



YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	Zeal Institute of Business Administration, Computer Application & Research
• Name of the Head of the institution	Dr. Babasaheb Jotiram Mohite
• Designation	Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02067206031
• Mobile no	8329302754
• Registered e-mail	naac.zibacar@zealeducation.com
• Alternate e-mail	director.dicer@zealeducation.com
• Address	Sr. No. 39, Behind Bhairav Nath dhayari Road, Narhe gaon
• City/Town	Pune
• State/UT	India
• 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												
• Name of the IQAC Coordinator	Dr. Madhavi Shamkuwar												
• Phone No.	02067206031												
• Alternate phone No.	02067206032												
• Mobile	07030777790												
• IQAC e-mail address	naac.zibacar@zealeducation.com												
• Alternate Email address	director.dicer@zealeducation.com												
3.Website address (Web link of the AQAR (Previous Academic Year))	https://zibacar.in/iqac/												
4.Whether Academic Calendar prepared during the year?	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	https://zibacar.in/wp-content/uploads/2024/07/Institute-AC-23.pdf												
5.Accreditation Details													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 2</td> <td>B++</td> <td>2.93</td> <td>2024</td> <td>29/08/2024</td> <td>28/08/2029</td> </tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 2	B++	2.93	2024	29/08/2024	28/08/2029	
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 2	B++	2.93	2024	29/08/2024	28/08/2029								
6.Date of Establishment of IQAC	16/08/2017												
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,													
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>	Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	0	0	Nil	Nil	Nil			
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount									
0	0	Nil	Nil	Nil									
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	4
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>1. The Institute is ISO 21001:2018 Certified 2. The Institute has applied for IIQA for Cycle-2 and the process towards NAAC accreditation is initiated Institute has received B++ with rise in 0.51 score as compared to Cycle -1.</p>	
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
1. The Institute has planned to implement EOMS ISO 21001:2018	To implement EOMS ISO 21001:2018 training program to 3 faculty members were given by CueBiz company.
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Development Committee	23/12/2024
14.Whether institutional data submitted to AISHE	

Year	Date of Submission
2023-24	31/01/2025

15. Multidisciplinary / interdisciplinary

The curriculum of the Institute's postgraduate (PG) programs follows a Choice-Based Credit and Semester System (CBCSS). Horizontal or lateral credit transfer is permitted between the MBA and MCA programs offered by Savitribai Phule Pune University (SPPU). The curriculum facilitates block credit transfers for various national and international certifications, fostering interdisciplinary and multidisciplinary approaches. Additionally, open courses from diverse domains are offered to students in every semester, broadening their learning opportunities. Curriculum-based projects across various fields further enhance students' skill sets. The Institute's research center actively encourages scholars to engage in research aimed at addressing society's critical issues and challenges. Furthermore, the Institute is in the process of proposing additional multidisciplinary credit courses to the affiliating university for approval.

16. Academic bank of credits (ABC):

The Academic Bank of Credits (ABC) initiative aims to foster student-centric education, enabling learners to progress at their own pace. As the institute is affiliated with the university, plans are underway to register for ABC. Meanwhile, students are encouraged to pursue online MOOC programs and courses through platforms like Coursera, Udemy, and Infosys Springboard. Savitribai Phule Pune University (SPPU) has introduced a platform for ABC registration, and the institute has actively informed students about it. As a result, students have completed registration on the platform.

17. Skill development:

The institute is actively working to enhance vocational education and soft skills among students in alignment with the National Skills Qualifications Framework. Students are encouraged to enroll in these courses, with the university curriculum offering an additional 4 credits for skill development courses such as Human Values, Introduction to Cyber Security, and Information Security. Furthermore, students' competencies are bolstered through various soft skills and employability enhancement programs. To complement academic learning, the institute organizes a range of extracurricular and co-curricular activities aimed at skill development. Additionally, faculty members are registering and completing a 5-day Faculty Development Program (FDP) on

"Incorporating Universal Human Values in Technical Education," organized by different educational organizations. This initiative has equipped faculty with the necessary skills to effectively teach Universal Human Values (UHV) to students.

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

The Institute is affiliated with the Savitribai Phule Pune University, which offers limited flexibility to integrate various components into the curriculum. Despite this, the Institute has effectively incorporated the Indian Knowledge System into co-curricular and extra-curricular activities. To foster Indian cultural values among students and faculty, the Institute organizes diverse events that promote social harmony. These activities enhance awareness of India's rich heritage, the timeless Indian Knowledge System, and the country's cultural, regional, and linguistic diversity, instilling respect for these aspects. The Institute celebrates various national and international commemorative days to raise awareness and inspire students to excel in life. Noteworthy celebrations include Marathi Rajbhasha Din, World Environment Day, National Constitution Day, International Yoga Day, National Sports Day, and International Women's Day. Additionally, the Institute is planning to train faculty members to deliver classroom instruction in a bilingual mode.

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

The institute acknowledges that students learn at their own pace, making continuous evaluation essential to achieve desired outcomes for each student. While adhering to the curriculum prescribed by the affiliated university, the institute ensures the attainment of predefined Course Outcomes (COs) as outlined in the syllabus. CO Attainment Process For each course, the following activities are undertaken: Define COs: Specify Course Outcomes along with their corresponding Bloom's Taxonomy levels. Set Target Levels: Define the target attainment levels for each CO based on analysis of previous data. Assign Assessment Tools: Map appropriate assessment tools to each CO. Calculate CO Attainment: Direct Assessment: Evaluate CO attainment based on internal and external assessments. Indirect Assessment: Gather insights from surveys and feedback mechanisms. Determine Final CO Attainment: Combine direct and indirect assessment results to compute the final CO attainment value. PO Attainment Process The Program Outcome (PO) attainment process involves both direct and indirect assessment components: Direct Assessment Component Calculated using an 80:20 ratio, where 80% weightage is given to the average PO attainment of all courses, and

20% is derived from placement percentages. Indirect Assessment Component Based on responses from the following surveys: Student Survey: Conducted during the course to gather insights from current students. Exit Survey: Taken by students at the end of the course to provide feedback on their learning experience. Employer Survey: Conducted with employers to evaluate the industry readiness of graduates. Alumni Survey: Feedback collected from alumni to assess the long-term effectiveness of the program. To calculate the overall PO attainment level, the following weightages are applied: 70% for the direct assessment component. 30% for the indirect assessment component.

20.Distance education/online education:

The NEP aims to establish a new benchmark for India's online education system in the future. During the pandemic, Zeal Education Society's education system underwent a transformative phase of realization and adaptation. Various training sessions were conducted online with the help of Zoom and Google meet, and the institute offered numerous value-added and add-on courses in the virtual mode. Faculty and students are actively encouraged to enroll in online courses through platforms such as SWAYAM-NPTEL, Coursera, and Infosys Springboard. These efforts collectively contribute to advancing India's vision of fostering a robust online pedagogy.

Extended Profile

1.Programme

1.1	118
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	337
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	180
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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		157
File Description		Documents
Data Template		View File
3.Academic		
3.1 Number of full time teachers during the year		23
File Description		Documents
Data Template		View File
3.2 Number of sanctioned posts during the year		18
File Description		Documents
Data Template		View File
4.Institution		
4.1 Total number of Classrooms and Seminar halls		10
4.2 Total expenditure excluding salary during the year (INR in lakhs)		122.54
4.3 Total number of computers on campus for academic purposes		195

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

We as an institution follow a systematic approach to accomplish the curriculum. To start with academic semester, we prefer to adhere with the rules, regulations and policy issued by Government, industrial, AICTE and other official bodies. Our focus is to identify the gaps and accomplish it.

We ensure effective curriculum delivery through below mentioned process:

1. Planning:

- Academic calendar: is prepared which covers academic and non-academic activities. We also plan teaching methods, resources, assessments etc.
- Course Allocation: Course choice is taken from faculty and considering the choice and subject expertise course allocation is done.
- Time Table: Academic coordinator, HoD and class coordinators prepares class time table. Time table is shared with all faculty members.
- Course Plan: each course owner prepares course plan for their subject which includes CIE conduction as well.
- Course file: Index is provided to course owners. Accordingly course plan is prepared. It includes Vision -Mission, POs, PSOs, PEOs, course plan, class and individual time table, CO PO mapping, question papers etc.
- 2.Execution:
- Content Delivery: ICT tools are utilised.
- Tutorial/Assignments: Role play, activity, case study, presentations, PBL etc is considered.
- Remedial sessions: For slow learners
- Feedback, Surveys and reviews: It is taken twice a semester
- Assessments: Assessments are transparent in manner, answer sheets are discussed with students

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://zibacar.in/wp-content/uploads/2024/12/1.1.1-uplaod.pdf

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

1. Adherence to Academic Calendar:

The institution follows an academic calendar which outlines the start and end dates for semesters, holidays, and examination periods. Academic calendar also includes all the curricular, co-curricular and extracurricular events at the beginning of each Semester. Academic calendar helps faculties to plan and execute their course as per.

2. Continuous Internal Evaluation (CIE):

TwoCIE's for 3 credit course and oneCIE for 2 credit course is planned to assess the student performance. University bucket list i.e. assignments, quizzes, role play, activity, case study presentation, projects, presentations, internal exams, etc. is referred as a CIE parameter. Course owners communicates the CIE schedule to students through notice /mail. CO-PO, blooms Taxonomy is taken into consideration while preparing question papers. Assessment is done by course owners and display to the students. 90% - 50% formula is used in CIE conduction. Retest is conducted for the students who score below 50% marks.

The institution ensures that all assessments and evaluations are done in time as per predefined plan. In case of an unexpected event necessary adjustments are made in the schedule.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://zibacar.in/wp-content/uploads/2024/04/Academic-Calender-2023-24-1.pdf

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above

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

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

2

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)

15

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

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

450

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 ZIBACAR 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 Yoga 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:

1. **Corporate Social Responsibility & Sustainability, Indian 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

3

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

245

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://zibacar.in/wp-content/uploads/2024/12/1.4.1-additional-info.pdf
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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://zibacar.in/wp-content/uploads/2024/12/1.4.1-additional-info.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

121

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

91

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

Institute has a method in place to assess students' learning levels and provide appropriate help. Students admitted to MCA and MBA programmes come from a variety of backgrounds. The cognitive and intellectual capacities of pupils differ greatly across all programs. Every year, the procedure begins with an orientation and induction programme for the incoming batch of students. These programmes enable students to become acquainted with the institution, academic, extracurricular activities, facilities, rules and regulations. Furthermore, during the course of study, students are classified as slow or advanced learners based on their performance in Continuous Internal Evaluation. For both categories of students, special programmes are organized to support their learning and development. For slow learners, the institute has taken following measures to enhance their learning capabilities: For slow learner, the institute conducts remedial sessions, peer learning activity and for advance learners institute provides platform to learn inter institute SIP competitions, participation in competitions, certifications, Blog writing, Student of the Week awards etc.

File Description	Documents
Paste link for additional information	https://zibacar.in/2023-24-criterion-ii/
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
360	23

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

ZIBACAR believes in the adoption of learner/ students centric methods to enhance student involvement as a part of experiential learning, participative learning and problem solving methodology. Various instructional methods and pedagogical initiatives in online and offline mode are adopted for student centric methods. The faculty provides a platform to students to explore independently, learn through self-study and from their peers, guides them to develop effective and lifelong skills. The faculty adopt active learning by involving students in the learning process more directly through following activities such as Brain storming, quiz, debate, group discussions etc.

Experiential Learning -1. Industry Projects 2. Industrial visit 3. Learning Diaries 4. Expert Sessions 5. Certification

Participative Learning - 1. Role Play 2. Team Activities 3. Website Blogs 4. Poster presentation 5. Book Review 6. Research paper 7. Case study presentation

Problem Solving methodologies -1. Quiz 2. Crosswords 3. Case Study Analysis 4. Concept Map 5. Infographics 6. Word Search 7. Practicals 8. Projects

File Description	Documents
Upload any additional information	View File
Link for additional information	https://zibacar.in/2023-24-criterion-ii/

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

ZIBACAR is conducting two programmes, namely MBA and MCA under the statutory University named as Savitribai Phule Pune University (Formerly Pune University). ICT tools are most important for effective teaching - learning process. ICT tools helps to understand the concepts of various subjects. It also helps for participative learning, experiential learning. With the help of presentations, visual aids through videos etc., it will help for participative and experiential learning. In our institute we use following ICT tools:

1. Projectors installed in the class rooms.
2. Class room's personal computers.
3. Google classroom
4. Microsoft Teams
5. Google Meet
6. Zoom meet.
7. Smart Boards
8. Computer Laboratories
9. Internet Connectivity
10. Google Drive
11. Google Forms
12. Softwares
13. Laptops
14. Printers

15. Scanners

16. Desktops

17. Learning Management System

With the help of MS Teams, faculties conducted the lectures online. This tool help us for conducting sessions effectively and also help us for class attendance. Also we conducted concurrent evaluations through MS Teams. We used Google meet and Zoom meet for conducting some viva and meetings.

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

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

2.3.3.1 - Number of mentors

22

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

23

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

5

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

7

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.

Institute has effective mechanism for internal assessment which is in line with the academic calendar of the affiliated university and

Institute. Schedule of Internal assessment is promptly communicated to the students and disseminated to necessary stakeholders if any change in the schedule of the exam it is immediately informed to the students to ensure smooth execution of the same. The Institute conducts internal examinations CIE-1, CIE-2 and Term End Exam to gauge understanding of course content by the students. In addition to these, practical, project and summer internship project evaluations are also conducted. The course coordinator prepares the scheme of Concurrent Internal Evaluation before commencement of the semester. The scheme of Concurrent Internal Evaluation explicitly state linkages of each CIE with Course Outcomes and Programme Outcomes. CIE parameters are selected as per the basket given by SPPU. Course Coordinator ensures that question paper is set as per weightage given in syllabus and mapped to respective COs and POs using Bloom's Taxonomy level. It is then mailed to the examination department. Answer sheets are evaluated by course coordinator keeping in mind the marking scheme of each question, final marks are displayed to the students through email, whatsapp and on the notice board.

File Description	Documents
Any additional information	View File
Link for additional information	https://zibacar.in/2023-24-criterion-ii/

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

Examination section of the Institute strictly follows the guidelines and rules issued by the affiliating university while conducting internal and external examinations. Institute can ensure students' concerns are addressed fairly and promptly, fostering trust in the examination system. The instructions regarding exams are percolated via Notices and circulars. The exam committee sensitizes the students and the faculty members towards exams and related processes and outcomes. The students are made aware of how to solve the questions, write precise and concise answers, within a stipulated time. The course coordinator conducts a discussion and shares solutions, marking scheme. The answer sheets of internal exams are circulated to the students after evaluation and they can immediately convey their grievances, if any, to the course coordinator. As the institution has a welldefined system in place to deal with examination related grievances, any student can approach the faculty member, College Examination Officer (CEO) and/or Director of the Institute to redress the examination related grievance(s) if any. In

case of a grievance, the students can put it up in writing and mail it to ceo.mp@zealeducation.com. College exam officers then effectively and promptly address the grievances of the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://zibacar.in/2023-24-criterion-ii/

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.

ZIBACAR has evidently stated about Course Outcomes (COs) and Programme Outcomes (POs) for MBA and MCA Programme and Courses. POs and COs are defined by Savitribai Phule Pune University (SPPU). The institute practices student-centric Outcome-Based Education (OBE) for effective implementation of Teaching-Learning Process to provide quality education to the students of diverse backgrounds. Outcomes are usually expressed as knowledge, skills, or attitudes. It is a measurable, observable, and specific statement that clearly indicates what a student should know and be able to do as a result of learning. POs describe what students should know and be able to do at the end of the programme. The mechanism of communication for the same is as described below: Institute has communicated POs and COs to all stakeholders.

Course coordinators explain COs related to their courses and POs in the Course overview sessions.

Institute makes sure to propagate and publicize COs and POs through various means such as display and/or communication specified hereunder:

The Institute website Link for

MBA Programme: <https://zibacar.in/mba/>

MCA Programme: <https://zibacar.in/mca/>

Course Files

Student handbook

Student Induction Programs

Newsletter

ERP

The programme outcomes are made accessible to all the stakeholders of the programme through various co-curricular and extra-curricular activities

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://zibacar.in/2023-24-criterion-ii/
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.

ZIBACAR follows curriculum provided by Savitribai Phule Pune University. ZIBACAR follows Outcome Based Education measurement methodology as per guidelines of SPPU. Each course contains set of COs and PO's. Choice Based Credit System comprises of two parts, Internal Assessment and External Assessment. COs attainment is done after completion of semester end examination. PO attainments are calculated after the completion of programme.

Assessment methods are categorized into two as direct method and indirect method to assess COs and POs. Direct methods display student's performance in CIE I and CIE 2, Term end examinations and supporting activities such as seminars, assignments, case study, group discussion, online quiz, mini project etc. These methods provide a sampling of what students know and/or can do and provide strong evidence of student learning. Indirect method is done through course exit surveys, participation in extracurricular activities etc.

Each PO is rated as either high (3), or moderate (2), or slight (1) attainment levels. Overall results from the assessments of PO are compared with expected attainment. The level of attainment of each CO is compared with the predefined targets (For each course) and attainment is tested. If it fails to attain the course coordinator works on improvement areas.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://zibacar.in/2023-24-criterion-ii/

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

155

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://zibacar.in/2023-24-criterion-ii/

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://zibacar.in/wp-content/uploads/2024/12/2.7-Student-Satisfaction-Survey.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	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

Institution has created an ecosystem for innovations, including awareness about IPR, establishment of IPR cell, Incubation centre

and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident through multiple initiatives. To inculcate research culture and innovation amongst students and faculties, institute has various cells like Research and development Cell, Startup and innovation cell, Industry Institute Interaction Cell. These cells regularly conduct various activities like motivating faculty members and students to work on research problems, startup initiatives, Guests sessions, motivational sessions.

The Institute has its own Research centre where PhD guide and reeseach sholar are registered.

The Institute has developed e content in form of videos, notes, MCQ's and are stored in Lenrnyst portal whee sudents and faculty members are registered.

Outcome of the initiatives:

1. Faculty are publishing quality research work impacting in the significant growth in citations. The total citations by faculty members are more than 300+.
2. Faculty members and students have written Scopus indexed,UGC CARE, WoD research articles.
3. Faculty members seeking higher studies are encouraged by offering study leaves for their course work.
4. The research scholars are free to use institute resources for required research work and resources from the library.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zibacar.in/e-content-mba/

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

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

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

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

2

File Description	Documents
URL to the research page on HEI website	https://zibacar.in/research-center/
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

11

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

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

Over the course of the year, such initiatives positively impact both the students and the community by fostering meaningful engagement and solutions-oriented learning. For sensitizing students to social issues, for their holistic development, institute conducts activities through "Zeal Social Responsibility club" in association with various NGOs, Schools, Colleges, Government bodies-Forest department, Rotary club -Pune.

Blood donation camp is organized once in a year in association with nearby blood banks. Around 70 students and employees actively participate in this camp. Such camp sensitizes student regarding most valuable lifesaving importance of blood and its donation.

Tree plantation and conservation: Every year Tree plantation and their conservation camp is organized in nearby region. Recently, tree conservation activity is carried out Jambhulwadi and Korigad. The activity sensitized students to the conservation of the earth by saving trees.

Cleanliness drive: It is arranged in the vicinity of the Intitute to promotehealth, hygiene, and environmental sustainability.

Visit to schools: In order to enhance students knowledge, skills, and awareness on specific topics, fostering personal and academic growth visit to various schools and activit y based sessions are being conducted.

File Description	Documents
Paste link for additional information	https://zibacar.in/club-activity/
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

2

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

9

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

251

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

2

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

9

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.

The institute has adequate physical and academic facilities required as specified by AICTE. The infrastructure is created in line with the Vision Mission statement of the institute. The Classrooms, Library, computer lab, Digital Language Lab and Seminar Halls are well equipped along with computing system and Internet facility. The institute has spacious playground for sports activities. Classroom:
- The Institute has spacious adequate classrooms & Seminar Hall. All the classrooms are well ventilated, well-equipped with sufficient number of benches, tube lights, CCTV, Smart TV and fans. All classrooms are digitalized; facility of mounted projectors and computer with LAN and WiFi is availed. The Library is well equipped with a separate reading room facility for students and teachers. There is a separate reading space for researchers. Research Centre:
- It is well-known for proficiency and contributions to advancing knowledge in their respective course. The centre has computers with internet facility, Wifi, printer and research library. Computer Centre and Lab:- The Computer centre has software and hardware required for MBA and MCA. Digital Language Lab:- Language Lab is equipped with Clarity Software. The software is a technical teacher for students to learn English language and improve communication.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zibacar.in/investment-lab/

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 ZIBACAR inherits its vision as "To be recognized as a Management Institute of Excellence by developing an individual's potentials in the field of Management through spread of knowledge and wisdom in an intelligent environment". 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, Dance 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://zibacar.in/investment-lab/

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

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zibacar.in/class-rooms/
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)

12.58

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): Fully**
- **Version: New Generation (NG)**
- **Year of automation: 2009 upgraded in 2016 & 2018**
- **AMC: 2023**

Description of Library Automation

We are using AutoLib library management software since 2009. It is upgraded two times respectively in 2016 and 2018. This ILMS is very user friendly and it enables efficient library administration to cater user services. AutoLib software keeps all the transaction records & generates various reports which are very useful for library administration. ILMS is having various modules like Master, Member, Acquisition, Circulation, Tools, Search, Reports, Print, System Admin, Help etc.

Web OPAC:

Library information search on the Internet / Intranet. This module allows the user to login as a library member and view his/her circulation history, borrowed items and reservations. User can even reserve an item in the library through the Internet. Along with all these features, catalogue browsing, circulation details etc.

AutoLib is an Integrated Library Management Software encompassing all aspects of library management.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://zibacar.in/library/

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)

2.796

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

42.07

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

4.3 - IT Infrastructure

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

To meet the demand of new technology, Institute continuously identifies and procures new equipment, licensed software and updates Internet speed. Internal web server is available for smooth functioning of ERP and conduct of Online Exam. The Institute has 195 computers of configurations Intel® Pentium 4 Dual Core CPU E5400 2.70 GHz and 8Gb RAM each & Hard Disk 1TB. All computers are connected through the LAN. We have acquired most of the software and software packages required for functioning of Labs and Project development. We have catered for one computer per student. Internet connectivity has been provided at 1000 MBPS for campus (ZIBACAR with 250 MBPS speed) through Leased Line connection.

Institute has licensed Antivirus.

All the classrooms, seminar hall and board room are equipped with LCD projectors

Institute has ERP software. Library is automated with Autolib NG Software. Smart TV

Institute has Digital Library facility with e-resources like EBSCO, J-Gate.

The Institute is member of National Digital Library - NDL.

Institute has computerized its financial records with Tally software.

UPS and Generator backup provision is available.

Institute has website and uses social media websites like Facebook, Twitter, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zibacar.in/wifi-campus/

4.3.2 - Number of Computers

195

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)

42.37

File Description	Documents
Upload any additional information	No File Uploaded
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.

The Institute has a well-established system for the maintenance and utilization of its infrastructure to ensure an effective and smooth academic and administrative environment.

The Infrastructure Coordinator oversees the maintenance of physical facilities, with the support of skilled staff such as plumbers, electricians, gardeners, carpenters, and computer technicians. Housekeeping services are outsourced and available throughout the day, ensuring cleanliness of buildings, classrooms, laboratories, and sports facilities, monitored by a Housekeeping Supervisor.

The campus is under 24/7 CCTV surveillance, and security is managed by guards working in two shifts, provided by an external agency. Classrooms and laboratories are maintained by department staff, with emergency repairs addressed promptly. The daily timetable ensures optimal utilization of physical facilities.

The library is managed by staff, with regular cleaning by housekeeping and software maintenance handled by Akash Infotech. Seminar halls are utilized for academic and cultural events, with cleanliness ensured by housekeeping.

Computer maintenance is handled by technical support staff or outsourced suppliers. Sports facilities and gym equipment are supervised by the Physical Director and gym instructor. Specialized

equipment like air conditioners, lifts, firefighting systems, and ERP software are maintained by external agencies. Day-to-day repairs, like fixing leaks and replacing light bulbs, are handled by support staff.

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

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

231

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	No File Uploaded
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

A. All of the above

File Description	Documents
Link to Institutional website	https://zibacar.in/aqar-2023-24/
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

138

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

138

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

A. All of the above

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	No File Uploaded

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

138

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	No File Uploaded
Any additional information	No File Uploaded
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	No File Uploaded
Any additional information	No File Uploaded
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.

5

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

ZIBACAR have various Committees in which students actively participate and help in running the committees smoothly.

1) IQAC cell: student involvement in the IQAC enhances the quality of education by ensuring that the institution addresses student needs and aspirations effectively.

2) ICC: involvement of students ICC is essential in fostering a safe, respectful, and supportive campus culture. 3) GRCC: Involving students in the Grievance Redressal Cell Committee is essential for ensuring that students' concerns are addressed fairly and effectively. 4) Anti-Ragging Committee: Their role in raising awareness, supporting victims, and promoting positive behavior contributes to the creation of a college. 5) CR: The role of a Class Representative is crucial in bridging the gap between students and faculty. 6) SSAB: offers students opportunities to develop leadership, organizational, and communication skills, while also contributing to the success of various academic and extracurricular initiatives. 7) T & P: Involvement provides valuable insights into the professional world, improving their career prospects and building a strong professional network. 8) Alumni Cell: Student involvement gives a valuable experience that allows students to connect with successful alumni. 9) Library Committee: Develop essential skills such as leadership, communication, organization, and research, which. Prepare them for future professional success.

File Description	Documents
Paste link for additional information	https://zibacar.in/aqar-2023-24/
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

34

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	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 a dynamic Alumni Cell that facilitates various initiatives throughout the year, fostering strong connections between alumni and the institute. This enables alumni to contribute by sharing their professional experiences, benefiting students with insights into industry practices.

Key alumni activities include:

1. **Alumni Meet:** Alumni engage with the Director and faculty to share industry insights, aiding in designing course content, workshops, and training programs.
2. **HR Meet:** Alumni and industry representatives discuss "Campus to Corporate" transitions, helping students prepare for the

industry.

3. **Placement Assistance:** Alumni mentor students, offering career counseling to help identify expertise and guide professional growth.
4. **Alumni Interaction:** Accomplished alumni share their professional journeys, motivating students and offering one-on-one guidance.
5. **Guest Lectures:** Alumni deliver talks on industry trends, using practical examples to clarify concepts.
6. **Professional Workshops:** Alumni conduct workshops, enhancing students' professional knowledge and certifications to improve placement prospects.
7. **Event Participation:** Alumni serve as participants and judges in student events.
8. **Alumni Survey:** Alumni periodically provide feedback through surveys, contributing to institutional improvement.

Each year, an alumnus demonstrating exceptional contributions is recognized with the "Best Alumni Award," strengthening their bond with the institute.

File Description	Documents
Paste link for additional information	https://zibacar.in/alumni/
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	No File Uploaded

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

The Institute is approved by All India Council for Technical Education (AICTE), affiliated to Savitribai Phule Pune University (SPPU) and approved by Directorate of Technical Education (DTE) Government of Maharashtra. The institutional ethos of the institute is deeply rooted in its defined values of Fairness, Transparency, Respect, Peace, and Equality, shaping every facet of its functioning. ZIBACAR is a well-established management institute of excellence providing quality education with high professional ethics.

Every stakeholder is actively involved in the administration of the institution. Numerous employees work at the institute, including Academic Team and Training and Placement (T&P) Team, Campus to Corporate Team, cell representatives, department several committee coordinators. They have a big say in decision-making bodies, in the creation of institutional policies, and in their implementation. Entrepreneurship development and Incubation cell is also actively conducting seminars, entrepreneurship day and guest lectures for motivating the young incubators and entrepreneurs.

By facilitating a harmonious symphony of excellence in teaching with a practical approach which shall be synonymous with academic rigor, research culture and sustained efforts to maximize value based education. By developing holistic focus on character building along with a range of curricular, co-curricular and extracurricular activities.

File Description	Documents
Paste link for additional information	https://zibacar.in/wp-content/uploads/2024/12/6.1.1-Additional-Information-9-1.pdf
Upload any additional information	View File

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

The institute is unwaveringly dedicated to realizing its vision by prioritizing leadership qualities among faculty. This focus empowers educators to enhance the student experience through relevant courses. Decentralized committees, such as the Academic Team, Training and Placement Team, and Cell teams, play pivotal roles in

executing this commitment. Despite lacking formal titles, these committees' faculty and staff are crucial in implementing the institute's mission.

This commitment extends to committees like Research and Development, Anti-ragging, Entrepreneurship development, Incubation cell, Antarang club, and Sport and wellness club, led by experienced faculty. They plan initiatives aligned with overarching goals, supported by progressive policies contributing to success in sectors like Digital Marketing.

The institute fosters inclusivity, with faculty participating across committees, including IQAC, Governing Body, and College Development Committee. Faculty representation in the Advisory Board underscores their indispensable role in shaping governance. This collaborative approach promotes diverse perspectives and effective decision-making. In essence, the institute's holistic approach reflects a strategic commitment to high-quality education, ensuring ongoing student success.

File Description	Documents
Paste link for additional information	https://zibacar.in/wp-content/uploads/2024/12/6.1.2-Additional-Information-1-1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The ZIBACAR Governing Body finalizes the institute's Strategic/ perspective/development plan which sets the academic aim and objectives of the institute.

1. Academic Excellence and Entrepreneurship development:
 1. By encouraging student-centric teaching and implementing digital pedagogies in the classroom.
 2. By arranging training programs, webinars, and FDPs for faculties and students.
 3. Creating incubation hubs for development and scale start-ups by students.
 4. Increase intake of MBA & MCA: In 2023-24 Institute has planned to increase the intake of MCA as well as MBA students for next academic year 2024- 25.

2. **NAAC Cycle II:** The Vision statement of the Institute is to become a Management Institute of Excellence for which the Strategic plan consists of NAAC Cycle II in terms of Faculty, infrastructure, education etc. which provide students the confidence that they had selected a quality Institute at the same time it will help the institute to receive credibility and growth.

3. **ISO Certification:** To define processes and quality ZIBACAR has implemented Educational organizational Management System (EOMS) 21001: 2018 Successfully ISO Certified Institute.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://zibacar.in/wp-content/uploads/2024/12/6.2.1-additional-information-2-1.pdf
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.

ZIBACAR follows decentralized, top to bottom approach as given below: Governing body: Set and monitor the organization's mission, purpose, direction, priorities and strategies within the boundaries of the organization's constitution and legal obligations, oversee financial direction and accountability, supervise and evaluate management, inspire and act as role models for staff.

- **Director of Admission, Academics and Administration:** Implement strategic plans, goals and policies made by the governing body, administration, financial management at Zeal Education Society.

- **Head of Management Programme:** Implement strategic plans, goals and policies from a 'management programme perspective, Monitor day to day functioning of the Institute regarding various decisions made by the top management.

- **Director:** The overall Vision -Mission, strategic plan as specified by top management are being implemented through the Director.
- **Programme Coordinator:** Programme coordinator MBA and MCA helps in addressing student grievances related to academics providing a supportive learning environment.
- **Committees and Coordinators:** As per guidelines given by various regulatory bodies a strong and hierarchical structure is formed comprising various committees at institute and department level. Committee carries its functions as per guidelines received from Management, Directors. Coordinators of every committee is the Member Secretary and is responsible for coordinating the Committees work.

Institute Organogram Link: <https://zibacar.in/organogram/>

File Description	Documents
Paste link for additional information	https://zibacar.in/wp-content/uploads/2024/12/6.2.2-Additional-Information-3-2.pdf
Link to Organogram of the institution webpage	https://zibacar.in/organogram/
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	No File Uploaded
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 institution has effective welfare measures for teaching & non-teaching staff. Institution has the following measures for welfare of employees.

- Provident Fund - As per government norms every months PF has been deducted from employees
- Timely salary as per norms.
- Leave Policy - Every approved & ad hoc employee eligible for has been granted 12 Casual leave & 15 Medical Leave. We implement well-structured leave policy
- Appreciation on Faculty achievement- faculty appreciation on completion of PhD, Published Book, getting any award and clearing the SET/NET
- Women's Day Celebration- Every year at time of women's day college organizing the Seminars on specialized subjects.
- Different Activities for Teaching and Non-Teaching Staff like- Zumba, Yoga and Dance
- Free Gymnasium- Providing Free gym facilities to students and faculties.
- College Library- Unlimited access to Books from the library to faculty.

- **Festivals Celebrations-**
- Diwali gift to all teaching and non-teaching staff
- College organizes the Diwali party for all teaching and non-teaching staff.
- Navratri Colours celebration
- Birthday Celebrations- Birthday celebrations have been done under SSAB club for teaching and non-teaching staff.
- Canteen - college canteen provides the Fresh, healthy and hygienic food
- Computer and printer
- Security Facility
- Green Campus
- Wi-Fi Facility

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

10

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

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
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

11

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
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

Institutions Performance Appraisal System for teaching and non-teaching staff is implemented as per the guidelines from UGC. The institute assesses faculty through a well structured appraisal system of affiliating universities.

The faculty performance appraisal form includes the following points:

- Regularity and punctuality to conduct lectures and practical(s) as well as completing the syllabus(theory/practical).
- Involvement to develop/modify teaching materials.
- Involvement in solving students queries.
- Student attendance for the regular classes.
- Students attendance in additional/remedial class
- Regularity and punctuality in drawing and correcting Exam. /Test papers/Assignments
- Involvement in Student Guidance and Counseling.
- Result analysis.
- Involvement in arranging and participating in workshops/conferences for students/staff.
- Involvement in arranging industrial visits/expert talks for

students/staff.

- Involvement in research projects/consultancy/revenue generation.
- Involvement in Department/College level activities.
- Involvement in industry-institute interaction.
- Students also evaluate the performance of their teachers by means of feedback.

File Description	Documents
Paste link for additional information	https://zibacar.in/wp-content/uploads/2024/12/6.3.5-Faculty-Appraisal-with-seal-1.pdf
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

ZES regularly conducts internal and external financial audits. It has had a full-time Treasurer and Accounts Department since inception to ensure maintenance of annual accounts and audits.

1. The following agencies conduct regular financial audits internal and external in the Institute:

(a) Internal committee appointed Zeal Education Society

(b) Chartered Accountant of the Institute

2. ZIBACAR conducts statutory audits covering all financial and accounting activities of the Institute. This includes scrutiny of the following:

(a) All receipts from fee, donations, grants, contributions, interest earned and returns on investments;

(b) All payments to staff, vendors, contractors, students and other

service providers.

3. All observations/objections of AG are communicated through their report. These objections are examined by separate committees of the institute consisting of Assistant Registrar (Accounts), Internal Auditor, Director and/or any other member nominated by the Director. It is pointed out that no serious objection/irregularity is outstanding. No Draft Para has ever been issued against the Institute by AG.

4. Chartered Accountant of the Institute conducts regular accounts audit and certifies its Annual Financial Statements. All Utilization Certificates to various grant giving agencies are also countersigned by the CA. All Financial Statements till 2023-24 have been certified by the CA.

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	No File Uploaded
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

ZIBACAR maintains & follows a well-planned process for the mobilization of funds and resources. Institute has designed some specific rules for the fund usage and resource utilization. Mobilization of Funds, the student Tuition fee is the major source

of income for the institute. The management provides need-based loans to individual Institutes.

- **Utilization of Funds**
 - A committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc. On Regular Basis College Level Audit by Chartered accountant & external body from Government conduct audit which ensures that allotted resources are properly used or not on regular interval review.
- **Resource Mobilization Policy and Procedure**
 - Before the financial year begins, the director and Heads of Departments prepare the institute budget. The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs. The budget is scrutinized and approved by the top management and Governing Council. Accounts department and Purchase department monitor whether expenses are exceeding budget provision.

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 IQAC cell undertakes various quality initiatives required to improve the standard of students and faculty members. It helps to foster innovation, achieve academic excellence, and imbibe research and development activities as given:

1. **ISO Certification:** To define processes and quality, ZIBACAR has implemented the Educational Organizational Management System (EOMS) 21001: 2018 since 2019. ZIBACAR is an ISO-certified institute

2. **Psychometric Test:** Psychometric tests are widely used in various fields, including recruitment, education, career development, and personal growth. Students appeared for the psychometric test through the following portal.

AICTE portal: <https://www.youth4work.com/talent>

1. **Academic Calendar:** The Internal Quality Assurance Cell (IQAC) plays a significant role in enhancing the academic and institutional quality. Its inputs in the academic calendar aim to promote structured planning, inclusivity, and continuous improvement.

1. **Feedback Mechanism:** IQAC designs structured, relevant, and standardized feedback forms tailored for different stakeholders, such as students, faculty, alumni, and parents.

2. **Induction Program:** IQAC ensures the induction program aligns with institutional goals and provides students with a clear understanding of academic, co-curricular, and extracurricular expectations.

1. **Manthan Newsletter:** Manthan Newsletter includes academic, research, co-curricular, and extracurricular highlights, along with special sections for innovative practices.

File Description	Documents
Paste link for additional information	https://zibacar.in/wp-content/uploads/2024/12/6.5.1-Upload-any-additional-information-.pdf
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

At regular intervals, IQAC conducts numerous quality initiatives to examine the teaching and learning process, operational structure and

its processes, and results, etc.

1. **ISO EOMS Certification:** To define processes and quality ZIBACAR has implemented Educational organizational Management System (EOMS) 21001: 2018 Successfully and ZIBACAR is ISO Certified Institute
2. **Conduct of Psychometric Test:** Students were asked to appear for Psychometric test through following portal AICTE portal: <https://www.youth4work.com/talent>.
3. **Co-Po manual:** For the implementation of Outcome Based Education, the institute has created a CO-PO manual included in Newsletter 2023-24 of ZIBACAR and published on the website.
4. **Student of the week:** To motivate students, the institute has devised policy for the students of the week. The students with excellent attendance perform a number of co-curricular /extra-curricular activities bestowed with Students of the week award.
5. **Academic Excellence:**
 1. **Academic Committee :** The main purpose of the academic committee is to oversee the academic affairs of the institute and make recommendations to the Director and Management about academic programs and strategic priorities. To develop a serious teaching-learning culture and atmosphere for enhancing students' interests and capabilities in learning.
 2. **Internal Academic and Administrative Audit:** In order to attain Academic excellence, it was determined to conduct a quality audit of the course file and numerous other documents from the Academics, Placement, Training, and Research departments, among others.

File Description	Documents
Paste link for additional information	https://zibacar.in/wp-content/uploads/2024/12/6.5.2-Additional-Information-ZIBACAR-1.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://zibacar.in/wp-content/uploads/2024/07/IQAC-ANNUAL-REPORT-2023-24.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

At ZIBACAR, we are deeply committed to fostering gender equality by ensuring an inclusive, safe, and supportive environment for all stakeholders. Our initiatives emphasize equal opportunities, safety, empowerment, and grievance redressal.

1. Safety and Security: The campus is secured with comprehensive measures:

- **CCTV Surveillance:** 360-degree monitoring ensures security across campus, including classrooms and hostel premises.
- **Emergency Facilities:** Contact numbers are displayed, and a first-aid box is easily accessible.
- **Medical Room:** A dedicated space is available for emergencies.
- **Professional Security:** Security guards monitor the main gate and campus entry points, complemented by a high boundary wall.
- **ID Verification:** Students and staff carry IDs, and visitors are verified before entry.

2. Counseling and Awareness: Counseling sessions for female faculty and students emphasize personal safety, self-defense, and awareness of sexual harassment. Specialized mentor-mentee activities provide guidance on personal grooming, academic performance, and professional development.

3. Common Rooms: Separate, well-maintained common rooms for girls and boys are equipped with hygienic facilities and resting areas, ensuring comfort during illness or emergencies.

4. Celebrations and Awareness Events: The institute organizes events such as International Day of the Girl Child, Savitribai Phule Jayanti, and Raat Ragini to highlight gender equality and women empowerment.

These measures reflect ZIBACAR's proactive approach to achieving gender equality and ensuring a safe, empowering environment.

File Description	Documents
Annual gender sensitization action plan	https://zibacar.in/2023-24-criterion-vii/
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://zibacar.in/2023-24-criterion-vii/

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Degradable Waste

ZIBACAR is committed to effective waste management practices to ensure environmental sustainability and cleanliness on campus. The institute follows structured processes for managing solid, liquid, and e-waste efficiently.

1. **Solid Waste Management:** Dustbins are strategically placed across faculty cabins, classrooms, and common areas to collect waste. Blue dustbins are designated for dry and biodegradable waste, while red dustbins are used for dry and non-biodegradable waste. Faculty and staff minimize waste by reusing one-sided printed papers for internal communication. Old newspapers and used papers are sent for recycling. Awareness campaigns, such as Swachh Bharat Mission activities on Mahatma Gandhi Jayanti, are organized to instill a culture of waste minimization and recycling.

2. **Liquid Waste Management:** Liquid waste from washrooms and the canteen is directed to a septic tank and connected to the Narhe Gram Panchayat's drainage system for proper disposal. Green dustbins are used for wet and biodegradable waste. Awareness sessions are conducted to educate students about responsible liquid waste disposal.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
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

B. Any 3 of the above

**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**

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

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

ZEAL Institute is dedicated to fostering an inclusive environment through diverse initiatives that celebrate cultural, social, and gender inclusivity.

1. Mahatma Gandhi and Lal Bahadur Shastri Jayanti: On 2nd October, ZEAL commemorates the birth anniversaries of Mahatma Gandhi and Lal Bahadur Shastri, honoring their contributions to the nation. The institute also recognizes the efforts of support staff in cleanliness drives, emphasizing dignity of labor.

2. International Women's Day: Celebrated on 8th March every year, International Women's Day promotes gender equality and women empowerment. Activities are organized under the 'Goo-w Talk' initiative to inspire and empower women.

3. Vachan-Prerana Divas: In honor of Dr. A.P.J. Abdul Kalam's birth anniversary, ZEAL celebrates Vachan-Prerana Divas on 15th October annually. The event aims to inculcate reading habits among students and highlight the importance of knowledge.

4. Cultural Day and Rangoli Competition: Held on 24th August, the

Cultural Day and Rangoli Competition celebrate India's cultural heritage. These activities encourage creativity and unity among students.

5. Traditional Day: Traditional Day fosters cultural diversity by encouraging students and staff to embrace and celebrate traditional attire, music, and values.

6. Gita Day Celebration: Gita Day focuses on understanding the scientific and spiritual teachings of the Bhagavad Gita. Sessions bridge science and spirituality, enriching students' holistic development.

Through these initiatives, ZEAL continues to nurture an inclusive and harmonious campus environment.

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	No File Uploaded

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

ZEAL Institute is committed to sensitizing students and staff about constitutional obligations, including values, rights, duties, and responsibilities, through various initiatives conducted in collaboration with SPPU Pune.

1. Introduction to Constitution & Celebration of Constitution Day: The Constitution of India serves as the supreme law of the land, and its principles must be understood by every citizen. The institute conducts sessions introducing students to the philosophy of the Constitution, Fundamental Rights, and Directive Principles of State Policy. The objective is to familiarize students with their freedoms and responsibilities. Additionally, Constitution Day is celebrated annually to instill respect for constitutional values.

2. Introduction to Human Rights and Duties: Human rights are universal and essential for ensuring dignity, equality, and freedom. This initiative aims to create awareness about these rights,

protecting individuals from abuse, discrimination, and oppression. Workshops and discussions are conducted to educate students and staff about their rights and duties towards society.

3. Introduction to Cyber Security/Information Security: In today's digital age, understanding cyber security is essential. The institute offers sessions on threats to computer systems, risks associated with unauthorized access, preventive measures, and corrective actions. These programs equip students with knowledge to safeguard themselves in the digital world.

Through these initiatives, ZEAL fosters responsible citizenship and promotes awareness of constitutional values among its stakeholders.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://zibacar.in/2023-24-criterion-vii/
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **B. Any 3 of the above**

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded

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

The Institute actively celebrates national and international commemorative days, events, and festivals with great enthusiasm and reverence.

1. Independence Day & Republic Day: These days are celebrated with pride and reverence, honoring the sacrifices of freedom fighters and the democratic values of the nation.
2. Mahatma Gandhi and Lal Bahadur Shastri Jayanti: On October 2nd, the Institute commemorates the birth anniversaries of Mahatma Gandhi and Lal Bahadur Shastri by organizing cleanliness drives and reflective sessions, promoting their values of peace and simplicity.
3. Teacher's Day: Celebrated on September 5th, this day pays tribute to Dr. Sarvepalli Radhakrishnan. Students organize various activities to honor teachers and recognize their contributions to education.
4. Chhatrapati Shivaji Maharaj Jayanti: This day honors the legacy of Chhatrapati Shivaji Maharaj through cultural programs and activities that highlight his leadership, valor, and administrative skills.
5. International Women's Day: Observed on March 8th, the Institute organizes events promoting gender equality and women empowerment, including impactful programs like 'Raat-Ragini.'
6. Shiv Shrushti: This event celebrates the legacy of Sambhaji Raje, promoting cultural heritage and historical awareness through performances and educational sessions.
7. Dusshera: Celebrated with cultural activities and speeches, this festival teaches students about the triumph of good over evil and the significance of cultural traditions.
8. Traditional Day: This day fosters cultural awareness and unity by showcasing the diverse traditions of students and staff, promoting a sense of community and shared heritage.

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	No File Uploaded

7.2 - Best Practices

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

Best Practice 1: Student Training Program for Placement & Life Skill Enhancement

1. Title of the Practice: Campus to Corporate Training Program

2. Objectives of the Practice: The program aims to enhance students' employability and entrepreneurial skills by offering training in technical, computing, and life skills. It identifies training needs based on industry requirements and curriculum gaps, ensuring students are industry-ready.

3. The Context: Recognizing the gap between academic knowledge and industry expectations, the institute developed a comprehensive program based on input from industry advisors, parents, and alumni. This initiative equips students with technical expertise, computing proficiency, and professional skills to meet real-world challenges.

4. The Practice: Training modules were designed for MCA and MBA students, focusing on skills like Aptitude, Python Programming, Java Full Stack, Microsoft Power BI, Advanced Excel, Retail Management, and HRM. Sessions were conducted for 2 hours daily, totaling 30-450 hours per module, tailored to first- and second-year students.

5. Evidence of Success: The program improved students' technical knowledge, interview preparedness, and professional behavior. A notable increase in campus placements and entrepreneurial readiness was observed.

6. Problems Encountered and Resources Required: Challenges included motivating students, managing large batches, and ensuring resource availability. These were addressed through meticulous planning, phased scheduling, and efficient use of infrastructure.

This practice reflects the institute's dedication to bridging academic and industry skill gaps.

File Description	Documents
Best practices in the Institutional website	https://zibacar.in/wp-content/uploads/2024/07/ZIBACAR-Brochure_2024_updated.pdf
Any other relevant information	https://learn.thezealacademy.com/

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

Best Practice: Mission Implementation of 17 Sustainable Development Goals (MI-17)

1. Title of the Practice: Mission Implementation of 17 Sustainable Development Goals (MI-17)

2. Overview: ZIBACAR has embraced national and global policies, including the Sustainable Development Goals (SDGs), as a moral responsibility. The institute's IQAC initiated the MI-17 program to localize the SDGs at the management institute level through a structured, three-phase, three-year plan that ensures continuous and overlapping implementation.

3. Phases of Implementation:

Phase I: Assessment and Capacity Building

- Study of UN Sustainable Development Goals.
- Creation of a strategic action plan.
- Sensitization and awareness programs for stakeholders.

Phase II: Collaborations, Monitoring, and Implementation

- Collaboration with external stakeholders, NGOs, government agencies, and businesses for funding and support.
- Technology integration for data collection, monitoring, and visualization.
- Promotion of success stories to engage stakeholders.

Phase III: Scaling and Sustainability

- Replication and expansion of successful initiatives.
- Reporting and communicating progress to stakeholders.

4. Key Initiatives:

- Goal 1 (No Poverty): Blanket distribution in slums and food donation drives.
- Goal 2 (Zero Hunger): Awareness campaigns on food waste prevention.
- Goal 3 (Good Health): Yoga, meditation, and anti-tobacco programs.
- Goal 4 (Quality Education): Awareness sessions and academic module revamps.
- Goal 5 (Gender Equality): Women's safety and empowerment programs.
- Goal 6 (Clean Water): Daily sanitation drives and filtered water for students.
- Goal 7 (Clean Energy): Solar panel installation and energy awareness.
- Goal 9 (Innovation): Industry visits and research-based initiatives.
- Goal 13 (Climate Action): Tree plantations and poster presentations on global warming.

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

We as an institution follow a systematic approach to accomplish the curriculum. To start with academic semester, we prefer to adhere with the rules, regulations and policy issued by Government, industrial, AICTE and other official bodies. Our focus is to identify the gaps and accomplish it.

We ensure effective curriculum delivery through below mentioned process:

1. Planning:

- Academic calendar: is prepared which covers academic and non-academic activities. We also plan teaching methods, resources, assessments etc.
- Course Allocation: Course choice is taken from faculty and considering the choice and subject expertise course allocation is done.
- Time Table: Academic coordinator, HoD and class coordinators prepares class time table. Time table is shared with all faculty members.
- Course Plan: each course owner prepares course plan for their subject which includes CIE conduction as well.
- Course file: Index is provided to course owners. Accordingly course plan is prepared. It includes Vision -Mission, POs, PSOs, PEOs, course plan, class and individual time table, CO PO mapping, question papers etc.
- 2.Execution:
- Content Delivery: ICT tools are utilised.
- Tutorial/Assignments: Role play, activity, case study, presentations, PBL etc is considered.
- Remedial sessions: For slow learners
- Feedback, Surveys and reviews: It is taken twice a semester
- Assessments: Assessments are transparent in manner, answer sheets are discussed with students

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://zibacar.in/wp-content/uploads/2024/12/1.1.1-uplaod.pdf

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

1. Adherence to Academic Calendar:

The institution follows an academic calendar which outlines the start and end dates for semesters, holidays, and examination periods. Academic calendar also includes all the curricular, co-curricular and extracurricular events at the beginning of each Semester. Academic calendar helps faculties to plan and execute their course as per.

2. Continuous Internal Evaluation (CIE):

TwoCIE's for 3 credit course and oneCIE for 2 credit course is planned to assess the student performance. University bucket list i.e. assignments, quizzes, role play, activity, case study presentation, projects, presentations, internal exams, etc. is referred as a CIE parameter. Course owners communicates the CIE schedule to students through notice /mail. CO-PO, blooms Taxonomy is taken into consideration while preparing question papers. Assessment is done by course owners and display to the students. 90% - 50% formula is used in CIE conduction. Retest is conducted for the students who score below 50% marks.

The institution ensures that all assessments and evaluations are done in time as per predefined plan. In case of an unexpected event necessary adjustments are made in the schedule.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://zibacar.in/wp-content/uploads/2024/04/Academic-Calender-2023-24-1.pdf

1.1.3 - Teachers of the Institution participate

C. Any 2 of the above

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

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

2

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)

15

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

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

450

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 ZIBACAR 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 Yoga 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:

1. Corporate Social Responsibility & Sustainability, Indian 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

3

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

245

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://zibacar.in/wp-content/uploads/2024/12/1.4.1-additional-info.pdf
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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://zibacar.in/wp-content/uploads/2024/12/1.4.1-additional-info.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

121	
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

91	
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

Institute has a method in place to assess students' learning levels and provide appropriate help. Students admitted to MCA and MBA programmes come from a variety of backgrounds. The cognitive and intellectual capacities of pupils differ greatly across all programs. Every year, the procedure begins with an orientation and induction programme for the incoming batch of students. These programmes enable students to become acquainted with the institution, academic, extracurricular activities, facilities, rules and regulations. Furthermore, during the course of study, students are classified as slow or advanced learners based on their performance in Continuous Internal Evaluation. For both categories of students, special programmes are organized to support their learning and development. For slow learners, the institute has taken following measures to enhance their learning capabilities: For slow learner, the institute conducts remedial sessions, peer learning activity and for advance learners institute provides platform to learn inter institute SIP competitions, participation in competitions, certifications, Blog writing, Student of the Week awards etc.

File Description	Documents
Paste link for additional information	https://zibacar.in/2023-24-criterion-ii/
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
360	23

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

ZIBACAR believes in the adoption of learner/ students centric methods to enhance student involvement as a part of experiential learning, participative learning and problem solving methodology. Various instructional methods and pedagogical initiatives in online and offline mode are adopted for student centric methods. The faculty provides a platform to students to explore independently, learn through self-study and from their peers, guides them to develop effective and lifelong skills. The faculty adopt active learning by involving students in the learning process more directly through following activities such as Brain storming, quiz, debate, group discussions etc.

Experiential Learning -1. Industry Projects 2. Industrial visit
3. Learning Diaries 4. Expert Sessions 5. Certification

Participative Learning - 1. Role Play 2. Team Activities 3.
Website Blogs 4. Poster presentation 5. Book Review 6. Research
paper 7. Case study presentation

Problem Solving methodologies -1. Quiz 2. Crosswords 3. Case
Study Analysis 4. Concept Map 5. Infographics 6. Word Search 7.
Practicals 8. Projects

File Description	Documents
Upload any additional information	View File
Link for additional information	https://zibacar.in/2023-24-criterion-ii/

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

ZIBACAR is conducting two programmes, namely MBA and MCA under the statutory University named as Savitribai Phule Pune University (Formerly Pune University). ICT tools are most important for effective teaching - learning process. ICT tools helps to understand the concepts of various subjects. It also helps for participative learning, experiential learning. With the help of presentations, visual aids through videos etc., it will help for participative and experiential learning. In our institute we use following ICT tools:

1. Projectors installed in the class rooms.
2. Class room's personal computers.
3. Google classroom
4. Microsoft Teams
5. Google Meet
6. Zoom meet.
7. Smart Boards
8. Computer Laboratories
9. Internet Connectivity
10. Google Drive
11. Google Forms
12. Softwares
13. Laptops

14. Printers

15. Scanners

16. Desktops

17. Learning Management System

With the help of MS Teams, faculties conducted the lectures online. This tool help us for conducting sessions effectively and also help us for class attendance. Also we conducted concurrent evaluations through MS Teams. We used Google meet and Zoom meet for conducting some viva and meetings.

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

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

2.3.3.1 - Number of mentors

22

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

23

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

5

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

7

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.

Institute has effective mechanism for internal assessment which is in line with the academic calendar of the affiliated university and Institute. Schedule of Internal assessment is promptly communicated to the students and disseminated to necessary stakeholders if any change in the schedule of the exam it is immediately informed to the students to ensure smooth execution of the same. The Institute conducts internal examinations CIE-1, CIE-2 and Term End Exam to gauge understanding of course content by the students. In addition to these, practical, project and summer internship project evaluations are also conducted. The course coordinator prepares the scheme of Concurrent Internal Evaluation before commencement of the semester. The scheme of Concurrent Internal Evaluation explicitly state linkages of each CIE with Course Outcomes and Programme Outcomes. CIE parameters are selected as per the basket given by SPPU. Course Coordinator ensures that question paper is set as per weightage given in syllabus and mapped to respective COs and POs using Bloom's Taxonomy level. It is then mailed to the examination department. Answer sheets are evaluated by course coordinator keeping in mind the marking scheme of each question, final marks are displayed to the students through email, whatsapp and on the notice board.

File Description	Documents
Any additional information	View File
Link for additional information	https://zibacar.in/2023-24-criterion-ii/

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

Examination section of the Institute strictly follows the guidelines and rules issued by the affiliating university while conducting internal and external examinations. Institute can ensure students' concerns are addressed fairly and promptly, fostering trust in the examination system. The instructions regarding exams are percolated via Notices and circulars. The exam committee sensitizes the students and the faculty members towards exams and related processes and outcomes. The students are made aware of how to solve the questions, write precise and concise answers, within a stipulated time. The course coordinator conducts a discussion and shares solutions, marking scheme. The answer sheets of internal exams are circulated to the students after evaluation and they can immediately convey their grievances, if any, to the course coordinator. As the institution

has a welldefined system in place to deal with examination related grievances, any student can approach the faculty member, College Examination Officer (CEO) and/or Director of the Institute to redress the examination related grievance(s) if any. In case of a grievance, the students can put it up in writing and mail it to ceo.mp@zealeducation.com. College exam officers then effectively and promptly address the grievances of the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://zibacar.in/2023-24-criterion-ii/

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.

ZIBACAR has evidently stated about Course Outcomes (COs) and Programme Outcomes (POs) for MBA and MCA Programme and Courses. POs and COs are defined by Savitribai Phule Pune University (SPPU). The institute practices student-centric Outcome-Based Education (OBE) for effective implementation of Teaching-Learning Process to provide quality education to the students of diverse backgrounds. Outcomes are usually expressed as knowledge, skills, or attitudes. It is a measurable, observable, and specific statement that clearly indicates what a student should know and be able to do as a result of learning. POs describe what students should know and be able to do at the end of the programme. The mechanism of communication for the same is as described below: Institute has communicated POs and COs to all stakeholders.

Course coordinators explain COs related to their courses and POs in the Course overview sessions.

Institute makes sure to propagate and publicize COs and POs through various means such as display and/or communication specified hereunder:

The Institute website Link for

MBA Programme: <https://zibacar.in/mba/>

MCA Programme: <https://zibacar.in/mca/>

Course Files

Student handbook

Student Induction Programs

Newsletter

ERP

The programme outcomes are made accessible to all the stakeholders of the programme through various co-curricular and extra-curricular activities

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://zibacar.in/2023-24-criterion-ii/
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.

ZIBACAR follows curriculum provided by Savitribai Phule Pune University. ZIBACAR follows Outcome Based Education measurement methodology as per guidelines of SPPU. Each course contains set of COs and PO's. Choice Based Credit System comprises of two parts, Internal Assessment and External Assessment. COs attainment is done after completion of semester end examination. PO attainments are calculated after the completion of programme.

Assessment methods are categorized into two as direct method and indirect method to assess COs and POs. Direct methods display student's performance in CIE I and CIE 2, Term end examinations and supporting activities such as seminars, assignments, case study, group discussion, online quiz, mini project etc. These methods provide a sampling of what students know and/or can do and provide strong evidence of student learning. Indirect method is done through course exit surveys, participation in extracurricular activities etc.

Each PO is rated as either high (3), or moderate (2), or slight (1) attainment levels. Overall results from the assessments of PO are compared with expected attainment. The level of attainment of

each CO is compared with the predefined targets (For each course) and attainment is tested. If it fails to attain the course coordinator works on improvement areas.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://zibacar.in/2023-24-criterion-ii/

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

155

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://zibacar.in/2023-24-criterion-ii/

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://zibacar.in/wp-content/uploads/2024/12/2.7-Student-Satisfaction-Survey.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	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

Institution has created an ecosystem for innovations, including

awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident through multiple initiatives. To inculcate research culture and innovation amongst students and faculties, institute has various cells like Research and development Cell, Startup and innovation cell, Industry Institute Interaction Cell. These cells regularly conduct various activities like motivating faculty members and students to work on research problems, startup initiatives, Guests sessions, motivational sessions.

The Institute has its own Research centre where PhD guide and reeseach sholar are registered.

The Institute has developed e content in form of videos, notes, MCQ's and are stored in Lenrnyst portal whee sudents and faculty members are registered.

Outcome of the initiatives:

1. Faculty are publishing quality research work impacting in the significant growth in citations. The total citations by faculty members are more than 300+.
2. Faculty members and students have written Scopus indexed,UGC CARE, WoD research articles.
3. Faculty members seeking higher studies are encouraged by offering study leaves for their course work.
4. The research scholars are free to use institute resources for required research work and resources from the library.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zibacar.in/e-content-mba/

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

7

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

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

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

2

File Description	Documents
URL to the research page on HEI website	https://zibacar.in/research-center/
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

11

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

9

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

Over the course of the year, such initiatives positively impact both the students and the community by fostering meaningful engagement and solutions-oriented learning. For sensitizing students to social issues, for their holistic development, institute conducts activities through "Zeal Social Responsibility club" in association with various NGOs, Schools, Colleges, Government bodies-Forest department, Rotary club -Pune.

Blood donation camp is organized once in a year in association with nearby blood banks. Around 70 students and employees actively participate in this camp. Such camp sensitizes student regarding most valuable lifesaving importance of blood and its donation.

Tree plantation and conservation: Every year Tree plantation and their conservation camp is organized in nearby region. Recently, tree conservation activity is carried out Jambhulwadi and Korigad. The activity sensitized students to the conservation of the earth by saving trees.

Cleanliness drive: It is arranged in the vicinity of the Intitute to promotehealth, hygiene, and environmental sustainability.

Visit to schools: In order to enhance students knowledge, skills, and awareness on specific topics, fostering personal and academic growth visit to various schools and activit y based sessions are being conducted.

File Description	Documents
Paste link for additional information	https://zibacar.in/club-activity/
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

2

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

9

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

251

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

2

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

9

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.

The institute has adequate physical and academic facilities required as specified by AICTE. The infrastructure is created in line with the Vision Mission statement of the institute. The Classrooms, Library, computer lab, Digital Language Lab and Seminar Halls are well equipped along with computing system and Internet facility. The institute has spacious playground for sports activities. Classroom: - The Institute has spacious adequate classrooms & Seminar Hall. All the classrooms are well ventilated, well-equipped with sufficient number of benches, tube lights, CCTV, Smart TV and fans. All classrooms are digitalized; facility of mounted projectors and computer with LAN and WiFi is availed. The Library is well equipped with a separate reading room facility for students and teachers. There is a separate reading space for researchers. Research Centre: - It is well-known for proficiency and contributions to advancing knowledge in their respective course. The centre has computers with internet facility, Wifi, printer and research library. Computer Centre and Lab:- The Computer centre has software and hardware required for MBA and MCA. Digital Language Lab:- Language Lab is equipped with Clarity Software. The software is a technical teacher for students to learn English language and improve communication.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zibacar.in/investment-lab/

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 ZIBACAR inherits its vision as "To be recognized as a Management Institute of Excellence by developing an individual's potentials in the field of Management through spread of knowledge and wisdom in an intelligent environment". 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, Dance 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://zibacar.in/investment-lab/

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

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zibacar.in/class-rooms/
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)

12.58

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): Fully**
- Version: New Generation (NG)**
- Year of automation: 2009 upgraded in 2016 & 2018**
- AMC: 2023**

Description of Library Automation

We are using AutoLib library management software since 2009. It is upgraded two times respectively in 2016 and 2018. This ILMS is very user friendly and it enables efficient library administration to cater user services. AutoLib software keeps all the transaction records & generates various reports which are very useful for library administration. ILMS is having various modules like Master, Member, Acquisition, Circulation, Tools, Search, Reports, Print, System Admin, Help etc.

Web OPAC:

Library information search on the Internet / Intranet. This module allows the user to login as a library member and view his/her circulation history, borrowed items and reservations. User can even reserve an item in the library through the Internet. Along with all these features, catalogue browsing, circulation details etc.

AutoLib is an Integrated Library Management Software encompassing all aspects of library management.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://zibacar.in/library/

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)

2.796

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

42.07

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

4.3 - IT Infrastructure

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

To meet the demand of new technology, Institute continuously identifies and procures new equipment, licensed software and updates Internet speed. Internal web server is available for smooth functioning of ERP and conduct of Online Exam. The Institute has 195 computers of configurations Intel® Pentium 4 Dual Core CPU E5400 2.70 GHz and 8Gb RAM each & Hard Disk 1TB. All computers are connected through the LAN. We have acquired most of the software and software packages required for functioning of Labs and Project development. We have catered for one computer per student. Internet connectivity has been provided at 1000 MBPS for campus (ZIBACAR with 250 MBPS speed) through Leased Line connection.

Institute has licensed Antivirus.

All the classrooms, seminar hall and board room are equipped with LCD projectors

Institute has ERP software. Library is automated with Autolib NG Software. Smart TV

Institute has Digital Library facility with e-resources like EBSCO, J-Gate.

The Institute is member of National Digital Library - NDL.

Institute has computerized its financial records with Tally software.

UPS and Generator backup provision is available.

Institute has website and uses social media websites like Facebook, Twitter, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zibacar.in/wifi-campus/

4.3.2 - Number of Computers

195

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)

42.37

File Description	Documents
Upload any additional information	No File Uploaded
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.

The Institute has a well-established system for the maintenance and utilization of its infrastructure to ensure an effective and smooth academic and administrative environment.

The Infrastructure Coordinator oversees the maintenance of physical facilities, with the support of skilled staff such as plumbers, electricians, gardeners, carpenters, and computer technicians. Housekeeping services are outsourced and available throughout the day, ensuring cleanliness of buildings, classrooms, laboratories, and sports facilities, monitored by a Housekeeping Supervisor.

The campus is under 24/7 CCTV surveillance, and security is managed by guards working in two shifts, provided by an external agency. Classrooms and laboratories are maintained by department staff, with emergency repairs addressed promptly. The daily

timetable ensures optimal utilization of physical facilities.

The library is managed by staff, with regular cleaning by housekeeping and software maintenance handled by Akash Infotech. Seminar halls are utilized for academic and cultural events, with cleanliness ensured by housekeeping.

Computer maintenance is handled by technical support staff or outsourced suppliers. Sports facilities and gym equipment are supervised by the Physical Director and gym instructor. Specialized equipment like air conditioners, lifts, firefighting systems, and ERP software are maintained by external agencies. Day-to-day repairs, like fixing leaks and replacing light bulbs, are handled by support staff.

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

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

231

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted 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	A. All of the above
File Description	Documents
Link to Institutional website	https://zibacar.in/aqar-2023-24/
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	
138	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
138	

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	A. All of the above
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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	No File Uploaded

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

138

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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	No File Uploaded
Any additional information	No File Uploaded
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	No File Uploaded
Any additional information	No File Uploaded
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.

5

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

ZIBACAR have various Committees in which students actively participate and help in running the committees smoothly.

1) IQAC cell: student involvement in the IQAC enhances the quality of education by ensuring that the institution addresses student needs and aspirations effectively.

2) ICC: involvement of students ICC is essential in fostering a safe, respectful, and supportive campus culture.3) GRCC: Involving students in the Grievance Redressal Cell Committee is essential for ensuring that students' concerns are addressed fairly and effectively. 4) Anti-Ragging Committee: Their role in raising awareness, supporting victims, and promoting positive behavior contributes to the creation of a college. 5) CR: The role of a Class Representative is crucial in bridging the gap between students and faculty. 6) SSAB: offers students opportunities to develop leadership, organizational, and communication skills, while also contributing to the success of various academic and extracurricular initiatives. 7) T & P: Involvement provides valuable insights into the professional world, improving their career prospects and building a strong professional network. 8) Alumni Cell: Student involvement gives a valuable experience that allows students to connect with

successful alumni. 9) Library Committee: Develop essential skills such as leadership, communication, organization, and research, which. Prepare them for future professional success.

File Description	Documents
Paste link for additional information	https://zibacar.in/aqar-2023-24/
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

34

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	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 a dynamic Alumni Cell that facilitates various initiatives throughout the year, fostering strong connections between alumni and the institute. This enables alumni to contribute by sharing their professional experiences, benefiting students with insights into industry practices.

Key alumni activities include:

1. Alumni Meet: Alumni engage with the Director and faculty to share industry insights, aiding in designing course content, workshops, and training programs.

2. **HR Meet:** Alumni and industry representatives discuss "Campus to Corporate" transitions, helping students prepare for the industry.
3. **Placement Assistance:** Alumni mentor students, offering career counseling to help identify expertise and guide professional growth.
4. **Alumni Interaction:** Accomplished alumni share their professional journeys, motivating students and offering one-on-one guidance.
5. **Guest Lectures:** Alumni deliver talks on industry trends, using practical examples to clarify concepts.
6. **Professional Workshops:** Alumni conduct workshops, enhancing students' professional knowledge and certifications to improve placement prospects.
7. **Event Participation:** Alumni serve as participants and judges in student events.
8. **Alumni Survey:** Alumni periodically provide feedback through surveys, contributing to institutional improvement.

Each year, an alumnus demonstrating exceptional contributions is recognized with the "Best Alumni Award," strengthening their bond with the institute.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	No File Uploaded

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

The Institute is approved by All India Council for Technical Education (AICTE), affiliated to Savitribai Phule Pune University (SPPU) and approved by Directorate of Technical Education (DTE) Government of Maharashtra. The institutional ethos of the institute is deeply rooted in its defined values of Fairness, Transparency, Respect, Peace, and Equality, shaping every facet of its functioning. ZIBACAR is a well-established management institute of excellence providing quality education with high professional ethics.

Every stakeholder is actively involved in the administration of the institution. Numerous employees work at the institute, including Academic Team and Training and Placement (T&P) Team, Campus to Corporate Team, cell representatives, department several committee coordinators. They have a big say in decision-making bodies, in the creation of institutional policies, and in their implementation. Entrepreneurship development and Incubation cell is also actively conducting seminars, entrepreneurship day and guest lectures for motivating the young incubators and entrepreneurs.

By facilitating a harmonious symphony of excellence in teaching with a practical approach which shall be synonymous with academic rigor, research culture and sustained efforts to maximize value based education. By developing holistic focus on character building along with a range of curricular, co-curricular and extracurricular activities.

File Description	Documents
Paste link for additional information	https://zibacar.in/wp-content/uploads/2024/12/6.1.1-Additional-Information-9-1.pdf
Upload any additional information	View File

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

The institute is unwaveringly dedicated to realizing its vision by prioritizing leadership qualities among faculty. This focus empowers educators to enhance the student experience through

relevant courses. Decentralized committees, such as the Academic Team, Training and Placement Team, and Cell teams, play pivotal roles in executing this commitment. Despite lacking formal titles, these committees' faculty and staff are crucial in implementing the institute's mission.

This commitment extends to committees like Research and Development, Anti-ragging, Entrepreneurship development, Incubation cell, Antarang club, and Sport and wellness club, led by experienced faculty. They plan initiatives aligned with overarching goals, supported by progressive policies contributing to success in sectors like Digital Marketing.

The institute fosters inclusivity, with faculty participating across committees, including IQAC, Governing Body, and College Development Committee. Faculty representation in the Advisory Board underscores their indispensable role in shaping governance. This collaborative approach promotes diverse perspectives and effective decision-making. In essence, the institute's holistic approach reflects a strategic commitment to high-quality education, ensuring ongoing student success.

File Description	Documents
Paste link for additional information	https://zibacar.in/wp-content/uploads/2024/12/6.1.2-Additional-Information-1-1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The ZIBACAR Governing Body finalizes the institute's Strategic/ perspective/development plan which sets the academic aim and objectives of the institute.

1. Academic Excellence and Entrepreneurship development:

1. By encouraging student-centric teaching and implementing digital pedagogies in the classroom.
2. By arranging training programs, webinars, and FDPs for faculties and students.
3. Creating incubation hubs for development and scale start-ups by students.
4. Increase intake of MBA & MCA: In 2023-24 Institute has planned to increase the intake of MCA as well as

MBA students for next academic year 2024- 25.

2. **NAAC Cycle II:** The Vision statement of the Institute is to become a Management Institute of Excellence for which the Strategic plan consists of NAAC Cycle II in terms of Faculty, infrastructure, education etc. which provide students the confidence that they had selected a quality Institute at the same time it will help the institute to receive credibility and growth.
3. **ISO Certification:** To define processes and quality ZIBACAR has implemented Educational organizational Management System (EOMS) 21001: 2018 Successfully ISO Certified Institute.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://zibacar.in/wp-content/uploads/2024/12/6.2.1-additional-information-2-1.pdf
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.

ZIBACAR follows decentralized, top to bottom approach as given below: Governing body: Set and monitor the organization's mission, purpose, direction, priorities and strategies within the boundaries of the organization's constitution and legal obligations, oversee financial direction and accountability, supervise and evaluate management, inspire and act as role models for staff.

- **Director of Admission, Academics and Administration:** Implement strategic plans, goals and policies made by the governing body, administration, financial management at Zeal Education Society.
- **Head of Management Programme:** Implement strategic plans,

goals and policies from a 'management programme perspective, Monitor day to day functioning of the Institute regarding various decisions made by the top management.

- **Director:** The overall Vision -Mission, strategic plan as specified by top management are being implemented through the Director.
- **Programme Coordinator:** Programme coordinator MBA and MCA helps in addressing student grievances related to academics providing a supportive learning environment.
- **Committees and Coordinators:** As per guidelines given by various regulatory bodies a strong and hierarchical structure is formed comprising various committees at institute and department level. Committee carries its functions as per guidelines received from Management, Directors. Coordinators of every committee is the Member Secretary and is responsible for coordinating the Committees work.

Institute Organogram Link: <https://zibacar.in/organogram/>

File Description	Documents
Paste link for additional information	https://zibacar.in/wp-content/uploads/2024/12/6.2.2-Additional-Information-3-2.pdf
Link to Organogram of the institution webpage	https://zibacar.in/organogram/
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	No File Uploaded
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 institution has effective welfare measures for teaching & non-teaching staff. Institution has the following measures for welfare of employees.

- Provident Fund - As per government norms every months PF has been deducted from employees
- Timely salary as per norms.
- Leave Policy - Every approved & ad hoc employee eligible for has been granted 12 Casual leave & 15 Medical Leave. We implement well-structured leave policy
- Appreciation on Faculty achievement- faculty appreciation on completion of PhD, Published Book, getting any award and clearing the SET/NET
- Women's Day Celebration- Every year at time of women's day college organizing the Seminars on specialized subjects.
- Different Activities for Teaching and Non-Teaching Staff like-Zumba, Yoga and Dance
- Free Gymnasium- Providing Free gym facilities to students and faculties.
- College Library- Unlimited access to Books from the library to faculty.

- **Festivals Celebrations-**
- **Diwali gift to all teaching and non-teaching staff**
- **College organizes the Diwali party for all teaching and non-teaching staff.**
- **Navratri Colours celebration**
- **Birthday Celebrations- Birthday celebrations have been done under SSAB club for teaching and non-teaching staff.**
- **Canteen - college canteen provides the Fresh, healthy and hygienic food**
- **Computer and printer**
- **Security Facility**
- **Green Campus**
- **Wi-Fi Facility**

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

10

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

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
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

11

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
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

Institutions Performance Appraisal System for teaching and non-teaching staff is implemented as per the guidelines from UGC. The institute assesses faculty through a well structured appraisal system of affiliating universities.

The faculty performance appraisal form includes the following points:

- Regularity and punctuality to conduct lectures and practical(s) as well as completing the syllabus(theory/practical).
- Involvement to develop/modify teaching materials.
- Involvement in solving students queries.
- Student attendance for the regular classes.
- Students attendance in additional/remedial class
- Regularity and punctuality in drawing and correcting Exam. /Test papers/Assignments
- Involvement in Student Guidance and Counseling.
- Result analysis.
- Involvement in arranging and participating in workshops/conferences for students/staff.

- Involvement in arranging industrial visits/expert talks for students/staff.
- Involvement in research projects/consultancy/revenue generation.
- Involvement in Department/College level activities.
- Involvement in industry-institute interaction.
- Students also evaluate the performance of their teachers by means of feedback.

File Description	Documents
Paste link for additional information	https://zibacar.in/wp-content/uploads/2024/12/6.3.5-Faculty-Appraisal-with-seal-1.pdf
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

ZES regularly conducts internal and external financial audits. It has had a full-time Treasurer and Accounts Department since inception to ensure maintenance of annual accounts and audits.

1. The following agencies conduct regular financial audits internal and external in the Institute:

(a) Internal committee appointed Zeal Education Society

(b) Chartered Accountant of the Institute

2. ZIBACAR conducts statutory audits covering all financial and accounting activities of the Institute. This includes scrutiny of the following:

(a) All receipts from fee, donations, grants, contributions, interest earned and returns on investments;

(b) All payments to staff, vendors, contractors, students and other service providers.

3. All observations/objections of AG are communicated through their report. These objections are examined by separate committees of the institute consisting of Assistant Registrar (Accounts), Internal Auditor, Director and/or any other member nominated by the Director. It is pointed out that no serious objection/irregularity is outstanding. No Draft Para has ever been issued against the Institute by AG.

4. Chartered Accountant of the Institute conducts regular accounts audit and certifies its Annual Financial Statements. All Utilization Certificates to various grant giving agencies are also countersigned by the CA. All Financial Statements till 2023-24 have been certified by the CA.

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	No File Uploaded
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

ZIBACAR maintains & follows a well-planned process for the mobilization of funds and resources. Institute has designed some specific rules for the fund usage and resource utilization.

Mobilization of Funds, the student Tuition fee is the major source of income for the institute. The management provides need-based loans to individual Institutes.

- Utilization of Funds
 - A committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc. On Regular Basis College Level Audit by Chartered accountant & external body from Government conduct audit which ensures that allotted resources are properly used or not on regular interval review.
- Resource Mobilization Policy and Procedure
 - Before the financial year begins, the director and Heads of Departments prepare the institute budget. The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs. The budget is scrutinized and approved by the top management and Governing Council. Accounts department and Purchase department monitor whether expenses are exceeding budget provision.

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 IQAC cell undertakes various quality initiatives required to improve the standard of students and faculty members. It helps to foster innovation, achieve academic excellence, and imbibe research and development activities as given:

1. **ISO Certification:** To define processes and quality, ZIBACAR has implemented the Educational Organizational Management System (EOMS) 21001: 2018 since 2019. ZIBACAR is an ISO-

certified institute

2. **Psychometric Test:** Psychometric tests are widely used in various fields, including recruitment, education, career development, and personal growth. Students appeared for the psychometric test through the following portal.

AICTE portal: <https://www.youth4work.com/talent>

1. **Academic Calendar:** The Internal Quality Assurance Cell (IQAC) plays a significant role in enhancing the academic and institutional quality. Its inputs in the academic calendar aim to promote structured planning, inclusivity, and continuous improvement.

1. **Feedback Mechanism:** IQAC designs structured, relevant, and standardized feedback forms tailored for different stakeholders, such as students, faculty, alumni, and parents.

2. **Induction Program:** IQAC ensures the induction program aligns with institutional goals and provides students with a clear understanding of academic, co-curricular, and extracurricular expectations.

1. **Manthan Newsletter:** Manthan Newsletter includes academic, research, co-curricular, and extracurricular highlights, along with special sections for innovative practices.

File Description	Documents
Paste link for additional information	https://zibacar.in/wp-content/uploads/2024/12/6.5.1-Upload-any-additional-information-.pdf
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

At regular intervals, IQAC conducts numerous quality initiatives to examine the teaching and learning process, operational structure and its processes, and results, etc.

1. ISO EOMS Certification: To define processes and quality ZIBACAR has implemented Educational organizational Management System (EOMS) 21001: 2018 Successfully and ZIBACAR is ISO Certified Institute
2. Conduct of Psychometric Test: Students were asked to appear for Psychometric test through following portal AICTE portal: <https://www.youth4work.com/talent>.
3. Co-Po manual: For the implementation of Outcome Based Education, the institute has created a CO-PO manual included in Newsletter 2023-24 of ZIBACAR and published on the website.
4. Student of the week: To motivate students, the institute has devised policy for the students of the week. The students with excellent attendance perform a number of co-curricular /extra- curricular activities bestowed with Students of the week award.
5. Academic Excellence:
 1. Academic Committee : The main purpose of the academic committee is to oversee the academic affairs of the institute and make recommendations to the Director and Management about academic programs and strategic priorities. To develop a serious teaching-learning culture and atmosphere for enhancing students' interests and capabilities in learning.
 2. Internal Academic and Administrative Audit: In order to attain Academic excellence, it was determined to conduct a quality audit of the course file and numerous other documents from the Academics, Placement, Training, and Research departments, among others.

File Description	Documents
Paste link for additional information	https://zibacar.in/wp-content/uploads/2024/12/6.5.2-Additional-Information-ZIBACAR-1.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above
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File Description	Documents
Paste web link of Annual reports of Institution	https://zibacar.in/wp-content/uploads/2024/07/IQAC-ANNUAL-REPORT-2023-24.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES
7.1 - Institutional Values and Social Responsibilities
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year
<p>At ZIBACAR, we are deeply committed to fostering gender equality by ensuring an inclusive, safe, and supportive environment for all stakeholders. Our initiatives emphasize equal opportunities, safety, empowerment, and grievance redressal.</p> <p>1. Safety and Security: The campus is secured with comprehensive measures:</p>

- **CCTV Surveillance:** 360-degree monitoring ensures security across campus, including classrooms and hostel premises.
- **Emergency Facilities:** Contact numbers are displayed, and a first-aid box is easily accessible.
- **Medical Room:** A dedicated space is available for emergencies.
- **Professional Security:** Security guards monitor the main gate and campus entry points, complemented by a high boundary wall.
- **ID Verification:** Students and staff carry IDs, and visitors are verified before entry.

2. Counseling and Awareness: Counseling sessions for female faculty and students emphasize personal safety, self-defense, and awareness of sexual harassment. Specialized mentor-mentee activities provide guidance on personal grooming, academic performance, and professional development.

3. Common Rooms: Separate, well-maintained common rooms for girls and boys are equipped with hygienic facilities and resting areas, ensuring comfort during illness or emergencies.

4. Celebrations and Awareness Events: The institute organizes events such as International Day of the Girl Child, Savitribai Phule Jayanti, and Raat Ragini to highlight gender equality and women empowerment.

These measures reflect ZIBACAR's proactive approach to achieving gender equality and ensuring a safe, empowering environment.

File Description	Documents
Annual gender sensitization action plan	https://zibacar.in/2023-24-criterion-vii/
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://zibacar.in/2023-24-criterion-vii/

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	No File Uploaded
<p>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</p> <p>Degradable Waste</p> <p>ZIBACAR is committed to effective waste management practices to ensure environmental sustainability and cleanliness on campus. The institute follows structured processes for managing solid, liquid, and e-waste efficiently.</p> <p>1. Solid Waste Management: Dustbins are strategically placed across faculty cabins, classrooms, and common areas to collect waste. Blue dustbins are designated for dry and biodegradable waste, while red dustbins are used for dry and non-biodegradable waste. Faculty and staff minimize waste by reusing one-sided printed papers for internal communication. Old newspapers and used papers are sent for recycling. Awareness campaigns, such as Swachh Bharat Mission activities on Mahatma Gandhi Jayanti, are organized to instill a culture of waste minimization and recycling.</p> <p>2. Liquid Waste Management: Liquid waste from washrooms and the canteen is directed to a septic tank and connected to the Narhe Gram Panchayat's drainage system for proper disposal. Green dustbins are used for wet and biodegradable waste. Awareness sessions are conducted to educate students about responsible liquid waste disposal.</p>	
File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 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	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

<p>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</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

<p>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).</p> <p>ZEAL Institute is dedicated to fostering an inclusive environment through diverse initiatives that celebrate cultural, social, and gender inclusivity.</p> <p>1. Mahatma Gandhi and Lal Bahadur Shastri Jayanti: On 2nd</p>

October, ZEAL commemorates the birth anniversaries of Mahatma Gandhi and Lal Bahadur Shastri, honoring their contributions to the nation. The institute also recognizes the efforts of support staff in cleanliness drives, emphasizing dignity of labor.

2. International Women's Day: Celebrated on 8th March every year, International Women's Day promotes gender equality and women empowerment. Activities are organized under the 'Goo-w Talk' initiative to inspire and empower women.

3. Vachan-Prerana Divas: In honor of Dr. A.P.J. Abdul Kalam's birth anniversary, ZEAL celebrates Vachan-Prerana Divas on 15th October annually. The event aims to inculcate reading habits among students and highlight the importance of knowledge.

4. Cultural Day and Rangoli Competition: Held on 24th August, the Cultural Day and Rangoli Competition celebrate India's cultural heritage. These activities encourage creativity and unity among students.

5. Traditional Day: Traditional Day fosters cultural diversity by encouraging students and staff to embrace and celebrate traditional attire, music, and values.

6. Gita Day Celebration: Gita Day focuses on understanding the scientific and spiritual teachings of the Bhagavad Gita. Sessions bridge science and spirituality, enriching students' holistic development.

Through these initiatives, ZEAL continues to nurture an inclusive and harmonious campus environment.

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	No File Uploaded

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

ZEAL Institute is committed to sensitizing students and staff about constitutional obligations, including values, rights, duties, and responsibilities, through various initiatives conducted in collaboration with SPPU Pune.

1. Introduction to Constitution & Celebration of Constitution Day: The Constitution of India serves as the supreme law of the land, and its principles must be understood by every citizen. The institute conducts sessions introducing students to the philosophy of the Constitution, Fundamental Rights, and Directive Principles of State Policy. The objective is to familiarize students with their freedoms and responsibilities. Additionally, Constitution Day is celebrated annually to instill respect for constitutional values.

2. Introduction to Human Rights and Duties: Human rights are universal and essential for ensuring dignity, equality, and freedom. This initiative aims to create awareness about these rights, protecting individuals from abuse, discrimination, and oppression. Workshops and discussions are conducted to educate students and staff about their rights and duties towards society.

3. Introduction to Cyber Security/Information Security: In today's digital age, understanding cyber security is essential. The institute offers sessions on threats to computer systems, risks associated with unauthorized access, preventive measures, and corrective actions. These programs equip students with knowledge to safeguard themselves in the digital world.

Through these initiatives, ZEAL fosters responsible citizenship and promotes awareness of constitutional values among its stakeholders.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://zibacar.in/2023-24-criterion-vii/
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The

B. Any 3 of the above

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

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded

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

The Institute actively celebrates national and international commemorative days, events, and festivals with great enthusiasm and reverence.

1. Independence Day & Republic Day: These days are celebrated with pride and reverence, honoring the sacrifices of freedom fighters and the democratic values of the nation.
2. Mahatma Gandhi and Lal Bahadur Shastri Jayanti: On October 2nd, the Institute commemorates the birth anniversaries of Mahatma Gandhi and Lal Bahadur Shastri by organizing cleanliness drives and reflective sessions, promoting their values of peace and simplicity.
3. Teacher's Day: Celebrated on September 5th, this day pays tribute to Dr. Sarvepalli Radhakrishnan. Students organize various activities to honor teachers and recognize their contributions to education.
4. Chhatrapati Shivaji Maharaj Jayanti: This day honors the legacy of Chhatrapati Shivaji Maharaj through cultural programs and activities that highlight his leadership,

valor, and administrative skills.

5. International Women's Day: Observed on March 8th, the Institute organizes events promoting gender equality and women empowerment, including impactful programs like 'Raat-Ragini.'
6. Shiv Shrushti: This event celebrates the legacy of Sambhaji Raje, promoting cultural heritage and historical awareness through performances and educational sessions.
7. Dusshera: Celebrated with cultural activities and speeches, this festival teaches students about the triumph of good over evil and the significance of cultural traditions.
8. Traditional Day: This day fosters cultural awareness and unity by showcasing the diverse traditions of students and staff, promoting a sense of community and shared heritage.

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	No File Uploaded

7.2 - Best Practices

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

Best Practice 1: Student Training Program for Placement & Life Skill Enhancement

1. Title of the Practice: Campus to Corporate Training Program

2. Objectives of the Practice: The program aims to enhance students' employability and entrepreneurial skills by offering training in technical, computing, and life skills. It identifies training needs based on industry requirements and curriculum gaps, ensuring students are industry-ready.

3. **The Context:** Recognizing the gap between academic knowledge and industry expectations, the institute developed a comprehensive program based on input from industry advisors, parents, and alumni. This initiative equips students with technical expertise, computing proficiency, and professional skills to meet real-world challenges.

4. **The Practice:** Training modules were designed for MCA and MBA students, focusing on skills like Aptitude, Python Programming, Java Full Stack, Microsoft Power BI, Advanced Excel, Retail Management, and HRM. Sessions were conducted for 2 hours daily, totaling 30-450 hours per module, tailored to first- and second-year students.

5. **Evidence of Success:** The program improved students' technical knowledge, interview preparedness, and professional behavior. A notable increase in campus placements and entrepreneurial readiness was observed.

6. **Problems Encountered and Resources Required:** Challenges included motivating students, managing large batches, and ensuring resource availability. These were addressed through meticulous planning, phased scheduling, and efficient use of infrastructure.

This practice reflects the institute's dedication to bridging academic and industry skill gaps.

File Description	Documents
Best practices in the Institutional website	https://zibacar.in/wp-content/uploads/2024/07/ZIBACAR-Brochure_2024_updated.pdf
Any other relevant information	https://learn.thezealacademy.com/

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

Best Practice: Mission Implementation of 17 Sustainable Development Goals (MI-17)

1. **Title of the Practice: Mission Implementation of 17 Sustainable Development Goals (MI-17)**

2. Overview: ZIBACARhas embraced national and global policies, including the Sustainable Development Goals (SDGs), as a moral responsibility. The institute's IQAC initiated the MI-17 program to localize the SDGs at the management institute level through a structured, three-phase, three-year plan that ensures continuous and overlapping implementation.

3. Phases of Implementation:

Phase I: Assessment and Capacity Building

- Study of UN Sustainable Development Goals.
- Creation of a strategic action plan.
- Sensitization and awareness programs for stakeholders.

Phase II: Collaborations, Monitoring, and Implementation

- Collaboration with external stakeholders, NGOs, government agencies, and businesses for funding and support.
- Technology integration for data collection, monitoring, and visualization.
- Promotion of success stories to engage stakeholders.

Phase III: Scaling and Sustainability

- Replication and expansion of successful initiatives.
- Reporting and communicating progress to stakeholders.

4. Key Initiatives:

- Goal 1 (No Poverty): Blanket distribution in slums and food donation drives.
- Goal 2 (Zero Hunger): Awareness campaigns on food waste prevention.
- Goal 3 (Good Health): Yoga, meditation, and anti-tobacco programs.
- Goal 4 (Quality Education): Awareness sessions and academic module revamps.
- Goal 5 (Gender Equality): Women's safety and empowerment programs.
- Goal 6 (Clean Water): Daily sanitation drives and filtered water for students.
- Goal 7 (Clean Energy): Solar panel installation and energy awareness.
- Goal 9 (Innovation): Industry visits and research-based initiatives.

- **Goal 13 (Climate Action): Tree plantations and poster presentations on global warming.**

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

Zeal Institute of Business Administration, Computer Application and Research has planned following activities for upcoming academic year

1. Increase MBA and MCA intake
2. Apply for integrated BCA-MCA program
3. Apply for atleast 1 department for NBA and Submit the Self-Assessment Report (SAR) within the stipulated timeline.
4. Establish Memorandums of Understanding (MoUs) with international universities and Facilitate student and faculty exchange programs.
5. Conduct FDP on emerging IT /Management trends
6. Plan various Guests lectures to fulfill curricular gap
7. Plan and implement various initiatives for the sustainable growth
8. Audit for various committees
9. Publish quality research articles
10. Identify and support talented students for inter university/Institute competitions.