governed by Savitribai Phule Pune University, so the institute abides by the terms of the university.
- The institute maintains transparency in its financial, academic, administrative and auxiliary functions.
- It has proper system outline taking care of ethical and human values responsible for transparency.
- Audits are being carried out yearly of the institute's financial transaction by external auditor.
- There is academic committee in the college which monitors every academic activity of the college.
- Auxiliary functions are conducted in a transparent way.
- It ensures that all the financial transactions, reports and documents are completed with integrity.
- Institute presents timely and accurate information to the University community, alumni etc as well as state government.

7.2 Best Practices

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

Response:

Unique Institute Of Management have many best practices for creating a world class contemporary

educational environment thus enabling individuals to develop their potential so as to transform as global leaders as well as committed, dynamic and ethical professionals of tomorrow.

Best Practice 1:

Mentor- Mentee

"Every great achiever is inspired by a great mentor."

- Mentee is allotted to the faculties, by equally dividing with the available number of faculties.
- As a student, expect mentoring to facilitate personal and career development through a relationship with a role model.
- Where they meet and discuss their academic plan and performance with their mentor, get the solutions over it. Guiding their mentees when they have a problem and motivate them to strive harder.
- In this way mentor and mentee gains something which enhances the skills, personality and is taken care of.

Mentee gains:

- Individual recognition, encouragement, and support so that the students participate actively in all the activities in the institute. That creates a culture that fosters creativity and innovative thinking
- Increased self -esteem and confidence when dealing with professionals/placements where students become independent leading to higher placement or higher studies
- Help student to grow, develop confidence to challenge oneself to achieve new goals and explore alternatives, as this help students to take their career decision and can flourish globally.
- A realistic perspective of the academe, students understand the fact and the practical world wherein they have to stand and ready to face challenges.
- Help to Contribute to student morale, motivation, and a sense of community

Mentor gains:

- Satisfaction of helping a student reach her academic and professional goals.
- Faculties gets recognized at work for participation in this program.
- It help them to increase self -esteem, self-confidence and affirmation of professional competence.

Best Practice 2:

Internships

"An internship is an opportunity to integrate career related experience into an undergraduate education by participating in planned, supervised work"

Students are provided with work experience in a professional setting aimed to expand their academic, professional, and personal learning and exposed students to contemporary tools and technologies of engineering

Institute is affiliated to Savitribai Phule Pune University (SPPU) and abides to follow its curriculum and academic structure.

Internship helps the students to build:

- **Real world experience**
- **Networking**
- **Resume Builder**
- **Time Management**
- **Career Foundation**

The requirements are taken from the industry/ organization.

Interested students are briefed about the organizations and expected theme of internships.

The students are selected at the institute level according to their academic achievements and knowledge.

The final selection is carried out by respective organization/industry.

Students go to the industry/organization to work on a real time project in the vacation for a period of two to three weeks.

After the completion of internship, students submit a project report to the institute and industry.

The project report includes the details of the activities carried out by the student.

Students are awarded certificates from the industry on successful completion of the internship.

The certificate mentions the duration of internship, technology or tools used, jobs done etc.

This certificate/internship boosts the confidence level of a candidate and helps build his portfolio.

7.3 Institutional Distinctiveness

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

Response:

Objective of the college is to provide quality education in management to the students from various parts of the society, to make them academically and technically competent. This objective is clearly reflected in the mission & vision statement. The college believes that professionals of this college should be not only academically sound but should also have values and strong professional ethics.

The college aims to achieve this by incorporating experimental and project-based learning in teaching learning process alongwith strong Institute-Industry Interaction and research opportunities. These efforts will develop graduates who are academically and technically competent thereby making the college a globally renowned institute. The institute facilitates personal commitment to the educational success of the students.

The institution has developed a structured and effective implementation of the curriculum through a well-planned and documented process, Where we are satisfied to see our student who has enhanced his knowledge, the academic record has been improved, the placement have become good, students are going for higher education.

The Teaching and Learning process is being focused by following the major steps below:

- Academic calendar, states the year round activities of the students.
- Curriculum academic committee prepares academic calendar prior to the semester.
- Every individual engaged with academic process ensure efficient and innovative implementation of curriculum.

The preparation of successful implementation of curriculum goes through

1. Academic Calendar & Time Table is prepared.
2. Appointments of Guest lecturers: It is been arranged with the objective to enrich with knowledge and update with current practices.
3. Preparation of teaching plan: Faculties prepares teaching plan 15 days before the commencement of semester that helps in adoption of teaching methodology in advance and better outcome from students.

The e-resources are used efficiently for the enhancement of skills.

1. Regular Director's meetings: The review of academic progress, student's attendance and review of syllabus completion status as per academic calendar is carried out.
2. Student feedback system
3. Club activities
4. Well-equipped library
5. Healthy work culture
6. Industrial visits are organized as per the curriculum.
7. Internet and Wi-Fi facility are provided to faculty and students for upgrading and adopting recent subject knowledge.

Activity based learning:

We have Mentor-Mentee relations, where the faculties are allotted few students, who take care of the students in his/her academics, problems, acting as a counsellor and a guide. They encourage their students

to actively participate in various activities of the institute.

Workshops, seminar, internship, on-job training, guest lecturers, presentations, group discussions etc are been arranged apart from regular class room learning.

Alumni, students, faculty, staff etc feedback is conducted to enhance in the quality of learning.

Students actively participate in all the events conducted by the institute leading to leadership and team building qualities.

Societal and cultural development:

Students are encouraged to participate in social activities like, Traffic Day, Blood donation camp, Aids awareness showing the bond towards the society.

Students are reached in the various strata blooming.

5. CONCLUSION

Additional Information :

Unique Institute of Management of Pune is located on Katraj Kondhwa Road , within the limits of Pune Municipal Corporation. The institute is just 1 kilometer away from Pune- Mumbai highway (Katraj Chowk). It is adjacent , to hillock between Jain temple and Shatrunjay Temple. Katraj's famous Rajiv Gandhi Zoological Park, Katraj Lake and ISCON temple is within 1 kms distance. Pune is renowned for it's quality education and known as Oxford of East. There are ample educational opportunities available in all fields. It is also well known for it's cultural heritage and known as cultural capital of Maharashtra state. Pune city is surrounded by various industries which includes prominently automobile and auto ancillary units, IT, healthcare, etc. This helps institutes like for the collaboration opportunities in terms of research , internship , on job trainings and final placements.

Concluding Remarks :

Unique Institute of Management was started it's MBA program with the vision of "Creating a world class and contemporary educational environment " has lived up to the expectations of the society. The institute created an ecosystem by focusing on academic requirements along with community services and made suitable background for graduating management students. As the requirements of industry UIM conducts short term certification courses in supplement with SPPU curriculum. The institute is approved by AICTE, affiliated to SPPU. The institute's culture is developed in accordance with requirements of statutory bodies. Unique is also known for its contribution towards the society welfare and which is recognized by various bodies.

Approved and experienced faculty members is the biggest strength of UIM and which has helped the institute to create it's brand in Pune city. Management always encourages faculty for higher education and research and required support is provided. Innovation and attainment of contemporary management practices is the Mantra of educational system at UIM. The incubation of budding entrepreneur is one of the achievements of UIM. UIM faculties always contribute in the SPPU's various bodies. The institute has ensured adequate physical facilities for creating conducive environment for MBA program. The functioning of UIM is governed systematically under the aegis of Eagle Education Society's governing body. The decentralized mechanism has been opted for easy day to day operations.

While submitting this SSR , detailed criterion wise analysis is done and the extensive report is prepared for the submission.