YEARLY STATUS REPORT - 2021-2022

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. Ravindra M Patil

- Designation
I/C Director

- Does the institution function from its own campus?
Yes

- Phone no./Alternate phone no.
02067206041

- Mobile no
9422414023

- Registered e-mail
director.zimca@zealeducation.com

- Alternate e-mail
zeal.zimca@gmail.com

- Address
S.No.39, Behind Bhairavnath Temple,Narhe-Dhayari Road, Narhe

- 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   **7350495158**

- IQAC e-mail address   **vikrant.nangare@zealeducation.com**

- Alternate Email address   **deepak.shirke@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 2	**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

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- 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**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Preparation of ISO Documentation for Re Certification.

Revision of SIP Policy

ZIMCA Newsletter Publication

Entrepreneurship Award for Alumni

International Projects

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
Preparation of ISO Documentation for Re Certification.	Records prepared and placed in files as per ISO Norms
Case based learning	Faculty was asked to write and present cases before faculty and students
Guidance session for selection of specialization	Expert Faculty from various specialization briefed about how to choose specialization to students
Entrepreneurship Award for Alumni	Alumni were called who addressed the students and encouraged for becoming entrepreneur
International Projects	SIP, Nusantra

13. Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	10/12/2021

14. Whether institutional data submitted to AISHE

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. Ravindra M Patil
• Designation	I/C Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02067206041
• Mobile no	9422414023
• Registered e-mail	director.zimca@zealeducation.com
• Alternate e-mail	zeal.zimca@gmail.com
• Address	S.No.39, Behind Bhairavnath Temple,Narhe-Dhayari Road, Narhe
• City/Town	Narhe, Pune
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• Type of Institution	Co-education
• Location	Urban
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• Name of the IQAC Coordinator	**Prof. Vikrant Nangare**
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• Alternate phone No.	**7972230511**
• Mobile	**7350495158**
• IQAC e-mail address	**vikrant.nangare@zealeducation.com**
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• if yes, whether it is uploaded in the Institutional website Web link:	https://zimca.in/wp-content/uploads/2022/03/Academic-calender.pdf

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06-11-2023 08:45:17

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14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	07/12/2022

15.Multidisciplinary / interdisciplinary

One of the biggest challenges that modern higher education in India faced was the lack of a multidisciplinary approach to education.

Lectures on interdisciplinary topics, delivered both by college faculty and invited speakers are held each year. These lectures provide a unique opportunity to the students to realise the importance of the interdisciplinary approach in academics in

solving issues of national and global importance.

In the syllabus the student is required to choose his/ her specialization, as well as through the bunch of subjects provided they may choose subjects of their own choice.

16.Academic bank of credits (ABC):

Academic Bank of Credits has been established on the lines of the National Academic Depository (NAD), in the sense, NAD is the backbone of ABC, where the students' academic data are held and academic awards are stored (i.e. storehouse of academic awards). Despite the fact that ABC enables students to register or commence credit transfer, the final outcomes of credit redemption and issuance of certificates, as well as the compilation of award records, are administered by academic institutions via the NAD Platform. Hence being the owner of academic awards, Academic Institutions must mandatorily register themselves under ABC via NAD.

At the time of filling Exam form we have told the students to register for ABC, all the MBA-I & MBA-II students have registered for the same.

17.Skill development:

The National Education Policy (NEP) 2020 has given special emphasis on acquiring various skills to attain the goal of Samagra Shiksha. The Institute also encourages the soft skill development of the students by arranging lectures by eminent persons from different fields also. Besides CBCS, the college provides Computer Training Courses and encourages entrepreneurship through different programmes in order to embrace skill development.

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

Bilingual method, as the medium of the teaching is used in our Institute for slow learner students. The regional language used is either Marathi or Hindi as per the demand of the students. The college celebrates many commemorative days to make students aware of Indian culture and heritage. Recently offline yoga course has been resumed.

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

Following OBE policy, our Institute keeps record of result of every student through academic audit and mentor mentee system.

Course Outcomes and Programme outcomes are discussed by the faculty members and displayed on the website. Successful alumni are invited to share their experiences to highlight the OBE.

20.Distance education/online education:

During the COVID-19 pandemic, the college has successfully implemented online teaching through Microsoft Teams for Education, by providing individual account of each faculty through the college domain. Assignments and evaluations were also done online. All the meetings were held online. Several webinars and student activity programmes were organised through Microsoft Teams or Google Meet. Study materials were uploaded by the faculty members on college website as well as through On Cloud LMS portal through individual login. Even after the college resumed several online practices are still exercised.Our college is the member of Provouse – INFLIBNET for Scholarly Content to extend e- resources.

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	**221**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	**93**
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 Number of outgoing/ final year students during the year	**41**

File Description	Documents
Data Template	**View File**

3.Academic

3.1 Number of full time teachers during the year	**11**

File Description	Documents
Data Template	**View File**

3.2 Number of sanctioned posts during the year	**12**

File Description	Documents
Data Template	**View File**

4.Institution

4.1 Total number of Classrooms and Seminar halls	**7**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1,37,42,095**
4.3 Total number of computers on campus for academic purposes	**40**

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 strong and rich curriculum designed by SPPU. Hence, we adhere to the Yearly Academic Calendar and syllabus as given by SPPU. Our 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 the academic planning of the institutes. The academic calendar comprises curricular, co curricular and extracurricular activities in the form of Club activities & value added activities. Every semester the timetable 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 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	Nil

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

Before the commencement of each semester, the university publishes an academic calendar for management programmes, including 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, Annual Quality Assurance Report of ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION curricular, and extracurricular activities, including the conduct of Continuous Internal Evaluation (CIE). Except for unexpected situations, academic activities, CIE, and all activities are carried out according to the timetable of events. Faculty members can use academic calendars to schedule their course plan and delivery, research, academic, and co-curricular activities. The academic coordinator supervises and monitors the fulfillment of the syllabus in accordance with the course plan which is prepared by faculty members at the beginning of every semester. As per 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	**Nil**

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

4

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)	**No File Uploaded**

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

19

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 Annual Quality Assurance Report of ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION sustainability, as well as human values and professional ethics. In addition, the 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 Yoda day celebration, guest lectures, , international women day celebration etc. to educate students of various sensitive issues. 2.Issues related to Environment and Sustainability: SPPU curriculum itself enriched with the courses related to Environment and Sustainability, Like: Corporate Social Responsibilty & Sustainabilty, Indain Ethos &

`business ethics etc.2.Sustainability: With the intention to develop sustainability in students, SPPU included different courses at a different level like Economic Analysis for Business Decisions, 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

`86`

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	

File Description	Documents
URL for stakeholder feedback report	**Nil**
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 be classified as follows	

File Description	Documents
Upload any additional information	View File
URL for feedback report	**Nil**

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

109

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

43

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

Our Institution goal is to work for student-centric education and we are working to cater to the students according to their learning patterns and speed. We understand that each student has a different learning speed, interest, and pattern for which we have framed different learning strategies. Firstly, students who are advanced learners are given projects and activities to channelize their knowledge and skills. We have arranged for "Nusantara Project" in which our students joined the Global Virtual Team and Collaborated with other students from different universities.Secondly, Institution understands that some student need special attention and guidance and we feel fortunate to help and guide them. We have arranged a series of expert lectures named as "GLO-LAB International Guest Lecture in which we invited international corporate professionals from around the world to talk about subject-specific domain knowledge. Our institution also arranged for remedial classes and mentor-mentee sessions after assessing the learning levels of students. Remedial Classes focuses on enhancing the subject knowledge of the students wherein our team gives special attention to slow learners by conducting extra classes for them. Mentor- Mentee session is also conducted to help resolve problem faced by the students where our team council and guide students.

File Description	Documents
Paste link for additional information	**Nil**
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
221	**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

We practice various activities to provide students experience and knowledge required for developing and grooming. We allow experimental learning by arranging a summer Internship program for the students. The students select a topic for study and work on it for 2 months and study the problems loopholes, opportunities, and threats in that particular area and prepare a report namely 1st, 2nd, 3rd, and 4th. This allows the student to learn through critical thinking and develops problem-solving skills with exposure to the external environment. We encourage students to participate in learning and arrange for presentations and club activities. Presentation is given by students on a particular topic allotted to them, they are supposed to collect all necessary details and information related to the topic and present the topic to their mates. This helps them to develop confidence, public speaking and presentation skills. We also have different clubs to cater to different interest areas of students like antarang, tech-tycoon, entrepreneurship, Wellness, sports, finance, social responsibility etc.Activities like finance guest lecture, zumba session, poster competitions, and blanket donation are arranged. Students show their enthusiasm by participating in such events. Other Activities like group discussion and case study are also discussed during the lectures to develop problem-solving, analyzing and evaluating skills among the students. This develops critical thinking and problem-solving skills among them.

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

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

ZIMCA 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 coursedelivery 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. Classroom's personal computers. 3. Google Classroom We are also using the following ICT tools for the effective delivery of lectures. 1. Microsoft Teams 2. Google Meet 3. Zoom meet. With the help of MS Teams, faculties conducted the lectures online when required. This effectively and also helps us with 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 in the online library to our faculty and students. Open access to e-resources for the students and faculties: Students and faculties were provided with training on library software such asEBSCOandJGATE.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	No File Uploaded

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

9

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	View File
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

`47.1`

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 counseling. 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 the allocation of term work marks through notices and class counseling. 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	https://zimca.in/wp-content/uploads/2023/07/2.5.1.pdf

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 are as follow: 1. Complaints before examination: If there is a non-receipt of aHall 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 helpline telephonic support to resolve grievances during theory examinations. The student reports any grievances related to the question paper to the Jr. Supervisor, allocated to the respective block and 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 consideredas 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	No File Uploaded
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. ThePlacement 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 involvement depicts the level of attainment.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	https://zimca.in/wp-content/uploads/2023/07/OBE-Manual-ZIMCA.pdf

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

54

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	https://zimca.in/examination-cell/

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/2023/05/Students-Satisfaction-Survey-AY-2021-22.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

0

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	NA

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 as

follows:

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. The students are encouraged to write research papers with the help of faculty.

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

Colloquium: The Institute has initiated a knowledge sharing platform for faculty members through Case Studies titled Colloquium. At Institute level, faculty members have presented case studies on relevant topics that can foster collaborative learning & Discussion.

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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://zimca.in/library/

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

0

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	https://zimca.in/about-ric/
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

5

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

Considering the Institutes responsibilities for neighborhood community, sensitizing students to social issues for their holistic development and impact thereof the Institute has arranged the following programs:

1. Blancket Donation Drive for the needy people

2. Zeal - O - Fit program to the students by the students to demonstrate the body fitness simple but effective excercises and stretching ways

3. International Yoga Day for the students from experts of yoga guiding them to adopt yoga for healthy life

4. International Women Day for ladies of the institute for their role towards developing community

5. Meet the Auther Session for students

6. Vacan Prerana Din to encourgae students for reading

File Description	Documents
Paste link for additional information	Nil
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

4

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

0

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

1

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, extracurricular, and extension activities. It has green, and eco-friendly with a pedestrian-friendly road, and adequate campus infrastructure to provide a conducive environment to achieve academic excellence. The state-of-the-art infrastructure is catering to 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 storey 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**

6. **ED Cell and Incubation Center**

   1. **Knowledge Resources:(Library)**

1. **Library and Reading Room**

2. **Digital Library**

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**

8. **Board Room**

   1. **Common Facilities**

1. **Auditorium**

2. Medical Room

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://zimca.in/wp-content/uploads/2023/05/4.1.1.pdf

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 undertakes 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, Carom, 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/wp-content/uploads/2023/05/4.1.2.pdf

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/wp-content/uploads/2023/05/4.1.3.pdf
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)

3.23

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. A1/1211 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/2023/05/4.2.1.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)

2.68213

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

29

File Description	Documents
Any additional information	**No File Uploaded**
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 100 Mbps to the entire. The institute has a Wi-Fi campus providing a 24×7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zimca.in/wp-content/uploads/2023/05/4.3.1.pdf

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)

3.23

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, ejournals, 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	https://zimca.in/annual-quality-assurance-report-ay-2021-22/#

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

181

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

File Description	Documents
Link to Institutional website	**Nil**
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

0

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

0

File Description	Documents
Any additional information	View File
Number of students benefited 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

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

77

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)

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 culb activites are headed by students club owners under the guidance of faculty members. We have conductedco-curricular and extracurricular activities for holistic development of the students.

File Description	Documents
Paste link for additional information	Nil
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

3

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 Act2016. 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 Jan2021-22,

college has arranged one online Alumni meet on Teams Platform dated 23.04.2022

File Description	Documents
Paste link for additional information	https://zimca.in/alumni-registration-2/
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.

ZIMCA Practices the decentralization and participative management thorugh 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 & secretory.

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	**Nil**
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 planing 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	A. All of the above

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

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.

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

4

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

1

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

The Institute is committed to apprise those faculty members who demonstrate academic objectivity, research inclination, leadership skills and act as role models for students, staff, and colleagues. The Institute has developed an effective performance appraisal

system both 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 the 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 an impartial view of faculty, the Faculty appraisal committee comprises Director and the Programme Coordinator. 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.

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 though 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 Charted 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.

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 organisingguest lecture of Industry Experts like the successful Entrepreneur's from the society,to provide anexposure to students and enhance academic learning.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, 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

The institutions adhere to various processes and guidelines given by the University. in order to ensure the smooth flow of day-to-day activities a number of procedures are followed like establishing the academic committee, procedural dissemination of information for smooth flow of communication, setting action plan for all academic processes, setting up a proper summer internship policy and mentorship program, etc. The purpose of setting up an academic committee is to oversea the academic processes of the institution. The committee reviews and provides suggestions for policies on curriculum development. Moreover, a proper system is set for dissemination of information both on internal and public front. This is to ensure a proper flow of communication in and about the institution. The institution ensures quality by employing it corrective action plan if and when needed in it academic processes. Summer Internship is a very important and integral part of any professional program like MBA. It acquaints students with practical industrial experience and acts as a bridge between institution and industry. The institution has a distinct summer internship policy so as to deliver quality postgraduates to

the industry. The institution is also mindful regarding its e-learning resources. In order to provide stakeholders with latest and most relevant learning material the institution has registered it self National Digital Library and EBSCO.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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	<u>View File</u>
Upload any additional information	<u>View File</u>
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

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

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 are 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 to enter 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/2023/07/7.1.1.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/girls-hostel/

| 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/ | C. Any 2 of the above |

power efficient equipment

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

ZIMCA has an appropriate provision for cleaning, hygiene, and waste disposal. This helps nurture healthy institutional habits to maintain and dispose of degradable and non-degradable waste.

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.

ZIMCA is a Management institute and hence liquid waste doesn't create like any dangerous chemical factories etc.

The institute has a proper disposal and e-waste management system where all dead ICT gadgets are scraped with e-waste recycling agency appointed by Zeal Education Society.

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	C. Any 2 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	**B. Any 3 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	C. Any 2 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).

1. 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.

2. **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 Goo-w Talk.

3. **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 to encourage students to read books for realizing the importance of reading habit in day-to-day life.

4. **Gita Day Celebration:** At ZIMCA event has planned with objectives to learn scientific orientation of Bhagwat gita . Session not only focused on scientific orientation of Bhagwat gita but also helped faculty and students to understand Science & Spirituality together.

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

Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum as well as through extra-curricular activities. The institute inculcates values like unity, equality among the students by honouring the support staff.The institute creates awareness about the Constitution of India on 26th November every year. Several initiatives are taken to enlighten students about values, rights, duties and responsibilities of citizens

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://zimca.in/wp-content/uploads/2023/07/7.1.9.pdf
Any other relevant information	https://zimca.in/activities/

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

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

Institute never forgets to pay humble tribute to the great personalities on death anniversaries. Also Institution celebrate/organizes national and international commemorative days, events and festivals on specific occasion.

1. Independence Day & Republic Day : To entreat a tribute to the great victory and to remember the contribution of great freedom fighters of our motherland ZIBACAR celebrates the day with other institutes of the campus with students,

staff, parents and the society with different patriotic songs, dramas. Also ZIBACAR feels pride and honor to celebrate the Republic Day on 26th of January every year.

2. **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.

3. **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.

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.

7.2.1 Best practices successfully implemented by the institution

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.

4. The practice

The GLO-LAB guest lectures are series of international guest lectures in management by various corporate professionals located across different countries. The main aim to organize such lectures is to provide global exposures to students along with subject specific domain knowledge through experience sharing & knowledge sharing platforms

- The institute has also initiated a Finance Club to improve the domain knowledge of students in the area of finance.

B) ZIMCA'S RAINBOW NEWSLETTER

Professional Newsletter, bringing you a comprehensive update on industry trends, industrial developments, and valuable insights to keep you informed and ahead in today's dynamic business landscape. The given initiative highlights on currents trends in the industry, current affairs, management theories with practical implications, creativity corners, whitepapers and much more.The initiative is taken to provide an extra edge to the 360 degree development of the students.

File Description	Documents
Best practices in the Institutional website	https://zimca.in/wp-content/uploads/2023/01/ZIMCA-News-Letter-.pdf
Any other relevant information	https://zimca.in/wp-content/uploads/2023/07/7.2.1.pdf

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

The institute has encouraged to the students for summer internship project which is compulsory to all students in the emester third. For the improvement in the quality performace in the SIP process, institute develop the SIP policy in which each student have to submit thier SIP joining report, first forthnight report, second & third forthnight report with research proposal to their guide. Institute focus on students SIP because this two months SIP project help to students to get a good experiencce, knowledge and placement. Our SIP guide monitoring the the progress of students as per the the plan.

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

- Improvement in the quality of Summer Internship Project

- Focus on Add on courses

- Training Programs for the students, faculty members and non-teching staff.

- Institutional Partnership

- Institute-Industry Interaction