



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
	Zeal Institute of Management & Computer Application
• Name of the Head of the institution	Dr. Sachin Chavan
• Designation	I/C Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02067206041
• Mobile no	9096039899
• Registered e-mail	director.zimca@zealeducation.com
• Alternate e-mail	zeal.zimca@gmail.com
• Address	S.No.39, Behind Bhairavnath Temple, Narhe-Dhayari Road,
• City/Town	Narhe, Pune
• State/UT	Maharashtra
• Pin Code	411041
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	Savitribai Phule Pune University (SPPU)				
• Name of the IQAC Coordinator	Prof.Vikrant Nangare				
• Phone No.	02067206041				
• Alternate phone No.	7972230511				
• Mobile	7972230511				
• IQAC e-mail address	vikrant.nangare@zealeducation.com				
• Alternate Email address	ekta.talwar@zealeducation.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://zimca.in/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://zimca.in/wp-content/uploads/2022/03/Academic-calender.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.83	2021	21/01/2021	21/01/2025
6.Date of Establishment of IQAC			05/10/2017		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	NA	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
-Live Projects -Case based Learning -Glo-LAB -Guidance session for selection of specialization - Entrepreneurship Award for Alumni		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Live Project	SIP	
GLO-LAB	Global Exposure	
English Communication	GLOBAL SIP	
13.Whether the AQAR was placed before statutory body?	Yes	
<ul style="list-style-type: none"> Name of the statutory body 		
Name	Date of meeting(s)	
College Development Committee	23/06/2021	
14.Whether institutional data submitted to AISHE		

Year	Date of Submission
2020-21	28/02/2022

15.Multidisciplinary / interdisciplinary**16.Academic bank of credits (ABC):****17.Skill development:****18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):****20.Distance education/online education:****Extended Profile****1.Programme**

1.1	95
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	162
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	72
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	50
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	11
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	12
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	7
Total number of Classrooms and Seminar halls	
4.2	14965577
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	40
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Zeal Institute of Management & Computer Application (ZIMCA) is a Self Funded educational Institute affiliated to SPPU. The Institute adopts a robust curriculum designed by SPPU and hence follows the Yearly Academic Calendar and syllabus as given by SPPU. The academic delivery process follows a Plan, Do, Check and Act (PDCA) Cycle. Feedback from stakeholders including Students, Academicians, Employers, Alumni & Parents play a pivotal role in academic planning. The academic calendar comprises of curricular, co-curricular, extracurricular in the form of Club activities, & value added activities. Timetable of every semester is prepared on the basis of workload distribution and academic calendar. The faculty delivers course content, undertakes assignment and case studies for effective learning & assessment of students'. The institute has adopted online lecture methodology due to covid 19 outbreak. As a part of technological enhancement, the campus is well equipped with ICT facilities that include availability of computers, Internet connectivity for all devices, Wi-Fi campus, ERP, Projectors, Digital Drives (Google Drives) and Digital Library. The academic delivery is evaluated and assessed through syllabus completion reports, exam conduct & Result analysis. Adherence of academic calendar & maintenance of all academic records is a priority of academic delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://zimca.in/wp-content/uploads/2022/03/Academic-calender.pdf

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

Before the start of each semester, the university publishes an academic calendar for management programme, which includes the start date, last working day of the semester, internship schedule, and semester-end assessment dates. ZIMCA closely adheres to the University's schedule and plans all of its educational, co-

curricular, and extracurricular activities, including the conduct of Continuous Internal Evaluation (CIE). Except for unexpected situations, academic activities, CIE, and all activities are done according to the timetable of events. Faculty members can use academic calendars to schedule their course delivery, research, academic, and co-curricular activities. The academic coordinator oversees and monitors the fulfillment of the syllabus in accordance with the course plan which is prepared by faculty members. According to the calendar of events, there is a well-defined process for conducting CIE. During academic committee meetings, the director reviews the semester's progress and makes appropriate recommendations. In the event that the university revises the academic calendar, the institute makes the required revisions.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://zimca.in/wp-content/uploads/2022/04/academic-Adherence-2020-21.pdf

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

E. None of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

95

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

0

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

1.3 - Curriculum Enrichment

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

SPPU designed a curriculum that combined multiple courses to address cross-cutting themes such as gender, the environment, and

sustainability, as well as human values and professional ethics. In addition, this institute makes more efforts to improve the students' understanding by addressing the following requirements.

1. Issues related to Gender: The Institute understands the need to address Gender-related issues and organizes various events like Eco friendly ganesh idol making competition, Gita day celebration, international bicycle day celebration, international women day celebration etc. to aware students of various sensitive issues.

2. Issues related to Environment and Sustainability: SPPU curriculum itself enriched with the topics related to Environment and Sustainability, Like:

1. Environment: SPPU thinks about the overall development of all the aspects of society and introduced subjects under Rural & Agribusiness Management specialization.

2. Sustainability: With the intention to develop sustainability in students, SPPU included different courses at a different level like Economic Analysis for Business Decisions, - Corporate Social Responsibility & Sustainability , Strategic Management, and more.

3. Human Values and Professional Ethics: SPPU syllabus includes additional credit courses on human values and professional ethics like Human Rights-I and II, Personality development Lab, Cyber Security.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

1

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

38

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://zimca.in/student-feedback-form/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may

A. Feedback collected, analyzed

be classified as follows

and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://zimca.in/wp-content/uploads/2022/04/ZIMCA-Student-satisfaction-survey-2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

112

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

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

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

72

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The Institute gives a fair chance for quality education to students from diverse backgrounds, which helps to enhance them as competent

management professionals. The Institute evaluates students' learning levels using a variety of measures such as graduating courses, prior academic achievement, Entrance Exam scores, psychometric assessment, and so on.

The Induction Programme:An induction program orients about the institute, its ethics, value system, vision, mission, code of conduct as well the various career paths available for the students for their future. During Induction Programme, various tests like psychometrics and Enneagram exploits to gauge the students' ability for further references for faculty/ GFM/ course teacher / Academic coordinator and Director, which assists them to map student ability with industrial expectations and employability skills level.

Guardian-Faculty Member: At the beginning of the program, the student must fill out the Mentee Profile and submit the same to Guardian-Faculty Member (GFM). The respective GFM analysis the individual Mentee assigned and mark the student with learning abilities based on Mentee profile information. Mentors act as personal counsellors for the Mentee to give solutions for all kinds of personal and academic issues.

File Description	Documents
Paste link for additional information	https://zimca.in/wp-content/uploads/2022/05/2.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
162	11

File Description	Documents
Any additional information	View File

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

Student Centric Methods used by the Institute includes the following:

Experiential-Learning: Experiential-learning comprises industrial visits, summer internship projects, case studies, simulations, and immersive field visits.

Summer Internship Projects: As per the curriculum, every student has to undergo the Summer Internship Project (SIP) of eight weeks after the second semester. SIP gives industry exposure and new horizon for experiential learning and the opportunity to practice and test knowledge and skills.

Industrial Visits: In the pandemic situation we conducted e-industrial visit for students to provide real-time exposure to students about the working environment in the industry. The objective of Industrial Visit is to bridge the gap between classroom theoretical concepts and practical applications of the same in industry.

Participative Learning: All faculty members are encouraged students to participate in various curricular activities like a case study, seminar - presentations etc. Co-curricular activities like guest lectures, club activities etc. Extracurricular activities like games, fun-events, CSR, celebrations etc. Students get exposure to team-building, leadership skills, negotiation skills, etc. and include temmate ability.

Problem-Solving Methodologies: Catering to critical-thinking, creativity and problem-solving skills required by the corporate world many activities are undertaken to acquaint the students with real issues of the business.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://zimca.in/teaching-andragogy-repository/

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

Our faculties employ information and communication technology (ICT) in the teaching-learning process and ensure that students participate actively in the learning process. The Institute is completely equipped with ICT facilities that enable faculty members to integrate ICT into their teaching andragogy, making course

delivery more engaging and up to date with the use of ICT. In our institute, we use the following ICT enabled tools

1. Projectors installed in the classrooms.
2. Class room's personal computers.
3. Google classroom

During COVID 19 pandemic situation we used following ICT tools for effective delivery of lectures.

1. Microsoft Teams
2. Google Meet
3. Zoom meet.

With the help of MS Teams, faculties conducted the lectures online. This effectively and also helps us for class attendance. WhatsApp groups are used as platforms to communicate, make announcements, address queries, and share information. The research journals, articles, and ebooks are available on the online library to our faculty and students. Institute conducts various activities and guest lectures on the new developments in the core subjects for effective teaching and learning by Industry experts and Alumni on Zoom platforms and also broadcasted the same on YouTube.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

11

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

11

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

48

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Institute advocates and rigorously implements the Internal Assessment Mechanism's openness for the justified evaluation. The Institute has the for-sure benefit of having a robust CIE mechanism given by SPPU, recognized by expertise in the same fraternity. Within the given framework and choices for internal assessment, the Institute adopts an appropriate mix-n-match combination of evaluation tools in a defined frequency and variety. Basic eligibility for the evaluation process is made known to students through university websites, notice boards, and class counselling. Institute notifies the evaluation process and related documentation on the notice board and the institute website. This includes the distribution of marks and a schedule of internal and University evaluations. Institute also notifies the criteria for allocation of term work marks through notices and class counselling. The CIE components are designed so that the faculty can monitor students' progress from time to time and discuss deviations with the student for constructive solution building for the betterment of the student. The Institute's extended contribution to making the CIE mechanism more robust for our students has developed the Guardian Faculty Member mechanism, which established mentor-mentee relations.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Institute follows the mechanism to deal with examination related grievances is as follow:

1. Complaints before examination: If there is a non-receipt of a

Hall Ticket or incorrect entries in the same, these grievances are addressed immediately to the CEO.

1. Online Examination: When a student raises a complaint to a supervisor or technician, the appropriate individual takes prompt action to remedy the problem. The CEO reports the incident to SPPU and requests that it be resolved following the gravity of the grievance.

2. Theory Examination:

SPPU always provides the hotline telephonic support to resolve grievances during theory examination. The student reports any grievances related to the question paper to the Jr. Supervisor, allocated to the respective block, immediately reported to the SPPU through the CEO/Senior Supervisor.

B. Grievance Redressal Mechanism for Internal Evaluation:

Following the Internal Exams, the Exam Committee posts internal marks on the notice board. If a student has a complaint, they can address it with the appropriate course teacher. The course instructor shows the student the rectified answer sheets, settling the issue.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

SPPU has already defined the teaching-learning framework. Its main strength is the Outcome-based Education System (OBE), The OBE is defined with three components as Performer (student), Performable (demonstrable: - to perform), and focus on performance instead activity to be performed. The OBE advocates Course Outcomes (COs) which directly/indirectly enrich the Programme Outcomes (POs). The COs attainment is calculated at the end of each semester. Where the POs attainment is calculated at the end of each batch. The institute defines PSOs, as per SPPU's defined framework for various specializations (HR, Marketing, Finance, etc.), which are considered

as the attainment of the course outcome by the student at the end of the program.

Hence, the OBE culture is developed in the Institute through a quality teaching-learning framework.

Program Outcomes: As defined in SPPU MBA syllabus POs are narrow statements that reflect the student's knowledge level to make him/her performable by the time of graduation. There are total ten POS defined for example Generic and Domain Knowledge; Problem Solving and Innovation; Critical Thinking; Leadership and Teamwork; Life-long Learning etc.

Programme Specific Outcomes (PSOs): The institute defines PSOs for all major and minor specializations and maps the same with POs and COs.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://zimca.in/programme-course-outcomes/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Institute adopts an appropriate mechanism to evaluate the attainment of POs, PSOs, and COs. Institute's teaching-learning framework well-embedded evaluation of the CO's attainment. The attainment of Course Outcomes (COs) is measured using both direct and indirect methods. The evaluated CO's attainment, in turn, helps to arrive at the attainment of POs and PSOs. The Direct and Indirect Method for evaluating the attainment of POs, PSOs, and COs is given below.

a) **Direct Method: Continuous Internal Evaluation:** The Institute has a well-defined CIE structure where the CIE plays a vital role in Continuous student attainment. As SPPU has mentioned the structure of CIE, the Institute plans various components of CIE to assess the student aptly. The attainment of CIE is utilized for student evaluation. **Result Analysis:** In the direct method, students' scores and grades in examinations are observed.

b) **Indirect Method:** In this method following ways are used. The

Placement result is used as a benchmark for measuring the attainment of POs and COs. students' participation and performance in various activities are used to evaluate the attainment of POs, PSOs, and COs, where the level of the involvement depicts the level of attainment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://zimca.in/programme-course-outcomes/

2.6.3 - Pass percentage of Students during the year

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

36

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NIL

2.7 - Student Satisfaction Survey

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

<https://zimca.in/wp-content/uploads/2022/04/ZIMCA-Student-satisfaction-survey-2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

1

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

Zeal Institute of Management & Computer Application (ZIMCA) has created initiatives for innovation and transfer of knowledge.

Colloquium: The Institute has initiated a knowledge sharing platform at peer level particularly for faculty members through FDP on Case Studies titled Colloquium. At Institute level, faculty members have presented case studies on relevant industries that can foster collaborative learning & Discussion. The FDP trained faculty members in enhancing case study teaching methodology and the discussion triggered brainstorming and innovative thinking. This is a practise is initiated for the first time under the leadership of Dr.Ashwini Sovani, Head -Management Programmes from 28th November to 5th Jan 2021

Lakshya Study Centre: The Institute has a study Centre that motivates and focuses learning for students enrolled into Public Sector Recruitment Exams. The purpose of the centre is to prepare students for selection test and post-selection interview.

Start-up & Incubation Cell: The Institute has start up and incubation cell that provide guidance to students for entrepreneurship development.

Research Cell: The institute has founded this cell with a keen interest to nurture and foster various research motives for all levels of the students for their better academic achievements..

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zimca.in/activities/

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

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

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

28

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Zeal Institute of Management and Computer Application has actively participated in sensitizing students to social issues through Entrepreneurship Development Cell activities and Corporate Social Responsibility club. These club includes proactive participation of students in the events such as:

- International Womens day Celebration
- Republic Day
- Independence Day
- Ganesh Idol Making
- Constitution Day
- Gita Day
- Tribute to Hon.Mahatma Gandhi through felicitation of Support Staff under Corporate Social Responsibility Club
- Entrepreneurship Day
- Screen Addiction in Children and cretaing Awareness of it
- Glolab session on Leadership Skills and Career Guidance

These activities have helped instill values of patriotism, ethics, governance, leadership skills, gender equality and integrity amongst students.

These activities are planned and conducted to sensitize students and staff to social issues for the holistic development.

File Description	Documents
Paste link for additional information	https://zimca.in/activities/
Upload any additional information	View File

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

3

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

0

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

ZIMCA has adequate facilities for curricular, co-curricular, extra-curricular and extension activities. Its has green, eco-friendly with pedestrian friendly road, and adequate campus infrastructure to provide a conducive environment to achieve academic excellence. The state of art infrastructure is catering the norms as specified by All India Council of Technical Education (AICTE), and Savitribai Phule Pune University. The infrastructure changes as per the changing requirements of regulators. The Institute is four storied building which includes following

1. Teaching-Learning Facilities:

1. Adequate Classrooms
2. Computer Centre/ Computer Laboratory
3. Tutorial Room
4. Seminar Hall
5. Training and Placement Office

1. Knowledge Resources:

1. 1.Library and Reading Room
2. 2.Digital Library
3. 3.Stationary Centre and Xerox Facility

1. Administrative Facilities:

1. Admin Office
2. Director Office
3. Internal Quality Assurance Cell
4. Reception
5. Examination Control Room
6. Central Store
7. Faculty Room

1. Common Facilities:

1. Board Room
2. Auditorium
3. Seminar Hall
4. Medical Room
5. ED Cell and Incubation Center

6. Startup

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

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

Zeal Education Society(ZES) envisions "To empower society with holistic development through quality education" and ZIMCA inherits its vision as "To be recognized as student-centric institute through value-based quality education". Here, the institute undertake the value-based/holistic development of the student. ZES has made various facilities available for the students and staff under sports, gym, cultural facilities for the usage of all institutes under Narhe Campus. The Society has enabled with a green and big sports ground, gymnasium, in-door, out-door games and related facilities to motivate students for the sports and cultural activities. To provide platform to showcase their talent and to conduct cultural activities, the institute has developed a recording studio, music studio, photography studio, and recreational hall, which has easy norms to be accessed and utilized by students. The institute encourages students to utilize the available infrastructure. ZES has PlayGround for Outdoor Games like Cricket, Football, Volleyball, Tug of War, Kabaddi, Cricket net practice, Basketball etc. The sports material is also provided to students through Gymkhana. Indoor Games like Chess, Carrom, and Table Tennis etc. The sports material is provided to students through Gymkhana. Yoga and Vipassana Centre is started for the faculty and students where they practice the meditation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zimca.in/zeal-dance-studio/

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

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zimca.in/ict-facilitites/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

181567

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

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

- Name of the ILMS software : AutoLib Library Management System
- Nature of automation (fully or partially) : Partially
- Version : New Generation (NG)
- Year of automation: 2010 and upgraded in 2012, 2017 & 2020

We had purchased AutoLib Library Management Software (Receipt No. VSS/1003 dated 9th August 2010)

On August 2012, we have upgraded the software AMC from (Receipt No. AI/1211 dated 30th Aug. 2012)

On Dec 2017, we have upgraded the software in due course of AMC from (Receipt No. AI/1722 dated 19th Dec 2017)

On Jan 2020 , we have upgraded the software in due course of AMC from (Receipt No. Ref.No.AI/Jan/2018 dated 28th Jan 2020)

Description of Library Automation

We are using AUTOLIB library software from 2010 for automation of Library. It is upgraded respectively in 2012, 2017 and 2020. Autolib library management software is very user-friendly & supportive for library functions. Using this software we efficiently run library administration and services. AutoLib software keeps all the transaction records & generates various reports which are very useful for library administration.

AutoLib Library Management System is having various modules like Master, Member, Acquisition, Circulation, Tools, Search, Reports, Print, System Admin, Help etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://zimca.in/wp-content/uploads/2022/05/4.2.1-Library-is-automated-using-Integrated-Library-Management-System-ILMS.pdf

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

5.91566

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

22

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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

ICTs provide a variety of tools to support and facilitate a teacher's professional competence. ICTs transform teaching and helps teachers to be more efficient and effective, thereby increasing their interests in teaching. The use of ICTs can assist in the organization and the structure of the course and course materials, thereby promoting rethinking and revision of the curriculum. This helps students to carry out more independent work and gives the teacher more time to focus on teaching higher-level concepts in the classroom. ICTs provide teachers with opportunities for experimenting with emerging technologies, thereby aiding in the provision of interesting and creative presentation of content. 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 a Wi-Fi campus providing a 24x7

internet facility. Wi-Fi enabled you, enjoy the internet irrespective of where you are on the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

181567

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Utilization of Physical Infrastructure: The Institute prepares daily time-table for the class-rooms, laboratories, tutorial room and other physical facilities, where the appropriate utilization of the available physical infrastructure is planned and executed. The Institute has common auditorium/Seminar Hall which is utilized for organizing expert sessions, seminars, workshops, conferences, cultural activities, other student activities etc. The common computer center is established for the multi-purpose activities like Placement drives, various competitions, online exams, workshops, conferences as well as government exams are being conducted in the Computer Center. The Library is one of the major knowledge resources, hence the institute has its well-equipped library where adequate (as per AICTE norms) books (titles & volumes), journals, e-journals, etc. are available for student's aid. The institute also has a well-equipped and well-maintained Computer Laboratory.

b) Maintenance of the Physical Infrastructure: The institute has SOP/procedure for the maintenance of the institutional infrastructure in working conditions. The institute has its approximate budgetary provisions for infrastructural development and maintenance. The major infrastructural maintenance takes place at the Society level. The institute keeps checking on infrastructural functioning. If any maintenance is required the institute-level Infrastructure Coordinator, reports the same to Executive Director Office for further action through Institute's director.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
131	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above

File Description	Documents
Link to Institutional website	https://zimca.in/wp-content/uploads/2022/05/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

87

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

87

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

12

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The students are members of the various committees along with faculty members such as :

1. Internal Quality Assurance Cell (IQAC),
2. Internal complaint committee (ICC):
3. Anti-ragging committee
4. Anti-Tobacco, Alcohol and Narcotic Drugs Committee
5. College Development Committee (CDC)5. College Development Committee (CDC)
6. Library Committee: The student members of the committee help and support the Library work.

Class representatives (CR) are selected by the proper process so that they get the chance to show leadership quality and solve the queries.

All the club activities are headed by students club owners under the guidance of faculty members. We have conducted co-curricular and extracurricular activities for holistic development of the students.

File Description	Documents
Paste link for additional information	https://zimca.in/activities/
Upload any additional information	View File

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

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

16

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Institute has Alumni Association known as ZIMCA Alumni Association. The purpose of this association is to foster a spirit of loyalty and to promote a general well-fare of our alumni and institute. Alumni association exists to support the institute's goal and try to strengthen the ties between alumni, the community and the institute.

1. Alumni Meet event: The Alumni Association of the Institute organizes 'Alumni meet' every year. Alumni Meet provides an opportunity for alumni to share their experiences with present students

2. Alumni representation on College Development Committee (CDC): It is formed as per the guidelines of Maharashtra Public University Act 2016. The Committee plays a key role in the overall development of the Institute.

3. Alumni Participation in Co-curricular and Extra-curricular Activities of the Institute: Alumni contribute to various activities of the Institute like - Experience sharing in Induction & Orientation Programs, Expert Sessions, Seminars, helping in organizing Industrial Visits, Entrepreneurship Development, Judges for various cultural and sports activities, supporting extension activities.

4. Support in Training and Placement Activities: Alumni contribute significantly to supporting training and placement activities. Also, help in arranging/organizing industry visits During the year Jan

2020-21, college has arranged one online Alumni meet on Teams Platform dated 25th September 2020.

File Description	Documents
Paste link for additional information	https://zimca.in/alumni-association/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

ZIMCA was established in the year 2009 under the aegis of Zeal Education Society to promote holistic quality education for all. It is governed by a board of trustees with Chairman at the helm of affairs and Governing body and College Development Committee giving key inputs. The ideology of the institute is reflected in its Vision& Mission

ZIMCA Vision: To be recognized as student-centric Institute through value-based quality education.

ZIMCA Mission: "Emerge as a remarkable facilitator for enhancing employability quotient of young graduates through business management education, which eventually contributes decisively to sustainable economic growth."

ZIMCA's Vision strongly supports ZES Vision and also aligns with SPPU's Vision

For fulfillment of the Institute's vision and mission, the leadership strives to maintain an open and interactive environment. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making & policy formulation.

The Governing Body (GB) is the executive authority and exercises general supervision and control of the affairs of the Institute. The CDC plays a major role in conveying the requirements (received from teaching departments, administration, library and support departments, etc.) to the Governing Body.

File Description	Documents
Paste link for additional information	https://zimca.in/vision-mission/
Upload any additional information	View File

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

club activity which consist of various club has got following formation which consist of one owner who coordinate club activity as a care taker of club, execute the activity by taking help from student coordinators like Director, treasure & secretary.

- 1) Faculty Member will be Club Owner of a Club Assigned to them, Club Owner (in charge Faculty Member) would Identify Students for the Club Activity by Nominating Students as Director Secretary & treasurer of Club,
- 2) Every Club Owner (Faculty Member) can decide numbers of members in his/her Club & that number will be restricted or not will be the decision of Club Owner (Faculty Member).
- 3) Zeal Club activity should be planned by MBA-II students & implementation should be done by MBA-I Students under the Guidance of Chairperson (Faculty Member).
- 4) One Student can register Maximum Two Club.
- 5) Club will submit a budget at the beginning of the academic year.
- 6) Club governing body will be functional for one year.
- 8) New governing body will be formed at the end of the year in consultation with the retiring members.

File Description	Documents
Paste link for additional information	https://zimca.in/wp-content/uploads/2022/05/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

For the development of the strategic plan in the Institutes, the Director of the institutes, their respective IQAC Coordinators and strategic management and planning department members work in participation, collaboration and in a coordination. Several brainstorming meetings among them on the facts, data, and suggestions results in well-thought designed and drafted objective strategic plan for each Institute. The detailed strategic plan is present and put forth in front of Governing Body and College development committee with action plan, review frequency as well as monitoring mechanism, for their valuable inputs and approval during governing body meeting. Once approved by Governing Body, respective Institutes IQAC cell ensures implementation of the approved plan, under the leadership of their respective Director/ Principal. To develop the strategic plan it is important to have the basic thrust areas of the organization. The thrust areas need to be derived from the needs and expectations of various crucial stakeholders of the organization

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
Upload any additional information	View File

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

The Institute has defined the proper organogram to articulate apt governance as well as the escalation matrix. Zeal Education Society is the apex body and the Founder Director and Secretary takes policy decisions which are taken based on the directives of the statutory,

regulatory and affiliating bodies, the inputs from stakeholders, the recommendations from the various Committees, Cells, and Director of the Institutes, etc., for smooth functioning of the Institute. The overall functioning of the Institute is supervised by the Executive Director and the Director of the Institute. The Director acts as an operational authority for the day-to-day running of the Institute to ensure full compliance of norms and directives of the Management and the respective regulatory bodies. The governance system includes the following bodies: -Governing Council - College Development Committee - Various committees for respective institutional processes. The Constitution of the institutional committees as well as their Standard Operating Procedures are stated and available on the Institute's website. These bodies keep in view the Vision, Mission, Strategic Goals and Objectives, Values and Quality Policy of the Institute for taking decisions and making recommendations on various institutional matters

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://zimca.in/organization-chart/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above
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File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Year 2020-21 was a challenging year for academic institute. The pandemic situation due to corona spread made the challenging circumstances to operate. The Institute has developed an Employee Handbook which comprises all the service rules for faculty and staff. Code of Conduct, Policies and Procedures, Welfare measures, Recruitment and Induction Policy, Performance Appraisal, Whistle-Blowing Policy, etc.

To deal with these challenges institute has given various medical facilities and infrastructural facilities to the teaching and non-teaching staff. The institute provides COVID insurance to all teaching and nonteaching staff.

The work from home facility was provided to the staff. To conduct online sessions Microsoft teams platform was created. All the staff members get PF benefits every month. Gratuity facility is also available to the staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

3

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

General Guidelines

1. It is necessary that all the blanks in the form shall be filled up. You may write Not Applicable if the query is not

related to you.

2. The appraisee shall write his/her full name on the pages wherever required
3. The appraisee must fill up Self appraisal form. If required he may attach an extension.
4. Total marks for faculty performance appraisal are 100. Scheme of Grading is decided as under

Below 30 POOR

31 to 60 FAIR

61 to 80 GOOD

81 to 90 VERY GOOD

Above 91 EXCELLENT

1. Superior's Rating on page No. 3 will be converted in maximum marks as above and a mean will be taken out to decide the final rating
2. Each appraisee will be communicated his/her rating by the appraiser in writing.
3. For POOR and FAIR rating, supervisor shall conduct counseling session and make mention of it on the appraisal form. It shall be signed by the appraiser and the appraisee.
4. In case of consistently POOR rating, an appropriate decision may be taken by the concerned.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

INTERNAL AUDIT

The institute has a mechanism for internal and external audits. The Institute has its own internal audit mechanism where the internal audit is an ongoing continuous process to check the entire recurring

& non[1]recurring Income and Expenditure of the Institute each year. A systematic audit is done by the Section Account Officer appointed by Zeal Management on a continuous basis.

Important checks & verifications by the Internal Auditor:

- Internal Audit is done at regular intervals to check the accounts including recurring & non-recurring income and expenditure and keeps the management informed suitably about the inflow of fee and amount required for release of funds etc
- To continuously monitor the utilization of expenditure with sanctioned Budget

EXTERNAL AUDIT

The Management has appointed qualified external auditors to check and verify all the accounts of the Institute and certify the same in the audit report. The system of an audit by the external auditors includes audits on a six-monthly basis.

Important checks & verifications by the External Auditors:

- Closing of previous years' accounts in the current financial year
- Purchase order/challans, Bill copy, payment voucher, Approval Copy
- Cashbook and bank book balance
- Bank reconciliation

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

1. **Student Fees-** Institute charged fees as per guideline given by the Government Regulator AICTE Guideline Also Institute is funded by State government through scholarship & free ship paid to EBC & Reservation Category Students on Yearly basis. This is the only source of finance as institute is permanently non-Granted basis.

Institute mobilization of resource policy & procedure as follow:

1. All Institute level infrastructure set up by Zeal Education society as per the norms of Government Bodies like DTE/AICTE/SPPU.
2. Institute Set up College Development Committee (CDC) & IQAC as per the guideline given by Government Bodies like DTE/AICTE/SPPU, these committees will monitor the resource properly spent on regular review in their meetings.
3. Institute also Consider input given by various committees like Infrastructure Committees, ED cell Committee, Library committee & Student staff committee.
4. On Regular Basis College Level Audit by Chartered accountant & external body from Government conduct audit which ensures that allotted resources properly used or not on regular interval review.
5. The Academic Committee Coordinator provide requirement of infrastructure for Teaching like teaching ads, class room,
6. library committee submit requirement of books, advance software needed for on line teaching, learning, also proper seating arrangement in library for students.
7. Director of institute ensures optimum utilization of resources throughout the year by guidance, motivation to concern committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The Internal Quality Assurance Cell (IQAC) is an integral part of various academic development initiatives institutionalizing the quality assurance strategies and processes. These initiatives include organising international guest lecture series titled Glo-Lab to provide an international exposure to students and enhance academic learning. In line with the same two Glo-Lab sessions were conducted in online mode in the academic year 2020-21. The speakers were industrial experts from the UK and South Africa. These proved to be of immense learning for students & benefitted as a knowledge sharing session.

At the same time, development of students in extracurricular activities were strategized through student participation in club activities. Students are given responsibility to organize events under various clubs that include Corporate Social Responsibility Club, Readers Delight Club, Tech Tycoon Club, Entrepreneurship Cell etc. These clubs have student representatives as Directors, Treasurer and members. This exercise under IQAC instills leadership amongst students and accomplishes managerial skills like decision making, leadership skill and personality development of students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

IQAC reviews its teaching learning process, structures & methodologies of operations and learning outcomes periodically. Incremental improvement through IQAC was undertaken through

provision& enhancing of online learning.

Massive Open Online Courses: Owing to pandemic, Online learning was enhanced through self-learning by provision of Massive Open Online Courses (MOOC's)

Development of Summer Internship Policy: Summer Internship Policy for rigorous assessment & guidance of students was prepared as per the SPPU Protocol.

Glo-lab sessions for students: Students were provided with global exposure by inviting experts at global level.

Virtual tour for students: Even in situations of Pandemic, Virtual tours were organized for providing industrial exposure to students'.

Faculty Colloquium on Case Study Discussion: A collaborative effort of knowledge sharing were observed from faculty via case study titled "Colloquium".

Open access of e-resources for the students and faculties: Students and faculties were provided with training on library softwares such as EBSCO and JGATE.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	NIL
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institute has number of security and safety measures taken to assure safety and security at 360 degree in the campus:

- By displaying emergency contact numbers at various locations.
- Maintained first aid box at the easily reachable common area at administrative office.
- Medical Room is provided, accessible to staff and students in case they feel sick or not well
- The ZES Campus is under CCTV surveillance which covers 360 degrees of institute.
- To ensure a safe and carefree environment from external nuisance, institute has heightened boundary wall and huge entry gate with security guards.
- Non-teaching & Teaching staff ensure safety atmosphere at every corner within and around the campus.
- All Students and staff carry college ID cards at all times and outsiders/visitors are enquired by security staff followed up by entry at main gate before letting entering the campus.
- Various counseling sessions on personal safety were organized for female faculty and girl students.
- All students and staff are divulged with the awareness of sexual harassment and how they need to perform to steer clear of such misconducts through different sessions.

File Description	Documents
Annual gender sensitization action plan	https://zimca.in/wp-content/uploads/2022/05/7.1.1-A.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://zimca.in/wp-content/uploads/2022/05/7.1.1-B.pdf

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

1. Solid Waste Management:

The dustbins are kept on the basis of identified places and appealed to all the students and staff to use them to collect garbage. The Faculty members and office staff of our institute utilizes one-sided used papers for printouts of internal communication work. The institute promotes waste management activities through various activities like Mahatma Gandhi Jayanti Celebration as Swachh -Bharat Mission and eco-friendly Ganesh idol making competition were best from waste activity conducted.

2. Liquid Waste Management:

To manage Liquid waste generated through toilet, washroom and canteen directly connecting with Narhe Gram Panchayat's main drainage lines. Various awareness sessions were arranged on proper waste management also to create awareness for the students and

encouraged him to contribute to maintain environmental consciousness.

3. E-waste Management:

Being the management education service provider Institute we uses all kind of electronic gadgets and devices like, computers, laptops, printers, scanners projectors etc. and in few cases we also provide to students. As these products degrades after its long term use and it gets dead due to advancement in technology. The institute has a proper disposal and e-waste management system where all dead ICT gadgets are scraped with e-waste recycling agency.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

- Mahatma Gandhi and Lal Bahadur Shastri Jayanti:** ZIMCA celebrates birth anniversary Mahatma Gandhi Jayanti and Lal Bahadur Shastri Jayanti on 2nd October each year, to pay respect to the father of the nation and second prime minister of India respectively. On the very same day Institute also recognizes efforts of support staff in their contribution in cleanliness drive in and around the institute.
- International Women Day:** On 8th March of every year, institute celebrates this day as International Women Day to promote gender equality and Women Empowerment by organizing different activities under the umbrella of Glow Talk.
- Vachan-Prerana Divas:** Since 2015 when Education Minister Shri. Vinod Tawdeji declared the birth anniversary of Dr A P J Abdul Kalam as 'Vaachan Prerna Diwas', since that day Institute celebrates 15th October as Vachan-Prerana Divas .
- Gita Day Celebration:** At ZIMCA event has planned with objectives to learn scientific orientation of Bhagwat gita.
- Doctors Day:** we have invited one of the renowned Medical practitioners to interact with student on the topic of how to maintain work-life balance and the guest also explained the importance of creating compartments in one's life for extracurricular activities that helps them keep to going in life successfully

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

1. **Introduction to Constitution & Celebration of Constitution Day:**. The Constitution of India is the supreme law of the land that must be known to every citizen of India. The Preamble indicates the source and objects of it. We, the people of India, are the source of the Constitution and have resolved to constitute India into a sovereign, socialist, secular, democratic and republic. This course is conducted to introduce the philosophy of Constitution of India, Fundamental Rights and Directive Principles of State Policy to students. The main objective of this course is to acquaint students with their freedoms and responsibilities. In addition to this institute also celebrates constitution day
1. **Introduction to Cyber Security/Information Security.:** Computer systems have become a necessity in our daily lives. With this comes the increased risk of unauthorized access to networks and system resources, and it is important to be aware of these risks. Thus this course helps our students to understand these risks and how to prevent them. The course will cover the topics such as- Threats to computer system,- Risks associated with unauthorized access, preventive measures, and corrective actions

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://zimca.in/activities/
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts

B. Any 3 of the above

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

1. Independence Day & Republic Day : To the great victory and to remember the contribution of great freedom fighters of our motherland ZIMCA celebrates the day with other institutes of the campus with students, staff, parents and the society with different patriotic songs, dramas.
2. Mahatma Gandhi and Lal Bahadur Shastri Jayanti: on 2nd October
3. Teacher's day: To give tribute to Dr Sarvepalli Radhakrishnan on his birth anniversary Institute celebrates Teacher's Day. Various programs are conducted by students to give tribute to Dr Sarvepalli Radhakrishnan and pay respect to their teachers.
4. Chhatrapati Shivaji Maharaj Jayanti: To give honor and tribute to our beloved king Shri. Chhatrapati Shivaji Maharaj, Institute Celebrates the Shiv Jayanti. On this day, Institute in collaboration with students conducts different activities to showcase how Chhatrapati Shivaji Maharaj is a pride of each Maharashtrian, a great warrior and administrator, really a source of inspiration to all over the world.
5. International Women Day: On 8th March of every year
6. Vachan-Prerana Divas:
7. International Yoga day (21 June): The institute celebrates international yoga day by assembling spontaneous volunteers who take part in yoga activity.

8. World Emoji day: (17 July): ZIMCA started celebration of World Emoji day from this year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

A) International Guest Lecture - Glo-Lab Series

1. Title of practice: Glo-Lab Series - International Guest Lecture

2. Objectives of the practice

a) To enhance learning experience for our students

b) To provide them opportunity to interact with Global leaders from respective field

c) To impart knowledge of international business etiquette - customs & culture

3. The context

The gap between what graduates know and what employers want is one reason for the high unemployment rate among graduates. Thus ZIMCA encourage students to acquire skills that will be useful in the workplace.

B) Virtual Industrial Visit

1. Title of practice: Virtual Industrial Visit through MS Teams

2. Objectives of the practice

1) To experiment a vertical platform for a physical event & view of an evolving teaching and learning environment

2) To create a virtual environment for students and the company heads for interaction.

3) To engage students in visit also discuss & clarify their doubts / questions

4) To adapt new teaching methods to new emergent social and educational contexts

3. The context

Due to COVID-19 pandemic the physical visit to any industry/company is nearly impossible thus we figured out the solution to this problem namely Virtual Industrial Visit.

File Description	Documents
Best practices in the Institutional website	https://zimca.in/wp-content/uploads/2022/05/INTERNATIONAL-GUEST-LECTURE-GLO-LAB-2021.pdf
Any other relevant information	https://zimca.in/teaching-androgogy-repository/

7.3 - Institutional Distinctiveness

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

Our Institute's mission is to make the students as employable as possible. A student's employability quotient improves when they are surrounded by like-minded people and when the curriculum has been tailored to address the needs of the industry.

To introduce students to the possibilities of a career in management, we organized a Level up program for students from various under-graduate institutes from different universities.

In this series more than 350 students from around 16 colleges registered and attended the sessions. Below is the list of activities conducted by in-house staff:

1. Career Mantra: Opportunities after graduation

2. Resume Writing & Industry expectation from Graduates

3. Cloud Computing & IoT: need of future

4. Leadership & Stress Management

5. Financial Planning

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Improvement in MOOC's participation for Students.
2. Improvement of FDP/workshop participation for faculty members
3. Increase in number of Research centre initiatives-conduct of FDP, workshops
4. Increase in number of Research initiatives-research publication and paper
5. Students participation at various events/activities
6. Establish Industry-Institute Interaction through Guest sessions
7. To increase pay package of the students.
8. To conduct Soft skills sessions
9. ISO and NBA task