SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION

S.NO. 39,BEHIND BHAIRAVNATH TEMPLE,NARHE-DHAYARI ROAD,NARHE
GAON,TQ.HAVELI
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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Zeal Education Society is established in 1996 with a vision to impart quality education from KG to PhD. The society runs two schools in Hingane campus and four professional colleges in Narhe campus. The professional colleges in Narhe campus include Zeal Institute of Management and Computer Application (ZIMCA), Zeal College of Engineering and Research (Formerly known as Dnyanganga College of Engineering and Research), Zeal Polytechnic and Zeal Institute of Business Administration, Computer Application and Research. ZIMCA is established on 15th June 2009 and is a self-financed institute approved by All Indian Council for Technical Education (AICTE), New Delhi and affiliated to affiliated to Savitribai Phule Pune University (SPPU) (Formerly known as Pune University), Pune.

The institute is running one Postgraduate (PG) programmes viz. Master of Business Administration (MBA).The institute is known for its student centric academic environment and many measures taken such as academic monitoring, remedial teaching, student teacher interaction, expert talks, guest lecturers etc. for continuous improvement in academic performance of the students.

The adequate infrastructural facilities as per statutory norms are in place, the institute has been supplemented with Entrepreneurial Development Program cell, Incubation center, Bank on Cell, Lakshya study center for preparation of competitive examination, TED center etc. Additional facilities like music, dance and recording studios have been established to cultivate the extra-curricular activities to make student centric techno-cultural learning environment. Owing to this support, the students have won in many competitions.

Vision

VISION

"To be a respected leader in imparting sound domain knowledge, skills, developing managerial acumen and entrepreneurial fortitude while inspiring positive change and enriching the community"

Mission

To provide a nurturing environment that connects students, community and opportunity

Provide educational programmes that lead to acquisition of knowledge and skills necessary to achieve information literacy, career advancement, personal enrichment, leadership and service to the community.

To relentlessly pursue excellence through continual learning.

To create more job creators than jobseekers as a service to nation building

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Geographical location of the institute.
- Renowned status of affiliating University.
- Well planned and over the mark infrastructure rail facilities.
- Qualified faculty members.
- Encouraging environment for overall development of students.
- Excellent facilities for training and placement of the students.
- Supportive work culture through participative management and decentralized governance system.
- Active involvement of faculty in GFM activity for continuous monitoring of students.
- Active involvement of students in curricular and co-curricular activities through Management department and various cells.
- Excellent sports and cultural facilities to support student participation in extracurricular activities.
- Financial Support from affiliating University for infrastructure upgradation, research projects, conduction of conferences, seminars, workshops, and student welfare.
- Customized ERP system for maintaining all records.
- Eco-friendly green campus.

Institutional Weakness

- The institute is 8 years young institute in the competitive environment as compared to other nearby institutes.
- Admitted students are of low merit.
- Professional and communication skill soft the admitted students are not up to the mark.
- Less number of quality publications, research and consultancy projects.
- Low percentage of Campus placements.

Institutional Opportunity

- Establishing the brand of institute in the society.
- Fascinating the young and motivated faculty members towards research and academic excellence.
- Inculcation of social responsibilities among the students through active social activities to produce good citizens of Indiawithmoraland ethical values.
- To promote the active engagement of the learner via project-based learning and development of projects through excellence centres and technical clubs to satisfy social needs.
- Co-teaching from the industry through training and placement cell industry institute interactive learning to prepare industry-ready candidates.

Institutional Challenge

- Attracting meritorious students.
- Retaining faculty of cadre.
- Improvement in campus placement.
- Cultivation of research culture.

- Increase in quality research work leading to patents.
- Student progression to higher studies in reputed institutes.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institute is affiliated to SPPU and therefore implements curriculum set by the SPPU. The Institute has a structured, systematic planning and implementation of the curriculum. The Institute ensures an effective curriculum delivery by deploying a student-centric approach through a well-planned and documented process of plan, develop, check and action is taken.

The CBCGS (Choice Based Credit System) curriculum offers flexibility for students to choose the course out of the basket like a cafeteria approach. These courses are offered to the students considering the employability potential, students' background, skill sets, availability of resources and value addition that happen to the students' skills as an outcome of the course.

The Institute integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics through audit courses, by organizing workshops/ seminar/conferences, guest sessions and through suitable policies and practices. Institute offers professional management programmes and it is important that the student carries out field/ internships projects, ii) dissertation for MBA.

The Institute has a structured mechanism to obtain feedback from the stakeholders regarding curriculum and curriculum delivery. The necessary action in terms of feedback to the management and refinement of academic processes is initiated.

The alumni association of the college is lively and organizes Alumni meets and interacts during the year, requests them to guide present students. Training & Placement Cell has a vigorous campus placement and career guidance activities.

Teaching-learning and Evaluation

Students are admitted in the institute through the Centralized Admission Process (CAP) conducted by the Government of Maharashtra. All the seats including Institute level seats are filled through CAP ensuring transparency in the admission process. Admission process ensures inclusion of students from all types of categories as per policy laid down by Government of Maharashtra.

The Institute has a formal Academic Monitoring Committee (AMC) to monitor the teaching learning process. The AMC designs the Academic calendar earmarks academic activities, events, evaluation schedule and other activities. Teaching is based on course plan made by the course coordinator and approved by the Programme coordinator, Academic Head and the Director. The Institute has maintained adequate infrastructure and facilities for learning and self development of the students. The guardian faculty members (GFM) address various issues faced by the students. Institute conducts remedial classes on the need basis.

To ensure overall development of the faculty members, the Institute motivates them to participate in various workshops, seminars, conferences, FDP and University responsibilities.

Formative evaluation is carried out in the Institute. In Formative assessment, the Institute adopts various concurrent evaluation parameters given in the SPPU curriculum for continuous monitoring and assessment of students' progression during a course; it is followed by summative evaluation carried out by SPPU.

The attainment of the course outcomes is measured directly through evaluation report.

Research, Innovations and Extension

The Institute feels the need to inculcate research culture in the Institute and has been taking small steps in that direction. The Institute supports faculties to conduct research and consultancy activities by motivating them for acquiring funded research and consultancy projects on sharing basis. Faculties and students have access to the library, e-journals, journals, online resources, magazines and ICT facilities for research on campus. The Institute motivates faculties and students to publish their research work, Books/ Book chapter in seminar/conference/reputed journals/publications. The Institute publishes annually Symphony, our Management Journal (ISSN Indexed Journal). The Institute has stated Code of Ethics to check malpractices and plagiarism in Research for faculties and students. Institute started one unique activity in its campus i.e. 'Research Cutta' to promote research and consultancy work among students and teaching staff. The Institute proposes to set up a Research and Consultancy Cell in the near future.

The Institute has established Entrepreneurial Development Cell. The Institute recognizes the successful alumni entrepreneurs by bestowing 'Audacious Alumni' and 'Successful Woman in Management' awards. Initiatives like inviting successful first generation entrepreneurs in the Campus for sharing their success stories to the students are encouraged. Institute conducts the number of workshops/seminars/ conferences to bridge the gap between Industry and Academia.

As an extension, efforts are pursued to fulfil its corporate social responsibilities for the nearby community through organizing social activities. The Institute hopes to sign a couple of MoUs with the industries this year.

Infrastructure and Learning Resources

The Institute believes in the holistic development of its students and in creating an environment conducive for this to happen. Apart from having ICT enabled classrooms, two computer labs, seminar hall and library, it also has to support facilities like sports ground, indoor games, gymnasium, yoga centre, cultural activity centre. Care has been taken to modify the available infrastructure for the differently abled students. Budgetary provision for up-keep of the infrastructure is made.The campus also has a bus facility for day scholars.

The Library, the knowledge resource of the institute, has Library Management Software(AutoLib)for monitoring and reviewing library resources. The library is enriched with a variety of books, journals, magazines, newspapers, special reports, CD, DVD, e-journals. Multimedia PC's and reprographic facilities are also provided in the Library.

Connectivity is provided through a 35 Mbps leased line internet connection. The Institute frequently updates its IT facilities from time to time. The computational facilities cater to the needs of Students, faculty members and researchers.Labs are 100% networked.Institute makes sufficient budgetary provision for maintenance of both physical and academic, and Library support facilities.The Institute has formulated policies and procedures for maintaining and utilizing physical, academic, and support facilities. The policies are restructured from time to

time and made available in the administrative office.

Appropriate safety and security equipment have also been mounted on the premises. The Institute has received the grant for the purchase of equipment from SPPU. Contractual House-keeping agency has been hired to maintain the proper hygiene.

Student Support and Progression

The Institute follows a student-centric approach. Financial assistance in the form of scholarship and free ships is provided to the eligible students as per Government norms.Mentoring and counselling sessions for students are conducted to guide/counsel in terms of their personal and life goals.

Infrastructure and facilities are provided on the Campus for students to exhibit their talent and overall development. Lakshya study circle and Bank On Cell for guiding students in preparation for competitive exams are active. The Institute has grievance redressal cell, Anti Ragging Committee, SC-ST, Internal Complaint Committee to resolve issues of the students. Students are members of these committees.

The Training and Placement cell is participative and student driven. Internship and placement activities are coordinated through the cell. It provides pre-placement guidance and required training to the students to make them employable. The Institute not only encourages students to participate in various co-curricular and extra-curricular activities at various level but stimulated to organize co-curricular and extra-curricular competitions/events in the institute.

The Institute has had an informal Alumni Association. Exertions are being made to formalize the same. The Institute has been conducted an Alumni meet every year. Efforts are being made towards Alumni Engagement in development of the Institute by contributing towards Academic and Placement activities.

Governance, Leadership and Management

The vision and mission of the institute are derived from Zeal Education Society. The democratic and participative approaches adopted by the Governing Body (GB)and Local managing committee (LMC).Both the bodies have a representation of teaching staff. This helps to design, deploy and monitor various policies, plans and procedures for effective governance. By delegating authority to various functional committees, the GB has adopted a decentralized approach. These committees perform their activities and report to the authority.

The top management reassures faculties to develop leadership qualities by setting goals, involving them in participative decision-making through a well-defined organogram. The e-Governance system of the Institute brings transparency and accountability.

For faculty empowerment, the Institute promotes the faculty for active participation in orientation programs, refresher courses, Faculty Development Programs, seminars/Conferences. The management extends support to allow such empowerment programs through a transparent faculty performance appraisal system.

The Institute prepares an annual budget and makes financial provisions for the forthcoming year. The financial provision provides for compliance with the norms specified by government regulatory bodies like the affiliating University, DTE and AICTE. The income and expenditure of the institution are audited internally and

externally annual basis. The revised budget is prepared and presented to the GB.

Internal Quality Assurance Cell (IQAC) is recently constituted to plan, monitor, suggest and assure quality in every aspect of the running of the Institute.

Institutional Values and Best Practices

The Institute imbibes core values and designs code of conduct for the stakeholders and the same are communicated. True to its core values the Institute believes in maintaining transparency and the same is reflected in its financial, academic, administrative and support functions.

The Institute organizes a program to address cross-cutting issues related to gender and environmental sustainability. The Institute has the network of CCTV cameras installed, and security guards are on duty 24x7 for safety and security. The common room and separate washroom are available for Ladies in the Institute. The students are educated and counselled about 'Damini Squad' and 'Police Kaka' scheme formed by Pune police commissioner for the safety of students.

The Institute has adopted conscious steps to maintain a green, eco- friendly and pollution free campus. Campus focuses on energy conservation, use of renewable energy, water harvesting, tree plantation, e-waste disposal management not only this but social initiatives such as 'Road Safety', 'Swaccha Bharat Abhiyan', 'Eco-Friendly Ganesh idol/immersion' to involve and make the local people aware of government's initiatives.

The Institute empathizes with differently abled people and provides infrastructure and necessary resources such as Physical facilities, Provision for lift, Ramp / Rails, Rest Rooms and Scribes for examination for differently them.

The Institute takes efforts to study and adopted Best Practices which are Student-centric and work at enhancing quality in all its processes and facilitate entrepreneurship development in students as a service to the nation.GFM activity is adopted by our institute.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Zeal Institute of Management and Computer Application
Address	S.No. 39,behind Bhairavnath Temple,Narhe-Dhayari Road,Narhe Gaon,Tq.Haveli
City	Pune
State	Maharashtra
Pin	411041
Website	www.zimca.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Professor	Ravindra Gadge	020-67206041	8975797968	020-6720603 8	ravindra.gadge@zealeducation.com
Director	Aditi Markale	020-67206042	7447422241	020-6720610 1	zeal.zimca@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	15-06-2009

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?	Yes
If yes, has the College applied for availing the autonomous status?	No

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	S.No. 39,behind Bhairavnath Temple,Narhe-Dhayari Road,Narhe Gaon,Tq.Haveli	Rural	0.5	3456

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,Master Of Business Administration	24	Any Graduate with minimum fifty percent marks	English	120	114

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	1	0	2	0	2	0	2	7	1	0	8
Yet to Recruit				0				2				2
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	7	3	0	10
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				2
Recruited	1	1	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	1	0	0	2	0	0	0	0	4
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	6	1	0	7

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	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	117	3	0	0	120
	Female	42	0	0	0	42
	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	7	15	15	9
	Female	6	3	5	0
	Others	0	0	0	0
ST	Male	0	1	1	1
	Female	0	0	1	0
	Others	0	0	0	0
OBC	Male	8	6	15	3
	Female	3	2	2	1
	Others	0	0	0	0
General	Male	28	25	35	21
	Female	6	9	11	11
	Others	0	0	0	0
Others	Male	6	4	8	1
	Female	4	3	1	1
	Others	0	0	0	0
Total		68	68	94	48

3. Extended Profile

3.1 Programme

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

Response : 148

Number of self-financed Programmes offered by college

Response : 01

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

Response : 0

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
128	151	140	125	129

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
43	42	44	44	44

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

2016-17	2015-16	2014-15	2013-14	2012-13
50	75	42	75	46

Total number of outgoing / final year students

Response : 288

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	16	16	16

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

2016-17	2015-16	2014-15	2013-14	2012-13
13	12	14	13	16

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 : 95

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 : 42

3.4 Institution

Total number of classrooms and seminar halls

Response : 6

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

2016-17	2015-16	2014-15	2013-14	2012-13
72.56	87.13	66.44	68.51	70.01

 Number of computers

Response : 120

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

Response : 1.51

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

Response : 0.56

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:

• Before commencement of every academic year, Head Academic and Director of the institute prepare the academic calendar, in accordance with academic calendar of SPPU. The academic calendar is circulated to all stakeholders.

• Academic Calendar includes planning of industrial visits, workshops, seminars, guest lecturers, Conferences, curricular and extracurricular activities.

• Director and Academics Head allocate the theory and concurrent evaluation courses to the teachers based on their expertise and their choice.

• The timetable coordinators prepare the timetable for each class so that teaching scheme given by SPPU is followed. The class timetables are displayed on common notice board and uploaded in Enterprise Resource Planning (ERP) system, the individual timetable is provided to all faculty members and the same is also made available on institute website.

The process of executing the plan:

•For proper implementation of curriculum, every subject teacher prepares a teaching plan before commencement of the semester.

•The teaching and course plans are approved by Academic Head before the start of a semester and communicated to students through ERP by respective course teacher.

•Every subject teacher maintains a course file pertaining academic calendar, timetable, syllabus copy, lesson plan, subject notes, previous question papers and solutions, class test records, question bank along with prerequisites of the course and content beyond the syllabus.

•The course files are evaluated by Academic Monitoring Committee (AMC) with help of concerned senior subject teacher and Academic Head

•AMC monitors the academic activities on a day-to-day basis to ensure the execution of timetable. It also monitors the execution of academic calendar and teaching-learning process after every 15 days and finds the gap, if any. The gaps are conveyed to Academic Head for necessary action.

•For a group of around 20 students, a teacher is allocated as Guardian Faculty Member (GFM). GFM conducts a weekly meeting and does the counselling of poor performing students. GFM also addresses the non- academic issues of the students. Functioning of GFM activities is monitored by respective Academic

Head.

•The academic performance of students is continuously monitored by conducting unit tests, mock practical examinations during the semester. The remedial classes are conducted for the students having poor performance in these evaluations.

•Library committee conducts the meeting and takes an appropriate decision regarding the requirement and procurement of books, journals, e-journals. The completely online system is implemented in a library for transactions of the books.

File Description	Document
Any additional information	View Document

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

Response: 0

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
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

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

Response: 5.88

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
0	1	1	1	1

File Description	Document
Any additional information	[View 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: 148

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](#)
Any additional information	[View Document](#)

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

Response: 8.71

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
23	17	9	5	5

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

1.3 Curriculum Enrichment

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

Response:

The Institute conducts various programmes on cross-cutting issues like gender, Environment Awareness, and sustainability. Human Values and professional ethics. Also, the Institute creates awareness among the students by organizing different programs in which the resource persons are invited to address the students on cross-cutting issues. The Institute had organized different programmes to address cross-cutting issues such as gender and make awareness among female students. In the academic year 2014-15, 2015-16, & 2016-17 Institute participated in Swachha Bharat Abhiyan with the help of Grampanchayat Narhegaon, Tal. Haveli Dist. Pune also Institute set tradition to celebrate World Woman's Day on 8th March of every year. Institute has been celebrating 'No Vehicle Day', 'Road Safety Week', to create environmental awareness among students with the support of the staff and Zeal Education Society Management. Institute organizes various activities for environment awareness few of them are listed below. Art of living and Yoga for students and employees, Film Screening, and Guidance on Environmental issues. Human Rights Education is a compulsory subject for MBA students which helps to create awareness among the students to tackle the cross-cutting issues.

In addition to above activities, to maintain the healthy academic environment in the institute, various committees are formed as mentioned below. These committees are observing that all corresponding acts and statutes of Government and SPPU are strictly followed.

- Committee for SC/ST
- Grievance for Redressal Committee
- Internal compliant committee
- Anti-ragging committee

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

Response: 0

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

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: 24.56

1.3.3.1 Number of students undertaking field projects or internships

Response: 42

File Description	Document
Any additional information	[View Document](#)
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[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: B.Any 3 of the above

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

1.4.2 Feedback processes of the institution may be classified as follows:
**A. Feedback collected, analysed and action taken and feedback available on website**

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

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

File Description	Document
Any additional information	[View Document](#)
URL for feedback report	[View Document](#)
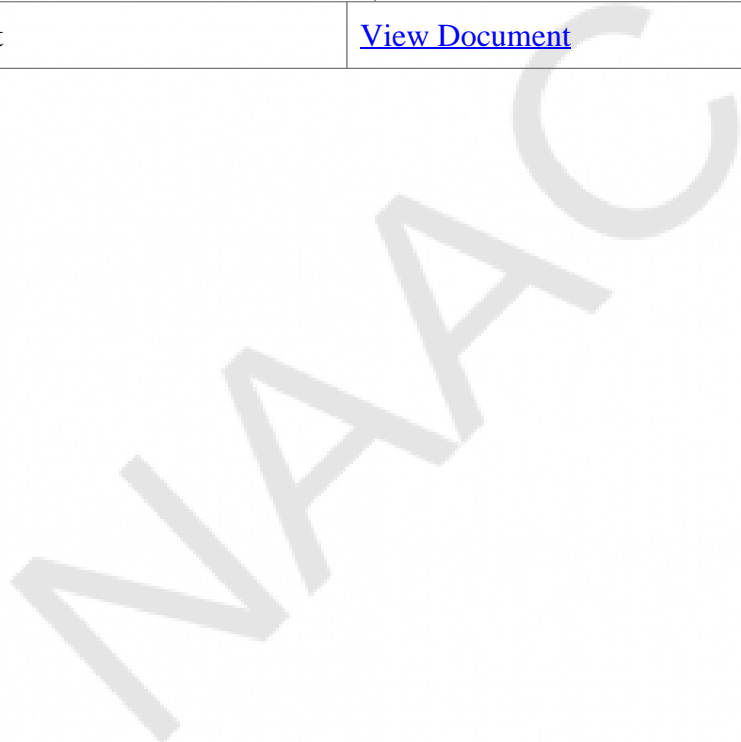
Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0.47

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
2	0	0	1	0

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 59.17

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
68	68	94	48	77

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: 72.02

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
35	34	44	16	27

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

2.2 Catering to Student Diversity

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

Response:

The institute has a method to identify the **advanced learners** and to respond to their special educational and learning needs as follows.

• The advanced learners are identified through the upfront interaction of students with teaching staff, involvement in classroom debate, performance in the Progressive Assessment tests (PAT), and Viva Voce examination, participation in classroom presentation and handling question and answer session effectively, result in analysis, outcome-based assessment etc.

• They are provoked to participate in workshops, symposia, and seminars provide them exposure to the most recent enhancement.

• The students are motivated to choose the latest topics for industry based Summer Internship projects and mini-projects under the guidance of the faculty members.

• They are provided with the advance exposure by motivating them to participate in competitions on research paper presentations, projects, games, case study development etc.

• Help them to become the job creator in terms of special training for becoming a ' Budding Entrepreneur' and other competitive examinations is provided to advanced learners.

• They are motivated to be part of activities, events and competitions like World Entrepreneur Day event and many more such events etc.

• They are motivated to take active participation in the institute level initiatives like Bank on Cell, EDC,

TEDx, Lakshay competitive examination centre, Automobile Excellence Centre, Firefox club, IBM Excellence Centre etc.

Based on the result analysis and academic monitoring, the information about students at the risk of dropout or slow learner is obtained as follows.

• Once the admissions at First year MBA Ist course, students with the low score in qualifying examination MBA CET are identified.

• The resulting analysis of Savitribai Phule Pune University examinations, Allowed To Keep Term (ATKT) students from higher classes are notified.

• Defaulter students with comparatively less attendance are marked.

• Equally, they are identified through communications with the subject teacher while evaluating the students in theory class, laboratory or tutorial sessions and interactions of GFM during periodic meetings with students.

The data and information of the students at risk of drop-out are used for following activities.

• The institute regularly conducts remedial lecturers for slow learners for difficult subjects.

• Faculty frequently teaches the content as per requirement of slow learners, especially conducted on Sunday.

• Faculty communicates the parents regarding the performance and attendance of their son/daughter on regular basis by calling on the cell phone.

• Practical approach based case studies, Question banks and assignments are given for every subject.

• Free ship and scholarship to EBC students are provided as per the norms of State Government of Maharashtra.

•Instaead of one time and full-time fees payment there is a wavier in payment of fees to needy students mainly Installments are given.

• The institute facilitates the information about Government and Non-Government Organizations (NGO) aids, educational loan and various scholarships and supports the students in applying for such scholarships.

• Free book bank facility is provided to SC/ST students.

2.2.2 Student - Full time teacher ratio

Response: 10.69

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:

The Academic Calendar is prepared by the Academic Head in consultation with the faculty members and the Director. It is published on the website before the beginning of the academic session every semester and provides a plan for the students, teachers and parents. A copy of the teaching plan is submitted to the Academic Head and Director for their suggestions and approval. A Timetable is prepared semester wise for MBA and is displayed on the notice board. The Institute follows the Standard Guidelines decided by Zeal Institutes in preparing academic calendar, teaching/session plan as well as their evaluation and monitoring.

ZIMCA has adopted student-centric methodology. There is an Industry-Institute linkage that has provided Faculty and Students with broader horizons of learning and knowledge that gets transformed to experiential learning. Winter Internships and Student internships are two initiatives pursued rigorously by ZIMCA for experiential learning. Group tasks or team assignments are practiced to reap the benefits of peer learning or promote participative learning. Group presentations are encouraged as all this improves listening skills, helps students look at the problem holistically, teaches students to work effectively in teams and helps students propose solutions acceptable to all members of the team. Case studies wherever appropriate are used in the curriculum for enhancing problem solving and analytical abilities.

Continuous up-gradation opportunities are provided to the Faculty to undergo various courses and studies in their specialization area. The Faculty members are encouraged to attend/participate in Training programmes, FDP, Conferences, Workshops and Seminars to facilitate learning in new areas of study. The Faculty Members are allowed to be Members of the Professional Bodies and Associations. Guest lectures are organized frequently with subject experts from the industry so that the students and Faculty get a practical exposure of the industry and the market. Local visits to industries and academic institutions are organized every year to expose the faculty and students to the world outside. Research Katta Meetings are organized every fortnight to enhance Faculty's knowledge in their subject matter and current issues, increase their research aptitude, improve their collaboration with the corporate and reputed academic institutions through consulting and advisory work, participation in seminars, workshops and conferences, MDP and FDP, Faculty exchange and academic collaborations. This facilitates the Faculty involvement

with external Faculty or academic scholars, industry practitioners associated with reputed and highly accredited universities, B-Schools and other academic institutions, research organizations and reputed companies to obtain valuable assistance and guidance on issues related to curricula and pedagogy, most recent trends in delivery of academic matter and content, significant research trends and industry practices. Innovation and Development for Excellence in Academics talks are held from time to time to create and build awareness among Faculty members about the advanced technologies, innovative pedagogies and best practices in higher education that can be adopted to enhance the quality and efficiency in planning and delivery of content.

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

Response: 87.5

2.3.2.1 Number of teachers using ICT

Response: 14

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

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

Response: 10.69

2.3.3.1 Number of mentors

Response: 16

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:

To make the students life-long learners and innovators, the institute takes various initiatives such as,

Institute

* For better result and to impart quality education among students ,institute is assure seminar halls and tutorial rooms facilitating computers with comparative accessories and collections for web based learning motivating students for self-learning through; Web-based learning, ICT, Classroom presentations to provide infrastructural requirements.
* Continuous access and dialogue with all stakeholders attached with institute to strengthen the efficiency of interaction with stakeholders.
* As a part of interactive Teaching Learning process the student centric processes is implemented to upgrade student's satisfaction.
* Value added programs to motivating teaching staff to participate in QIP/BOS/FDP/Academic activity and   syllabus implementation workshop etc.
* Encouraging students to participate in various managerial events to enhance satisfaction of staff through developmental activities.
* Contemporarily management topics are covered through guest lectures from subject matter experts.

Academics

* Proper procedure is adopted to evaluate teaching learning process and take appropriate measures for possible improvements.
* The teachers are also undergone through to evaluation process to check their performance and suggest ways to improve the performance.
* Proper evaluation processes are set to develop and implement transparent process for internal assessment of student performance.
* Subject wise result benchmarks are set to improve and attain both qualitative and quantitative results of University examination.
* As a part of Industry-Academia the cordial relations with industries are continued and enhanced to bridge the curriculum gap and to solve real problems in association industry experts.
* Institute organizes International/National conferences, seminars and workshops
* Students make use of digital library for literature survey of seminar/project topics which develops awareness of the latest trends in respective fields.
* Classroom sessions are made interactive and students are promoted to ask the questions to create critical thinking and understanding of the topic.
* Students are encouraged to make presentations on latest topics/ topics of their interest.

2.4 Teacher Profile and Quality

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

Response: 85

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

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

Response: 10.63

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
2	2	1	1	1

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: 5.94

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: 0

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
0	0	0	0	0

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
Any additional information	View Document

2.5 Evaluation Process and Reforms

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

Response:

- The academic calendar is designed for the current semester. Subject faculty members prepare teaching plan for their respective subjects, course file preparation and assessment strategies for internal evaluation of the students. The evaluation process helps to ensure an improvement in the student academics. The academic plans and academic calendar inclusive of various activities of the institute is displayed on notice board and website before the start of the semester. Course Structure and syllabus of the respective programme are displayed on University website and on institute notice board. At the commencement of the semester, students are notified about the criteria for evaluation of term work. Class teachers and subject teachers inform students about the evaluation process. The continuous internal assessment based on students attendance and concurrent evaluation parameters. Additional teaching hours are included for difficult subject The information in all these processes are informed to the industry at the time of Training & Placement cycle. Motivation to faculties for continuous improvement through our robust appraisal system.
- The institute is affiliated to SPPU and hence strictly follows University evaluation processes. All the necessary circulars and notices are available on University website. The institute has separate examination cell working under College Examination Officer (CEO) which takes care of dissemination of University circulars and notices to the institutes. At the beginning of academic year, students are informed about the examination question paper pattern. Concerned teachers inform the students how to prepare, write the answers at the University and Internal Exams.Concerned staff informed students about concurrent evaluation system for internal and external subjects. Each faculty member provides necessary tips to the students in order to improve their performance in the End-Semester Exams. Majority of students have improved their performance in End Term Exams. CEO formed the Internal Committee for internal examinations. Before internal and external examinations we conducted a meeting of all members those have participated in examination work for the smooth conduction of examination. The examination committee follows all the rules, ordinances etc. to ensure the sincere implementation of the system. In the Examination Control Room, an advanced photocopier machine is installed for printing the question papers. Results of internal examinations are notified in the Notice Board of ZIMCA.

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

Response:

The internal assessment of the institute is designed to be transparent & robust. The CEO(College Examination Officer) is appointed as per the norms of SPPU. The institute has an Examinations Committee to assist the CEO in the conduct of exams at the institute. The committee had The Head Academics as a member of the committee to ensure that all evaluations happen on time and as per the norms and frequency decided upon by the Academic Monitoring Committee and as required by SPPU.

Students are explained in the beginning itself how they are going to be evaluated for that course. All important circulars and notices are displayed on the institute's notice boards and also communicated to the students through email/WhatsApp. Multiple Choice Question tests for every unit are also given to students in preparation for their Final Online Exams. Class tests, Assignments and Internal Assessment Exams are an integral part of every course. The answer sheets for the class tests and Internal exams are shown to the students and Model answers discussed in class to enable students to appreciate what needs to be augmented to their answers to get better scores. Subject teachers discuss from time to time how the application-oriented questions are to be tackled in the exams. Viva-voce, if appropriate for the subject matter, are used for evaluation, they test the communication skills and subject clarity of the student.

For every subject, full credit and half credit course three/five concurrent evaluations are conducted every semester. These evaluations are approved by the Academic Monitoring Committee and informed to the student at the commencement of the course. SPPU has a 20 marks online exam. The 30 marks with the Institute roughly follow the following structure : Class test 10 marks, Assignments 10 marks, Presentations/Posters/Case/Role Play/Mini Projects/Field Visits/Viva 10 marks, MCQs test 10 marks, Internal exams(PAT-Progressive Assesment Test) 30 marks – adding all these marks get converted to out of 30 marks and External examinations are for 50 marks.

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

Response:

Institute has well established and defined processes relating to evaluation – examination grievances redressal. These processes based on the type of grievance are – Internal marks evaluation - Such grievances are referred to the Director through College Examination Officer (CEO). Concerned subject teaching faculty and Guardian Faculty Member (GFM) resolves the grievance based on documentation. Class test, and Prelim examinations evaluations - The complaints of such examination evaluations are resolved by respective subject teacher CEO and Head of the Institute. University also has set process of grievances redressal. It is adopted and executed at college level too. This includes – Theory examinations - The queries and compliant about this evaluation are recorded by examination section of the college and submitted to University for corrective action. These corrective actions are normally re-evaluation, re-checking, providing photocopy of answer sheet to the student etc. At University level, students can apply for verification, revaluation and for photocopy of answer book. The University examiners re-verify, re-assess the answer books and the revised marks if any, are sent to the institute which are communicated to

the Institute examination department and to the student by students section within stipulated time period. Further institute has taken following measures for the effective implementation of the evaluation reforms introduced by the University. Online examinations: The effective implementation of the online examination is ensured by way of display of online examination timetable, appointment of eligible internal supervisors and use of CCTV cameras for monitoring of online examinations In-semester examination: Execution of In semester examination is carried out in following steps In-semester examination is carried out as per SPPU timetable. In-semester and End semester examination question papers are set by SPPU appointed examiners. Junior supervisors are appointed for invigilation Masking of papers and Central Assessment of answer Papers (CAP) is conducted at college level for fair assessment of papers. End semester examination: For smooth conduction of University theory examination, Appointment of examiners is done by SPPU Proper display of examination timetable End semester examination question papers are set by SPPU appointed examiners. SPPU appoints external senior supervisor to monitor the whole examination conduction process in fair and transparent manner. For smooth conduction of University theory examination, Senior Supervisor is appointed who looks after overall conduction of the examination. Junior supervisors are appointed for invigilation. During examination higher authorities surprise visit are taken appointment of Internal squads by institute CEO.Director and CEO conducts a meeting with all faculty members before every semester examination regarding the smooth conduct/implementation of examination rules, where all faculty members can give their suggestion on various aspects of examination and evaluation based upon the previous examinations. This enables further improvement in the subsequent examination and evaluation.

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

Response:

The Institute strongly trusts on in transparency in its functioning. The institute has a well-defined standard operating procedure to develop the academic teaching plans and followed by a well-defined academic calendar. The activity calendar shows the start and end of each semester stating various activities to be conducted, the internal evaluation schedule and the tentative schedule of external evaluation. Each Course and that respective Teacher of it has his /her own pattern of Internal Examination like Practical, Group discussions, Seminar, Presentations, and Projects etc. So as per their teaching plans, each Teacher has a liberty to schedule their own Internal Subjects Concurrent Evaluation.

Preparation of academic calendar immensely contributes to achieving this. The Academic Calendar helps as a source of information and planner for students, faculty, staff, and other stakeholders of the institute. It encompasses all the processes of the institute such as, the Student section, Administrative, Academic, co-curricular and extracurricular activities. The institute prepares the Academic calendar by understanding the PO's and CO's so that the activities are planned accordingly. Academic Calendar lays down a very strong foundation. It further propagates the Institute's vision and mission.

Preparation of the Academic Calendar begins well before the commencement of the academic year. The Academic calendar is designed in line with the affiliating Savitribai Phule Pune University's Academic calendar and takes into consideration the holidays and vacation on the Campus. Academic Coordinator while preparing the academic calendar in consultation with SSAB Chairman and the Director takes into consideration feedback of previous year activities. Then it is placed before the Governing Body for approval. The suggestions given by the Governing Body are incorporated in the academic calendar before

it is finalized.

The university has enlisted 16 parameters for concurrent evaluation in MBA syllabus.The institute follows diverse evaluation parameters for each course which are dependent on the student's participation in an activity and demonstrating the required skills. The academic calendar is communicated to the students by displaying it on a website, notice board, induction manual and Institute's prospectus. The institute has built-in mechanisms to ensure syllabus completion and conduct of CIE within the time frame and accordingly the various measures are taken. Remedial sessions are conducted on weekdays and on Sundays also.

The Academic committee balances the trade-off between strict adherence to the Academic calendar and conduct of CIE. The Academic committee SSAB committee ensures the strict implementation of the Academic Calendar by monitoring activities. Implementing gaps are reviewed periodically. The status of checkpoints and gap identified in monitoring are conveyed to Director for the necessary implementation.

The institute faces challenges in completing the syllabus, conduct of CIE due to factors beyond the control of the Institute. The MBA admission process is governed by the DTE, the commencement of classes are from the 1st week of August month to this only 5/6 weeks are available to complete the syllabus for the semester.

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:

Our institute ensures that all the stakeholders are conscious of the assessment activities by properly knowing them about the various possibilities to make aware of activities. We appointed the teaching staff to the various faculty development program (FDP) arranged by the university. Here university authority displays and informs all about the evaluation process followed by them. Director and Academic Head inform the teaching staff about assessment process during the semester opening meeting. Equally the induction program is organized for the students and parent at the beginning of the semester.

Director, Academic Head provides detail information about assessment process to the student and parent. Institute is having ERP system for academic and administration monitoring purpose.

The contact number and email ID of every student and their families are added. Thus the progress is sent as and when needed to student and parent. The content of each subject is divided into five units. Progressive assessment test is conducted after each test and enactment of the test is communicated to student and parent. The results also displayed on departmental notice board. The assessment report is also given to Guardian faculty member (GFM) of the student.

GFM then discuss with student and if result of student is not satisfactory then parent are called as well as

Students are counseling takes place properly.

The assessment of the students, Parents are briefed about the assessment process.

Learning during semester and until end of semester is carried out in following way Online, prelim examination

Followed by end semester examination. All examination conducted by the university. Progressive assessment test, mock test, viva voce examination after each experimentation, quiz, and assignment are carried out by the institute to evaluate the performance of student internally. The result of the student in internal assessment is communicated and explained to student and parent. The signature of the student is taken. The attendance of student is compulsory and every fortnight it is communicated to parent. When attendance is less then the student is counselled convincingly. Performance of student in written examination, online examination and assignment submission, viva voce, assignment, Progressive assessment test and participation in various activities timely displayed on the notice board. It is also communicated to parent through academic calendar gave at the beginning of the semester. Also, the progress report is informed on the regular basis to parent through ERP, website, college notice board, and phone calls by Guardian faculty member (GFM), sending letters, and Email.

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

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

Response:

Every course has specific set of objectives which are approved by the Board of Studies of the Savitribai Phule Pune University. Course Outcome of the respective subject designed by considering these Objectives. The copies of the syllabi are kept in the College library for students. The students are made aware of the learning outcomes through the Director's address in the beginning of the academic year in the form of induction programme. At the beginning of every semester, every subject teacher conveys CO at the introductory lecture of respective subject / course. The faculty of every subject explains course objectives, evaluation pattern, marking scheme etc. to the students.

Students attainment of CO, PO and PSO are assessed by customized evaluation pattern to suit the Course and its COs.: Evaluation includes:-- Seminar presentation, Short quizzes or objective questions Home assignments, tutorials Extension Work Open Book Test Research Project by an individual student or a group of students, Role playing Workshops The college provides opportunities to students to exhibit their understanding through the medium of expression i.e. oral or written. The outcome of the entire exercise is that the evaluation method does not become a hurdle while evaluating students' attainment of CO, PO and PSO of specific Course. Students can optimally express their knowledge and this enhances their confidence. The college follows the evaluation pattern prescribed by the Savitribai Phule Pune University. This type of evaluation includes, term end internal assessment, concurrent evaluations and External examinations conducted at the end of course. These examinations and results also measure the attainment

of CO, PO and PSO.

File Description	Document
Any additional information	[View Document](#)

2.6.3 Average pass percentage of Students

Response: 76.9

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

Response: 213

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

Response: 277

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](#)

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

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	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

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

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

File Description	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:

Our institution has taken various initiatives for creation & transfer of knowledge to the M.B.A. students which expose them to the latest knowledge applications in their field. Our students also have project work according to the curriculum which helps them to get basic applied knowledge. There is separate incubation centre has established with esteemed goal & objectives to give assistance for students who desire to be the job given rather than job seekers. They act as role models for other students and kindle the entrepreneurship. The variety of product or process ideas and the execution plans in their minds need a proper platform for the systematic processing and progression towards a viable innovation, which has been provided by the institute. It contributes not only towards their employment but also towards the contribution to the society or nation in form of the employment and solutions to the unsolved problems of the society.

To transfer knowledge and innovation Institution has taken different initiatives like

ii) **Entrepreneur for Day (E4D)**, to give exposure and practical experiences of the budding entrepreneurs of different backgrounds. Necessary infrastructure and facility, i.e. internet facility, the guidance of & direction from internal experts as well as the external consultants in the different concerned fields.

E4D Practice: As a management institute offering professional programs such as MBA; Institute has shaped an eco-system between academics and practical implementation of the gained managerial knowledge through the curriculum by starting Entrepreneur Development Cell. And as an outcome, the institute has developed unique and movable E4D booth, students take written permission from competent authorities and start an entrepreneurial activity for a day. This practice gives initial inhabitation for taking the risk. As a result of such ice-breaking activities, about 20 students of our institute have started and succeeded as small and medium scale entrepreneur.

BOC Practice:

Bank on Cell (BOC), to prepare the student for the selection tests and post-selection interview procedure for banking recruitment, Through this practice, the institute guides students for public sector recruitment examinations such as banking sector and also encourages the students to learn and conduct their transactions through the cellular banking. The intention is not only to make the students e-transactions-literate, but also to initiate the use of online banking in the country.

Lakshya Study Circle: The institute has its unique and collaborative practice through which the students are motivated and guided by public sector recruitment examinations. The basic objective of this practice is to prepare the student for the selection tests and post-selection interview procedure. This is with the intention to maximize the career prospects of the students in the different fields.

We are in the process of development of a market research and survey agency to assist industries and also to develop incubation centre for partnering with young research scholars in conceptualizing their research ideas into meaningful and marketable products and services and launch them in their startup businesses which would result in the generation of revenues for the institution.

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

Response: 4

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
1	1	1	0	1

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: Yes

File Description	Document
Any additional information	View 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: No

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: 0

3.3.3.1 How many Ph.Ds awarded within last five years

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

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

Response: 0.38

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
2	7	10	4	2

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

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: 0.38

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
2	7	10	4	2

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

3.4 Extension Activities

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

Response:

The institute has conducted various activities through involvement of its students and staff for the benefit to the society. The students get a wonderful platform to involve with each other and learn more about culture, traditions and values of people. Under the extension activities our management students learn the Teamwork, Leadership Skills, Time Management, Effective Communication Skills and Effective Decision Making. Institute involves the faculty and students in community network. This helps the students to learn ethical values and understand their responsibilities and develop them holistically. The institute is engaged in social activities with the help of the students like:

- Road safety awareness program and distribution of 500 helmets to create awareness.
- Blood donation camps
- Tree plantation
- Plastic garbage collection and Swachh Bharat abhiyan
- A campaign on "Eco friendly Ganesh visarjan"
- No vehicle day to promote pollution free environment
- A campaign on "Save Girls"
- Active participation in the women empowerment activity "Tanishka" conducted by Sakal group.
- Visit at old age homes & orphanages.

Through these activities our students get socialized and learn to think beyond individual interests and for social welfare. Our institution is always encourages to faculties and students to follow corporate social responsibility to makes them socially responsible and teaches them the values, responsibilities and ethics which are essential to be a good citizen.

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

Response: 0

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
0	0	0	0	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: 17

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
7	5	2	2	1

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)
Reports of the event organized	[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: 15.73

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
60	48	0	0	0

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document](#)
Report of the event	[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
1	5	1	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: 3

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
0	3	0	0	0

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Zeal Institute of Management and Computer Application, Pune is one of the best Management colleges in Savitribai Phule Pune University. It is one of the few colleges in the Savitribai Phule Pune University which has upgraded its classrooms to facilitate teaching through modern tools and techniques. The entire classrooms are optimally utilized from 9.00 a.m. to 5.00 p.m. (Mon to Sat). The academic session is so framed that our classrooms and computing equipment are effectively used.

The institute has the well-defined policy for creation and enhancement of the infrastructural facilities ahead of needs. The institute has the policy as follows.

- To provide all necessary infrastructural facilities well in advance for effective teaching-learning process. The requirements from all regarding the need of creating new civil and electrical work, laboratory development, teaching aids, faculty rooms (seating arrangements) and furniture are collected according to increase in intake and revised syllabi. These requirements are forwarded to GB through LMC to approve all budgetary provisions which meet twice in a year.
- To carry out preventive maintenance of all computer lab equipment before the commencement of every semester.
- To provide all necessary support in the library such as OPAC system, internet and Wi-Fi facility for the easy accession of all learning resources.
- To have well-equipped auditorium and seminar halls with the audio visual system and adequate seating capacity for smooth conduction of events like conferences, seminars, guest sessions and yoga- meditation camp etc.
- All the classrooms are equipped with LCD Projectors and screens.
- There are facilities like library, reading hall and computer labs.
- Language lab software for to improve the English language proficiency of students.

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

Response:

Sports:

The institute aims to produce physically fit and mentally robust Managers. The institute has a playground area 13952 Sq. Mts. and basketball court area 450 Sq. Mts. with facilities for different outdoor games. The institute also has adequate infrastructure for indoor games. For encouraging students to have active participation in physical activities; institute organizes various events for students. The sports facilities are as follows.

Outdoor sports

Volleyball court – Ball & Net

Cricket ground – Cricket Kit

Kabaddi Court – Kabbadi Mats

Basketball court – Ball

Running Track

Kho-kho ground

Indoor sports

Table tennis – Tennis tables, Racquets, TT Balls, Nets, Blades and Posts Rubbers,

Chess – Chess set

Carom – Carom board with coins and striker

Gymnasium:

Gone are the days when women fitness was synonymous with boring diet plans and an obsession to look ultra slim. Many a time, that meant sacrificing vital nutrients and allied health problems rather than a healthy body. The new age, progressive women have redefined their fitness. It includes healthy eating and some real workout at the Gym.

Understanding the paramount importance that fitness holds in the lifestyle of corporate women, ZIMCA has established an exclusive Women's Gym.

We have all equipment like manual fitness equipment set, treadmill, cross trainer, Air burst gym ball, skipping rope and yoga mats.

- **Cultural Activities:**

Today's generation loves rhythm as much as the melody. Dancing can be a medium to demonstrate one's culture, feelings, and maybe an excerpt from an epic. Dancing now-a-day is also considered to be an effective stress buster among youth.

The institute facilitates the students to explore their talent in cultural events. The institute cultural centre has following well-equipped facilities.

Dance studio - Zeal Dance Studio provides right ambience and atmosphere for the dancers to conceptualize, practice and create dance events for various occasions like National/Inter College competitions as well as the Annual Social Meets of the various Institutes in the Campus.

We have facilities like the dance floor, music system and mirror walls.

Music studio - Zeal Music Studio for every student of ZEAL Institute who wants to come in institute cultural community... If you can sing or play any instrument.

We have all resources and facilities like music stand, Drum set, guitar, Keyboard instruments, Harmonium, Tabla etc.

- Recording studio
- Photo studio

We have an 'Auditorium' for conducting conferences/workshops/cultural programmes. The Auditorium is equipped with facilities like air conditioning, public address system, LCD projector, Net connectivity and remote operated wide display screen.

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

Response: 66.67

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

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

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

Response: 3.93

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
6.00	3.25	1.75	0.50	3.00

File Description	Document
Audited utilization statements	[View Document](#)
Details of budget allocation, excluding salary during the last five years	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Working hours of the library is 10.00 a.m. to 6.00 p.m The total area of library is 103.72 sq.meters. Reading hall Seating Capacity is made for 60 students and E-Learning facility with 5 Computers with internet connection for browsing Digital library.

The library is continuously upgraded by continuously acquiring the books, journals, e-resources, CD's, project reports, .newspapers. The number of Books and Journals added yearly in the Library per AICTE norms, syllabus and users demand.

Library has a various sections viz. Stacking area, reference section, periodical section, digital library section, processing area, new arrival section, reading hall.

Library having Open access system and use of DDC Classification Scheme for the systematic arrangement of the Books . Internet & wifi facility is available in library.

Library has an Institutional Membership of **National Digital Library'** IIT Khargpur**,**

At the beginning of academic year an orientation program is conducted for new members.

Book Bank facility is available for reserved category (SC/ST) students.

Digital Library: Digital library provides digital resources and users can download from digital library

- **E-journals** such as EBSCO BSE+, J-Gate
- **E-Books:** Library provides Springer e-books to the users.
- Previous question papers of SPPU
- NPTEL Video Lectures
- Multimedia facility is available in library CD/DVD of Books,
- Soft copy of Previous exams Question Papers & Syllabus

I Card: Library issues the identity card to each staff and student Zeal Permanent Register Number (ZPRN) is bar coded for the library transactions.

• *Name of the ILMS software : AutoLib Library Management System*

• *Nature of automation (fully or partially) : Partially*

• *Version :* New Generation (NG)

• *Year of automation: 2010 upgraded in 2017*

We are using AutoLib library management software since 2010. This ILMS is very user friendly and it enables efficient library administration to cater user services. AutoLib software keeps all the transaction records & generates various reports which are very useful for library administration.

Software having different modules

1. Master: This module includes college master, institute information, Accession master etc. With this module we can add all master entries. Such as departments, subjects, publisher, suppliers, book language, classification No.etc.

2. Member: This module is all about member. With this module we can add members, update member information, change class & category.

3. Acquisition: Book request, Book approval and other

4. Circulation: This module is used to circulate the books to the users. It is also includes reader information, in-out entries , issue, return, reservation, class wise issue, dues list, penalty etc.

5. Tools: With this module OPAC (Online Public Access Catalog) facility is provided for searching the library resources. User can search the library resources as per follows:

a. General Search: Title, Author, Publication, Subject, ISBN & Classification number

b. OPAC for Advanced Users: The searching can be done with various combinations search fields.

6. Search: Search can also be done through the accession numbers without remembering the title or author of the book. This facilitates fast & accurate searching.

7. Reports: This is an important module of the Integrated Library Management System (ILMS) which helps to generate various reports. The following reports are generated through this module:

a. Circulation: Books Issue/Return summary date wise, book reservation, readers summary, designation wise issue summary, books issued list, books due list, member history and book history etc.

b. Books: List of books on shelf, books given to binding, book list with no of copies, titles list etc.

c. Graphical: Department wise & subject wise copies, Issue count category wise & department wise.

d. Member: Member list roll no. wise, book usage, member history, penalty list etc.

e. Abstract Reports: Here we can get various abstract reports.

f. Multi Selected Reports

8. Print: This module is used for bar code printing, book card printing.

9. System Admin: This module is used for various parameter setting, bulk updating, database backup; import export members excel data, photo and signature.

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

Response:

The library has adequate collection of text books and reference books as recommended by the curriculum. As the institute treats library as Knowledge Resource Centre and endeavors to fulfill the library needs of the students and faculties. Therefore the library is enriched with resources which go beyond the curriculum. The library is enriched with the resources such as Encyclopedias, Dictionaries, Handbooks, yearbooks, rare books, case studies, physical map of the world, biographies and autobiographies of national and business leaders. The library has downloaded various rare books from Rare Book Society Of India (RBSI) and made available to the users as reference material for enrichment of their knowledge.

Books related to competitive exam and aptitude tests, skill development hold place on the shelves of the library. These books are authored and published by well-known authors and publishers.

Latest trend in setting up digital library has been adapted by the library. The digital library has digital learning resources such as NPTEL videos and e-journals. CD's and DVD's are also available to users for their learning. Summer Internship Project reports of past students have been stacked separately for students for their reference. Important articles from all the national newspapers are displayed in the library to enrich the users Knowledge.

Our library is having an Institutional Membership of National Digital Library

List of Rare Books for Library Enrichment

Sr. No.	Name of the Book	Author	Publisher		C
1	A Brief History Of Time	Jack Welch			1
2	A Biography Of Indian Nation 1947-1997	Samaddar Ranbir	Sage Pub		3

List of Books for Library Enrichment

Sr. No.	Name of the Book	Author	Publisher	Copies	YoP	

1	Encyclopedia of Logistics Management (Vol. I,II,III)	Mohd. Shamim	Himalaya	1	2008
2	Entrepreneurial Development (Vol. I,II,III)	Vasant Desai	Himalaya	1	
3	Tourism Management and Marketing (Vol. I,II)	Manpal Singh	Himalaya	1	2008
4	Handbook Total Quality Management (Vol I, II)	Bhat	Himalaya	1	2014
5	Dictionary of International Business	Nandkumar	Himalaya	1	2014
6	Dictionary Of Marketing	Gagan Roy	Himalaya	5	2012
7	Dictionary Of Human Resource Management	Gagan Roy	Himalaya	4	2009
8	Dictionary Of Advertising	Gagan Roy	Himalaya	4	2008
9	Dictionary Of Computers & Internet	Chatwal Giag	Himalaya	2	2013
10	Dictionary Of Finance	Gagan Raj		2	2013
11	Test And Assess Your Brain Quotient	Chrter Philip	Kogan Page	3	2009
12	Numarical Reasoning Tests	Heidi Smith	Kogan Page	1	2008
13	Effective Presentation Skills	Mandel Steve	Viva	3	2004
14	Emotional Intelligence Works	Think Be	Viva	3	2011
15	Aptitude Personality & Motivation Tests	Jim Barrett	Kogan Page	3	2010
16	Ultimate CV	Martin John Yate	Kogan Page	3	2012
17	Ultimate Interview	Lynn Williams	Kogan Page	3	2012
18	Manorama Yearbook 2013			1	2013
19	Entrepreneurs Toolkit		Harvard Bussiness School	5	2005
20	Cases In Rural Marketing	Krishnamacharyalu	Pearson	3	2012
21	Customer Service	Peggy Carlaw	TMH	1	2010

	Training Games				
22	Even More Games Trainers Play	Newstorom	TMH	1	2008
23	Interview Skills	Ashok Soman	Himalaya	3	2009
24	Oxford Advanced Learners Dictionary			4	2009
25	Ramayana The Game Of Life	Shubha Vilas	Jaico Book	2	2015
26	People Tools For Business	Alan Fox	Jaico Book	1	2014
27	50 Companies That Changed The World	Howard Rothnan	Jaico Book	1	2014
28	Managerial Lessons From Ramccaritmanas	Khandelwal	Himalaya	1	2012
29	Child Psychology & Child Guidance	Kale	Himalaya		2015
30	Indira Santanchi Bhavkavita	Khapekar Bharti	saijyoti	1	2012
31	Urmila	Madkholkar	Lakhe	1	2009
32	Rukhamini	Madkholkar	Lakhe	1	2009
33	Bakulichi Phula	Ghumare	Lakhe	1	2011
34	Savay Jinkanyachi	Prakash Iyyar	Manovikas	1	2013
35	Jinious	Godbole Achut	Manovikas	1	2016
36	Meri Kahani	Neelabh	Manjul	1	2014
37	Dregon Jaga Zalyavar	Sadhu Arun	rajhans	1	2015
38	Websters Quick Reference Dictionary Notebook		New age International	5	2014
39	Carporate Chanakya	Pillai Radhakrishnan	Jaico Book	2	2012
40	From Campus To Corporate	Ramachandran	Macmillan	2	2010
41	Ageing Socity	Ghosh Rajarshi	ICFAI	1	2009
42	Agricultural Subsidies	Sridhar Krishna	ICFAI	1	2006
43	Healthcare For The Poor India	Gogula Ratnaja	ICFAI	1	2005
44	Healthcare Sector	Choudary	ICFAI	1	2003
45	Managing Investment Banks	Taher	ICFAI	1	2003
46	Indian Bpo	Akshaya Bhargava	ICFAI	1	2006
47	The Game Is	Mishra	ICFAI	1	2005

	Changing				
48	Soft Infrastructure	Choudary	ICFAI	1	2003
49	Sarbanes- Oxley Act	Mrudula	ICFAI	1	2005
50	Sanitary & Phytosonitery Measures	Rajan	ICFAI	1	2007
51	Re-emerging India	Jadhav	ICFAI	2	2005
52	Value-based Wellness	Srinivasan	ICFAI	1	2005
53	Indian Ethos Of Values For Managers	Khandelwal	HPH	3	2007
54	Reasoning	Gupta Kunal	HPH	3	2010
55	Soft Technologies At Works - Learning Social Soft Skills	Katkhede	HPH	3	2011
56	We The Nation	Palkhivala Nani	-	2	2011
57	How To Face Interviews	Tarafder	-	2	2012
58	Improving Performance Through Statistical Thinking	Galen C	New age International Pub.	3	2010
59	Placement Preparation	Parthasarthy	New age International Pub.	3	2006
60	Internet Marketing For Less Thn 500/year	Marcia Yudkin	New age International Pub.	3	2005
61	Gandhian Management	Ram Pratap	Jaico Book	1	2009
62	Breaking Barriers	Krishnan Janki	Jaico Book	1	2013
63	Mother Teresa	Green Meg	Jaico Book	1	2012
64	Barak Obama	Awate Sanjay	-	1	2912
65	Maths 18 Days Wonder	Khurana Ks, Markanday R	S. Chand	3	2010
66	Cases In Sales & Distribution Management	Gupta S.l Rampal M. K	HPH	3	2011
67	Nelson Mandela	Peter Limb	Jaico Book	2	2012
68	Youth & Old Age	Bhargava K.s	Jaico Book	2	2007
69	Gandhi	Khergamkar Gajanan	Jaico Book	1	2011
70	Kabir	Khergamkar Gajanan	Jaico Book	2	2010
71	24 Brand Mantras	Kapoor Jagdeep	Response	3	2011
72	Academic Writing	Monippally Mathukutt	Response	2	2011

73	Living With Honour	Kera Shiv	Macmillan	2	2012
74	The Tcs Story.... And Beyond	Ramadorai S	-	1	2011
75	Sachin A Hundred Hundreds Now	Krishnaswami	-	2	2012
76	The Tipping Point	Gladwell Malcolm	-	3	2010
77	An Autobiography - The Story Of My Experiments With Truth	Gandhi M. K.	Puffin	2	
78	Rich Dad Poor Dad	Kiyosaki Robert	-	2	2011
79	Tata The Evolution Of A Corporate Brand	Witzel Morger	-	1	2010
80	Sunita Willams	Jahagirdar D V	-	2	2012
81	Ratan Tata	Sevekar Sudhir	-	2	2012
82	Dhirubhai Ambani	Ravindra Kolhe	-	2	2012
83	Laxminivas Mittal	Deshpande Renukadas	-	2	2012
84	Sbi Po Exam	.	Wiley India	2	2014
85	Applied Case Studies In Marketing	Shajahan	-	3	2011
86	Economic Survey. 2011-12		Oxford	1	2012
87	Oxford Essential Thesaurus	-	Oxford	3	2003
88	Case Studies In Marketing	Kapil K N	Pearson	1	2012
89	Marketing White Book (2013-14)	Business Standers	-	1	2014
90	Principles Of Geographical Information Systems	Burrough , Mcdonnel	Oxford	1	2013
91	Marketing Management (case Study)	Ramesh Kumar	Pearson	1	2016
92	The Virtual Traning Guidebook	Huggett Cindy	Kogan Page	1	2015
93	Brand Sense	Martin Lind Strom	Kogan Page	1	2011
94	A Guide To Non-cash Reward	Rose Michael	Kogan Page	1	2011
95	Delivering Lectures	Haynes	Viva Book	1	2015

96	The Ideas Book	Kevin Duncan	Viva Book	1	2017
97	Adair On Teambuilding And Motivation	Thomas Nil	Viva Book	1	2015
98	The Diagrams Book	Kevin Dancan	Viva Book	1	2017
99	Inspring Leadership	John Adair	Viva Book	1	2015
100	Topgrading	Bradford Smart	Viva Book	1	2008
101	Leadership Coaching	Graham Lee	Viva Book	1	2017
102	Starting A Successful Business	Michacl Morris	Kogan Page	1	2011
103	Impactful Presentation	Farrell	Viva Book	1	2015
104	Harvard Business. Review What Makes A Leader		Harvard Press	1	2001
105	Japanese-style Management	Shigeo Shimizo	Viva Book	1	
106	The Astd Leadership Handbook	Elaine Biech	Viva Book	1	2017
107	Meditation For Beginners	Jack Kornfield	Jaico Book	1	2015
108	Oxford Student Atlas	-	-	1	2016
109	General Knowledge Manual 2017	Edger Thorpe	Pearson	1	2017
110	The Great Book Of Puzzles & Teasers	George Summers	Jaico Book	1	2010
111	Handbook Of Training Evalution & Measurement Methods	Jack Phillips	Jaico Book	1	2004
112	Handbook Of Family Business	Florence Kaslow	Jaico Book	1	2008
113	250 Mind Bending Puzzles	Joseph Nicholws	Jaico Book	1	2006
114	Hedge Funds	Joseph Nicholw	Jaico Book	1	2008
115	Applied Benchmarking For Competitiveness	Richard Keegan	Jaico Book	1	2008
116	300 Brain Twisting Puzzless	Ken Russell Philip Carter	Jaico Book	1	2007
117	Management Case Studies	Nidhi Arora	wisdom Pub.	1	2014
118	Media Analysis Techniques	Arther Berger	Sage Pub.	1	2013

119	Publishing Journal Articles	Becker Denicols	Sage Pub.	1	2013
120	Thinking Through Project Based Learning	Krauss Boss	Sage Pub.	1	2015
121	The 7 Habits Of Highly Effective People	Stephen Cavey	Sage Pub.	1	2010
122	Manorama Year Book. 2017	-	-	1	2017
123	The Habits Of High Achivers	Good Times Book	S. Chand	1	2011
124	Social Economy Of Development In India	Chalam	Sage Pub.	1	2015
125	Hospitality & Tourism	Tiwari	-	1	2014
126	Skill Development & Entrepreneurship In India	Rameshwar Pandye	-	1	2014
127	Empowering Women For Sustainable Development	Devasia	-	1	2016
128	Cases In Management	Dr. Sita Ram Sing	A.P.H.	1	2016
129	English Exam Goalpost For Banking Exam	Wiley	Wiley India	1	2017
130	The Digital Marketing Handbook	Pawar Mohit	Metadoor	1	2015
131	Case Sudy Research	Peter Swanborn	Sage Pub.	2	2016
132	Case Studies Business & Industry Management : Indian Contest	Gopal, Manjrekar	Himalaya Pub.	1	2017
133	Personality Development & Communication Skills _ I	Urmila Rai	Himalaya Pub.	1	2013
134	Social Awareness, Self Awareness Personality Development & Current Affairs	Vipan Kuma	Himalaya Pub.	1	2016
135	Digital Companies That Change The World	David Lester	Jaico Book	1	2011

136	Unlocking Creativity	Grossman Moore	Jaico Book	1	2012
137	Handbook Of Management & Leadership	Neil Thomus	Viva Book		2017
138	Mba Through Stories	Gupta Ravi	Jaico Book	2	2016
139	Working Women & Empowerment	Joshi & Pandya	-	1	2013
140	Case Studies In Management	Kulkarni	Pearson	1	2013
141	Cases And Problems In Marketing Research	Gupta S. L	HPH	2	2011
142	Cases In Retail Management	Srinivasan	Biztantra	3	2003
143	Manorama Year Book. 2015	.	-		2015
144	Right To Information	Nile Mrudul	-	1	2012
145	Bhagavad Geeta	Eknath Easwaran	Jaico Book	1	2016
146	360 Leader	Maxwell John	Jaico Book	1	2014
147	1001 Ways To Motivate Yourself	Kim Sang	Jaico Book	1	
148	75 People Who Changed The World	Ira Rifkin	Jaico Book	1	2013
149	Meditation	Eknath Easwaran	Jaico Book	1	2016
150	Bharatache Sanvidhan	Dr Babasaheb	Milind Prakashan	1	
151	Budh Ka Chakrawarti Samrajya	Rajesh Chandra	Kitabghar	1	2006
152	India Policy Fourum	Shekhar Shah	Sage Pub.	1	2016
153	Mantra Meditation	Thomas Ashley	Jaico Book	1	2014
154	Corporate Chanakya	Pillai	Jaico Book	1	2014
155	Mastering Public Speaking	Dorothy Lynn	Jaico Book	1	2016
156	360 Of Sucess	Ana Weber	Jaico Book	1	2015
157	Power Of Thinking	Brandom Royal	Jaico Book	1	2015
158	Russian Masters	Anton Chekha	Jaico Book	1	2012
159	Kautilya Arthashastra	.	Jaico Book	1	2017
160	How To Build A Business Warren Boffett Would	Jeff Benedic	Jaico Book	1	2016
161	The Indian Business	Zubko & Sahaly	Jaico Book	1	2013

	Mind				
162	The Chinese Business Mind	Ted Son	Jaico Book	1	2013
163	Bhagavad Gita An Effective Leadership	Pujan Roks	Jaico Book	1	2013
164	The Great Speechless Of Barack Obama	Harrisons Gilbert	Jaico Book	1	2012
165	People Skills Games	Scannell	TMH	1	2010
166	Business Coaching	Jon Poole	TMH	1	2011
167	Virtual Teams	Fisher	TMH	1	2012
168	Social Media	Scott Klosasky	TMH	1	2011
169	Harvard Business. Review Interviews With Ceos	.	-	1	2000
170	Group Discussion	Hari Prasad	TMH	1	2010
171	Resumes & Interviews	Ashraf Rizvi	TMH	1	2008
172	Mba Game Plan	Bauknignt & Shrum	TMH	1	2010
173	The Dynamics Of Personality Development & Projection	Bhattr J R	Pearson	1	2009

Other Knowledge Resource for Library Enrichment

Sr. No.	Learning Resource	Particular
1	NDL: National Digital Library, IIT Khragpur	Books, Articles, Thesis, Audio lectures, Video Lectures (12,732,961 India)
2	NPTEL Video Lectures	The **National Programme on Technology Enhanced Learning** funded by the Ministry of Human Resource Development (MHRD) through Video lectures in Engineering, Sciences, Technology Humanities. This is a joint initiative by seven IITs and IISc Bangalor
3	CD's & DVD's	CD, DVD's' along with books
4	Project Reports	Students SIP Project Reports
5	Dissertation Reports	Students Dissertation Reports

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

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

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

Response: 1.77

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
4.97	1.20	1.58	0	1.11

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

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

Response: Yes

File Description	Document
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: 20.32
4.2.6.1 Average number of teachers and students using library per day over last one year
Response: 38

File Description	Document
Any additional information	[View 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:

In ZIMCA all computers are connected with LAN and internet using CAT6 cables. It gives a wealth of information via connectivity of 35 Mbps to the entire. The institute has Wi Fi campus providing 24x7 internet facility. Wi-Fi enabled, enjoy the internet irrespective of where you are in the campus. The Computer labs are equipped with state-of-the-art technology and are available to all. Students run several of the Intranet sites that provide access to software, music, movies and study aids. The college adopts best practices for scalable and sustainable implementation of all IT services. It provides computing and networking services such as desktops, laptops, internet for all, library and office. ZIMCA takes care of the updates of its IT facilities in terms of hardware and software upgrades, installation of new Wi-Fi devices when need arises, upgrading of cyberoam firewall softwares.

Particulars	*2012-13*	*2013-14*	*2014-15*	*2015-16*	*201*
Computers/ Desktops	*120*	*120*	*120*	*120*	*80*
Printers	*12*	*7*	*7*	*7*	*7*
LCD	*2*	*2*	*2*	*3*	*8*
Scanners	*1*	*1*	*1*	*1*	*1*
Internet Bandwidth	*10*	*20*	*20*	*20*	*35*

4.3.2 Student - Computer ratio

Response: 1.43

File Description	Document
Student - Computer ratio	

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: 20-35 MBPS

File Description	Document
Any additional information	
Details of available bandwidth of internet connection in the Institution	

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	

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: 8.34

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
8.02	5.98	5.97	4.69	5.56

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:

The physical facilities including Labs, Classrooms, and Computers are made available for the students those who are admitted to the college. The lab expenses of the students are included in the yearly fees at the time of the admission. The college yearly allocates budget for the maintenance of the labs and the classrooms which a part of the teaching and the learning processes. The classrooms boards and furniture facilities are utilized regularly by the students. The maintenance and the cleaning of the classroom and the labs are taken care of and non-teaching staff. The college has an adequate number of the computers with internet connections and the utility software's distributed in different locales like office, labs, library, departments etc. The library has also provided LAN facility for the computers and they are loaded with the library software. A provision of the budget for the library maintenance is made by the college management. The activities like fumigation and keeping the library clean is done frequently by library staff. The Institute and the staff can make use of the computer system with internet at their seating places. The college has an adequate number of the computers with internet connections and the utility software's distributed in different locales like office, laboratories, library, etc.

All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. The central computer laboratory connected in LAN is open for the students, the office computers which are also connected through the LAN is consisting of the all the required software making work easier and are restricted to use only by the appointed office staff. The library computers are connected with LAN and internet and also they are loaded with the library software. The college website is developed and regularly maintained by the in-house team.

The maintenance of UPS and the Generator is regularly done by third-party contract. The institute aims to produce physically fit and mentally robust Managers. The institute has a playground area 13952 Sq. Mts. and basketball court area 450 Sq. Mts. with facilities for different outdoor games. The institute also has adequate infrastructure for indoor games. For encouraging students to have active participation in physical activities; institute organizes various events for students. The sports Committee of the college is meritorious and some credit defiantly goes to the adequate infrastructure consisting of the Indoor Hall for Table Tennis, basketball court, Cricket ground and running track which can be used by student and staff. A budget is allocated for the maintenance of that facility.

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: 59.65

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
63	94	96	78	72

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Any additional information	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

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

Response: 1.55

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	0	0	10

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: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Link to Institutional website	[View Document](#)

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

Response: 24.88

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

2016-17	2015-16	2014-15	2013-14	2012-13
27	56	35	37	15

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

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

Response: 0

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

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

File Description	Document
Details of the students benifitted 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: 51.58

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
25	45	27	35	17

File Description	Document
Details of student placement during the last five years	[View Document](#)
Self attested list of students placed	[View Document](#)

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

Response: 30

5.2.2.1 Number of outgoing students progressing to higher education

Response: 15

File Description	Document
Upload supporting data for student/alumni	[View 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: 20

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
2	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
2	1	1	1	1

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

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	<u>View Document</u>

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

Response:

ZIMCA aims for versatile development of students. The primary objective of creating Student Council is to provide the students with a platform to harness their creative activities in an integrated manner. The institution aim is to promote collective and constructive leadership within the student community. At the Student Council, being the apex body organizes various activities with the help of the faculty. The student council to keep students engaged in activities apart from their regular academic work and to network and to showcase their talents. A number of events are organized by the student-run clubs under the guidance of faculty in charge student activities, like Sports, blood donation camps, annual cultural fest, etc. Students participate in the number of co-curricular activities. Such an engagement facilitates overall grooming and the school encourages all these co-curricular activities and actively supports them. Every student club is assigned to a faculty in charge and the faculty provides guidance and mentoring support to the student clubs. The following cells facilitate student development under the mentorship of the respective faculty in charges, Student Council, Placement Cell Industry-Institute Partnership cell, Social Responsibility Forum.

The members of the student councils are as follows:- Rank holder students of each class as a class representative, SPORTS representative, Cultural representative, Ladies representative.The student representatives are also nominated by the Director & Faculty members on following committees such as , Anti-ragging committee, woman grievance redressal cell, College canteen committee, Library, Cultural committee, Sports, Student Development Committee Student council helps to maintain discipline in the college. Student council members identify students in sports, cultural activities and motivate them to get involved in various activities.

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

Response: 11.6

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
09	11	13	13	12

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Report of the event	[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 institute firmly believes that involvement of alumni is to be earned and not expected. The institute rests its foundation on the principle that the students – institute take life ling journey. The institute acts as facilitator, enabler for the alumnus. The institute has initiated the formation of alumni association that aims to engage alumni with its various stakeholders, rather than just generating operational revenue. The institute is very well aware that the alumni are current and future leaders, influencers and change-makers. The institute understands that even alumni needs helps and support in all parts of life be it higher education, achievements, moral support, building community, networking.

The institute gives the alumni a platform wherein they can come, participate and share their experiences

success with the enrolled students and their teachers. The alumnus can relive the moments as students.

The institute aims to leverage the expertise, access and reach of Alumni to the institute's development. The institute sends an invitation to the alumni to attend various events, judge competitions and participate in it. Alumni portray themselves as a role model and offers practical guidance to students as they start their studies, careers, business avenues.

Institute has set goals and identifies success indicators to measure the impact of alumni engagement activities so that alumni engagement efforts are communicated and integrated into the larger initiative.

The institute shows its appreciation by bestowing Alumni with "Distinguished Alumni Award", "Audacious Alumni Entrepreneur Award".

The non-financial contribution includes, but not limited to conduct of referral interviews, Academic or placement trainings. When alumni volunteer networks are officially organized, they benefit by having access to ZIMCA expertise and support in communications, marketing, event management, resources, and fundraising efforts. In order to ensure communications standards and best practices are adhered to , all official communication to broad groups of alumni will be coordinate with and approved by the ZIMCA. These communications include, but are not limited to greetings and appreciation, invitation for alumni meet.

ZIMCA aims to build connections between alumni and current students to foster a sense of community and continuity between generations. Institute is committed to a relationship of mutual contribution and benefit, confident that its effect will extend beyond any of our lifetimes.

All of these efforts establish a mutually beneficial relationship, acknowledging that past attendees and scholarship receipts participate in well-established networks and connect with a wider community of potential and influential stakeholders.

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: 1

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	0	0	0	0

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

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

"To be a respected leader in imparting sound domain knowledge, skills, developing managerial acumen and entrepreneurial fortitude while inspiring positive change and enriching the community"

MISSION

To provide a nurturing environment that connects students, community and opportunity

Provide educational programmes that lead to acquisition of knowledge and skills necessary to achieve information literacy, career advancement, personal enrichment, leadership and service to the community.

To relentlessly pursue excellence through continual learning.

To create more job creators than job seekers as a service to nation building

The organizational structure of the institute follows decentralized approach for inclusive governance. The decentralized structure of the institute involves the statutory bodies like governing body, local managing committee, Director, other functional committees, teaching and non-teaching staff to offer essential services, statutory services and supporting services in effective and proficient manner with participation of all the stakeholders.

The participative and democratic nature of governance considers stake holder interests and establishes and maintains appropriate relationship. For a management institute the stakeholders are Management, Teaching staff, Non-teaching staff, Students, Alumni, Parents and Employers.

The Governing Body considers its moral responsibility to consult with stakeholders about their expectations and requirements. The Institute provides an environment which is conducive for faculty growth and empowerment by giving them representation on various bodies.

The top management provides academic leadership to the faculty members by involving them in planning, implementation and evaluation of the plans and policies. The vision of each individual regarding the institutes' growth is valued.

The Director of the institute who represents academic leadership assigns roles and responsibilities to the institutes staff members for various functional committees , event coordination.

The institute gives a platform to the programme coordinator and the head, academics to design, evaluate and implement institutional policies regarding academic and administrative activities.

The institute promotes participative management at various levels for overall growth of the institute. Faculty, Staff and Students are encouraged to contribute through participation.

Participation of the teachers in the decision making bodies

To increase the involvement and feeling of ownership efforts are made to involve teachers in decision making regarding all the activities of the institute. New ideas, innovations or best practices of other institutes are discussed and customized in order to have the desired results for the institute. Senior Faculty members are invited to be a part of the LMC and GB of the institute. Faculty members are encouraged to be part of BOS, Staff selection committees, LIC member, CEO, External Senior Supervisor etc, They are also encouraged to be convener, coordinators of Conferences, Workshops, Seminars, Cultural Committees, Sports Committees, etc.

6.1.2 The institution practices decentralization and participative management

Response:

Participative management, also known as employee involvement or participative decision making, encourages the involvement of stakeholders at all levels of an organization in the analysis of problems, development of strategies, and implementation of solutions. Employees are invited to share their opinion in the decision-making process of the institute by participating in activities such as setting goals, determining work schedules, and making suggestions. Participative management involves management treating the ideas and suggestions of employees with consideration and respect. The most extensive form of participative management is the direct employee ownership of a organization they work for.

Four processes influence participation which are pushed down to the lowest levels in the institute. The farther down these processes move, the higher the level of involvement by stakeholders. The four processes include:

1. Knowledge sharing & imparting, which is concerned with keeping employees informed about the economic status of the organisation.
2. Training, this involves raising the skill levels of faculty members and non-teaching members offering development opportunities that allow them to apply new skills to make effective decisions regarding the organization as a whole.
3. Employee decision making, which can take many forms, from determining work schedules to deciding on budgets or processes.
4. Rewards, which should be tied to suggestions and ideas as well as performance.

Participative management instills a sense of pride and motivates employees to increase productivity in order to achieve their goals. Employees who participate in the decisions of the organisation feel like they are a part of a team with a common goal, and find their sense of self-esteem and creative fulfillment heightened. Employees are more committed and experience more job satisfaction when they are allowed to participate in decision making

At ZIMCA, while finalizing any activity all faculty members are asked for their suggestions and comments, they are encouraged to share their perceptions about the need, the way of conducting that

activity and after brain storming on the pros and cons of doing it in a certain way, it is decided as to how the activity is to be executed. In fact, what and how the activity was performed in the past is studied, what lacunae were noticed and how they can be best overcome is discussed before charting the processes.

Ideas are invited while planning the activities of the year or events of the institute and effort is made to refine and redesign the way the activity is to be done. Care is taken to ensure that the designed activities are student centric and innovative. Effort is being made to see that the work done and lessons learnt in the previous years is the foundation on which today's decisions are based.

Depending on the initiative shown and timeliness & quality of decisions taken, the decision making process is moving from a centralized one to a participative and decentralized one. More responsibility and more decision making powers are given to the faculty as a way of appreciating their work.

6.2 Strategy Development and Deployment

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

Response:

All the efforts of ZIMCA are directed towards enhancing the employability of our students. Along with academics as part of holistic development of our students efforts are taken to expose them to the happenings/trends in the business environment through industry-academia interactions, industrial visits, through winter /summer internships and through real life experiences like Entrepreneur for a Day.

Entrepreneur for a Day initiative is a unique initiative at our Institute where any student who wishes to get a flavor of what it takes to be an entrepreneur gets a chance to experience it at our campus. For a day the student gets the premises and required resources electricity, water etc absolutely free of cost. The campus has a 5000 + student population and around 700 faculty members who are customers for his business. This offer is available to any student for any kind of business he wishes to set for himself. This initiative has been a great success as many students have taken advantage of it.

ZIMCA's focus has always been entrepreneurship development and it has conducted the following activities in the past years

1. Workshop by Mr Suresh Umap, Maharashtra Centre for Entrepreneurship Development, Regional Head, Pune giving a 360 view of what an entrepreneur needs to take care of in setting up a business.
2. World Entreprenurship Day celebrated in August every year
3. Sessions/Interview of what goes into making an entrepreneur
4. Student interaction with an entrepreneur working in the Incubation center at our premises
5. Entrepreneur for a Day initiative
6. First Generation Entrepreneur Awards given
7. Business Plan Competition

6.2.2 Organizational structure of the institution including governing body, administrative setup, and

functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Organizational structure of the institution comprises governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism. The organizational structure of the institute follows **decentralized** approach for effective governance.

The decentralized structure of the institute involves the statutory bodies like Governing Body, Local Management Committee, Director, other Functional Committees, and Teaching and Non-Teaching staff to offer essential services, statutory services and supporting services in effective and proficient manner.

Governing Body: The members are appointed as per guidelines given by AICTE, New Delhi. The primary accountabilities of GB is to protect the rights, interests and wellbeing of all the members on whose behalf the organization is working. The governing body as a whole does this by making sure the organization runs smoothly and can achieve the goals and objectives it has promised to deliver to its members.

Local Managing Committee (LMC) is Statutory Body, formed as per section 85 of the Maharashtra Universities Act, 1994 and in line with Savitribai Phule Pune University. LMC acts as a intermediate body between Director of the institute and the Governing Body. LMC approves the financial statements and forwards them to GB.

Internal Complaint Committee is formed in order to safeguard the fundamental rights of women, within the campus. The committee works towards promoting the gender equality and gender justice amongst the students and staff. It sensitizes the gender equality issues and create awareness about redressal mechanism, in case of any grievance or complaints. The individual can also exercise the legal rights and seek help from the 'Damini Squad' established and 'Police Kaka' scheme promoted by the commissioner of Police, Pune. The committee is formed in accordance with laws and policies defined by Hon. Supreme Court and Government of India. Any aggrieved who wants to file a Sexual Harassment complaint can do by either sending an email to Anti Sexual Harassment Cell or file written complaint with any member of the cell. The committee members will call upon both parties and give them a hearing and no punishment or penalty would be announced without hearing both parties.

Grievance Redressal committee provides important feedback on the working of the administration and hence is an integral part of the Institute. The committee gives a listening ear to all those complainants who hesitate to register their complaints with GFM, Class Coordinator etc. the mechanism of handling grievance is either suggestion box or through class coordinators or reporting any grievance to Academic Head.

Anti-ragging committee is constitute as per AICTE ,Government of Maharashtra and UGC Norms to prevent ragging and ensure 100% ragging free campus. Committee has taken steps and allotted duties to all faculty members and student representatives to monitor all areas in the Institute to avoid ragging activities.

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: C. Any 3 of the above

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

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

Response:

 The library committee meeting conducted on 20/08/2016 on the following topic:

Increase in number of Book lending days: The library committee observed through various suggestions by the students that the number of days to lend library books should be increased. The class representatives from all classes even suggested increasing the book issue period. This point was put forth to the Academic Monitoring Committee (AMC) and the same was recorded on22/08/2016 AMC. The AMC after having a count on number of students, number of books and taking into consideration that the students need enough books for exam point of view. AMC permitted to extend number of books to 15 from September 2016 onwards. This point was put in front of Director on meeting dated 01/09/2017 by AMC. Director permitted to same and asked to update the library policy accordingly. Director added that the library books exceed as per the norms laid by AICTE and in order to promote and increase library use, the decision was approved by the Director. Since, all the non-financial decisions are conducted by the Director. The decision was directly implemented in the month-year. The same were communicating to LMC on 19/11/2017. LMC appreciated and approved the decision. GB took a note of the book issue period and supported the decision and library policy on 26/12/2016.

6.3 Faculty Empowerment Strategies

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

Response:

The institute takes care of faculty and staff welfare for providing facilities for the well being of employees. The management of the institute understands the importance of successful implementation of staff and faculty welfare scheme and considers it as the moral responsibility. At the most basic, the institute provides essential amenities such as toilets, wash room and clean drinking water to all faculty and staff. Apart from the existing facilities the institute has drafted the following policy for the welfare of faculty and staff to establish healthy ambience and ideal work culture:

STAFF MEMBERS

1. Two sets of uniforms to the staff members are given for which 100% of the charges is borne by the institute.
2. Staff development program are conducted to get acquainted with filing system, ERP usage & general behavior.

FACULTY MEMBERS

1. A computer with internet connection is provided to the faculty and staff members as per requirement.
2. Shared printer is available to all faculty members.
3. To give wide exposure of the various activities carried all over the world, faculty members are motivated to become member of professional bodies.
4. Visiting card is provided to the faculty members.
5. Insurance to the entire faculty and staff member is provided.
6. Faculty Development Program is conducted to get acquired with ERP usage, personality development, recent trends in management & computer.
7. Office stationary is provided to staff and faculty members after filing requisition form.

COMMON WELFARE SCHEMES

1. Study leave may be availed by temporary and permanent staff members.
2. The institute is providing I-Cards to faculty and staff members.
3. To provide first aid to faculty and staff, sick room with a qualified doctor is made available in the institute.
4. Proper care taken for security and safety of staff members and their belongingness.
5. Safe drinking water, proper parking facility, specialized security & guards are engaged by the institute.
6. During the working hours two breaks of 15mins and 45mins are available.

FINANCE

1. If the teaching and non-teaching staff or students uses their personal vehicle for institute work, conveyance allowance and telephone allowance is paid.

2. Provident Fund for teaching and non –teaching staff is given.
3. Financial assistance in the form of advance is provided to the staff. The advanced amount is recovered from their salary in suitable installment.
4. The institute already follows a practice of electronically crediting salary on or before 10th of every month.
5. To strengthen the team bond and boost the morale of faculty and staff, out bound training is organized on regular basis.

FACILTY

1. Exclusive seating arrangement is provided in canteen for tea/snacks/lunch.
2. Pantry facility is provided by the institute.
3. Separate seating arrangement with table, chair, cupboard and PC is available to every staff member.
4. Safe drinking water, specialized security and guards are engaged by the institute.
5. Centralized printers and photocopy machines are available to every staff member.
6. Safe drinking water, proper parking facility, specialized security and guards are engaged by the institute.

LEAVES

1. For home emergency work, faculty members are permitted to go at home.
2. Medical leave is granted to the staff.
3. Compensatory off is given to the staff if they work on holidays.
4. Maternity is provided to the staff.

DOCUMENTS

1. The institute provides facility of direct deduction from salary towards insurance premium and loans.
2. The institute provides NOC salary certificate and other necessary documents for availing loans from banks.
3. The teaching members are given experience certificate, salary certificate, NOC etc. on request.

EVENTS

1. Birthday of all staff and faculty members are celebrated.

Achievements of all staff and faculty members are celebrated

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: 3.33

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
0	2	0	0	0

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

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

Response: 2

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

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

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)
Any additional information	[View Document](#)

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

Response: 12.06

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
2	2	2	1	1

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

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

Response:

The institute is committed to apprise those faculty members who demonstrate academic rigor, research inclination, leadership skills and act as role model for students, staff, and colleagues. The institute has developed an effective performance appraisal system for teaching and non-teaching staff. The faculty appraisal system is transparent and provides clear direction towards professional, organizational and personal objectives attainment. The purpose of performance appraisal is to provide an assessment of performance that allows recognition of a faculty member's strengths and achievements, and to identify potential areas for professional development. To have unbiased view of faculty, the Faculty appraisal committee comprises of Director and Head Academics. The institute appraises faculty and staff members by financial and non-financial awards and incentives so that they excel in the performance and contribute to the institution development. The institute gives adequate importance to empowerment and professional development of staff through training, shouldering responsibilities, guidance from eminent academicians and technocrats.

The Committee reviews and validates the submitted documents as per the given evaluation parameters. The Committee appraises the faculty and staff members in accordance with Local Managing Committee and Governing Body. These committees evaluate the performance in the given time frame and also provides directions and recommendations for future course of action. The faculty and staff are evaluated on the basis of 360 degree feedback received from different internal stakeholders.

The various parameters for faculty members are Student-Faculty-Feedback analysis students, API score, Peer review, Qualification Up-gradation ,Qualification Improvement and certification, Research Work, Book Publications, Awards- Incentives received, successful completion of the assigned responsibilities allotted by the institute and who acts as role model for others.

The various parameters for staff members are performance; technical, non-technical skills acquired successful completion of the assigned responsibilities allotted by the institute and who acts as a role model for others.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal audit is based on checks and balances and it is carried out internally. Daily cash records should be maintained in the Cashbook to keep the control on Cash, before any expenses we follow the standard process like Budget Preparation etc.

The Director monitors the petty cash and deposit of cash collected in the Bank account. Bank reconciling statements are periodically reviewed by the Accounts Officer of the Society. Directorate of Technical Education, Government of Maharashtra audits the scholarships given to Economically Backward Class students based on the utilization certificate issued by the Institute. Grants received from University, under quality improvement program (conduct of Seminars/Conferences) or Equipment grants and remuneration for the conduct of examination received from the University are audited and submitted to the University for Further Process.

External audit is carried out by certified Chartered Accountant appointed by the management once in a financial year.

Observations pointed out by the External Auditor are resolved to the satisfaction of the Auditors.

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

Response: 0

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

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](#)

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

Response:

Mobilization of Funds: The regular fees are paid by the students directly in the College office through cash or cheque or DD or online payment. Scholarships & Freeships from the Government are periodically received and the share of Tution Fees & other College fees get deposited in the Bank Account of the College and students. As the College is recognized and Approved by AICTE, Govt. of Maharashtra & Affiliated to Pune University, College also receives the other grants under various schemes of UGC time to time. Zeal Education Society's (ZES parent body) also receives funds and donations from various sources

which are utilized for the College development time to time.

Optimal utilization of Resources: The faculties are of the College having the expertise in their specialization help the College staff as well as the other sister Colleges of the Zeal Education Society by giving the valuable suggestions/lectures time to time as per the requirement. Utilization of institute's non-monetary resources is e.g. Human resources, Transportation vehicles, hardware and software, infrastructural facility etc. The other resources such as (technical assistance, study coaching, counseling and support, mediation, study tour, publishing are optimally utilized. The teaching and non-teaching staff of the college always extends the hand towards the non-computer staff in the College by helping them in their Computer related queries. Technical team helps all other departments by sharing the required gadgets time to time.

6.5 Internal Quality Assurance System

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

Response:

The Cell has been functioning actively of our Academic and Administrative activities. Institute formed the IQAC for smooth functioning of academics, non-academics and various activities of the institution level under the guidance of director which has been continuously monitored by the formed cell. Institute has Separate IQAC office with ICT devices and internet facility. The objectives of our IQAC are under as follows:

- To raise students satisfaction level.
- To increase the satisfaction of Staff through developmental activities.
- To assure infrastructural requirements.
- To increase the overall students results in first class with distinction of SPPU final examination.
- To create awareness among students regarding available career options and help them in identifying their career objectives and act as a bridge between students, alumni and employers.
- Continuous follow-up with LMC/ CDC and Governing Body.

In the Institute IQAC continuously supports and encourages the participation of teachers in various Syllabus Up gradation/ Implementation workshops/ seminars at different levels like University, Colleges etc. IQAC supports the internal choice/ Elective subjects, so that the students get to learn the subject of their own choice on the college campus. IQAC supports Research & Extension activities. IQAC takes the continuous follow up of the Scholarships to be received by the SC/ ST students on regular basis. IQAC tracks the need for the Best Quality standards through the regular follow up with the Management for all the stake holders of the College with keeping student on the top priority. Alumni provide some suggestions to existing students for further improvement regarding Entrepreneurship, job opportunities & Training development.

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:

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

IQAC cell has initialized result analysis. Calculate and sorted the number of students passed, passing percentage all clear students, number of students with distinction, first class, second class, pass class, separate subject wise result analysis of failed students and overall toppers of the class. IQAC has focused on the preparation and strict implementation of Academic Calendar. IQAC has designed the academic feedback form. Considering the complexity of the subject, director of the institute decides the benchmark to treat the feedback as satisfactory also. The instructions are given to the faculty members to improve the teaching-learning process whose feedback is not up to the expectation/benchmark defined by director. Efforts of the faculty are appreciated whose feedback meets defined expectation. The complete process is monitored by the director of the institute and summary of the feedback is reported to the Director through IQAC. The faculties attend 'Faculty Development Programs' (FDP) of different subjects frequently to improve their skills and domain knowledge area. The institute encourages faculty to attend such workshops to understand the learner-centric Pedagogy. For the change in syllabus, SPPU arranges such workshops along with the other institute to train the faculty for understanding the minute details of the syllabi.

A.   Updation in course file:

The faculty members used to follow course file format with few parameters. However, IQAC chairman after having studied the NAAC requirements suggested imparting quality in the course file contents up gradations. A refined table of contents for course file was suggested. In the previous course file, few parameters were included which focused on the Academic calendar, concurrent evaluation parameters/internal marks, Timetable, Syllabus, Course, and notes.

In order to have standardized and uniform course file formats which include every minute details regarding teaching-learning process, structures & methodologies of operations and learning outcomes were specified. The newly introduced course file format consists of parameters consisting of Vision & Mission of the Institute and respective Programmes, Timetable, Teaching Plan for current semester with list of books/ Papers refered with course objectives and course outcomes, Notes, University Question Papers with solutions, Concurrent Evaluation parameters (in details), Remedial sessions, attainment of CO's, PSO's and PO's and details regarding cross-cutting issues.

B. Academic Monitoring Committee Activity:

The course files are evaluated by Academic Monitoring Committee (AMC) with help of concerned senior subject teacher and Academic Head

AMC monitors the academic activities on day-to-day basis to ensure the execution of timetable. It also monitors execution of academic calendar and teaching learning process after every 15 days and finds the gap, if any. The gaps are conveyed to Academic Head for necessary action.

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: D. Any 1 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:

Quality education and skill initiatives:

- *The institute offers quality education to PG, to cater the need of students in Management education.*
- *The institute provides value added courses in different programmes like entrepreneurship program, Bank on Cell, Lakshya cell etc. along with hands-on trainings to enhance technical and managerial skills of students.*
- *The institute has Entrepreneurship Cell, Placement cell, Incubation Centre, Bank On Cell, Lakshya study center, for not only increasing employability but to start our own startups by the students.*
- *The institute conducts Personality development workshop, soft skill coaching for students, in addition to the SPPU curricula.*
- *The institute presents summer/winter internships, special sessions for placement and entrepreneurship development.*

Higher/competitive education initiatives:

- Institute promotes students for higher studies and competitive examinations by counseling and conducting preparatory classes for MPSC/UPSC as well as for Bank examinations.
- Institute motivates and supports staff and students to visit industries, industrial exhibitions and research centers.
- Institute provides platform to faculty members for higher studies and research through development of in-house research facilities, MoUs with academia and industries.

Institution's Traditions and Value Orientations:

- Institute organizes traditional programs such as cultural events, sports events, Teacher's Day, Guru-pournima and Management days such as Marketing day, HR day, Finance Day, IT system day etc.
- As Pune is being cultural capital of Maharashtra, institute has established infrastructure like dance studio, Music studio and photographic studio to prepare for participation in cultural events and competitions etc.
- At PG level, the students are motivated to take participation in University level project exhibition, seminars and conferences.
- The students are promoted for value addition programs such as summer internship program and on job industry training.

Social and ethical values:

- Every year, institute organizes spiritual programs like Art of Living Happiness program for students.
- Every year, institute organizes regular blood donation camp, road safety week, Swachchta Abhiyan etc.
- Every year institute participates in community development activities.

Vision for Future:

·**Accreditation of PG programmes by NBA.**

- Academic autonomy from University Grant Commission (UGC).
-

Role of top management, Director and Faculty in design and Implementation of its

quality policy and plans.

- The top management, Director and faculty work together for design, drafting and implementation of its quality policy. The institute has two apex bodies, GB and LMC responsible for finalization and review of its quality policy. As members of GB and LMC the representatives of different stake holders are equally involved in the design of quality policy. The various roles of top management, Director and faculty in design and implementation of quality policy and plans are as follows.

•Role of top management, Director and Faculty in design of quality policy:

- The top management has defined vision and mission of the institute. It involves Director and faculty to design and draft the quality policy in line with the vision and mission.
- The Director, HoD (Academic Head), senior faculty members initiate the thought process and invite suggestions from faculty members through HoD (Academic Head) .
- The Director gets ready the draft of quality policy considering the suitable suggestions and recommendations given by the faculty.
- In the capacity of member secretary of LMC, Director forwarded the draft before LMC for the approval.
- LMC forwards its recommendations to GB.
- GB determined the quality policy and instructs Director to plan for its implementation and execution.
- Incremental improvements made during the preceding five years(in case of the first cycle) : Upload description of quality enhancement initiatives in the academic and administrative domains successfully implemented during the last five years

Year of Implementation	Improvement	
2012-13	1.Establish Entrepreneurial Cell for students 2.Initated Career Counseling sessions 3.Initiation of Entrepreneurial workshops and sessions for guiding students 4. Published 'SYMPHONY' Magazine.	
2013-14	1.Installation of Language Lab 2.Conducted FDP on Finance for Non-financial background Teachers 3.Purchase of SMS package 4. Continued and conducted the sessions on 'Entrepreneur Development'.	

	5.'Remedial Coaching' classes for slow learners.
	6. To bridge the Gap between Industry and Academia 'Industrial Visit' arranged for stude
	7. Continued with Publishing 'SYMPHONY' Magazine.
	8.Decided to have Academic Monitoring Committee for smooth conduction of a curricular activities.
2014-15	1. Began the campaign 'Swachhta Abhiyaan' along with Narhe Gaon nearby Village.
	2. Continued the 'Remedial Coaching' classes for slow learners.
	3. Conducted the sessions/workshop on 'Entrepreneur Development' on big scale.
	4. Continued with to bridge the Gap between Industry and Academia 'Industrial Visit' students.
	5. To understand the importance of holistic development of students at ZIMCA, P 'Dance Studio' and 'Music Studio' is established.
	6. Continued with Publishing 'SYMPHONY' Magazine.
	7.Functioning of Academic Monitoring Committee began.
2015-16	1. Continued the campaign 'Swachhta Abhiyaan' along with Narhe Gaon nearby Village.
	2. Continued the 'Remedial Coaching' classes for slow learners.
	3. Continued and arranged the Entrepreneurship Awareness Camp-with the help of MCEl
	4. Continued with to bridge the Gap between Industry and Academia 'Industrial Visit' students
	5. Bank on Cell activity started at out institute for guiding students.
	6. Plan to establish Photography Studio for nurturing the extracurricular talent of students
	7. Out bound activity was arranged for Teaching and Non-Teaching staff.
	8. Wifi Campus.
	9. Celebration of International Yoga day
	10. Celebration of International Women's day
	11. Continued with Publishing 'SYMPHONY' Magazine.

	12. Award of PhD to one faculty member.
	13.Continued to monitor the Academic and Curricular activities by Academic Committee(AMC)
2016-17	1. Implementation of ERP systems.
	2. Continued the campaign 'Swachhta Abhiyaan' along with Narhe Gaon nearby Village.
	3. Continued the 'Remedial Coaching' classes for slow learners.
	4. Continued and arranged the sessions/workshop on Entrepreneurship.
	5. Continued with to bridge the Gap between Industry and Academia 'Industrial Visit' students.
	6. Continued with Celebration of International Yoga day.
	7. Continued with Celebration of International Women's day
	8. Continued with Publishing 'SYMPHONY' Magazine.
	9. Established Photography Studio for nurturing the extracurricular talent of students.
	10. Arranged Counseling session for MBA aspirants to know about Management edu SET GO' program conducted at J.W.Marriotte Hotel.
	11. Establishment of Entrepreneur For a Day practice (E4D) started at campus to encoura
	12. Establish the 'Research Cutta' to imbibe the importance of research activity amon and staff.
	13. Continued to monitor the Academic and Curricular activities by Academic Committee(AMC)
	14. Plan to establish IQAC committee.
	15. Initiative taken to go for accreditation further.

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: 2

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
1	1	0	0	0

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:

Our Institute plays a significant role in ensuring the safety of the students by putting in place full proof mechanisms and impregnable standards of safety. Identity card is compulsory to Students and staff in the institute premises which are checked by security. Under Police-Your Friend scheme, a Police man is assigned for the Institute student assistance.

In all Industrial visits, excursions, study tours, female teachers accompany the female students and take care of them. Female faculty members do not leave the campus till all the girls have left the campus after late night events like Annual Day, Fresher's Party etc. Female faculty and girl students are regularly counseled on safety and security.

Girl's Common Room: The girls' common room is on third floor in the institute and is a place for girl students to relax. It is well ventilated, has washrooms, dressing mirrors, news papers.

7.1.3 Alternate Energy initiatives such as:

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

Response: 0.02

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

Response: 7

7.1.3.2 Total annual power requirement (in KWH)

Response: 46041

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	
Any additional information	

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0.25

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

Response: 25.81

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 10200

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

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid Waste Management:

Solid wastes: Solid wastes include college garbage; rubbish etc, e.g. paper in classrooms and offices, soiled tissue and disposable cups used in College, tin cans. Dry waste and wet waste collected separately and deposited into garbage van for further recycling procedure are managed by Grampanchayat Narhe. Anti-plastic drive: It is conducted in the Institute campus. Students make the poster exhibition with recycled Papers. Photo copying machine is duplex printing capable.

E-waste Management:

Used electronics which are destined for reuse, resale, salvage, recycling, or disposal are also considered e-waste. Separate bin at designated places as collection point. Arrangement with local e-waste recycles for pickup and further processing disposal

The hazardous E-waste materials like Cables, Cd's, Lan cables, SMPS, Monitor stand, RAM, mother board are kept with us in storage room. This are then collectively disposed with e-waste recycling agency appointed by zeal education society.

Liquid Waste Management

Used water in washroom directly impact human health and have far reaching consequences when ignored. Used water directly connected to septic tank. Tank outlet is connected to main drainage line.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The Institute is having rain water harvesting system within the campus. Taking into consideration importance of water for living elements institute has taken following steps in Rain water conservation and harvesting: The Institute is having large built up area to harvest the rainwater. Rainwater harvesting is being done in step by step manner, because of this there is a little scope for independent rain water harvesting. By implementing these rise in the water level is observed in the well which exists in the campus. The Institute also educates the students regarding rain water harvesting and other activities through different programmes like No Vehicle Day and Save Water Day etc.

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:

Our institute ZIMCA, Pune has eco-friendly lush Green Campus with good-natured surroundings. It has a green campus spread in about 10 acres of area and offers sustainable solutions to environmental, social, and economical needs of the mankind. ZIMCA, Pune has worked out the time bound strategies to implement green and clean campus. The college has a landscape consultant, garden supervisors, a large brigade of gardener and a set of gardening equipment's. The entire campus has landscaped with green grass, ornamental plants, and shady tress, making the campus very green and pollution- free ambience which has been beneficial to a good educational environment. Driving a car causes pollution: plain and simple. Riding a bicycle is one of the most sustainable forms of local transportation around, because the only energy it uses is the amount your legs put into it. It'll also help keep you fit and healthy!

Pune Municipal Transport has started bus service up to campus gate at regular one hour intervals. This has greatly reduced the usage of private vehicles by students and lowered the carbon footprint of our campus as a whole.

ERP system is used for automation of all process, aims at improving the efficiency and productivity of teaching and as well as administrative staff. It helps the faculty and staff to maintain and review attendance, academic record etc. This has promoted paperless work culture. Faster, effective and paperless communication with staff and students is facilitated through WhatsApp groups and email.

The well laid out campus has footpaths for pedestrians and security personnel at all blind turns and crossings within the campus. College create the awareness about cleanliness, pollution free environment and green campus is spread by engaging activities like, 'Swaccha Bharat Abhiyan,'Plastic free Pune City 'Tree plantation', 'eco-friendly Ganesh Visarjan' etc. The college is phasing out the use of plastic cups in the cafeteria by using paper cups.

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

Response: 0.6

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
1	0.45	0.75	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document]()
Green audit report	[View Document]()

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

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

Response: 10

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

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

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: 3

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
2	1	0	0	0

File Description	Document
Details of initiatives taken to engage with local community during the last five years	[View Document](#)
Report of the event	[View Document](#)

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

Response: Yes

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

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

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of website that displays core values	[View Document](#)

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

Response: Yes

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

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

Response: Yes

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

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

Response: No

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: 6

File Description	Document
List of activities conducted for promotion of universal values	<u>View Document</u>
Any additional information	<u>View Document</u>

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

Response:

Festivals are celebrated with enthusiasm in all over India. Our students are also a mission towards better India. They come together for breaking the boundaries of religion and caste. Thoughts of great Indian personalities sowed into the young minds through the various programs conducted on these days. Every year our institute organizes the national festivals and birth /death anniversaries of great Indian personalities.

Independence Day is celebrated to mark the independence of India. India becomes independent on 15th

Aug.1947. Since August 15th is celebrated as the Independence Day. On this day various formal event including flag-hoisting, in campus are organized to commemorate the day of freedom.

Republic Day is amongst the three national festivals of India. This auspicious day is celebrated on 26th January to commemorate the adoption of constitution. As per the records, the constitution of India came into force on 26th January 1950 by replacing the Government of India Act (1935) as the governing document of India like the Independence Day, flag hoisting ceremony and culture programs are organized in the campus.

Mahatma Gandhi and Lal Bahadur Shastri Jayanti:- Every year, October 2nd is celebrated as Mahatma Gandhi and Lal Bahadur Shastri Jayanti to commemorate the birth anniversary of the father of nation and 2nd prime minister of the republic of India respectively. On auspicious occasion of Mahatma Gandhi Jayanti on 2nd Oct. Institute carried out cleanliness drive in and around institute.

5th September is celebrated as Teacher's day on auspicious occasion of Dr.Sarvepalli Radhakrishnan birth anniversary. On this day students arrange various programs to tribute to Dr. Sarvepalli Radhakrishnan and pay respect to their teachers.

19th February is celebrated as Shiv Jayanti to honor Chhatrapati Shivaji Maharaj on his birthday. His civil administration and military were of great importance. Shivaji maharaj was very successful in carving out a kingdom through defeating the alien powers. To honor the Maharaj, this festival is celebrated on a large scale every year.

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

Response:

ZIMCA believes in maintaining complete transparency in its financial, academic, administrative and auxiliary functions.

Governing Body (GB) and Local Management Committee (LMC) consists of members from the management, teaching staff and nonteaching staff who plans, deploys, controls and assesses different auxiliary functions. The participative decisions taken by the committee/body are communicated to all the stake holders of the institute.

The institute works as per the organizational structure comprising of GB, LMC, academic and administrative setup and of various functional bodies. The institute constitutes various functional committees as mandated by the regulatory authorities. The institute appoints External Auditors to audit our financial matters. The Academic Monitoring Committee/IQAC takes review of academic activities from time to time and suggests changes. Efforts are taken to ensure the holistic development of our students. Recruitment of faculty and all necessary procedures are practiced as per the guidelines given by SPPU and AICTE. Appropriate information regarding the institute is freely made available to the public through our website. All circulars regarding students, teaching staff and nonteaching staff are circulated and displayed on the notice boards.

7.2 Best Practices

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

Response:

Best practices, the practices which add commendable value to an institution and its various stakeholders, are considered as reliable benchmarks or standards of quality. The best institutions are those which widely use them. To put it differently, institutional excellence in higher education is the aggregate of the best practices followed in different areas of institutional performance. The best practices as benchmarks help institutions to find their anchor for self-improvement. The overall purpose and intent of the Best Practices benchmarking can be summarized as the: 1. development of an understanding of the fundamentals that lead to success, 2. Focus on continuous improvement efforts, and 3. Management of the overall change process to close the gap between an existing practice of the institution and that of the best-in-class institutions with reference to the most relevant key performance variables.

Research Katta : Knowledge sharing among faculty and healthy discussion on latest topics. Knowledge management and knowledge sharing play an important role in the success of implementing and sustaining organizational culture. Research Katta Meetings are organized every fortnight to enhance Faculty's knowledge in their subject matter and on current issues, increase their research aptitude and improve their collaboration with their colleagues and researchers outside. Show them avenues that they could use to share their knowledge with the world, contribute to the body of knowledge!

Nowadays employers expect from the graduates that they make value addition to the organization in terms of knowledge, skills and competencies for problem solving. Improving the quality in all respects to increase the productivity of the organization. The aim of the college is to mould students to serve need of various Industries, facilitate students to acquire skills sets required to match the need of Industries and equip students with global competencies so that they could face the changing trends of Industry successfully. Quality and excellence should be the vision of every higher education institution and is ZIMCA's vision as well. Trainings, exposing students, are designed in response to the current realities and emerging trends.

Counseling and Mentoring

Objectives of the Practice: Counseling aims to identify personal issues like low self-esteem, interpersonal relationship problems, cultural differences, alcohol, drug habits, depression or suicidal tendencies.

The Context: The mentor assigned to every batch of 20 to 25 students strives to understand students' academic and personal problems and also identifies those in need of extra academic coaching or personal counseling.

The Practice: Regular counseling right from entry level helps our students to cope with the culture changes and also warn them of the pitfalls while dealing with urban peer pressures. The mentor encourages students to explore co and extracurricular opportunities on the campus to ensure all round holistic development. Sessions are conducted during practical slots allocated in timetable. Attendance is strictly monitored, reasons for low attendance discussed and parents contacted. College conducts regular life skills and career counseling sessions, workshops for students on personality development, time management, soft skills and communication skills, placement opportunities, career development and professional practices. Every

student is encouraged to participate in co and extra-curricular activities and sports matching with his hobbies and interests. Academically bright students from non-urban backgrounds are daunted by the change of culture and face adjustment issues, addiction risks and language problems Students are counseled and helped to overcome this complex which is a barrier to their professional success.

Evidence of Success: Students coming from semi-rural and rural backgrounds are groomed successfully to face on campus interviews of leading companies and industries. Our mentors have changed depression into determination to face academic and personal challenges. Students have been coaxed to work hard, overcome difficulties and achieve remarkable success.

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:

ZIMCA aims to churn out highly competent management professionals with a commitment to result oriented work, a perennial zest for learning, a quest for excellence, an open mind and the universal ideals of honesty, dignity and mutual care. ZIMCA has always taken an initiative in uplifting the needy in terms of literacy, hygiene and social awareness. ZIMCA believes in creating Job givers more than job seekers and tirelessly works towards imparting education and training that nurtures entrepreneurial attributes in students. ZIMCA has given 10 entrepreneurs to the world

Our faculty has made the classrooms at ZIMCA a special place where learning is an intense and interactive experience for our students. The experience goes beyond simply imparting skills, tools or knowledge. It also develops the foundation for a lifetime leadership in a challenging and rapidly changing world. The Institute nurtures creativity and analytical skills among students by engaging the students in classroom written assignments, case discussions and projects that encourage strategy development. The pedagogy of the courses are focused on industry needs and needs of the society at large. They also develop entrepreneurial skills in students. The pedagogy consists of role plays, presentations; case studies etc. that help the students develop critical thinking. Beyond the basic concepts and analytical approaches, the faculty guides the discussions in the direction which helps students gain an appreciation of how to integrate these ideas into an effective management process. The discussions and projects include corporate responsibility, ethical issues in managing corporate information resources, strategies for managing financial portfolios, Corporate governance etc.

Students get an opportunity to present their ideas or research, formulate clear and significant arguments and persuasively defend them, through the modes of formal oral presentation, in discussions and through written assignments and essay questions. To enhance creativity and competitive spirit, students are deputed to participate in various competitive events within the institution/inter-collegiate/ University/State/National levels. Various Group discussions, debates and seminars are organized in which students explore new ideas and also get a chance to listen to the expert views of eminent professionals.

Entrepreneur for a Day is a unique initiative taken by the institute to promote entrepreneurship at ZIMCA. The interested student is given all the facilities (space, resources like water, electricity, access to

customers) free of cost that he would possible require to get a flavor of what he would require to do when he starts his business. The faculty and students of institutes are his prospective customers. Many students on campus take the benefit of this unique initiative and gain confidence and experience to take on the new challenges facing them.

5. CONCLUSION

Additional Information :

Zeal Education Society has been recognized as 'Icons of Education' by Lokmat Media Pvt Ltd. Founder Director, Mr S. M. Katkar and Executive Director, Mr Jayesh Katkar, Zeal Education Society were felicitated at the hands of Hon. Minister for Education Government of Maharashtra Mr Vinod Tawdeji.

Concluding Remarks :

ZIMCA understands that the Quality of education it imparts is vital for its survival and existence. NAAC is an important step towards Quality Assurance and the institute is willing to make the necessary changes in its academic system and culture. It also knows that Research-based education is the way forward and that the institute will have to develop a healthy research culture both in its faculty and students if it is to stand out in competition. The institute needs to work harder at exposing students to the latest trends/technologies/global happenings, developing their analytical abilities, nurture the right attitude in them and make its students truly industry ready. It needs to work tirelessly towards developing entrepreneurial attributes/skills in students and serve the nation by giving it more Job creators than Jobseekers.