



## YEARLY STATUS REPORT - 2023-2024

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Zeal Institute of Management and Computer Application, Pune
• Name of the Head of the institution	Prof. Dr. Vinod Sayankar
• Designation	Director and Professor
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	
• Mobile no	9503497098
• Registered e-mail	zeal.zimca@gmail.com
• Alternate e-mail	naac.zimca@zealeducation.com
• Address	Sr.No.39, Narhe-Dhayari Road, Narhe, Pune
• City/Town	Pune
• State/UT	Maharashtra
• Pin Code	411041
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>Savitribai Phule Pune University (SPPU), Pune</b>				
• Name of the IQAC Coordinator	<b>Mr. Shriram Ugale</b>				
• Phone No.					
• Alternate phone No.					
• Mobile	<b>8805969937</b>				
• IQAC e-mail address	<b>naac.zimca@zealeducation.com</b>				
• Alternate Email address	<b>shriram.ugale@zealeducation.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://zimca.in/annual-quality-assurance-report-ay-2022-23/">https://zimca.in/annual-quality-assurance-report-ay-2022-23/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://zimca.in/wp-content/uploads/2024/12/Zimca-2023-24-academic-calendar.pdf">https://zimca.in/wp-content/uploads/2024/12/Zimca-2023-24-academic-calendar.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B++</b>	<b>2.83</b>	<b>2021</b>	<b>25/01/2021</b>	<b>24/01/2026</b>
<b>6.Date of Establishment of IQAC</b>			<b>11/10/2023</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		



<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1. Preparation of reports for NAAC, ISO and SPPU, 2. Campus to Corporate Training Program (C2C) 3. ISO Recertification 4. Formation of various clubs and conducted activities under clubs 5. Students Induction Program		
<b>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</b>		
Plan of Action	Achievements/Outcomes	
Campus to Corporate Program C2C for Students	Successfully completed C2C program and developed the students' skillsets	
Preparation of ISO Re Certification	ISO Re-certification process is done and Institute Recertified	
Club Activities for the students	Conducted various club activities for the holistic development of the students	
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		

Name	Date of meeting(s)
IQAC	15/02/2024

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2023-24	06/01/2025

**15. Multidisciplinary / interdisciplinary**

The institution offers a Management programme (MBA) with specialisations in HR, Marketing, Finance, and Operations, among others. These programmes are linked to technology via courses/certifications such as HR analytics, Business Analytics, Digital Marketing, Financial Modelling, and so on. ZIMCA is continually promoting a holistic approach to student and institutional development. The Management programme at Savitribai Phule Pune University has an interdisciplinary and multidisciplinary approach. Since AY 2013, SPPU has provided Choice Based Credit System (CBCS) and Grading System, Outcome Based Education Pattern in accordance with its purpose. According to the Choice Based Credit System curriculum, the institute provides students with options for picking disciplinary and inter-disciplinary courses to complete the required credits for the degree. SPPU implements Major & Minor Specialisation Combination, Foundation Courses, Enrichment Courses such as Seminar, Review, Case Study Development and Presentation, Project, Lab / Workshop, and so on for Interdisciplinary exposure. Comprehensive Concurrent Evaluation Methodology is developed to improve interdisciplinary learning by merging various courses. Summer Internship Projects of at least 8 weeks are required for multidisciplinary exposure, which aids in the holistic development of students. The Institute promotes interdisciplinary and Trans disciplinary research efforts in the fields of human resources, marketing, and finance by combining social science studies with technology for the benefit of society. According to the NEP, the Institute must begin with several more inter/multidisciplinary academic and research operations. Interdisciplinary and multidisciplinary electives can be added to academic curricula. Starting research initiatives in collaboration with professionals in relevant areas such as applied art, engineering, digital communication, management, and so on are alternatives. To foster a multidisciplinary / interdisciplinary approach, the institute provides major specialisation students with certifications such as Soft Skill, Business Analytics, Digital Marketing, Financial

Modelling, and so on. Other specialisation students might choose the same programme as an interdisciplinary certification. The institute provides flexible and innovative curricula through the SPPU-approved Choice Based Credit System (CBCS) and Grading System, including courses such as Indian Ethos & Business Ethics, Enterprise Performance Management, Organisational Behaviour, Corporate Governance, and Corporate Social Responsibility & Sustainability, among others. Institute Social Responsibility also organises value-oriented events. These courses and activities shed focus on community engagement and service, environmental education, and value-based education in order to achieve a holistic and multidisciplinary education.

#### **16. Academic bank of credits (ABC):**

ZIMCA MBA students can use the ABC system to study and earn credits in relevant subjects such as Data Analytics, Entrepreneurship, and Technology Management, widening their knowledge base and developing extra skills that might complement their MBA specialisation. In keeping with this, the MBA programme at ZIMCA provides course selection freedom by providing a diverse range of elective courses that allow students to personalise their education to their unique interests and professional aspirations. ZIMCA intends to expand this flexibility in the near future by recognising and accepting credits earned from relevant courses done outside of the MBA programme. Before the start of the semester, faculties design their own teaching approaches, including textbook, reading material, assignments, and evaluations, among other things, within the SPPU-approved framework. Faculties develop lesson plans, teaching plans, and rubric-based assessment plans,

#### **17. Skill development:**

The Institute has implemented the government-mandated skill development policy. Skill development is critical for personal and professional progress because it allows people to adapt to changing circumstances, flourish in their chosen industries, and meet the demands of an ever-changing world. The institute has chosen a policy to operate skill development programmes for overall development in order to reduce the need for 21st century skills in society. Soft Skills, Event Management, Accounts Executive, and NISM certifications have all been taught at our institute. The Institute recently accepted the Campus to Corporate Training programme idea for the skill development of its MBA students.

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

The Institute incorporates Indian knowledge into its curriculum through a variety of methods. Even before the NEP 2020, the College argued for the adoption of Indian language, culture, and value system. All of the The institution's activities and classroom instruction are delivered in bilingual style. The faculty uses a range of languages in the classroom, including English, Hindi, and Marathi, to ensure that students understand the subject content. The institute is actively involved in disseminating our country's rich heritage and traditional wisdom in the disciplines of arts, literature, and culture. For successful curriculum delivery, the Institute employs three languages. 1. English as a foreign language 2. Hindi as the official language of India 3. Inclusion of Marathias a state or regional language in our curriculum. All skill development, bridge courses, and foundation courses are offered in Marathi and English. We organised numerous events to maintain and propagate Indian culture and heritage, such as traditional day celebrations, Mehandi, Rangoli, Dance, Singing, Zumba fugadi and numerous holidays, Hindi bhasha divas, Diwali celebration, Sankrati festival and other and Marathi Bhasha Savardhan, etc. We instill Indian culture and values through involvement.

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

Outcome Based Education is a teaching technique that focuses on evaluating student performance through results. The outcomes of a student's effective involvement in a particular set of higher education experiences are often stated as a combination of knowledge, skills, abilities, attitudes, and understanding. Outcome Based Education (OBE) is a teaching method that focuses on assessing student performance through outcomes. Knowledge, skills, abilities, attitudes, and understanding are frequently characterised as the outcomes of a student's effective participation in a certain set of higher education experiences. The institute's CBCS Pattern provides students with a choice-based credit system that allows them to earn credit based on their performance. The number of credits obtained by a student symbolises the information and abilities acquired. Each course is assigned a number of credits based on the information to be learned and the expected amount of effort from the student. The number of grade points a student obtains for each course reflects their knowledge of that subject. Depending on the subject, the internal evaluation component may take the shape of a case study, MCQ test, and analysis of a research article, live project, or presentation. The lecturer discusses the students' exam replies and the evaluation criteria with them. During the pandemic, Google Classroom and other digital technologies were used to successfully deliver examinations and evaluations online. A

committee is formed to oversee the timely scheduling, execution, and evaluation of the internal evaluation component in order to ensure a successful and open examination procedure. Along with the frequency, the mark distribution for each CBCS component is presented. Both the summer internship and the dissertation are full-credit courses that require students to provide detailed reports. The college has a distinct vision and purpose statement, and it is dedicated to the total development of its students. The programme outcomes are succinctly described in full declarative sentences that outline the information, skills, and abilities that students must have upon completion of their course of study. Through the SPPU syllabus, students learn about the credit system, which includes full credit and half credit courses, the pattern of evaluation, and the components of concurrent evaluation. Students are given an academic calendar that includes a detailed schedule of SPPU exams. Before the start of the semester, the institute Director organises a staff meeting to discuss the system's efficient planning and implementation. The professors of their specialised subject areas advise the students of the structure of evaluation well in advance.

#### **20.Distance education/online education:**

The National Education Policy established a new benchmark for India's future online education system. Our institute went through a period of realisation and learning throughout the pandemic. Online training sessions are used for a variety of purposes. The institute offers a variety of value-added/add-on courses online. Faculty and students are encouraged to attend online courses through sites like SWAYAM-NPTEL, COURSERA, and Udemy. The Institute has implemented a Learning Management System and a Student Management System to ensure that our students have access to both offline and online learning environments. Faculties are also able to give all of their courses to students from outside the school entirely online. Guest faculty with specialist knowledge is organised for specific subjects on campus and online to guarantee successful curriculum delivery. Subject experts for technical disciplines are brought in from outside to provide students with one of the greatest resources for the hard subject. The teaching-learning process is ensured in a blended mode, with continuous delivery, monitoring, and assessment to ensure curriculum delivery on time. Internal evaluations are carried out in a hybrid of online and offline approaches. This model will be improved further in accordance with the standards of the affiliating university.

### **Extended Profile**

#### **1.Programme**

1.1	88
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	263
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2	163
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	95
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	18
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	18
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	11
4.2 Total expenditure excluding salary during the year (INR in lakhs)	109.22934
4.3 Total number of computers on campus for academic purposes	82

## **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

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The Institute follow a systematic approach to accomplish the curriculum. To start with academic semester, Institute prefer to adhere with the rules, regulations and policy issued by Government, industrial, AICTE, Savitribai Phule Pune University and other official bodies.

Institute ensure effective curriculum delivery through below mentioned process:

#### **1. Planning:**

1. **Academic calendar:** is prepared which covers academic and non-academic activities. We also plan teaching methods, resources, assessments etc.

2. **Course Allocation:** Course choice is taken from faculty and considering the choice and subject expertise course allocation is done.
3. **Time Table:** Academic coordinator, HoD and class coordinators prepares class time table. Time table is shared with all faculty members.
4. **Course Plan:** each course owner prepares course plan for their subject which includes CIE conduction as well.
5. **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.

1. **Execution:**

1. **Content Delivery:** ICT tools are utilised.
2. **Tutorial/Assignments:** Role play, activity, case study, presentations, PBL etc is considered.
3. **Remedial sessions:** For slow learners
4. **Feedback, Surveys and reviews:** It is taken twice a semester
5. **Assessments:** Assessments are transparent in manner, answer sheets are discussed with students

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/1.1.1-final-uplaod.pdf">https://zimca.in/wp-content/uploads/2024/12/1.1.1-final-uplaod.pdf</a>

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



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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.

1. Continuous Internal Evaluation (CIE):

2 CIE's for 3 credit course and 1 CIE 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	<a href="#">View File</a>
Link for Additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/1.1.2.pdf">https://zimca.in/wp-content/uploads/2024/12/1.1.2.pdf</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

## of students during the year

140

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 ZIMCA 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	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

1

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

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

107

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

**A. All of the above**

## Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="https://zimca.in/wp-content/uploads/2024/12/1.4.1.pdf">https://zimca.in/wp-content/uploads/2024/12/1.4.1.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://zimca.in/wp-content/uploads/2024/12/1.4.2.pdf">https://zimca.in/wp-content/uploads/2024/12/1.4.2.pdf</a>

## 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	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Our Institution goal is to work for student-centric education and we are working to cater to the students according to their learning patterns and speed. We understand that each student has a different learning speed, interest, and pattern for which we have framed different learning strategies. Based on students internal evaluation results respective course coordinator understand the advanced learners and slow learners in the course. Course coordinator conducts the various special programs for the advanced learners and slow learners. In this year following programs are organised: For Advanced learners, the institute conducts Student of the week award, advanced case study, Participation in poster presentation competition, Participation in Role play competition, peer learning activity, blog writing, add on certifications etc. For Slow learners, the institute conducts Remedial Sessions, Crash Courses, and different skill improvement trainings.

File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/2.2.1-The-institution-assesses-the-learning-levels-of-the-students-and-organizes-special-Programmes-for-advanced-learners-and-slow-learners-2.pdf">https://zimca.in/wp-content/uploads/2024/12/2.2.1-The-institution-assesses-the-learning-levels-of-the-students-and-organizes-special-Programmes-for-advanced-learners-and-slow-learners-2.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
360	18

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

ZIMCA believes in the adoption of learner/ students centric methods to enhance student involvement as a part of participative learning and problem solving methodology. The institution and faculty use innovative teaching methodologies, including field projects, group discussions, simulations and experiential learning. Teachers also use case studies to help students better comprehend current business concerns. They are given as below:

### A. Experiential Learning

1. Industrial Visits: Industrial visits as a part of experiential learning.
2. Poster Presentation:-Learning from informative poster presentation
3. Union Budget Seminar-Expert talks about the Union Budget
4. Learning Diary-Informative presentation of different activity in learning diary
5. Summer Internship Projects

### B. Participative Learning

1. Role play: Students perform any concept as role play, Business simulation meeting etc.
2. Team activities Students participate in various Team activities for their holistic development.
3. Infographics:-Students participated and give informative graphical presentation

### C. Problem Solving methodologies

1. Quizzes: Quizzes/MCQ tests are conducted as part of Evaluations.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The use of ICT tools in education adds value to teaching and learning, by enhancing the effectiveness of learning. ICT tools can lead to an improved student learning and better teaching methods. It's a rising trend where the education has outgrown the physical constraints of classrooms and acquired mobility. Student's access information whenever and wherever they want. It enables faculty members and students to become better informed in their fields of specialization. Institute is having Wi-Fi facility to make available resources. Many classrooms are equipped with LCD project system, Screens. Students are using online public Access Catalogue which include virtual library, Bibliography, E - Journals, E - Books, E Databases. In addition to chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings , Audio system, online sources, to expose the students for advanced knowledge and practical learning. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of research paper presentations, seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**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**



File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

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

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/2.5.1-Mechanism-of-internal-assessment-is-transparent-and-robust-in-terms-of-frequency-and-mode.-Write-description-within-200-words.-2.pdf">https://zimca.in/wp-content/uploads/2024/12/2.5.1-Mechanism-of-internal-assessment-is-transparent-and-robust-in-terms-of-frequency-and-mode.-Write-description-within-200-words.-2.pdf</a>

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

ZIMCA has implemented a transparent, time-bound, and efficient mechanism to address internal examination-related grievances, ensuring fairness and accountability. A dedicated Examination Grievance Redressal Cell (EGRC) under the guidance of Director ZIMCA oversees this process, comprising faculty members and administrative staff to handle concerns promptly and impartially.

The grievance redressal process begins with students submitting their complaints either in person or through an online portal. Common grievances include issues related to evaluation, discrepancies in marks, and non-receipt of question papers or answer scripts. Upon receiving a complaint, the cell acknowledges it immediately and initiates the resolution process within 48 hours.

For evaluation-related concerns, the respective subject faculty is consulted, and re-evaluation is conducted if necessary. Transparency is ensured by sharing the re-evaluated scripts and providing an explanation to the student. In case of systemic issues, the cell collaborates with the examination department to identify and rectify root causes.

Periodic reviews are conducted to improve the grievance handling process, ensuring timely resolution within a maximum of seven working days. Feedback from students is encouraged to enhance the system further. This streamlined mechanism reflects the institution's commitment to maintaining trust, academic integrity, and a student-centric approach in handling examination-related matters.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/2.5.2-Mechanism-to-deal-with-internal-examination-related-grievances-is-transparent-time-bound-and-efficient-2.pdf">https://zimca.in/wp-content/uploads/2024/12/2.5.2-Mechanism-to-deal-with-internal-examination-related-grievances-is-transparent-time-bound-and-efficient-2.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and

displayed on website and communicated to teachers and students.

SPPU has already defined the teaching-learning framework. Its main strength is the Outcome-based Education System (OBE), The OBE is defined with three components as Performer (student), Performable (demonstrable: - to perform), and focus on performance instead activity to be performed. The OBE advocates Course Outcomes (COs) which directly/indirectly enrich the Programme Outcomes (POs). The COs attainment is calculated at the end of each semester. Where the POs attainment is calculated at the end of each batch. The institute defines PSOs, as per SPPU's defined framework for various specializations (HR, Marketing, Finance, etc.), which are considered as the attainment of the course outcome by the student at the end of the program. Hence, the OBE culture is developed in the Institute through a quality teaching-learning framework. Program Outcomes: As defined in SPPU MBA syllabus POs are narrow statements that reflect the student's knowledge level to make him/her performable by the time of graduation. There are total ten POS defined for example Generic and Domain Knowledge; Problem Solving and Innovation; Critical Thinking; Leadership and Teamwork; Life-long Learning etc. Programme Specific Outcomes (PSOs): The institute defines PSOs for all major and minor specializations and maps the same with POs and COs. P

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

MBA programme of ZIMCA follows the curriculum provided by Savitribai Phule Pune University. We at ZIMCA follow the Outcome Based Education measurement methodology as per the guideline of SPPU. Each course contains a set of COs and evaluation criteria. The course results are mapped to the PO's. Choice Based Credit System comprises of two parts internal assessment and written examination External Assessment. Number of theory lectures and SIPs to be conducted is specifically mentioned in the university syllabus and we follow the same. Course outcome attainment is done after the completion of the semester end examination. Program outcome attainments are calculated after the completion of all the course attainment of each semester.

Co Attainment: Direct and Indirect assessment is carried out as an assessment method. Direct Method is based on CIE1, CIE2, and Term End Examination. Every method is marked to the corresponding CO. Overall attainment of respective CO is based on average mark. Exam patterns are as per SPPU norms. Indirect assessment is conceded out through the course exit survey. Program Outcomes and Program Specific Outcomes: Each PO is rated as either high (3), or moderate (2), or slight (1) attainment levels. The overall results from the assessments of the PO are compared with the expected attainment. The level of attainment of each CO is compared with the predefined targets (For each course) and attainment is tested.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/2.6.2-Attainment-of-Programme-outcomes-and-course-outcomes-are-evaluated-by-the-institution.-2.pdf">https://zimca.in/wp-content/uploads/2024/12/2.6.2-Attainment-of-Programme-outcomes-and-course-outcomes-are-evaluated-by-the-institution.-2.pdf</a>

### 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

85

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://zimca.in/wp-content/uploads/2024/12/2.6.3-Pass-percentage-of-Students-during-the-year-2.pdf">https://zimca.in/wp-content/uploads/2024/12/2.6.3-Pass-percentage-of-Students-during-the-year-2.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://zimca.in/wp-content/uploads/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	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

##### 3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
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

1. An Anti-Ragging Orientation Program was held at ZIMCA Campus were in The Institute ensure that all causes of ragging are been covered under the orientation program
2. Best Out of Waste Competition- The Institute organized Best Out of Waste Competition to enriched the of best practice of where we waste product to create new product from it
3. EBSCO Training Webinar- The Institute organized a webinar on EBSCO's information resources and tools, which include academic databases, research tools, e-books, journals, and other resources provided by EBSCO Information Services.
4. Personality Development- Personality Development program was held at ZIMCA were in the process of enhancing and improving various aspects of an individual's character, behavior, skills, and attitude to foster personal and professional growth
5. Poster Making Competition- The Institute organized a Poster Making Competition which was a creative event where student designed and created posters based on a specific theme, topic, or issues.
6. Rangoli Competition- A Rangoli Competition at the Institute college campus was held and student artistic and cultural designs were very beautiful. Rangoli is a traditional Indian art form, typically created on the ground using colored powders, flowers, or other materials to form patterns or images.
7. World Entrepreneurship Day was held at the campus the student enjoyed the celebration of entrepreneurship. the entrepreneurial spirit, created, and innovative drive in the minds of students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/3.2.1-Innovation-Ecosystem.pdf">https://zimca.in/wp-content/uploads/2024/12/3.2.1-Innovation-Ecosystem.pdf</a>

### 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

4

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

3

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

#### 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



File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

1. **Blanket Donation Drive:** The institute organized a blanket donation camp to make a significant impact on the lives of those in need, especially during colder seasons or in different area. In this camp more than 450 blankets were collected & distributed to needy people. The objective of this drive was to provide warmth and comfort to needy people and to support vulnerable populations.
2. **The Zeal Institute Visit to Parvati** would typically involve a trip organized by the institution ZIMCA to a place called Parvati. We provided a general description of such a visit, which might include cultural, academic, or environmental activities, depending on the nature of the trip. The primary goal of the visit was educational, cultural exploration, environmental awareness, or simply a recreational outing for the students to enjoy nature, history, and local culture. Parvati could refer to a scenic hill, a historical site, or a local community, depending on the region.

3. The institute visited a cultural, historical, and spiritual significance of Baneshwar, as well as to provide students with a hands-on learning experience about the local heritage, nature, or community. heading towards Baneshwar, students would receive an introduction of the destination. They were brief with the historical significance of Baneshwar. The temple complex was on a hill station and of cultural landmark near Bhor.

File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/3.4.1-Extension-Activities.-FULL-AA.pdf">https://zimca.in/wp-content/uploads/2024/12/3.4.1-Extension-Activities.-FULL-AA.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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**

01

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

04

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 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

04

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

01

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 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

01

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

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

#### 1. Teaching-Learning Facilities:

1.1 Adequate Classrooms

1.2 Computer Centre/ Computer Laboratory

1.3 Tutorial Room

1.4 Seminar Hall

1.5 Placement Cell

1.6 MOOCs Facility Center & Innovation Laboratory

## 2. Knowledge Resources: (Library)

### 2.1 Library and Reading Room

#### 2.1 Digital Library

### 2.3 Stationary Centre and Xerox Facility

## 3. Administrative Facilities:

### 3.1 Admin Office

### 3.2 Director Office

### 3.3 Internal Quality Assurance Cell

### 3.4 Reception

### 3.5 Examination Control Room

### 3.6 Central Store

### 3.7 Faculty Room

### 3.8 Board Room

## 4. Common Facilities

### 4.1 Auditorium

### 4.2 Medical Room

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/4.1.1-The-Institution-has-adequate-infrastructure-and-physical-facilities-for-teaching-learning.-viz.-classrooms-laboratories-computing-equipment-etc..pdf">https://zimca.in/wp-content/uploads/2024/12/4.1.1-The-Institution-has-adequate-infrastructure-and-physical-facilities-for-teaching-learning.-viz.-classrooms-laboratories-computing-equipment-etc..pdf</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/4.1.2-The-Institution-has-adequate-facilities-for-cultural-activities-sports-games-indoor-outdoor-gymnasium-yoga-centre-etc..pdf">https://zimca.in/wp-content/uploads/2024/12/4.1.2-The-Institution-has-adequate-facilities-for-cultural-activities-sports-games-indoor-outdoor-gymnasium-yoga-centre-etc..pdf</a>

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

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/4.1.3-Number-of-classrooms-and-seminar-halls-with-ICT-enabled-facilities-such-as-smart-class-LMS-etc..pdf">https://zimca.in/wp-content/uploads/2024/12/4.1.3-Number-of-classrooms-and-seminar-halls-with-ICT-enabled-facilities-such-as-smart-class-LMS-etc..pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### **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)**

25.44782

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### **4.2 - Library as a Learning Resource**

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

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

On August 2012, we have upgraded the software AMC from (Receipt No. A1/1211dated 30thAug. 2012)

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

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

On Jan 2020 , we have upgraded the software in due course of AMC from (Receipt No. Ref. No. Receipt No: AI/2321 dated 26th June 2023)

### Description of Library Automation

We are using AUTOLIB library software from 2010 for automation of Library. It is upgraded respectively in 2012, 2017 and 2020 & 2023. Autolib library management software is very user-friendly & supportive for library functions. Using this software we efficiently run library administration and services. AutoLib software keeps all the transaction records & generates various reports which are very useful for library administration.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://zimca.in/wp-content/uploads/2024/12/4.2.1-Library-is-automated-using-Integrated-Library-Management-System-ILMS..pdf">https://zimca.in/wp-content/uploads/2024/12/4.2.1-Library-is-automated-using-Integrated-Library-Management-System-ILMS..pdf</a>

**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	<a href="#">View File</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**



1.092

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

#### **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**

38.63

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### **4.3 - IT Infrastructure**

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

ICTs provide a variety of tools to support and facilitate a teacher's professional competence. ICTs transform teaching and helps teachers to be more efficient and effective, thereby increasing their interests in teaching. The use of ICTs can assist in the organization and the structure of the course and course materials, thereby promoting rethinking and revision of the curriculum. This helps students to carry out more independent work and gives the teacher more time to focus on teaching higher-level concepts in the classroom. All computers are connected with LAN and internet It gives connectivity of 250Mbps to the entire institute has a Wi-Fi campus providing a 24x7 internet facility. Wi-Fi enabled you, enjoy the internet irrespective of where you are on the campus. 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. 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. Institute has website and uses social media websites like Facebook, Twitter,

etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/4.3.1-Institution-frequently-updates-its-IT-facilities-including-Wi-Fi..pdf">https://zimca.in/wp-content/uploads/2024/12/4.3.1-Institution-frequently-updates-its-IT-facilities-including-Wi-Fi..pdf</a>

### 4.3.2 - Number of Computers

82

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

## 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)

56.03758

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

Institute has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories in the campus. Infrastructure coordinator shall look after the maintenance of physical infrastructural facilities. Housekeeping services are outsourced on annual contract basis and are made available during day time in all days. The Housekeeping Supervisor monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities etc. The library staff is taking care of library books, journals and utilization; Effective utilization of seminar halls for organizing academic meetings, seminars, conferences and cultural events is made. Computer maintenance and peripheral repairs, replacements are either carried by technical support staff or by the outsourced suppliers. The sports equipments, ground and various courts in campus are supervised by the Physical Director and maintained by the supporting staff. Gymnasium equipments are maintained by the gym instructor and supporting staff. Air conditioners, water coolers, aqua guard, Lift, Firefighting equipment's, CCTV, ERP maintenance is outsourced to the external agency. The campus is under 24/7 CCTV surveillance. Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains repairing locks and door handles and other day to day maintenance checks are taken care of by the respective supportive staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/4.2.2-The-institution-has-subscription-for-the-following-e-resources..pdf">https://zimca.in/wp-content/uploads/2024/12/4.2.2-The-institution-has-subscription-for-the-following-e-resources..pdf</a>

## 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

216

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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	<a href="https://zimca.in/annual-quality-assurance-report-ay-2023-24/#1735359605426-cda304e3-2d10">https://zimca.in/annual-quality-assurance-report-ay-2023-24/#1735359605426-cda304e3-2d10</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

84

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

84

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

84

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**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.**

13

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

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 )

ZIMCA 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	<a href="https://zimca.in/annual-quality-assurance-report-ay-2023-24/#1735359605426-cda304e3-2d10">https://zimca.in/annual-quality-assurance-report-ay-2023-24/#1735359605426-cda304e3-2d10</a>
Upload any additional information	<a href="#">View File</a>

**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**

28



File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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	<a href="https://zimca.in/">https://zimca.in/</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

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

ZIMCA established in 2009 under the umbrella of the Zeal Education Society, ZIMCA is committed to promoting holistic and high-quality education for all. The governance structure is overseen by a board of trustees, with a chairman at the forefront, and the Governing Body and College Development Committee providing pivotal inputs. The institutional governance framework is intricately aligned with and reflective of the core vision and mission of the organization.

ZIMCA's ideology, as encapsulated in its Vision and Mission, strongly aligns not only with the Zeal Education Society's Vision but also resonates with the vision of SPPU.

In pursuit of our vision and mission, the leadership at ZIMCA fosters an open and interactive environment. Stakeholders are actively encouraged to participate and express their perspectives, ensuring effective decision-making and policy formulation. The Governing Body (GB) serves as the executive authority, exercising general supervision and control over the institute's affairs. The College Development Committee (CDC) plays a crucial role in communicating requirements from various departments to the Governing Body, facilitating a collaborative approach to institutional development. This governance model is instrumental in realizing the institution's commitment to delivering quality education and preparing students for success in the dynamic landscape of business management.

File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/6.1.1-The-governance-of-the-institution-is-r-e-f-l-e-c-t-i-v-e-o-f-a-n-d-i-n-t-u-n-e-w-i-t-h-t-h-e-v-i-s-i-o-n-a-n-d-m-i-s-s-i-o-n-o-f-t-h-e-i-n-s-t-i-t-u-t-i-o-n.p-d-f">https://zimca.in/wp-content/uploads/2024/12/6.1.1-The-governance-of-the-institution-is-r-e-f-l-e-c-t-i-v-e-o-f-a-n-d-i-n-t-u-n-e-w-i-t-h-t-h-e-v-i-s-i-o-n-a-n-d-m-i-s-s-i-o-n-o-f-t-h-e-i-n-s-t-i-t-u-t-i-o-n.p-d-f</a>
Upload any additional information	<a href="#">View File</a>

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 Campus to Corporate Team, 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	<a href="https://zimca.in/wp-content/uploads/2024/12/6.1.2-The-effective-leadership-is-visible-in-various-institutional-practices-such-as-decentralization-and-participative-management.pdf">https://zimca.in/wp-content/uploads/2024/12/6.1.2-The-effective-leadership-is-visible-in-various-institutional-practices-such-as-decentralization-and-participative-management.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Zeal Institute of Management and Computer Application has a Strategic management and planning department. The Director of the Institutes, IQAC Coordinator are focused and working hard for the development of strategic planning for the Institute. Meetings are conducted for thinking creatively and brainstorming to make a positive impact on the deployment of the strategies. Suggestions received in the meeting are transformed into a well-designed strategic plan. After the drafting of the final plan it is forwarded to the Governing Body and college development committee along with the action plan. The Governing body and college development committee provide their insights in the action plan prior to approval of the plan. After the approval received from the Governing Body, respective Institute IQAC cell ensures for the implementation of the approved plan under the leadership of the Director. The need and expectations of the various stakeholders of the Institutes is considered for developing a strategic plan which will have a positive outcome for all the stakeholders. Institute had considered following points:

1. Academic Excellence and Entrepreneurship development
2. Increase intake of MBA.
3. ISO Certification Surveillance Audit

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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.

ZIMCA 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 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://zimca.in/organization-chart/>

File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/6.2.2-The-functioning-of-the-institutional-bodies-is-effective-and-efficient-as-visible-from-policies-administrative-setup-appointment-and-service-rules-procedures-etc.pdf">https://zimca.in/wp-content/uploads/2024/12/6.2.2-The-functioning-of-the-institutional-bodies-is-effective-and-efficient-as-visible-from-policies-administrative-setup-appointment-and-service-rules-procedures-etc.pdf</a>
Link to Organogram of the institution webpage	<a href="https://zimca.in/wp-content/uploads/2024/12/6.2.2-The-functioning-of-the-institutional-bodies-is-effective-and-efficient-as-visible-from-policies-administrative-setup-appointment-and-service-rules-procedures-etc.pdf">https://zimca.in/wp-content/uploads/2024/12/6.2.2-The-functioning-of-the-institutional-bodies-is-effective-and-efficient-as-visible-from-policies-administrative-setup-appointment-and-service-rules-procedures-etc.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

**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 and non-teaching staff The institution always takes up the responsibility of welfare of teaching and non-teaching staff.

- Provident Fund - As per government norms every month 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 a well-structured leave policy.
- Appreciation for faculty achievements- 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 organizes the Seminar.
- 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 for faculty.
- Festivals Celebrations-
- College organizes the Diwali party for all teaching and non-teaching staff.
- Diwali gift to all teaching and non-teaching staff
- Navratri Colours celebration
- Birthday Celebrations- Birthday celebration of each faculty have been done under SSAB club

- College Canteen- college canting provides the Fresh, healthy and hygienic food.
- Computer and printers
- Security Facility
- Green Campus
- Wi-Fi Facility

File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/6.3.1-The-institution-has-effective-welfare-measures-for-teaching-and-non-teaching-staff.pdf">https://zimca.in/wp-content/uploads/2024/12/6.3.1-The-institution-has-effective-welfare-measures-for-teaching-and-non-teaching-staff.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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**

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

6

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

**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	<a href="https://zimca.in/wp-content/uploads/2024/12/6.3.5-Institutions-Performance-Appraisal-System-for-teaching-and-non-teaching-staff.pdf">https://zimca.in/wp-content/uploads/2024/12/6.3.5-Institutions-Performance-Appraisal-System-for-teaching-and-non-teaching-staff.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 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 periodically conducts internal and external financial audits. It has maintained a full-time Treasurer and Accounts Department from its inception to ensure the correctness of annual accounts and audits. The following agencies conduct frequent financial audits, both internally and externally to the Institute:

(a) Zeal Education Society was established by an internal committee.

(b) Chartered Accountant of the Institute. ZIMCA conducts required audits on all of the Institute's financial and accounting activities.

This involves a scrutiny of the following:

(a) Revenues from fees, donations, grants, contributions, interest, and investments;

(b) Payments to staff, vendors, contractors, students, and service providers.

1. All of AG's observations/objections are expressed in their report. These objections are evaluated by separate committees of the institute that comprise of Assistant Registrar (Accounts), Internal Auditor, Director, and/or any additional member selected by the Director. It is noted that no substantial objections or irregularities are pending. AG has never issued a Draft Para against the Institute.

2. The Institute's Chartered Accountant audits the finances on a regular basis and confirms the annual financial statements. The CA also countersigns all Utilisation Certificates submitted to various grant-giving entities. All financial statements through 2023-24 have been certified by the CA.

File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/6.4.1-Institution-conducts-internal-and-external-financial-audits-regularly-E.pdf">https://zimca.in/wp-content/uploads/2024/12/6.4.1-Institution-conducts-internal-and-external-financial-audits-regularly-E.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The institute charges fees as per guideline given by the Government Regulator AICTE Guideline Also Institute is funded by the State government though scholarship & free ship paid to EBC & Reservation Category Students on Yearly basis. This is the only source of finance as the institute is permanently on a granted basis.

Institute mobilization of resource policy & procedure as follow:

1. All Institute level infrastructure set up by Zeal Education society as per the norms of Government Bodies like DTE/AICTE/SPPU.
2. Institutes set up College Development Committee (CDC) & IQAC as per the guideline given by Government Bodies like DTE/AICTE/SPPU, these committees will monitor the resources properly spent on regular review in their meetings.
3. Institute also considers input given by various committees like Infrastructure Committees, ED cell Committee, Library committee & Student staff committee.
4. On Regular Basis College Level Audit by Chartered accountant & external body from Government conduct audit which ensures that allotted resources are properly used or not on regular interval review.

5. The Academic Committee Coordinator provides requirements of infrastructure for Teaching like teaching aids, classroom,

6. The library committee submitted requirements for books, advanced software needed for online teaching, learning, and proper seating arrangement in the library for students.

File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/6.4.3-Institutional-strategies-for-mobilization-of-funds-and-the-optimal-utilization-of-resources.pdf">https://zimca.in/wp-content/uploads/2024/12/6.4.3-Institutional-strategies-for-mobilization-of-funds-and-the-optimal-utilization-of-resources.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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

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

1. ISO Certification : To define processes and quality ZIMCA had implemented Educational organizational Management System (EOMS) 21001: 2018 since 2019 , ZIMCA is ISO Certified Institute

2. Campus to Corporate (C2C) Training Program : Trainings are very crucial for successful Placements. Good and proper Training can lead to maximum Conversion. With the help of Right Trainings only we can make students Industry ready. At Zeal Central Placement Cell, our training is designed to provide a comprehensive blend of both behavioral and technical skills. Our training program is a continuous process that runs throughout the year, with the goal of bridging the gap between Academia and Industry. Our primary objective is to offer top-notch quality training to our students, enabling them to achieve their academic and professional aspirations. We strive to equip our students with the necessary skills and knowledge to succeed in an ever-changing world.

3. Psychometric Test : The purpose of a psychometric test is to objectively measure an individual's cognitive abilities, personality traits, attitudes, and behavioral tendencies. AICTE portal:

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

4. Academic Calendar : The Internal Quality Assurance Cell (IQAC) plays a significant role in enhancing the academic and institutional quality.

5. 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.

File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/6.5.1-Internal-Quality-Assurance-Cell-IOAC-has-contributed-significantly-for-institutionalizing-the-quality-assurance-strategies-and-processes.pdf">https://zimca.in/wp-content/uploads/2024/12/6.5.1-Internal-Quality-Assurance-Cell-IOAC-has-contributed-significantly-for-institutionalizing-the-quality-assurance-strategies-and-processes.pdf</a>
Upload any additional information	<a href="#">View File</a>

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 its teaching and learning process, operational structures and processes, and learning results, such as:

1. ISO Certification : To define processes and quality ZIMCA had implemented Educational organizational Management System (EOMS) 21001: 2018 since 2019 , ZIMCA 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. EBSCO E-Resource access through mobile : The institute had used EBSCO E-RESOURCE through a common IP address within a campus for students and faculty members. In 2023, the Institute will also provide EBSCO E-RESOURCE through mobile applications where students and faculty members can use this e-resource from anywhere.

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 number of co-curricular /extra-curricular activities bestowed with Students of the week award.

5. Academic Excellence:

5.1 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 serious teaching-learning culture and atmosphere for enhancing students' interests and capabilities in learning

5.2 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	<a href="https://zimca.in/wp-content/uploads/2024/12/6.5.2-Upload-any-additional-information.pdf">https://zimca.in/wp-content/uploads/2024/12/6.5.2-Upload-any-additional-information.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://zimca.in/wp-content/uploads/2024/12/653-OU_1.pdf">https://zimca.in/wp-content/uploads/2024/12/653-OU_1.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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 ZIMCA, we prioritize gender equality and inclusivity, ensuring that all stakeholders are treated with respect and have equal opportunities. We promote fairness, security, and empowerment through various initiatives. The Anti-Ragging Committee ensures a safe and respectful atmosphere, while common rooms for both genders provide relaxation spaces. We conduct regular awareness programs, including poster-making competitions, to raise consciousness about gender equality.

To safeguard students, parents must sign affidavits for outdoor activities, and strict anti-harassment policies are enforced. We focus on increasing women's representation in leadership roles, with 70% of our staff being women. Our campus is equipped with security measures like CCTV, ID checks, and regular counseling sessions.

We celebrate events like International Women's Day, demonstrating our commitment to gender equality. Additionally, the Internal Complaint Cell (ICC) offers a platform for addressing concerns, upholding fairness at all times. At ZIMCA, we are committed to creating a safe, inclusive, and equitable environment for everyone



File Description	Documents
Annual gender sensitization action plan	<a href="https://zimca.in/wp-content/uploads/2024/12/Annual-Gender-Sensitization-Action-Plan-2023-1.pdf">https://zimca.in/wp-content/uploads/2024/12/Annual-Gender-Sensitization-Action-Plan-2023-1.pdf</a>
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	<a href="https://zimca.in/wp-content/uploads/2024/12/7.1.1-FINAL.pdf">https://zimca.in/wp-content/uploads/2024/12/7.1.1-FINAL.pdf</a>

**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**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Our institute is committed to effective waste management, ensuring the responsible handling of both degradable and non-degradable waste. We manage various types of waste, including solid waste, liquid waste, bio-waste, and e-waste. Degradable waste, such as food and yard waste, is processed through natural breakdown, while non-degradable waste, like plastics and metals, is handled with appropriate disposal methods.

Solid waste management involves efficient collection, transportation, and disposal via landfilling, incineration, or recycling. Liquid waste is treated and disposed of to prevent environmental harm, while bio-waste is carefully managed to avoid the release of harmful pollutants. E-waste, containing hazardous materials like lead and mercury, is properly disposed of and recycled.

In addition to waste disposal, our facilities promote source reduction, reuse, and recycling to minimize waste generation. Through these efforts, we aim to protect the environment and encourage sustainable practices across the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**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	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**A. Any 4 or all of the above**

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

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).

Our institution firmly believes in promoting harmony and respect for all religions, upholding the principle of "unity in diversity." To foster this spirit, students and staff celebrate a variety of festivals, strengthening bonds and promoting mutual understanding. For instance Mahatma Gandhi & Lalbahadur Sshatri jayati was celebrated and many students and teachers given their views on his ideology to foster unity. A Rangoli competition in the CSMA Auditorium allowed students to creatively express their ideas, while Traditional Day saw students donning ethnic attire, honoring the legacy of great leaders like Shivaji Maharaj and Jijamata.

In an effort to promote cultural diversity, Vachan Prerana Divas, Traditional Day & Gita Divas was observed, reflecting our commitment to Indian ethnic values.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Sensitizing students and employees about constitutional obligations, values, rights, duties, and human rights is essential for building a responsible and aware citizenry. This awareness helps individuals understand their role in upholding the principles enshrined in the

Indian Constitution. One key initiative is the celebration of Constitution Day on November 26th, commemorating the adoption of the Constitution. On this day, the institution organizes debates, quizzes, and discussions on the significance of the Constitution and its core values.

Another way to sensitize students and employees is by organizing visits to orphanages and old age homes. These visits foster empathy and compassion, helping individuals understand the struggles faced by the less fortunate, while also raising awareness about their rights and the importance of protecting them.

The institution also promotes social awareness through activities like Anti-Ragging Week and poster competitions on vital social issues such as human rights, child protection, and gender equality. These initiatives encourage students to actively engage in addressing societal challenges.

As part of its social responsibility toward the environment, the institution undertakes initiatives like tree plantation drives. For example, students and staff recently planted trees outside the campus in Korigardh Fort, contributing to environmental sustainability. These efforts help instill a sense of duty toward both society and the environment, reinforcing the importance of responsible citizenship.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://zimca.in/wp-content/uploads/2024/12/7.1.9-ZIMCA-FINAL.pdf">https://zimca.in/wp-content/uploads/2024/12/7.1.9-ZIMCA-FINAL.pdf</a>
Any other relevant information	<a href="https://zimca.in/wp-content/uploads/2024/12/7.1.9-ZIMCA-FINAL.pdf">https://zimca.in/wp-content/uploads/2024/12/7.1.9-ZIMCA-FINAL.pdf</a>

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

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Sensitizing students and employees about constitutional obligations, values, rights, duties, and human rights is essential for building a responsible and aware citizenry. This awareness helps individuals understand their role in upholding the principles enshrined in the Indian Constitution. One key initiative is the celebration of Constitution Day on November 26th, commemorating the adoption of the Constitution. On this day, the institution organizes debates, quizzes, and discussions on the significance of the Constitution and its core values.

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The institution also promotes social awareness through activities like Anti-Ragging Week and poster competitions on vital social issues such as human rights, child protection, and gender equality. These initiatives encourage students to actively engage in addressing societal challenges.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

At ZIMCA (Zeal Institute of Management and Computer Applications), we focus on providing a comprehensive educational experience that goes beyond academics. We have established two key best practices aimed at enhancing students' employability and holistic development.

**Best Practice 1 - Campus to Corporate (C2C) Training Program for Placement and Life Skill Enhancement** ZIMCA offers specialized training programs to help students prepare for the professional world. These programs focus on enhancing both technical and soft skills. Some of the areas covered include Life Skills & Soft Skills, Basic and Advanced Excel, Financial Securities & Insurance, Microsoft Power BI, Retail Store Management, Human Resources Management, and Account Executive Training. These programs are designed to equip students with the practical knowledge and confidence needed to excel in their careers. By offering a combination of industry-relevant technical skills and essential life skills, we ensure our students are well-prepared for the competitive job market.

**Best Practice 2 - Student Staff Activity Body Separate Cell for Events and Activities** ZIMCA has a dedicated cell that organizes events and activities for students, teachers, and other stakeholders. This cell is responsible for curating a variety of events, including workshops, seminars, cultural activities, and guest lectures, fostering a dynamic campus environment. These events not only offer valuable learning experiences but also help in building leadership, teamwork, and communication skills among participants, further enriching the educational experience at ZIMCA.

File Description	Documents
Best practices in the Institutional website	<a href="https://zimca.in/wp-content/uploads/2024/12/7.2.1-Campus-to-Corporate-Training-Program-1.pdf">https://zimca.in/wp-content/uploads/2024/12/7.2.1-Campus-to-Corporate-Training-Program-1.pdf</a>
Any other relevant information	<a href="https://zimca.in/wp-content/uploads/2024/12/7.2.2-Student-Staff-Activity-Body-1.pdf">https://zimca.in/wp-content/uploads/2024/12/7.2.2-Student-Staff-Activity-Body-1.pdf</a>

## 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

ZIMCA's distinctiveness is rooted in its commitment to academic excellence, achieved through a systematic academic process driven by the PDCA (Plan-Do-Check-Act) cycle. The cycle begins with input from various stakeholders, including reports from previous actions, the SPPU guidelines, and the Institute's calendar. This data forms the foundation for comprehensive academic planning. At the heart of the process is the development of a well-structured academic calendar, which includes provisions for SPPU exams, internal assessments, curricular and co-curricular activities, as well as club events and value-added initiatives.

The planning phase also involves designing detailed timetables, allocating teaching loads, and preparing course files. ZIMCA ensures the integration of modern teaching tools, including projectors, digital devices, e-libraries, smart classrooms, and well-equipped computer labs. Various student engagement programs such as the LEAP Program, industry connect, guest lectures, conferences, seminars, and both in-house and outbound programs further enhance the academic experience.

The implementation phase is rigorously monitored through examinations, attendance tracking, result analysis, and syllabus completion reviews. The PDCA cycle culminates in the "Act" phase, which focuses on gathering feedback from stakeholders—faculty, alumni, employers, and students. This valuable input is crucial for refining future academic planning and making necessary adjustments to improve overall academic effectiveness.



## 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

#### 1.1 - Curricular Planning and Implementation

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

The Institute follow a systematic approach to accomplish the curriculum. To start with academic semester, Institute prefer to adhere with the rules, regulations and policy issued by Government, industrial, AICTE, Savitribai Phule Pune University and other official bodies.

Institute ensure effective curriculum delivery through below mentioned process:

#### 1. Planning:

1. Academic calendar: is prepared which covers academic and non-academic activities. We also plan teaching methods, resources, assessments etc.
2. Course Allocation: Course choice is taken from faculty and considering the choice and subject expertise course allocation is done.
3. Time Table: Academic coordinator, HoD and class coordinators prepares class time table. Time table is shared with all faculty members.
4. Course Plan: each course owner prepares course plan for their subject which includes CIE conduction as well.
5. 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.

1. Execution:

1. Content Delivery: ICT tools are utilised.
2. Tutorial/Assignments: Role play, activity, case study, presentations, PBL etc is considered.
3. Remedial sessions: For slow learners
4. Feedback, Surveys and reviews: It is taken twice a semester
5. Assessments: Assessments are transparent in manner, answer sheets are discussed with students

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/1.1.1-final-uplaod.pdf">https://zimca.in/wp-content/uploads/2024/12/1.1.1-final-uplaod.pdf</a>

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

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.

1. Continuous Internal Evaluation (CIE):

2 CIE's for 3 credit course and 1 CIE 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	<a href="#">View File</a>
Link for Additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/1.1.2.pdf">https://zimca.in/wp-content/uploads/2024/12/1.1.2.pdf</a>

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

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **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**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

140

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**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 ZIMCA 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	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

1

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

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

107

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 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	<a href="https://zimca.in/wp-content/uploads/2024/12/1.4.1.pdf">https://zimca.in/wp-content/uploads/2024/12/1.4.1.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://zimca.in/wp-content/uploads/2024/12/1.4.2.pdf">https://zimca.in/wp-content/uploads/2024/12/1.4.2.pdf</a>

## 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	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

110

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

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

Our Institution goal is to work for student-centric education and we are working to cater to the students according to their

learning patterns and speed. We understand that each student has a different learning speed, interest, and pattern for which we have framed different learning strategies. Based on students internal evaluation results respective course coordinator understand the advanced learners and slow learners in the course. Course coordinator conducts the various special programs for the advanced learners and slow learners. In this year following programs are organised: For Advanced learners, the institute conducts Student of the week award, advanced case study, Participation in poster presentation competition, Participation in Role play competition, peer learning activity, blog writing, add on certifications etc. For Slow learners, the institute conducts Remedial Sessions, Crash Courses, and different skill improvement trainings.

File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/2.2.1-The-institution-assesses-the-learning-levels-of-the-students-and-organizes-special-Programmes-for-advanced-learners-and-slow-learners-2.pdf">https://zimca.in/wp-content/uploads/2024/12/2.2.1-The-institution-assesses-the-learning-levels-of-the-students-and-organizes-special-Programmes-for-advanced-learners-and-slow-learners-2.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
360	18

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

ZIMCA believes in the adoption of learner/ students centric methods to enhance student involvement as a part of participative learning and problem solving methodology. The institution and faculty use innovative teaching methodologies, including field projects, group discussions, simulations and experiential learning. Teachers also use case studies to help students better



comprehend current business concerns.They are given as below:

**A. Experiential Learning**

1. Industrial Visits: Industrial visits as a part of experiential learning.
2. Poster Presentation:-Learning from informative poster presentation
3. Union Budget Seminar-Expert talks about the Union Budget
4. Learning Diary-Informative presentation of different activity in learning diary
5. Summer Internship Projects

**B. Participative Learning**

1. Role play: Students perform any concept as role play, Business simulation meeting etc.
2. Team activities Students participate in various Team activities for their holistic development.
3. Infographics:-Students participated and give informative graphical presentation

**C. Problem Solving methodologies**

1. Quizzes: Quizzes/MCQ tests are conducted as part of Evaluations.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The use of ICT tools in education adds value to teaching and learning, by enhancing the effectiveness of learning. ICT tools can lead to an improved student learning and better teaching

methods. It's a rising trend where the education has outgrown the physical constraints of classrooms and acquired mobility. Student's access information whenever and wherever they want. It enables faculty members and students to become better informed in their fields of specialization. Institute is having Wi-Fi facility to make available resources. Many classrooms are equipped with LCD project system, Screens. Students are using online public Access Catalogue which include virtual library, Bibliography, E - Journals, E - Books, EDatabases. In addition to chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings , Audio system, online sources, to expose the students for advanced knowledge and practical learning. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of research paper presentations, seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

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

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/2.5.1-Mechanism-of-internal-assessment-is-transparent-and-robust-in-terms-of-frequency-and-mode.-Write-description-within-200-words.-2.pdf">https://zimca.in/wp-content/uploads/2024/12/2.5.1-Mechanism-of-internal-assessment-is-transparent-and-robust-in-terms-of-frequency-and-mode.-Write-description-within-200-words.-2.pdf</a>

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

ZIMCA has implemented a transparent, time-bound, and efficient mechanism to address internal examination-related grievances, ensuring fairness and accountability. A dedicated Examination Grievance Redressal Cell (EGRC) under the guidance of Director ZIMCA oversees this process, comprising faculty members and administrative staff to handle concerns promptly and impartially.

The grievance redressal process begins with students submitting their complaints either in person or through an online portal.

Common grievances include issues related to evaluation, discrepancies in marks, and non-receipt of question papers or answer scripts. Upon receiving a complaint, the cell acknowledges it immediately and initiates the resolution process within 48 hours.

For evaluation-related concerns, the respective subject faculty is consulted, and re-evaluation is conducted if necessary. Transparency is ensured by sharing the re-evaluated scripts and providing an explanation to the student. In case of systemic issues, the cell collaborates with the examination department to identify and rectify root causes.

Periodic reviews are conducted to improve the grievance handling process, ensuring timely resolution within a maximum of seven working days. Feedback from students is encouraged to enhance the system further. This streamlined mechanism reflects the institution's commitment to maintaining trust, academic integrity, and a student-centric approach in handling examination-related matters.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/2.5.2-Mechanism-to-deal-with-internal-examination-related-grievances-is-transparent-time-bound-and-efficient-2.pdf">https://zimca.in/wp-content/uploads/2024/12/2.5.2-Mechanism-to-deal-with-internal-examination-related-grievances-is-transparent-time-bound-and-efficient-2.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

SPPU has already defined the teaching-learning framework. Its main strength is the Outcome-based Education System (OBE), The OBE is defined with three components as Performer (student), Performable (demonstrable: - to perform), and focus on performance instead activity to be performed. The OBE advocates Course Outcomes (COs) which directly/indirectly enrich the

Programme Outcomes (POs). The COs attainment is calculated at the end of each semester. Where the POs attainment is calculated at the end of each batch. The institute defines PSOs, as per SPPU's defined framework for various specializations (HR, Marketing, Finance, etc.), which are considered as the attainment of the course outcome by the student at the end of the program. Hence, the OBE culture is developed in the Institute through a quality teaching-learning framework. Program Outcomes: As defined in SPPU MBA syllabus POs are narrow statements that reflect the student's knowledge level to make him/her performable by the time of graduation. There are total ten POS defined for example Generic and Domain Knowledge; Problem Solving and Innovation; Critical Thinking; Leadership and Teamwork; Life-long Learning etc. Programme Specific Outcomes (PSOs): The institute defines PSOs for all major and minor specializations and maps the same with POs and COs. P

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

MBA programme of ZIMCA follows the curriculum provided by Savitribai Phule Pune University. We at ZIMCA follow the Outcome Based Education measurement methodology as per the guideline of SPPU. Each course contains a set of COs and evaluation criteria. The course results are mapped to the PO's. Choice Based Credit System comprises of two parts internal assessment and written examination External Assessment. Number of theory lectures and SIPs to be conducted is specifically mentioned in the university syllabus and we follow the same. Course outcome attainment is done after the completion of the semester end examination. Program outcome attainments are calculated after the completion of all the course attainment of each semester. Co Attainment: Direct and Indirect assessment is carried out as an assessment method. Direct Method is based on CIE1, CIE2, and Term End Examination. Every method is marked to the corresponding CO. Overall attainment of respective CO is based on average mark. Exam patterns are as per SPPU norms. Indirect assessment is conceded out through the course exit survey. Program Outcomes and

Program Specific Outcomes: Each PO is rated as either high (3), or moderate (2), or slight (1) attainment levels. The overall results from the assessments of the PO are compared with the expected attainment. The level of attainment of each CO is compared with the predefined targets (For each course) and attainment is tested.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/2.6.2-Attainment-of-Programme-outcomes-and-course-outcomes-are-evaluated-by-the-institution.-2.pdf">https://zimca.in/wp-content/uploads/2024/12/2.6.2-Attainment-of-Programme-outcomes-and-course-outcomes-are-evaluated-by-the-institution.-2.pdf</a>

### 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

85

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://zimca.in/wp-content/uploads/2024/12/2.6.3-Pass-percentage-of-Students-during-the-year-2.pdf">https://zimca.in/wp-content/uploads/2024/12/2.6.3-Pass-percentage-of-Students-during-the-year-2.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://zimca.in/wp-content/uploads/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	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

**3.1.2.1 - Number of teachers recognized as research guides**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<b>Nil</b>



### 3.2 - Innovation Ecosystem

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

1. An Anti-Ragging Orientation Program was held at ZIMCA Campus where in The Institute ensure that all causes of ragging are been covered under the orientation program
2. Best Out of Waste Competition- The Institute organized Best Out of Waste Competition to enriched the of best practice of where we waste product to create new product from it
3. EBSCO Training Webinar- The Institute organized a webinar on EBSCO's information resources and tools, which include academic databases, research tools, e-books, journals, and other resources provided by EBSCO Information Services.
4. Personality Development- Personality Development program was held at ZIMCA were in the process of enhancing and improving various aspects of an individual's character, behavior, skills, and attitude to foster personal and professional growth
5. Poster Making Competition- The Institute organized a Poster Making Competition which was a creative event where student designed and created posters based on a specific theme, topic, or issues.
6. Rangoli Competition- A Rangoli Competition at the Institute college campus was held and student artistic and cultural designs were very beautiful. Rangoli is a traditional Indian art form, typically created on the ground using colored powders, flowers, or other materials to form patterns or images.
7. World Entrepreneurship Day was held at the campus the student enjoyed the celebration of entrepreneurship. the entrepreneurial spirit, created, and innovative drive in the minds of students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/3.2.1-Innovation-Ecosystem.pdf">https://zimca.in/wp-content/uploads/2024/12/3.2.1-Innovation-Ecosystem.pdf</a>

**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**

4

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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**

3

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

**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**

4

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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**

1. **Blanket Donation Drive:** The institute organized a blanket donation camp to make a significant impact on the lives of those in need, especially during colder seasons or in different area. In this camp more than 450 blankets were collected & distributed to needy people. The objective of this drive was to provide warmth and comfort to needy people and to support vulnerable populations.
2. **The Zeal Institute Visit to Parvati** would typically involve a trip organized by the institution ZIMCA to a place called Parvati. We provided a general description of such a visit, which might include cultural, academic, or environmental activities, depending on the nature of the trip. The primary goal of the visit was educational, cultural exploration, environmental awareness, or simply a recreational outing for the students to enjoy nature, history, and local culture. Parvati could refer to a scenic hill, a historical site, or a local community, depending on the region.
3. The institute visited a cultural, historical, and spiritual significance of Baneshwar, as well as to provide students with a hands-on learning experience about the local heritage, nature, or community. heading towards Baneshwar, students would receive an introduction of the destination. They were brief with the historical significance of Baneshwar. The temple complex was on a hill station and of cultural landmark near Bhor.

File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/3.4.1-Extension-Activities.-FULL-AA.pdf">https://zimca.in/wp-content/uploads/2024/12/3.4.1-Extension-Activities.-FULL-AA.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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**

01

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

04

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**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**

04

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

01

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**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**

01

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

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

#### 1. Teaching-Learning Facilities:

1.1 Adequate Classrooms

1.2 Computer Centre/ Computer Laboratory

1.3 Tutorial Room

1.4 Seminar Hall

1.5 Placement Cell

1.6 MOOCs Facility Center & Innovation Laboratory

#### 2. Knowledge Resources: (Library)

2.1 Library and Reading Room

2.1 Digital Library

2.3 Stationary Centre and Xerox Facility

3. Administrative Facilities:

3.1Admin Office

3.2Director Office

3.3Internal Quality Assurance Cell

3.4 Reception

3.5Examination Control Room

3.6Central Store

3.7Faculty Room

3.8Board Room

4. Common Facilities

4.1Auditorium

4.2Medical Room

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/4.1.1-The-Institution-has-adequate-infrastructure-and-physical-facilities-for-teaching-learning.-viz.-classrooms-laboratories-computing-equipment-etc..pdf">https://zimca.in/wp-content/uploads/2024/12/4.1.1-The-Institution-has-adequate-infrastructure-and-physical-facilities-for-teaching-learning.-viz.-classrooms-laboratories-computing-equipment-etc..pdf</a>

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

**Zeal Education Society (ZES) envisions "To empower society with**

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/4.1.2-The-Institution-has-adequate-facilities-for-cultural-activities-sports-games-indoor-outdoor-gymnasium-yoga-centre-etc..pdf">https://zimca.in/wp-content/uploads/2024/12/4.1.2-The-Institution-has-adequate-facilities-for-cultural-activities-sports-games-indoor-outdoor-gymnasium-yoga-centre-etc..pdf</a>

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

11



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/4.1.3-Number-of-classrooms-and-seminar-halls-with-ICT-enabled-facilities-such-as-smart-class-LMS-etc..pdf">https://zimca.in/wp-content/uploads/2024/12/4.1.3-Number-of-classrooms-and-seminar-halls-with-ICT-enabled-facilities-such-as-smart-class-LMS-etc..pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### **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)**

25.44782

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### **4.2 - Library as a Learning Resource**

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

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

On August 2012, we have upgraded the software AMC from (Receipt No. A1/1211dated 30thAug. 2012)

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

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

On Jan 2020 , we have upgraded the software in due course of AMC from (Receipt No. Ref. No. Receipt No: AI/2321 dated 26th June 2023)

#### Description of Library Automation

We are using AUTOLIB library software from 2010 for automation of Library. It is upgraded respectively in 2012, 2017 and 2020 & 2023. Autolib library management software is very user-friendly & supportive for library functions. Using this software we efficiently run library administration and services. AutoLib software keeps all the transaction records & generates various reports which are very useful for library administration.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://zimca.in/wp-content/uploads/2024/12/4.2.1-Library-is-automated-using-Integrated-Library-Management-System-ILMS..pdf">https://zimca.in/wp-content/uploads/2024/12/4.2.1-Library-is-automated-using-Integrated-Library-Management-System-ILMS..pdf</a>

**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	<a href="#">View File</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)

1.092

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

#### 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

38.63

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

ICTs provide a variety of tools to support and facilitate a teacher's professional competence. ICTs transform teaching and helps teachers to be more efficient and effective, thereby increasing their interests in teaching. The use of ICTs can assist in the organization and the structure of the course and course materials, thereby promoting rethinking and revision of the curriculum. This helps students to carry out more independent work and gives the teacher more time to focus on teaching higher-level concepts in the classroom. All computers are connected with LAN and internet It gives connectivity of 250Mbps to the entire institute has a Wi-Fi campus providing a 24x7 internet facility. Wi-Fi enabled you, enjoy the internet irrespective of where you are on the campus. 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. 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. Institute has website and uses social media websites like Facebook, Twitter, etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/4.3.1-Institution-frequently-updates-its-IT-facilities-including-Wi-Fi...pdf">https://zimca.in/wp-content/uploads/2024/12/4.3.1-Institution-frequently-updates-its-IT-facilities-including-Wi-Fi...pdf</a>

#### 4.3.2 - Number of Computers

82

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

56.03758

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

Institute has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories in the campus. Infrastructure coordinator shall look after the maintenance of physical infrastructural facilities. Housekeeping services are outsourced on annual contract basis and are made available during day time in all days. The Housekeeping Supervisor monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities etc. The library staff is taking care of library books, journals and utilization; Effective utilization of seminar halls for organizing academic meetings, seminars, conferences and cultural events is made. Computer maintenance and peripheral repairs, replacements are either carried by technical support staff or by the outsourced suppliers. The sports equipments, ground and various courts in campus are supervised by the Physical Director and maintained by the supporting staff. Gymnasium equipments are maintained by the gym instructor and supporting staff. Air conditioners, water coolers, aqua guard, Lift, Firefighting equipment's, CCTV, ERP maintenance is outsourced to the external agency. The campus is under 24/7 CCTV surveillance. Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains repairing locks and door handles and other day to day maintenance checks are taken care of by the respective supportive staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/4.2.2-The-institution-has-subscription-for-the-following-e-resources..pdf">https://zimca.in/wp-content/uploads/2024/12/4.2.2-The-institution-has-subscription-for-the-following-e-resources..pdf</a>

## 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

216

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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	<a href="https://zimca.in/annual-quality-assurance-report-ay-2023-24/#1735359605426-cda304e3-2d10">https://zimca.in/annual-quality-assurance-report-ay-2023-24/#1735359605426-cda304e3-2d10</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

84

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

84

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<p><b>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</b></p>	<p>A. All of the above</p>
--	----------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**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**

84

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**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.**

13

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

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 )

ZIMCA 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	<a href="https://zimca.in/annual-quality-assurance-report-ay-2023-24/#1735359605426-cda304e3-2d10">https://zimca.in/annual-quality-assurance-report-ay-2023-24/#1735359605426-cda304e3-2d10</a>
Upload any additional information	<a href="#">View File</a>

### 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

28

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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	<a href="https://zimca.in/">https://zimca.in/</a>
Upload any additional information	<a href="#">View File</a>

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

## 6.1 - Institutional Vision and Leadership

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

ZIMCA established in 2009 under the umbrella of the Zeal Education Society, ZIMCA is committed to promoting holistic and high-quality education for all. The governance structure is overseen by a board of trustees, with a chairman at the forefront, and the Governing Body and College Development Committee providing pivotal inputs. The institutional governance framework is intricately aligned with and reflective of the core vision and mission of the organization.

ZIMCA's ideology, as encapsulated in its Vision and Mission, strongly aligns not only with the Zeal Education Society's Vision but also resonates with the vision of SPPU.

In pursuit of our vision and mission, the leadership at ZIMCA fosters an open and interactive environment. Stakeholders are actively encouraged to participate and express their perspectives, ensuring effective decision-making and policy formulation. The Governing Body (GB) serves as the executive authority, exercising general supervision and control over the institute's affairs. The College Development Committee (CDC) plays a crucial role in communicating requirements from various departments to the Governing Body, facilitating a collaborative approach to institutional development. This governance model is instrumental in realizing the institution's commitment to delivering quality education and preparing students for success in the dynamic landscape of business management.

File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/6.1.1-The-governance-of-the-institution-is-reflective-of-and-in-tune-with-the-vision-and-mission-of-the-institution.pdf">https://zimca.in/wp-content/uploads/2024/12/6.1.1-The-governance-of-the-institution-is-reflective-of-and-in-tune-with-the-vision-and-mission-of-the-institution.pdf</a>
Upload any additional information	<a href="#">View File</a>

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 Campus to Corporate Team, 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	<a href="https://zimca.in/wp-content/uploads/2024/12/6.1.2-The-effective-leadership-is-visible-in-various-institutional-practices-such-as-decentralization-and-participative-management.pdf">https://zimca.in/wp-content/uploads/2024/12/6.1.2-The-effective-leadership-is-visible-in-various-institutional-practices-such-as-decentralization-and-participative-management.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Zeal Institute of Management and Computer Application has a Strategic management and planning department. The Director of the Institutes, IQAC Coordinator are focused and working hard for the development of strategic planning for the Institute. Meetings are conducted for thinking creatively and brainstorming to make a positive impact on the deployment of the strategies. Suggestions received in the meeting are transformed into a well-designed strategic plan. After the drafting of the final plan it is forwarded to the Governing Body and college development committee along with the action plan. The Governing body and college

development committee provide their insights in the action plan prior to approval of the plan. After the approval received from the Governing Body, respective Institute IQAC cell ensures for the implementation of the approved plan under the leadership of the Director. The need and expectations of the various stakeholders of the Institutes is considered for developing a strategic plan which will have a positive outcome for all the stakeholders. Institute had considered following points:

1. Academic Excellence and Entrepreneurship development
2. Increase intake of MBA.
3. ISO Certification Surveillance Audit

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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.

ZIMCA 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 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://zimca.in/organization-chart/>

File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/6.2.2-The-functioning-of-the-institutional-bodies-is-effective-and-efficient-as-visible-from-policies-administrative-setup-appointment-and-service-rules-procedures-etc.pdf">https://zimca.in/wp-content/uploads/2024/12/6.2.2-The-functioning-of-the-institutional-bodies-is-effective-and-efficient-as-visible-from-policies-administrative-setup-appointment-and-service-rules-procedures-etc.pdf</a>
Link to Organogram of the institution webpage	<a href="https://zimca.in/wp-content/uploads/2024/12/6.2.2-The-functioning-of-the-institutional-bodies-is-effective-and-efficient-as-visible-from-policies-administrative-setup-appointment-and-service-rules-procedures-etc.pdf">https://zimca.in/wp-content/uploads/2024/12/6.2.2-The-functioning-of-the-institutional-bodies-is-effective-and-efficient-as-visible-from-policies-administrative-setup-appointment-and-service-rules-procedures-etc.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in**

**A. All of the above**



**areas of operation Administration Finance  
and Accounts Student Admission and  
Support Examination**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### **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 and non- teaching staff The institution always takes up the responsibility of welfare of teaching and non-teaching staff.

- Provident Fund - As per government norms every month 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 a well-structured leave policy.
- Appreciation for faculty achievements- 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 organizes the Seminar.
- 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 for faculty.
- Festivals Celebrations-
- College organizes the Diwali party for all teaching and non-teaching staff.
- Diwali gift to all teaching and non-teaching staff
- Navratri Colours celebration
- Birthday Celebrations- Birthday celebration of each faculty have been done under SSAB club
- College Canteen- college canting provides the Fresh, healthy and hygienic food.
- Computer and printers
- Security Facility
- Green Campus
- Wi-Fi Facility

File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/6.3.1-The-institution-has-effective-welfare-measures-for-teaching-and-non-teaching-staff.pdf">https://zimca.in/wp-content/uploads/2024/12/6.3.1-The-institution-has-effective-welfare-measures-for-teaching-and-non-teaching-staff.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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**

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

6

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

### 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	<a href="https://zimca.in/wp-content/uploads/2024/12/6.3.5-Institutions-Performance-Appraisal-System-for-teaching-and-non-teaching-staff.pdf">https://zimca.in/wp-content/uploads/2024/12/6.3.5-Institutions-Performance-Appraisal-System-for-teaching-and-non-teaching-staff.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### **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 periodically conducts internal and external financial audits. It has maintained a full-time Treasurer and Accounts Department from its inception to ensure the correctness of annual accounts and audits. The following agencies conduct frequent financial audits, both internally and externally to the Institute:

(a) Zeal Education Society was established by an internal committee.

(b) Chartered Accountant of the Institute. ZIMCA conducts required audits on all of the Institute's financial and accounting activities.

This involves a scrutiny of the following:

(a) Revenues from fees, donations, grants, contributions, interest, and investments;

(b) Payments to staff, vendors, contractors, students, and service providers.

1. All of AG's observations/objections are expressed in their report. These objections are evaluated by separate committees of the institute that comprise of Assistant Registrar (Accounts), Internal Auditor, Director, and/or any additional member selected by the Director. It is noted that no substantial objections or irregularities are pending. AG has never issued a Draft Para against the Institute.

2. The Institute's Chartered Accountant audits the finances on a regular basis and confirms the annual financial statements. The CA also countersigns all Utilisation Certificates submitted to various grant-giving entities. All financial statements through 2023-24 have been certified by the CA.

File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/6.4.1-Institution-conducts-internal-and-external-financial-audits-regularly-E.pdf">https://zimca.in/wp-content/uploads/2024/12/6.4.1-Institution-conducts-internal-and-external-financial-audits-regularly-E.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The institute charges fees as per guideline given by the

Government Regulator AICTE Guideline Also Institute is funded by the State government through scholarship & free ship paid to EBC & Reservation Category Students on Yearly basis. This is the only source of finance as the institute is permanently on a granted basis.

Institute mobilization of resource policy & procedure as follow:

1. All Institute level infrastructure set up by Zeal Education society as per the norms of Government Bodies like DTE/AICTE/SPPU.
2. Institutes set up College Development Committee (CDC) & IQAC as per the guideline given by Government Bodies like DTE/AICTE/SPPU, these committees will monitor the resources properly spent on regular review in their meetings.
3. Institute also considers input given by various committees like Infrastructure Committees, ED cell Committee, Library committee & Student staff committee.
4. On Regular Basis College Level Audit by Chartered accountant & external body from Government conduct audit which ensures that allotted resources are properly used or not on regular interval review.
5. The Academic Committee Coordinator provides requirements of infrastructure for Teaching like teaching aids, classroom,
6. The library committee submitted requirements for books, advanced software needed for online teaching, learning, and proper seating arrangement in the library for students.

File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/6.4.3-Institutional-strategies-for-mobilization-of-funds-and-the-optimal-utilization-of-resources.pdf">https://zimca.in/wp-content/uploads/2024/12/6.4.3-Institutional-strategies-for-mobilization-of-funds-and-the-optimal-utilization-of-resources.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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

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

**1. ISO Certification : To define processes and quality ZIMCA had implemented Educational organizational Management System (EOMS) 21001: 2018 since 2019 , ZIMCA is ISO Certified Institute**

**2. Campus to Corporate (C2C) Training Program : Trainings are very crucial for successful Placements. Good and proper Training can lead to maximum Conversion. With the help of Right Trainings only we can make students Industry ready. At Zeal Central Placement Cell, our training is designed to provide a comprehensive blend of both behavioral and technical skills. Our training program is a continuous process that runs throughout the year, with the goal of bridging the gap between Academia and Industry. Our primary objective is to offer top-notch quality training to our students, enabling them to achieve their academic and professional aspirations. We strive to equip our students with the necessary skills and knowledge to succeed in an ever-changing world.**

**3. Psychometric Test : The purpose of a psychometric test is to objectively measure an individual's cognitive abilities, personality traits, attitudes, and behavioral tendencies. AICTE portal: <https://www.youth4work.com/talent>**

**4. Academic Calendar : The Internal Quality Assurance Cell (IQAC) plays a significant role in enhancing the academic and institutional quality.**

**5. 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.**



File Description	Documents
Paste link for additional information	<a href="https://zimca.in/wp-content/uploads/2024/12/6.5.1-Internal-Quality-Assurance-Cell-IOAC-has-contributed-significantly-for-institutionalizing-the-quality-assurance-strategies-and-processes.pdf">https://zimca.in/wp-content/uploads/2024/12/6.5.1-Internal-Quality-Assurance-Cell-IOAC-has-contributed-significantly-for-institutionalizing-the-quality-assurance-strategies-and-processes.pdf</a>
Upload any additional information	<a href="#">View File</a>

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 its teaching and learning process, operational structures and processes, and learning results, such as:

1. ISO Certification : To define processes and quality ZIMCA had implemented Educational organizational Management System (EOMS) 21001: 2018 since 2019 , ZIMCA 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. EBSCO E-Resource access through mobile : The institute had used EBSCO E-RESOURCE through a common IP address within a campus for students and faculty members. In 2023, the Institute will also provide EBSCO E-RESOURCE through mobile applications where students and faculty members can use this e-resource from anywhere.

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 number of co-curricular /extra-curricular activities bestowed with Students of the week award.

5. Academic Excellence:

5.1 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 serious

teaching-learning culture and atmosphere for enhancing students' interests and capabilities in learning

5.2 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	<a href="https://zimca.in/wp-content/uploads/2024/12/6.5.2-Upload-any-additional-information.pdf">https://zimca.in/wp-content/uploads/2024/12/6.5.2-Upload-any-additional-information.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://zimca.in/wp-content/uploads/2024/12/653-OU_1.pdf">https://zimca.in/wp-content/uploads/2024/12/653-OU_1.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**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 ZIMCA, we prioritize gender equality and inclusivity, ensuring that all stakeholders are treated with respect and have equal opportunities. We promote fairness, security, and empowerment through various initiatives. The Anti-Ragging Committee ensures a safe and respectful atmosphere, while common rooms for both genders provide relaxation spaces. We conduct regular awareness programs, including poster-making competitions, to raise consciousness about gender equality.

To safeguard students, parents must sign affidavits for outdoor activities, and strict anti-harassment policies are enforced. We focus on increasing women's representation in leadership roles, with 70% of our staff being women. Our campus is equipped with security measures like CCTV, ID checks, and regular counseling sessions.

We celebrate events like International Women's Day, demonstrating our commitment to gender equality. Additionally, the Internal Complaint Cell (ICC) offers a platform for addressing concerns, upholding fairness at all times. At ZIMCA, we are committed to creating a safe, inclusive, and equitable environment for everyone

File Description	Documents
Annual gender sensitization action plan	<a href="https://zimca.in/wp-content/uploads/2024/12/Annual-Gender-Sensitization-Action-Plan-2023-1.pdf">https://zimca.in/wp-content/uploads/2024/12/Annual-Gender-Sensitization-Action-Plan-2023-1.pdf</a>
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	<a href="https://zimca.in/wp-content/uploads/2024/12/7.1.1-FINAL.pdf">https://zimca.in/wp-content/uploads/2024/12/7.1.1-FINAL.pdf</a>

**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**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Our institute is committed to effective waste management, ensuring the responsible handling of both degradable and non-degradable waste. We manage various types of waste, including solid waste, liquid waste, bio-waste, and e-waste. Degradable waste, such as food and yard waste, is processed through natural breakdown, while non-degradable waste, like plastics and metals, is handled with appropriate disposal methods.

Solid waste management involves efficient collection, transportation, and disposal via landfilling, incineration, or recycling. Liquid waste is treated and disposed of to prevent environmental harm, while bio-waste is carefully managed to avoid the release of harmful pollutants. E-waste, containing hazardous materials like lead and mercury, is properly disposed of and recycled.

In addition to waste disposal, our facilities promote source reduction, reuse, and recycling to minimize waste generation. Through these efforts, we aim to protect the environment and encourage sustainable practices across the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>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</b></p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<p><b>A. Any 4 or all of the above</b></p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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).

**Our institution firmly believes in promoting harmony and respect for all religions, upholding the principle of "unity in diversity." To foster this spirit, students and staff celebrate a variety of festivals, strengthening bonds and promoting mutual understanding. For instance Mahatma Gandhi & Lalbahadur Sshatri**

jayati was celebrated and many students and teachers given their views on his ideology to foster unity. A Rangoli competition in the CSMA Auditorium allowed students to creatively express their ideas, while Traditional Day saw students donning ethnic attire, honoring the legacy of great leaders like Shivaji Maharaj and Jijamata.

In an effort to promote cultural diversity, Vachan Prerana Divas, Traditional Day & Gita Divas was observed, reflecting our commitment to Indian ethnic values.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Sensitizing students and employees about constitutional obligations, values, rights, duties, and human rights is essential for building a responsible and aware citizenry. This awareness helps individuals understand their role in upholding the principles enshrined in the Indian Constitution. One key initiative is the celebration of Constitution Day on November 26th, commemorating the adoption of the Constitution. On this day, the institution organizes debates, quizzes, and discussions on the significance of the Constitution and its core values.

Another way to sensitize students and employees is by organizing visits to orphanages and old age homes. These visits foster empathy and compassion, helping individuals understand the struggles faced by the less fortunate, while also raising awareness about their rights and the importance of protecting them.

The institution also promotes social awareness through activities like Anti-Ragging Week and poster competitions on vital social issues such as human rights, child protection, and gender equality. These initiatives encourage students to actively engage in addressing societal challenges.

As part of its social responsibility toward the environment, the

institution undertakes initiatives like tree plantation drives. For example, students and staff recently planted trees outside the campus in Korigardh Fort, contributing to environmental sustainability. These efforts help instill a sense of duty toward both society and the environment, reinforcing the importance of responsible citizenship.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://zimca.in/wp-content/uploads/2024/12/7.1.9-ZIMCA-FINAL.pdf">https://zimca.in/wp-content/uploads/2024/12/7.1.9-ZIMCA-FINAL.pdf</a>
Any other relevant information	<a href="https://zimca.in/wp-content/uploads/2024/12/7.1.9-ZIMCA-FINAL.pdf">https://zimca.in/wp-content/uploads/2024/12/7.1.9-ZIMCA-FINAL.pdf</a>

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

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Sensitizing students and employees about constitutional**



obligations, values, rights, duties, and human rights is essential for building a responsible and aware citizenry. This awareness helps individuals understand their role in upholding the principles enshrined in the Indian Constitution. One key initiative is the celebration of Constitution Day on November 26th, commemorating the adoption of the Constitution. On this day, the institution organizes debates, quizzes, and discussions on the significance of the Constitution and its core values.

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The institution also promotes social awareness through activities like Anti-Ragging Week and poster competitions on vital social issues such as human rights, child protection, and gender equality. These initiatives encourage students to actively engage in addressing societal challenges.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

At ZIMCA (Zeal Institute of Management and Computer Applications), we focus on providing a comprehensive educational experience that goes beyond academics. We have established two key best practices aimed at enhancing students' employability and holistic development.

**Best Practice 1 - Campus to Corporate (C2C) Training Program for Placement and Life Skill Enhancement** ZIMCA offers specialized training programs to help students prepare for the professional

world. These programs focus on enhancing both technical and soft skills. Some of the areas covered include Life Skills & Soft Skills, Basic and Advanced Excel, Financial Securities & Insurance, Microsoft Power BI, Retail Store Management, Human Resources Management, and Account Executive Training. These programs are designed to equip students with the practical knowledge and confidence needed to excel in their careers. By offering a combination of industry-relevant technical skills and essential life skills, we ensure our students are well-prepared for the competitive job market.

**Best Practice 2 - Student Staff Activity Body Separate Cell for Events and Activities** ZIMCA has a dedicated cell that organizes events and activities for students, teachers, and other stakeholders. This cell is responsible for curating a variety of events, including workshops, seminars, cultural activities, and guest lectures, fostering a dynamic campus environment. These events not only offer valuable learning experiences but also help in building leadership, teamwork, and communication skills among participants, further enriching the educational experience at ZIMCA.

File Description	Documents
Best practices in the Institutional website	<a href="https://zimca.in/wp-content/uploads/2024/12/7.2.1-Campus-to-Corporate-Training-Program-1.pdf">https://zimca.in/wp-content/uploads/2024/12/7.2.1-Campus-to-Corporate-Training-Program-1.pdf</a>
Any other relevant information	<a href="https://zimca.in/wp-content/uploads/2024/12/7.2.2-Student-Staff-Activity-Body-1.pdf">https://zimca.in/wp-content/uploads/2024/12/7.2.2-Student-Staff-Activity-Body-1.pdf</a>

### 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

ZIMCA's distinctiveness is rooted in its commitment to academic excellence, achieved through a systematic academic process driven by the PDCA (Plan-Do-Check-Act) cycle. The cycle begins with input from various stakeholders, including reports from previous actions, the SPPU guidelines, and the Institute's calendar. This data forms the foundation for comprehensive academic planning. At the heart of the process is the development of a well-structured academic calendar, which includes provisions for SPPU exams, internal assessments, curricular and co-curricular activities, as

well as club events and value-added initiatives.

The planning phase also involves designing detailed timetables, allocating teaching loads, and preparing course files. ZIMCA ensures the integration of modern teaching tools, including projectors, digital devices, e-libraries, smart classrooms, and well-equipped computer labs. Various student engagement programs such as the LEAP Program, industry connect, guest lectures, conferences, seminars, and both in-house and outbound programs further enhance the academic experience.

The implementation phase is rigorously monitored through examinations, attendance tracking, result analysis, and syllabus completion reviews. The PDCA cycle culminates in the "Act" phase, which focuses on gathering feedback from stakeholders—faculty, alumni, employers, and students. This valuable input is crucial for refining future academic planning and making necessary adjustments to improve overall academic effectiveness.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

-To inculcate entrepreneurial abilities in the students by conducting various initiatives for entrepreneurship development among students.

-To conduct various development activities for the staff and students.

-To develop more formal linkage through MOUs with external parties.

-ISO recertification

-To provide more add-on value added courses to the students.

- To provide resources required for the use of technology.
- To promote students to participate in sports and extra curricular activities at other institutes.
- To start research based activities for students and faculties.
- To promote the activity as per new education policy (NEP 2020).