



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

## **RAJGAD INSTITUTE OF MANAGEMENT RESEARCH AND DEVELOPMENT**

**S. NO. 32/2/12-16, OPP. DHANKAWADI POST OFFICE, DHANKAWADI, PUNE**

**MAHARASHTRA**

**411043**

**[www.rimrd.org](http://www.rimrd.org)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**February 2020**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Rajgad Dnyanpeeth was established in 1972, by Honorable Shri. Anantraoji Thopte with a mission of **“Prajvalito Dnyanmaya Pradeep”**. It emphasis on lightening the lamp of knowledge and wisdom among the students. Rajgad Dnyanpeeth was started with the objective of spreading awareness of education in rural areas especially in Bhore taluka of Maharashtra state.

Rajgad Dnyanpeeth has made astonishing strides in the field of education since its inception. Due to dynamic, imaginative and socially committed leadership, Rajgad Dnyanpeeth stands unique from other educational institutions.

Dr.(Mrs.) Bhagyashri Patil, Hon.Secretary of the Rajgad Dnyanpeeth trust, suggests and provide timely guidance for the benefit of the institute. The day to day activities of the Institute are accelerated and managed under the proper guidance Director of the institute Dr.D.B.Bharati.

At present 33 educational institutes are providing education to various section of the students from primary level to post graduate level under the umbrella of Rajgad Dnyanpeeth.

At Rajgad Dnyanpeeth traditional programmes, management programmes, pharmacy programmes, technical programmes and education programme are provided to different students.

Rajgad Institute of Management Research and Development,Pune-43 was established in the year 2008. The institute is approved by AICTE (New Delhi), recognised by DTE, Govt. of Maharashtra and affiliated to Savitribai Phule Pune University.

The institute focuses on overall growth and development of students through personal mentoring and career counselling and domain subject knowledge with internal assessment. The institute is having ultra modern infrastructure. The students are nurtured through well qualified and experienced faculties.

In nutshell, RIMRD provides enriching and lucrative learning experience to every learner.

### Vision

**“To be an institute of academic excellence fostering quality management education”**

### Mission

**“To transform students into dynamic and professional managers to meet the challenges of the corporate world through value based quality education”**

### Objectives of RIMRD:

- To create student-centric learning environment which prepare them to achieve their career goals.

- To develop professional, entrepreneurial skills and social awareness among students to mould them into a good citizen of a country.
- To impart students and staff with emerging trends in management education.
- To organize various co-curricular and extra curricular activities to enhance students' skills and hidden talents.
- To collaborate with industry, social organizations and academic institutions for the development of students, institute and society at large.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- Legacy of 48 years
- Excellent and well maintained infrastructure facilities
- Financial assistance to faculties
- Conducive learning environment with student centric methodology
- NPTEL Local chapter Membership of the institute
- ICT based teaching-learning practices
- Certification courses
- Special focus on communication of students
- Life membership of AIMS
- Registered alumni association – Rajgad Alumni Association
- Active participation and contribution in social events
- The institute is located in prime area just 3kms from main Swarget depot

### **Institutional Weakness**

- Lack of foreign collaborations
- Lack of Consultancy services
- Limited number of doctorate faculties
- No control on admission of students
- Under utilization of infrastructure

### **Institutional Opportunity**

- To focus on consultancy services
- To increase major and minor research funded projects
- To establish research centre of University

### **Institutional Challenge**

- Rising costs of education
- Competition from other local management institutes
- To improve placements percentage as most students are from rural background

- Growing trend towards e-learning
- Ever changing regulatory framework
- Focus on All India Level students

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

Rajgad Institute of Management Research and Development is affiliated to Savitribai Phule Pune University, hence it follows university curriculum which is of choice based credit system. The program constitutes of 4 semesters. The syllabus of the program is revised from time to time by university. Institute's faculty members have also contributed in designing and development of curriculum.

For planned curriculum delivery, the institute prepares its Academic calendar on the basis of university's academic calendar. AMC and IQAC ensure the same by its continuous monitoring. Along with this faculties prepare and follow teaching and assessment plan which is a part of course file. These course files are prepared before the commencement of the semester and are verified by IQAC and then by the Director of the institute. Apart from this, institute organizes programs on value added courses, personality development, soft-skills, etc. to enhance the employability skills of the students.

For better delivery of curriculum, institute ensures experiential learning by soliciting students for project work and summer internships. The internships provide students with practical industrial knowledge. Institute has also offered various courses which includes cross cutting issues related to Professional Ethics, Gender Equity, Human Values, Environment and Sustainability in the curriculum. Along with this, institute organizes various programs relevant to such issues for imbibing the sense of responsibilities amongst the students.

Institute has a well planned feedback system by which institute collects feedback from its various stake holders. The feedbacks on curriculum, course delivery, teaching, etc. acts as a betterment input for curriculum enrichment planning for next academic year.

### Teaching-learning and Evaluation

The institute is committed to provide better teaching learning experience to students. The students are admitted through centralized admission process by Government of Maharashtra. The institute maintains reservation policy as specified by state government related to students and teaching staff. The institute focuses on student-centric teaching approach by designing comprehensive teaching-learning, planning and executing policies for their holistic development. The institute adheres ICT tools and techniques. The teaching faculties are using various teaching learning methods such as classroom teaching, teaching with the help of smart board, audio video method, LCD projector, group discussion, case studies, and group presentation etc. Teachers are self-motivated, keen to upgrade their knowledge and keep abreast with the latest developments. RIMRD faculties strive to inculcate creativity, professional attitude and entrepreneurial approach amongst students. The teachers and students share a strong bond and this bond helps in mentoring the students for their overall development. The institute adopts various teaching learning methods as per the norms of AICTE, DTE Government of Maharashtra and affiliated University. Institute strives to support Slow Learners and Advance Learners through NPTEL Courses, Research paper Publication, Extra Lectures on Saturday and Sunday for building their competitive skills.

The institute strictly follows the Continuous Internal Evaluation (CIE) policy given by Savitribai Phule Pune University. Out of 100, 30 marks are evaluated on the basis of term end examination, written home assignments and activity like group discussion, role play; presentation etc. 20 marks are evaluated on the basis of Online Examination Conducted by Savitribai Phule Pune University and the evaluation of remaining 50 marks is done through Theory examination of Savitribai Phule Pune University in every Semester. Mechanism of internal assessment is transparent and robust which covers all learning domains. The examination related grievances are addressed by the Examination committee in a time-bound and efficient manner.

Attainment of CO's is measured by the respective faculty members. The CO and PO attainment of students is based on direct and indirect methods. Currently at RIMRD we implement the Outcome Based Education system introduced by Savitribai Phule Pune University.

### **Research, Innovations and Extension**

The institute has made satisfactory progress in the field of research. Institute's core values focuses on inculcating the research culture amongst the students and staff. The institute has established a research cell which promotes research activities in the institute. The Institute has established 'Startup and Innovation Cell' and has created an ecosystem to foster a culture of innovation and entrepreneurship among the students.

The Institute encourages faculty members to present and publish research papers in reputed national and international conferences/journals. During the last five years all faculty members have published total 82 research papers including online research paper publication, paper presentation in national international journals and books. Out of this 24 research papers are published in UGC approved reputed journals. The faculty members have authored many books with reputed publication. The institute has also received research grant of Rs. One lac out of which Rs. Seventy five thousand was received from Savitribai Phule Pune University and Rs. Twenty five thousand from Purva Engineers, Pune.

Institute also organises national level conference "Kashvi" to equipped students with latest trends in Management, Research and Business. The faculty members have also received awards and recognition for their contribution in various fields.

At present institute has three doctorate faculty members and among them one faculty is Ph.D. guide. The Institute undertakes many extension activities for the betterment of society and needy people. These activities sensitize students towards social issues and leads towards development of their holistic personality.

The Institute has established linkages and signed MoU's with Academic Institutions and Corporate Organizations for students' overall development and practical exposure.

### **Infrastructure and Learning Resources**

The Institute is located in the heart of the city, hardly 3kms away from city main bus depot. The institute has greenery in the campus creating positive ambiance in the environment, Institute's infrastructural facilities support required provide perfect for better learning experience.

The Institute has well equipped infrastructure comprising of four storied building having six classrooms amongst which two are smart classrooms. Along with it, the institute also has computer lab, one seminar hall,

library with spacious reading room, one board room, faculty room, spacious boy's and girl's common room etc. Institute also provides ICT based infrastructure for students by the means of language lab, LCD projectors, sound systems, etc. Institute also has an efficient computer lab with around 93 computers.

The Institute provides Wi-Fi facility for the students and teachers inside the institute having an internet speed 50mbps on an average. The infrastructure provides lift facility over all the floors which help in smooth move of unable ones too. Institute has a well furnished faculty room and administrative room with ample area for clerical staff designed as per the requirement. Apart from this, there is a first aid room, pantry and exclusive place for placement office.

Activity rooms are one of the special zones made available in the infrastructure to carry out the work of innovation and creativity amongst the students.

The institute has well stocked library with around 4900 plus books. Library has subscribed databases and E journals like J Gate and DELNET. Currently Institute has also subscribed EBSCO e-books with 9,000 volumes and titles. The library also has memberships with British library and Jaykar Library (SPPU). The daily activities of library are automated with the help of LIBWORLD Software promoting paperless work. There is space for Digital library too in the library setup.

The institute has a well planned policies and procedures for the well maintenance of the infrastructure and academic facilities in the institute.

### **Student Support and Progression**

The institute is committed to provide continuous support for overall development of students. The admitted students of Rajgad Institute of management research and development are entitled to obtain free ships, scholarships and other monetary benefits, as per the norms of government of Maharashtra.

The RIMRD has formed various committees for active participation of students in organising and coordinating various events.

Anti ragging committee has been formed to avoid ragging incidences and maintain discipline amongst students. Women's Grievance Committee is in place to resolve issues of female students if any .

RIMRD believes that health is the wealth, and to seed this ideology in the students, the institute has organized different Yoga & meditation session. The institute organise career counselling session and competitive exam guidance session to motivate students while pursuing higher education.

RIMRD believes in providing a comprehensive ecosystem to its students comprising of various aspects like mentoring, counselling, placement support etc. The RIMRD has active placement cell providing the students with required placement opportunities.

The institute continuously explore hidden talent among students by encouraging them to participate in intra and intercollegiate sports and cultural events.

The institute has special placement cell that helps student to train for corporate work and help them in getting job in companies by providing right guidance.

The RIMRD also has a formally registered alumni association. Alumni of RIMRD keep on contributing to student's development through alumni engagement activities in which alumni participate and provide their guidance as a resource person for various events, guest lectures and career counselling sessions.

### **Governance, Leadership and Management**

Rajgad Institute of Management Research and Development is the constituent unit of Rajgad Dnyanpeeth Trust, Bhore. The institute is approved by AICTE, New Delhi and affiliated to Savitribai Phule Pune University, Pune and recognized by DTE Govt. of Maharashtra.

RIMRD works towards its mission 'To transform students into dynamic and professional managers to meet the challenges of the corporate world through value based quality education'.

Prompt governance practices are reflected from timely decision making from the Management in strategic matters of the institution. The authority, responsibility and accountability powers of day to day working of the institute are vested with Director of the institute.

The governance and leadership at RIMRD lays down the perspective plan through IQAC setup. All activities are conducted according to perspective plan. Leadership of the institute is driven by the Director who is renowned academician and recognized PhD guide of Savitribai Phule Pune University.

The institute has formed various statutory and institute level committees for better functioning. All committees conduct activities according to rules laid by the institute as stated in administrative manual from time to time.

RIMRD ensures the effective welfare measures for the staff members and also creates a proper accountability structure through their performance appraisals conducted regularly. Faculty members are motivated to publish papers through participation in various faculty development initiatives, conferences and workshops. Institute also ensures total transparency in all the financial, academic and administrative systems through proper internal and external checks.

### **Institutional Values and Best Practices**

RIMRD has cognizance of its Values and Best Practices. The institute is aware of its values and social responsibilities which are evident by its various sensitization programmes like gender equity programmes, women empowerment programmes, Self Defence Programmes, etc. organized every year to ensure the equality, safety and security of the students and staff. The institute with centralized support has adopted eco-friendly practices as extensive renewable energy resources (Solar power), Waste Management (Solid-Liquid, and E-Waste Management), Plastic Free Campus in the institute as well. As a eco friendly initiative, the institute has performed green audit and energy audit.

The institute adhere available water conservation facilities, maintenance of water bodies and distribution systems in the campus. Institute alert safety, security, and counseling to the students and teachers and other staff about the need of imbibing the core values of the institute and the sense of being responsible for the professional code of conduct prescribed by the institute. As part of the social responsibility, institute always focuses on extension activities such as gender equity, universal values among the student and environmental consciousness programs like AIDS Awareness etc. Institute celebrates the various national, international

festivals, commemorative days to inculcate the morals values amongst the students. Celebration of birth/death anniversaries of the great Indian personalities are been ensured in every academic year at the institute. Institute provides required Infrastructure Availability and Physical facilities like parking areas, provision of lift and Common Room for girls and boys, etc.

The institute follows the best practices by a unique practice of research paper publications by students alongwith faculty members. This unique practice is inculcated to encourage student's inclination towards research by writing research papers and developing research attitude, analytical ability, leadership skills amongst students. Students are provided with model answers and scheme of marking which give them idea regarding how to write the answer in the university paper. This practice has resulted into improvement of academic results. The institute's distinctiveness is visible from academic contribution of faculty members in the field of education.

NAAC



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	RAJGAD INSTITUTE OF MANAGEMENT RESEARCH AND DEVELOPMENT
Address	S. No. 32/2/12-16, Opp. Dhankawadi Post Office, Dhankawadi, Pune Maharashtra
City	Pune
State	Maharashtra
Pin	411043
Website	<a href="http://www.rimrd.org">www.rimrd.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Devidas Bhalchandra Bharati	020-24362334	9822186229	-	director@rimrd.org
IQAC / CIQA coordinator	Prajakta Nilesh Warale	-	9673362221	-	prajaktawarale@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

**Establishment Details**

Date of establishment of the college

29-06-2008

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)****State****University name****Document**

Maharashtra

Savitribai Phule Pune University

[View Document](#)**Details of UGC recognition****Under Section****Date****View Document**

2f of UGC

12B of UGC

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)****Statutory  
Regulatory  
Authority****Recognition/App  
roval details Inst  
itution/Departme  
nt programme****Day,Month and  
year(dd-mm-  
yyyy)****Validity in  
months****Remarks**

AICTE

[View Document](#)

10-04-2019

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EOA for current  
Academic Year**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

No

**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?

No

Is the College recognized for its performance by any other governmental agency?

No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	S. No. 32/2/12-16, Opp. Dhankawadi Post Office, Dhankawadi, Pune Maharashtra	Urban	0.625	2268.302

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
PG	MBA, Management	24	Any graduate	English	120	120

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				3				8			
Recruited	0	0	0	0	1	1	0	2	3	4	0	7
Yet to Recruit	0				1				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				3			
Recruited	0	0	0	0	0	0	0	0	1	2	0	3
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	0	1	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	4	3	0	7
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

### Qualification Details of the Teaching Staff

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

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

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	85	3	0	0	88
	Female	28	1	0	0	29
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	11	8	4	4
	Female	9	9	1	3
	Others	0	0	0	0
ST	Male	2	1	1	0
	Female	0	1	0	0
	Others	0	0	0	0
OBC	Male	8	3	8	3
	Female	4	1	2	0
	Others	0	0	0	0
General	Male	55	41	31	28
	Female	25	37	18	8
	Others	0	0	0	0
Others	Male	5	4	5	1
	Female	1	1	0	1
	Others	0	0	0	0
Total		120	106	70	48

### 3. Extended Profile

#### 3.1 Program

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

2018-19	2017-18	2016-17	2015-16	2014-15
14	36	7	16	86
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

Number of programs offered year-wise for last five years?

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

#### 3.2 Students

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
199	150	105	80	85
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
48	48	48	48	48
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

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

2018-19	2017-18	2016-17	2015-16	2014-15
55	30	25	27	23
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
12	12	16	16	16
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
12	16	16	16	16
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 7**

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

2018-19	2017-18	2016-17	2015-16	2014-15
67.60	78.27	60.74	78.24	62.24

#### Number of Computers

**Response: 73**



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

Rajgad Institute of Management Research and Development is an MBA Institute affiliated to Savitribai Phule Pune University, recognized by AICTE and approved by DTE (Govt. of Maharashtra). The institute offers a 2 years fulltime program of MBA, i.e. Masters in Business Administration categorized under choice based credit system comprising multiple specializations. The program follows the syllabus designed by SPPU which is regularly revised by Board of Studies (BOS), Academic Council etc, wherein faculties have participated. Institute has deployed various committees like IQAC, Academic Monitoring Committee(AMC), Examination Committee, Class-coordinators, etc. which especially governs, plans and monitors academic curriculum and activities.

To effectively deliver the curriculum, an AMC meeting is conducted before the commencement of the academic year with all the faculties. In meeting, all about the academic activities, co-curricular plans, examinations, academic and holiday calendar is discussed. The feedbacks received from the various stakeholders are reviewed at the same time in order to inculcate the necessary inputs in the curriculum for students' betterment.

All the discussions in the meeting are properly planned and then the academic calendar is prepared which contains schedule of activities, Continuous Concurrent Evaluation (CIE) -Online, Internal and SPPU Examinations etc. and holiday calendar. Accordingly, the time table for the year is prepared.

According to the SPPU syllabus guidelines, faculties are allotted their respective subjects, and accordingly the teaching plan and CO-PO's are mapped. Faculties positively implement various types of teaching methods to best deliver the syllabus objectives and make teaching sessions more effective, interactive and innovative. Faculties conduct icebreaking session so that students can interact openly and clarify knowledge about the subjects. Students are also shore up with the notes, model answer paper and scheme of marking, previous question papers, MCQs, extra lectures, SIPs at organizations etc.

For efficient curriculum delivery, the institute continuously offer effective teaching-learning aid by providing facilities like language lab, smart classroom, seminars, industrial visits, field visits, e-learning courses via. NPTEL, SWAYAM, model answers and scheme of marking etc. to the students.

Additionally, Institute also conducts various certification courses according to the specialization of students and a few in common for all, which improves their job competency. Along with it students' performances are evaluated with continuous concurrent evaluation to rectify students' learning level.

The students are allotted teaching faculties as their mentor, who guide them throughout the program. In addition to all, institute uses diverse methods to identify the slow and advanced learners and takes corrective measures for further development.

Before the conclusion of the year the feedback on curriculum and teaching learning is taken from the various stakeholders and analyzed thoroughly and then the action is taken accordingly. Also major suggestions are conveyed by the Director to various University Committees.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

The Academic calendar of the institute is an important document prepared at the beginning of academic year using the university calendar as a reference document. The calendar is prepared with the inputs of AMC, Examination Committee, IQAC, etc. and then finalized by the Director of the institute in AMC meeting. The academic calendar acts as the guideline for the future action plans of the institute. It contains whole year plan right from the commencement to the conclusion of the academic year.

The Institute's academic calendar constitutes schedules of:

- Date of commencement and conclusion of semesters
- Curricular and co-curricular Activities
- Internal SIP/ Dissertation Viva-Voce
- SPPU SIP/ Dissertation Viva -Voce
- Assignment Submissions
- Internal Prelim Examination/ Internal Examinations
- SPPU Online Examination
- SPPU Theory Examination
- List of Holidays

Academic calendar is shared with staff and students and displayed on the institute's website too. It is a document containing tentative course of actions to be taking place in the upcoming year.

Given below are some significant concerns of circular aspects of academic calendar:

1. The institute's academic calendar follows SPPU's dates of commencement and conclusion of the terms.
2. The class coordinators prepare the semester time table in accordance with the institute's academic calendar.
3. The course teachers prepare their teaching plans based on academic calendar. The calendar schedules are considered while preparation of the session plans, dates of conducting continuous internal evaluation, etc.
4. The institute follows the schedules of theory examinations given by SPPU for university external examinations.

- 5.The institute conducts its internal exams and internal SIP/Dissertation viva-voce within the tentative schedules provided in the academic calendar which is important part of continuous internal evaluation (CIE).
- 6.The schedules of assignment submissions, forming part of CIE are promptly followed.
- 7.Other curricular and co-curricular activities planned in the academic calendar are organized as per scheduled dates.

Institute manages to strictly adhere the academic calendar at its level best for proper conduct of activities and continuous internal evaluation. But sometimes, due to unavoidable eventuality the calendar is revised and schedules are changed. These new schedules are conveyed to students and staffs through proper notices from time to time.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</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 last five years**

- 1.Academic council/BoS of Affiliating university
- 2.Setting of question papers for UG/PG programs
- 3.Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
- 4.Assessment /evaluation process of the affiliating University

**E. None of the above**

**D. Any 1 of the above**

**C. Any 2 of the above**

**B. Any 3 of the above**

**Response: A. All of the above**

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

Response: 100

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

Response: 01

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 3

#### 1.2.2.1 How many Add on /Certificate programs are added within the last 5 years.

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	0	0

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>

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

Response: 30.04

#### 1.2.3.1 Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
214	64	0	0	0

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

##### Response:

Institute follows SPPU curriculum which comprises of many courses which integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics.

##### Courses integrating issues related to Gender:

The Human Rights-I, Human Rights –II, Global HR, etc. are the courses present in MBA program those specially focuses on the issues related to gender and Human rights. It preaches about the equal rights provided to both males and females and the fundamental rights. Also along with it institute organizes various program like poster presentation on gender equity, Health checkup camps for male-female students, International Womens’ Day celebration, Human Rights day, etc. to inculcate the values of gender equality amongst the students.

##### Courses integrating issues related to Environment & Sustainability:

The courses like Economic Analysis for Business Decision, Strategic Management, Startup and New venture Management, Managing for Sustainability, etc. are other courses provided in program which has its spotlight on Environment & Sustainability. These courses focus on imbibing the sense of understanding and responsibility amongst the students about the environment and social scenario. Institute also organizes the programs such as donation and visits to old age home, tree plantation drives, E-waste donation drive, Swaccha Bharat Abhiyan, etc. to create awareness for environment among localites and perform there part of social responsibility.

##### Courses integrating issues related to Human Values:

Organizational Behavior, Startup & New Venture Management, Human Resource Management, etc. are the courses which addresses students regarding human values and behavior. Through this course we try to incorporate the professional values and ethics in the students. The course helps students understand how to behave, respect each other, self-discipline, patience, kindness, abiding values, trusting relationships, etc.

##### Courses integrating issues related to Professional Ethics:

The courses like Business communication Lab, Life Skill Lab, Skill Development, Personality Development lab, Legal Aspects of Business, Labor Laws, Employment Relations, etc. focuses on building up with Professional Ethics in students. Also various guest lectures and soft skill programs are organized

by the institute to develop ethical value amongst the students. Also institute has designed a value added course for students to develop them professionally, ethically and corporate ready.

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

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 12.65

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
02	02	02	02	02

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 38.19

#### 1.3.3.1 Number of students undertaking project work/field work / internships

**Response:** 76

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

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni**

**E. None of the above**

**D. Any 1 of the above**

**C. Any 2 of the above**

**B. Any 3 of the above**

**Response: A. All of the above**

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback process of the Institution may be classified as follows: Options:**

**1. Feedback collected, analysed and action taken and feedback available on website**

**2. Feedback collected, analysed and action has been taken**

**3. Feedback collected and analysed**

**4. Feedback collected**

**5. Feedback not collected**

**E. Feedback not collected**

**D. Feedback collected**

**C. Feedback collected and analysed**

**B. Feedback collected, analysed and action has been taken**

<b>Response:</b> A. Feedback collected, analysed and action taken and feedback available on website		
<b>File Description</b>	<b>Document</b>	
Upload any additional information	<a href="#">View Document</a>	
URL for feedback report	<a href="#">View Document</a>	

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## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 66.83

##### 2.1.1.1 Number of students admitted year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
120	106	70	48	57

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
120	120	120	120	120

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

#### 2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years ( exclusive of supernumerary seats)

**Response:** 45.42

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
40	28	21	12	8

File Description	Document
Average percentage of seats filled against seats reserved	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

#### Response:

The institute provides an equal opportunity for quality education and believes in creating positive and beneficial teaching-learning environment for all types of students. The institute is sensitive to the fact that students have different learning abilities and makes skill based efforts in its teaching- learning processes. Institute assesses learning level of every admitted students and efforts are made to raise the learning levels of slow learners. The following mechanism are used for identifying advanced and slow learners:

1. **At Entry level (Semester-I):**
  - 1) Graduation Marks
  - 2) Computer Literacy & General Knowledge Test
2. **During the Semester (All Semesters):**
  - 1) Student Mentorship Programme (SMP)
  - 2) In-class Discussion & Assessment
3. **At the End the every Semester:**
  - 1) University Exam Results

- **Graduation Marks**

We categorize students on the basis of Graduation marks

Learning Levels	% in Graduation
Advanced Learner	60 % & above
Average Learner	51 to 59 %
Slow Learner	Below 50 %

Fast Learner students are categorized as advanced learners while students securing below 50% at graduation level are categorized as slow learners.

- **Computer Literacy & General Knowledge Test:**

The institute organizes Induction Programme every year for new comers for introducing them with the vision, Mission, Values and culture of the Institute. Institute invites guest speakers from various backgrounds viz, Industry and Academic field for sharing their valuable experience. They also guide students on opportunities & challenges in front of them. Computer Literacy & General Knowledge Tests are also conducted during the Induction programme to identify students' knowledge update and learning

levels.

- **Student Mentorship Programme (SMP):**

Once the student is admitted for the MBA Programme, HOD appoints Mentors to them; A Mentor is allocated to the group of 15 to 20 students. During initial mentoring session, Student Mentorship form is filled by the student which includes various information like personal background, qualification details, examination result, hobbies etc. Students are asked to carry out their own SWOT analysis. This profile helps in understanding learning levels of students and act base for personal counseling.

- **In-class Discussions & Assessment by Teacher:**

All faculty members hold question - answer sessions to assess level of learning, participation, communication and analytical skills of the students.

**The programs and activities conducted by Institute which focus on further development of advanced learners are as follows:**

- NPTEL Courses registration
- Research Paper Publications
- Industry Academia Innovative Practices and IPR sessions
- Case studies
- Role plays
- Certification/Add-on Programs on contemporary topics
- Guidance related to competitive examination and Ph.D.
- Start Up and Innovation Cell Activities
- Model answer papers and marking scheme

**Remedies to be taken for Slow learner**

Following activities are conducted by Institute for developing skills of slow learner students

- Remedial and Extra Lectures
- Slow and repetitive teaching
- Language Lab Sessions
- Question Bank
- E-Notes, PPTs
- Aptitude Test, Mock GD & PI
- Participation in Seminars/Conferences and workshops
- Model answer papers and marking scheme

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

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

**Response:** 16.58

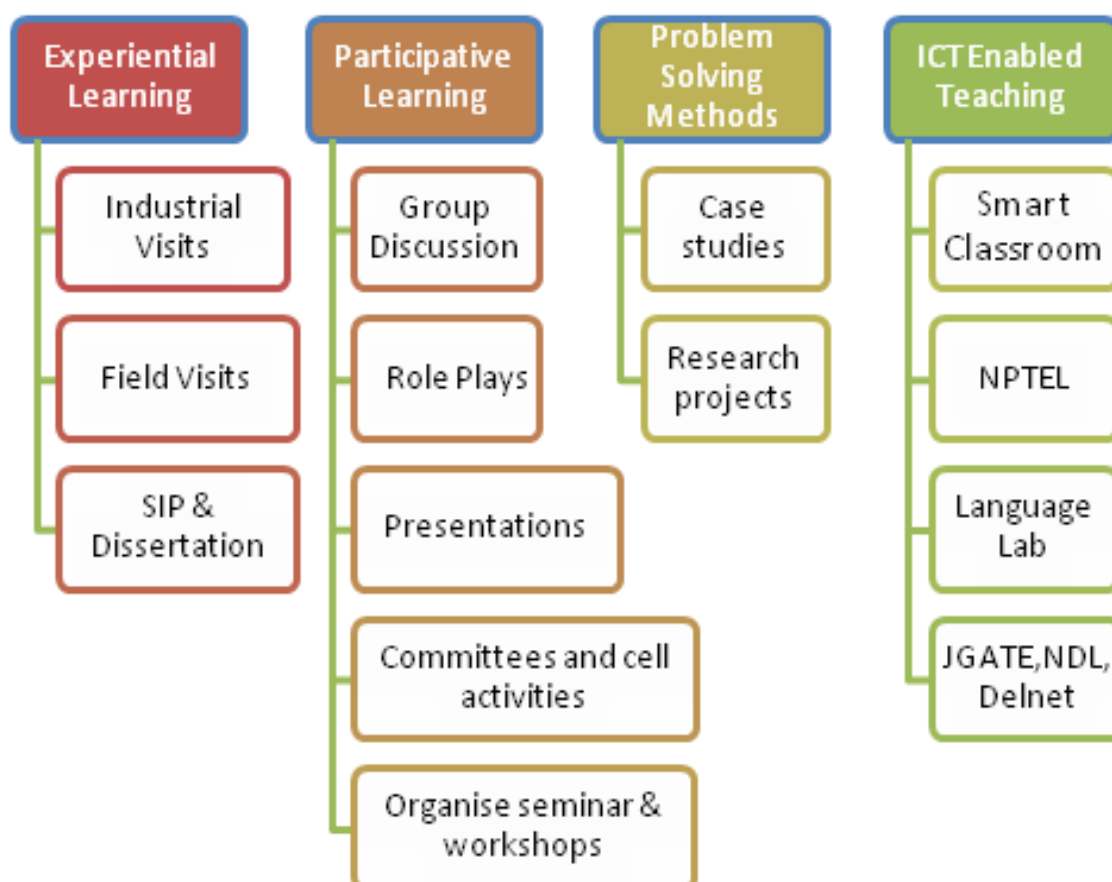
File Description	Document
Any additional information	<a href="#">View Document</a>

## 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

**Response:**

Rajgad Institute of Management Research & Development adopts various student centric teaching learning methods for enriching learning experience. The student centric method includes experiential learning, participative learning, problem solving methodologies etc. All the essential facilities are provided to staff to enhance the development of students. The list of other contemporary methods include online certifications, language lab, ICT enabled teaching, Case studies etc. The institute's continuous efforts related with experiential learning, participative learning and problem solving methodologies are summarized below:



#### 1) Experiential Learning:

- Industrial visits and field visits are organized every year to help the students. This correlates theory

knowledge and practical exposure among the students .

- Excel Lab sessions are conducted to learn about representation of pie charts, graphs etc. Students use these representation techniques during data analysis and interpretation in their summer internship project.
- Students undertake dissertation & summer internship project work to understand the contemporary issues in management. This system boosts the practice of review of data from different sources and new approach towards the issues in hand.

**2) Participative Learning:** Rajgad Institute of Management Research & Development uses participative learning to encourage students to actively involve in learning process. The Institute uses many methods for participative learning like a few given below:

- Group Discussions
- Role Plays
- Class Room Presentations
- Small Group Exercises
- Team Building Exercises
- Management Games
- Participation in Inter-Institute Competitions
- Participation in various committees and cells for organizing various events like seminars, conferences and workshops.
- Planning, Participation and execution of annual social gathering -Srujan.

**3) Problem Solving Methodologies:** Catering to critical thinking, creativity and problem solving skills required by the corporate world, many activities are undertaken to acquaint the students with real issues of businesses. Student should learn to identify problems and use innovative thinking to solve problems faced by the business organizations. Such activities include - Case Analysis and Discussions, Research Projects etc.

**4) ICT Enabled Teaching Learning:** ICT enabled teaching methods have been made available in the institute. There is Wi-Fi facility available in the institute. The classrooms are fully equipped with internet connection, LCD Projector and Smart board facilities. Swayam MOOC are offered to the students and teachers through NPTEL. The institute provides Digital Library facilities like NDL, online databases and e-journals such as JGATE, E-Books and Delnet are available to the students for their academic and research excellence.

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

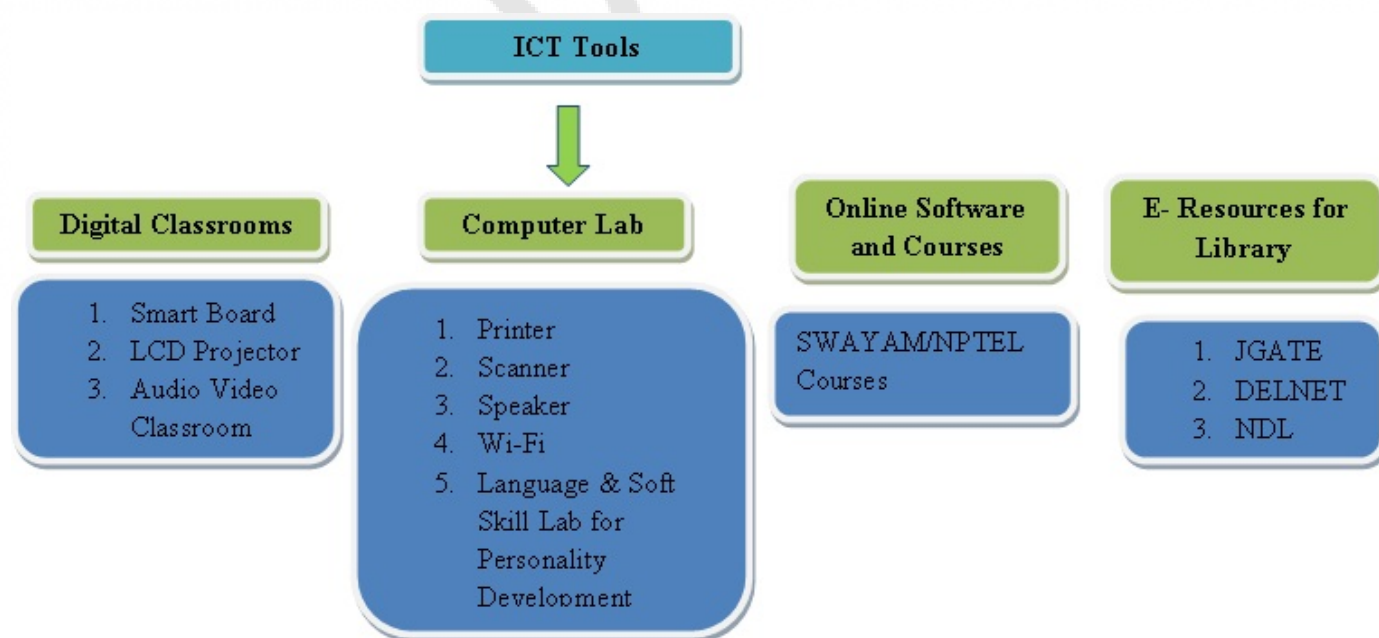
### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

**Response:**

Rajgad Institute of Management Research & Development use a diverse set of ICT tools to create, communicate, circulate, store and manage information. In some contexts, ICT has also become integral to the teaching-learning interaction, through approaches as replacing chalkboards with interactive digital whiteboards, using teachers' own smartphones, laptop or other devices for learning during class time. These approaches can lead to progressive thinking skills, provide creative and individualized options for students to express their understandings and leave students better prepared to deal with ongoing technological change in society and workplace.

The Participatory learning environment provided at RIMRD can also refer to specific forms of advanced learning techniques that are based on the latest technical upgradation. The faculties at our institute use white board and marker as well as smart boards and LCD projector in classroom teaching. Students are also encouraged to interact during the lecture hour by getting the doubts clarified on the spot. RIMRD has well equipped computer centre with over 93 desktop computers, 14 printers, 1 Server, 20 application softwares and updated devices. All computers have quick heal antivirus software to prohibit virus attacks. Final year students complete their summer internship project and dissertation studies with the help of these softwares. Total RIMRD campus is Wi-Fi enabled. The institute also has 10 licenses of Language & Soft Skill Lab for Personality Development. Students are using the language lab for improving verbal communication.

At RIMRD we have smart classrooms, each with audio and video facility. The faculty members make use of this facility for classroom teaching, interactive sessions and project presentation by the students. Students and teachers also additionally avail the facility of online softwares and courses like SWAYAM/NPTEL. The digital library in the institute is equipped with E-Resources like JGATE, DELNET and NDL. The Details of ICT tools shown in the following diagram



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



**2.3.3 Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )****Response:** 16.58**2.3.3.1 Number of mentors****Response:** 12

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

**2.4 Teacher Profile and Quality****2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years****Response:** 95

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

**2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)****Response:** 10.42**2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	1	1	1

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 3.83

##### 2.4.3.1 Total experience of full-time teachers

Response: 46

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

## 2.5 Evaluation Process and Reforms

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

**Response:**

At RIMRD, the mechanism of internal assessment is transparent and robust in terms of frequency and mode. The institute has designed its Concurrent Internal Evaluation Policy (CIE). All faculty members carry out evaluation as per the guidelines of CIE policy.



Full Credit Course (3 Credits)	Half Credit Course (2 Credits)	Skill Based Courses (1 Credits)
<ul style="list-style-type: none"> <li>• Written Home Assignments</li> <li>• Term End Examination</li> <li>• *Any other Concurrent Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Written Home Assignments</li> <li>• Term End Examination</li> <li>• *Any other Concurrent Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Term End Examination</li> <li>• Hands on /Practical Examination with viva</li> </ul>

\*Presentation/GD/Case Study/Role Play/ Industrial Visit/Field Visits/Seminar/Guest lecture /MCQ's/Research Paper Writing/Viva, Students Driven Activities etc.

**1) Transparency in Internal Assessment:** The internal assessment system followed by the Institute is transparent.

- The Institute prepares academic calendar which includes internal evaluation schedule.
- The Internal assessment system is explained to the students during the Induction Program conducted in the beginning of every academic year.
- The notices are displayed on the notice board, circulated through email and also displayed on the website.
- At the end of every semester, mandatory internal submission sheet is given to every student. This sheet is signed by subject teachers at the end of every semester after assignment submission.
- The internal marks are displayed on the notice board.
- Students are allowed to meet and discuss their performance in internal evaluation with respective faculty members and also clarify queries, if any.

**2) Robustness in Internal Assessment:**

The internal assessment system of the Institute is robust. The Internal Exam Co-ordinator is appointed by the Director to conduct the Term End Examination at the institute level.

- Examination Coordinator prepares notice regarding scheme of concurrent evaluation and preparation of question papers.
- Strict rules are followed in terms of maintaining the decorum of Examination.
- The Academic Monitoring Committee along with course faculty member verifies the marks. The internal marks are finally verified by the Director.

**3) Frequency of Internal Assessment:** The internal assessment is conducted on continuous basis throughout the semester.

**The Time table of CIE followed at the institute**

<b>Even Semester (II/IV)</b>		<b>Odd Semester (I/III)</b>	
<b>CIE Parameter</b>	<b>Month of Assessment</b>	<b>CIE Parameter</b>	<b>Month of Assessment</b>
Assignment Submission	At the end of the semester	Assignment Submission	At the end of the semester
Term End Examination	Last week of March or First week of April	Term End Examination	Last week of October or First week of November
Any other concurrent evaluation	As specified by faculty in Teaching Plan	Any other concurrent evaluation	As specified by faculty in Teaching Plan
Dissertation Orals	Month of March	SIP Orals	Month of October
Skill Based Courses	Last week of March or First week of April	Skill Based Courses	Last week of October or First week of November

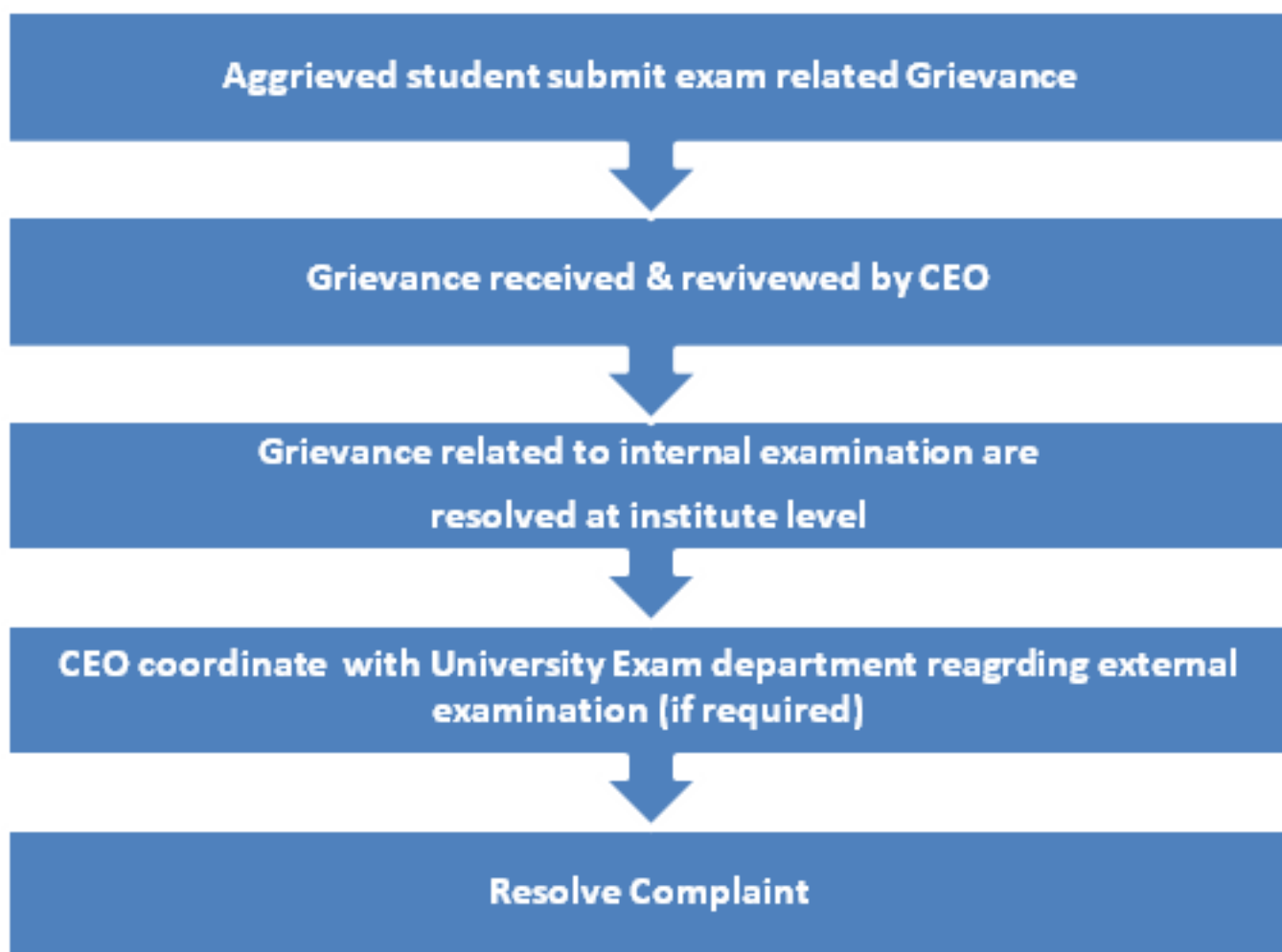
**4) Mode of Internal Assessment:**

The faculty members are given choice to select evaluation components appropriate for their course from a wide variety of components like: Multiple Choice Questions, Group Discussions, Presentations, Role Plays, Assignments, Field Visits, Viva-Voce etc.

**2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient****Response:**

RIMRD has designed a grievance mechanism to bring complete transparency in the evaluation system and to provide platform for redressal of grievance to students pertaining to University examination as well as internal examination respectively in time-bound and efficient manner. To address all examination and evaluation related problems, the institute has appointed College Examination Officer (CEO) as per the directives of SPPU. The details of CEO are submitted online to the Savitribai Phule Pune University through University examination portal. Every year the examination committee is formed in the institute for smooth conduct of examination under the guidance of College examination officer.

**Mechanism of Examination Related Grievances:**



The details of internal / external examination related grievances mechanism are as follows:

#### **A) Grievances related to Internal Examination :**

The College Examination Officer appoints Internal examination coordinator to look after internal examination and to resolve the complaints regarding the same. Following are some of the common grievances reported by the students.

- The internal marks are displayed on the notice board. If the students have any grievances, they are allowed to meet and discuss the grievance with respective course teacher.
- Absentism for examination
- Loss of identity card etc.

#### **B) Grievances related to University Theory (External Examinations) / Internal Examinations:**

Given below are some of the common grievances reported by the students

- Problems while filling examination forms
- Non receipt of hall ticket
- Name correction in Mark sheet
- Delay in result of revaluation of answersheet
- Grievance regarding marks

Grievances related to University examination are handled by College Examination Officer (CEO) by communicating with examination department of Savitribai Phule Pune University in time bound manner. During the examination period, grievances regarding password not received, insufficient barcode stickers, questions asked beyond the syllabus, typing errors, etc. are conveyed to examination section immediately. The examination section provides correction for such issues on an urgent basis for smooth conduct of examination.

### C) Grievances related to University Online Examinations:

- Auto log out and re-login problems
- Repeated questions
- Invalid Questions
- Insufficient Data
- Power fluctuation issues

Grievances related to University Online Examinations are resolved in real time basis through chat window provided in OES. CEO, through chat window posts the specific queries to the University technical staff and issues related to online exam. These issues are further resolved then and there only by the university coordinators.

File Description	Document
Link for additional information	<a href="#">View Document</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.**

### Response:

Institution has defined Program Outcomes (POs) for the institute and Course Outcomes (COs) for all the courses. Program Outcomes (POs) are the extent of knowledge, skills and attitude which should have attained by students at the time of graduation. Course Outcomes (COs) are defined for each course which should be achieved by the student at the end of the course. Teachers are involved in the formulation of COs. The faculties modify COs of respective course, if required.

**Program outcomes and course outcomes for all programs offered by the institution are stated, displayed and communicated through the following ways:**

1. COs, POs are uploaded on the institution website as well as stated in course file.
2. COs are communicated to students during lecture delivery in the classroom.

**Programme Outcome (POs) of MBA are broadly state as follows:**

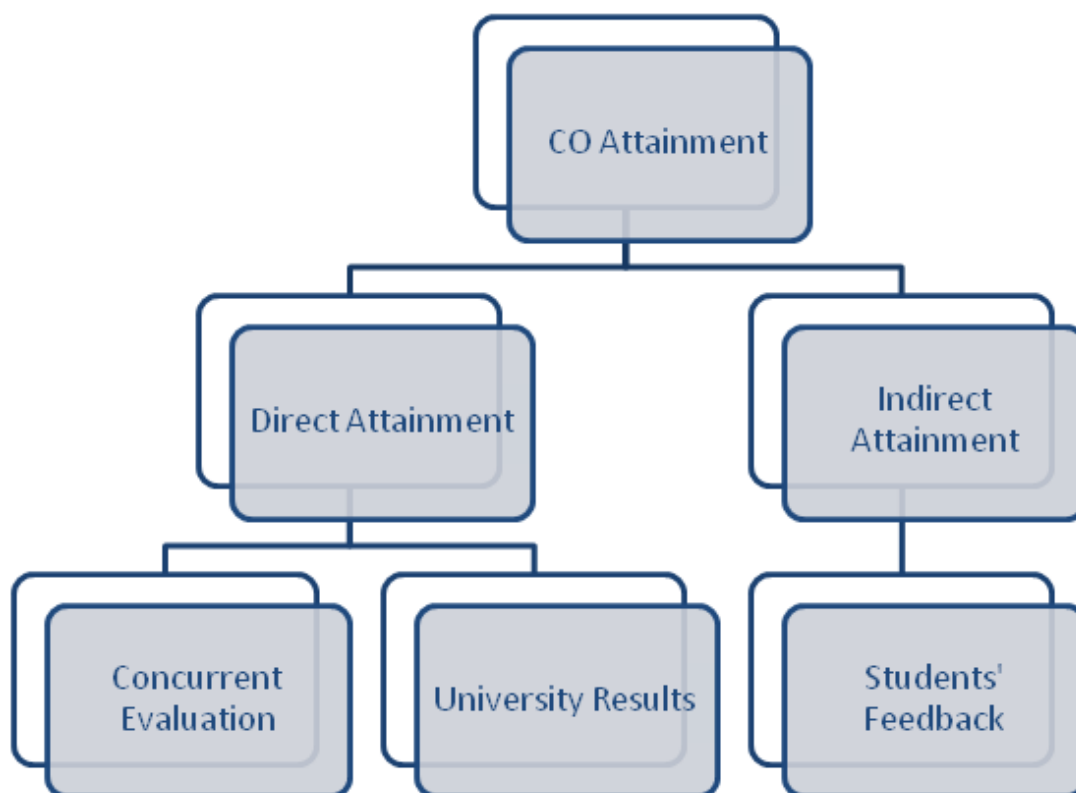
POs	Attribute	Program Outcome
PO1	Ability to apply knowledge, skill attitude to real life business	Apply knowledge, skills and attitude of management theories solve real business problems.
PO2	Contemporary Tool Usage in business	Learn, create, select, and apply appropriate techniques, resource models and methods in management to complex activities in business
PO3	Environment and Sustainability	Demonstrate ethical, social and environmental responsibility environment for sustainable development.
PO4	Individual and Team Work	Function effectively as an individual, and as a member or leader multidisciplinary settings.
PO5	Communication	Communicate effectively with the business community and with Be able to comprehend and write effective reports documentation presentations, and give and receive clear instructions.
PO6	Life-long knowledge	Demonstrate the ability to apply knowledge gained during MBA situation and retain lifelong learning
PO7	Ability of Understanding and Communication of aspects of Business	Ability to understand, analyze and communicate global, marketing, finance, HR, IT and Operations aspects of business
PO8	Value based managerial Skills & Leadership Abilities	Ability to develop managerial Skills & Leadership Abilities

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

The course objectives are clearly stated in the MBA curriculum by Savitribai Phule Pune University. The Course Outcomes (COs) for all courses are defined at the institute level by referring to course objectives in the curriculum. COs are formulated keeping in mind changing business scenario and evolving expectations of various stakeholders. The attainment of Course Outcomes COs and Program Outcomes (POs) defined by the institute are measured using both direct and indirect methods. The evaluated COs attainment in turn helps to arrive at attainment of POs. The Direct and Indirect Method for evaluating the attainment of COs is given below.



### 1] Direct Method:

Direct attainment is evaluated on the basis of following components

1. Concurrent Internal Evaluation (CIE) -The institute has robust concurrent internal evaluation mechanism for students. Course teacher evaluates the students out of 30 marks for 3 credit course, 50 marks for 2 credit course and 25 marks for 1 credit course and grading system (not considered while calculating degree percentage) their attainment level is calculated.

Credits	Concurrent Evaluation Criteria	Nature of Exam/Assignment	Converted Marks	
3 Credit	Term End Exam	As per SPPU pattern 50 Marks Question paper	10 Marks	
	Written Home Assignment	3 Assignments	10 Marks	
	Other Concurrent Evaluation	As stated in course file	10 Marks	
	<b>Total Marks</b>		<b>30 Marks</b>	
2 Credit	Term End Exam	Total 50 Marks	25 Marks	
	MCQs/Assignment	3 Assignments	15 Marks	
	Other Concurrent Evaluation	As stated in course file	10 Marks	
	<b>Total Marks</b>		<b>50 Marks</b>	
1 Credit	Term End Exam	As per SPPU pattern 15 Marks Question paper	15 Marks	
	Hands on / Practical Examination	Viva / MCQs	10 Marks	

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University Evaluation : -The result analysis of each course of MBA program is done at the institute level and attainment level of marks for each student is calculated. This analysis is useful to focus more on slow learners. Special remedial lectures are organised in the institute on sundays and holidays.

Attainment levels are calculated as follows,

Level 1- Low level of attainment,

Level 2- Moderate level of attainment,

Level 3- High level of attainment.

## 2] Indirect Method:

Indirect method is evaluated on the basis of following component.

- Students' Feedback

Teacher's feedback is taken at the end of every semester and also at the end of academic year. Feedback mechanism at RIMRD is transparent and robust. Students are asked to give the feedback about teachers.

In this manner final CO-PO Attainment is evaluated and feedback is used for academic improvement of teachers and subject excellency.

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

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 78.3

#### 2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
55	30	25	27	23

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
70	40	35	32	28



File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>  <b>Response: 3.85</b>	
File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)**

**Response: 1**

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0.25	0	0.75	0	0

File Description	Document
List of endowments / projects with details of grants	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>

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

**Response: 8.33**

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

**Response: 01**

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

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response: 40**

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	0	0

### 3.1.3.2 Number of departments offering academic programmes

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

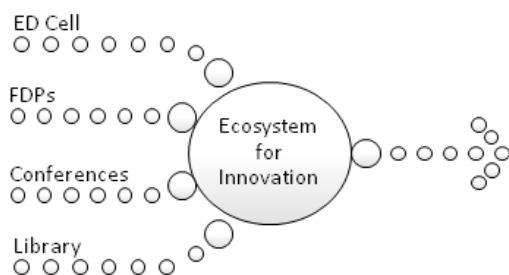
### 3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

#### Response:

#### I] Introduction:

RIMRD strongly believes that 'creativity and innovation' are crucial aspect of management education. Institute has initiated the creation of an 'ecosystem for innovation' that focuses on 'knowledge creation and transfer' for the benefits of their students and faculties.

#### II] Pillars of 'Ecosystem for Innovation' at RIMRD:





### ***Pillar 1] Establishment of Entrepreneurship Development (ED) Cell:***

RIMRD has established an 'ED Cell' in 2013. (Renamed as 'Startup and Innovation Cell' as initiated by SPPU, in May 2019.)

#### **The objectives of ED Cell:**

- To create awareness about entrepreneurship and 'Make in India' concepts.
- To develop an entrepreneurial culture and spirit among students.
- To understand and resolve problems of students regarding 'new start-up'.
- To arrange various programs to enhance entrepreneurship enabling skills.

#### **The outcome of ED Cell:**

- ED cell proudly invites alumni entrepreneur students to interact with current batches.
- ED cell organizes 'Innovation and You' competition for students, so that students can think about futuristic and innovative products and services.
- Institute has signed MOUs with various Manufacturing and Service Organizations. Students can get entrepreneurial knowledge through field visits, on-job training, etc.
- ED cell initiates individual and group activities through presentations from students. The various topics include successful and unsuccessful entrepreneurs, women entrepreneurs, my dream start-up, my idol entrepreneur, etc.
- ED cell tries to find 'entrepreneur quotient' among the students through a designed structural questionnaire and the results are communicated to the students.

### ***Pillar 2] Organizing FDPs:***

RIMRD is keen to develop its faculties with the latest knowledge as they are the key resources of knowledge transfer. Various FDPs are arranged from time to time for enhancement in their existing knowledge and skills. Faculties are encouraged to attend FDPs at other institutes and Online MOOCs courses on the 'Swayam' portal.

#### **The outcome of FDPs**

Faculties get latest and upgraded knowledge. They transfer this knowledge to their students.

### ***Pillar 3] Organizing Conferences, Seminars and Guest Lectures***

RIMRD and ED Cell organized

- National Level and State Level Conferences in association with SPPU.
- Seminars & guest lectures conducted on Intellectual Property Rights and Industry-Academia Innovation

### **The outcome of Conferences and Seminars**

Students and staff of RIMRD get the opportunity to interact with resource persons from Industries and other institutes. Sharing of knowledge is done in these events. Staff and students have published their innovative academic research work through number of research papers in various conferences.

### **Pillar 4] Library as 'Knowledge Repository':**

RIMRD's library is a repository of reference books, reputed journals, business magazines, dictionaries, newspapers, project reports, and e-resources like J-Gate, EBSCO, Delnet, etc.

All these four pillars along with supporting environment contributed towards the development of an 'Outcome Based Ecosystem for Innovation'.

### **III] Outcome of 'Ecosystem for Innovation':**

- Awareness was created about entrepreneurship and 'Make in India' concepts.
- Development of entrepreneurial culture and spirit among students.
- Various programs were arranged to enhance entrepreneurship enabling skills.
- Many students are actively participating in their family businesses.
- Many students started their own ventures as 'first-generation entrepreneurs'.

### **3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years**

**Response:** 10

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

2018-19	2017-18	2016-17	2015-16	2014-15
03	01	02	02	02

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 6

##### 3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 06

##### 3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 01

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 1.67

##### 3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
15	08	00	01	00

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</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 last five years****Response:** 4.03**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 last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
05	14	20	04	15

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</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 last five years.****Response:**

RIMRD intensely understands its Institutional Social Responsibility (ISR) and encourages its stakeholders to actively participate in various extension activities.

Institute has established ‘**Social Souls Cell**’ for initiating various social activities in the neighborhood community. Every year on 11th January, Institute celebrates ‘Social Souls Day’ on the occasion of Birthday of Rajgad Dnyanpeeth’s Founder-President Hon. Anantrao Thopte.

**Objectives of ‘Social Souls Cell’:**

- 1.To arrange and initiate various social activities and events.
- 2.To inculcate social values and environmental responsibilities by creating social awareness amongst students.
- 3.To support the holistic development of students by motivating them to become ‘citizens with ethical, social and moral values’.

**The key extension activities in the neighborhood community:**

Blood Donation	Tree Plantation	Swachhata Abhiyaan	Clothes Donation
Grocery Donation	AIDS Awareness	Flood Donation	E-Waste Collection

### 1. Blood Donation:

Institute arranges 'Blood Donation Camp' along with free 'blood and health checkup' every year. This camp is arranged in association with '**Moraya Blood Bank**'. The collected blood is donated to needy patients.

### 2. Tree Plantation:

RIMRD is committed to 'Go Green' caption. The concepts of green HRM, green logistics and green marketing, etc. are discussed with students.

Apart from tree plantation at Institute's campus, Social Souls Cell did 'tree plantation' on the nearby hilly area of 'Taljai Pathar'.

### 3. Swachhata Abhiyaan:

Students and staff participated in various 'clean surrounding' initiatives. Students are taught to inculcate cleanliness behavior in the Society.

### 4. Clothes Donation:

Institute in association with '**Goodwill India**', arranges clothes and toys donation activity. Students collect old clothes and toys from their home, relatives and nearby areas. The collected clothes are donated in collection centers of Goodwill India.

### 5. Grocery Donation:

'**Mauli Old Age Home**' in Dhankawadi takes care of old patients. Students and staff collect groceries from their surroundings and then donate at old age home.

### 6. AIDS Awareness:

Students should be aware of diseases like AIDS and Sexually Transmitted Diseases. To create awareness regarding these, Institute in association with **Janhvi Foundation** arranges 'aids awareness program' every year. This initiative also includes voluntary blood tests of students and staff and counseling sessions.

### 7. Flood Donation:

Whenever natural disasters occur, Social Souls Cell always contributes in terms of Money, Clothes and



grocery donation.

### 8. E-waste Collection & Donation:

Increase in e-waste is a worldwide problem. Being future managers, our management students must be aware of this problem. Students and staff collect e-waste from the nearby areas. E-waste is collected and donated in 'Pune Municipal Corporation's authorized 'e-waste collection center.

### 9. Other Extension Activities:

Apart from the above activities, the Institute has arranged small events like 'eco-friendly day', 'Plastic free Campaign' and 'Bicycle Day' etc.

### Outcomes of 'Social Souls Cell':

1. Social Souls Cell arranges and initiates various social activities and events.
2. Social values and environmental responsibilities are inculcated amongst the students.
3. The holistic development of students is initiated by motivating them.
4. Students are encouraged to create awareness amongst their friends, relatives and nearby residing areas.
5. RIMRD students are on their right path to become 'citizens with ethical, social and moral values'

### 3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach Programmes 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 organised in collaboration with industry, community and NGOs during the last five years.

**Response: 29****3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
7	7	7	4	4

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years****Response: 185.55****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 last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
226	273	217	187	163

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

**3.5 Collaboration****3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year****Response: 0**

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years****Response: 37****3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
15	2	2	11	7

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - 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.**

**Response:**

Institute has adequate infrastructure physical facilities for curricular, co-curricular, extra-curricular and extension activities organized in the institute. The Institute is situated in the heart of the city. The infrastructural facilities are maintained as per the norms of All India Council of Technical Education (AICTE), Directorate of Technical Education (DTE), Government of Maharashtra and Savitribai Phule Pune University.

The following infrastructure physical infrastructure facilities for teaching and learning.

Sr. No.	Details	Actual Area Available	Floor	
1	Girls Common Room	84.85	Ground Floor	
2	Security Room	22.23		
3	Reception & Enquiry	5		
4	Central Store	37.5		
5	Placement Office	33.75		
6	Tutorial Room	37.5		
7	Cafeteria	150		
8	Parking	71		
9	Director Office	42	1st floor	
10	Board Room	22.62		
11	Office All Inclusive (Administrative & Account Section)	150		
12	Class room -1	75		
13	Class room-2	75		
14	Pantry for staff	10		
15	First Aid Cum Sick Room	10		
16	Library	150		

17	Faculty Room	87.55	2nd floor	
18	Classroom -3	75		
19	Stationary Store and Reprography	10		
20	IQAC	22.04		
21	Cabin for HOD & Department office	75	3rd floor	
22	Exam Control Room	30		
23	Boys Common Room	75		
24	Computer Centre	159		
25	Seminar Hall	136	4th floor	
26	Classroom - 4	75		
27	Maintenance Room	10		
28	House Keeping	10		
29	Activity Room/ Social Souls Cell	33.78		
30	Classroom No - 5	75		

NAAC

NAAC

Apart from above infrastructure, following physical facilities are also available in the institute for students and staff.

- Two classrooms are upgraded to Smart Classrooms .
- ERP system for admin and academic use.
- The Institute's campus is equipped with Electronic Surveillance System (CCTV)
- Institute has lift with supporting facility.
- Generator back up is provided during power failure.
- Sanitary napkin vending machine and incinerator machine are provided and installed in the girls washroom.
- The institute is equipped with fire fighting system as a safety measure.
- The institute is having roof top solar system. This indicates the use of renewable source of energy by the institute.
- EPABX system and photocopy, scanning facilities are provided in the institute to the staff, learners and stake holders.
- LED TV is also available in the institute to show the live telecast of academic programme to the students.
- Language lab, soft skill and personality development software are available in computer center.
- Computer center is well-equipped with 72 computer systems adequately supported by 50 MBPS fiber optic leased line for internet connectivity. One server, UPS, colour printer and scanner facility is available in the computer center.
- Parking shed is available for students, staff and stake holders.
- Clean drinking water facility is provided to the students and staff by using water purifier and water cooler.
- The institute has well equipped library with rich collection of books, journals and periodicals etc. Library uses Libworld software. Library has JGATE, NDL, DELNET, NPTEL memberships and institutional membership of SPPU and British Council Library, Pune.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

##### **Response:**

Regular performing of physical activities helps in maintaining body fitness. Physical development is equally important for collective grooming of a student. Considering that, the institute has provided adequate facilities for activities like sports, games (indoor, outdoor) etc. for students' all round development. The institute has 1960.01 sq. m. of playground which is regularly maintained to execute various events like sports day, karate, cricket, badminton, tug of war, volleyball etc. Every year on 21st June, the institute celebrates International Yoga Day since its inception. Institute has sports material and Yoga mats to celebrate international yoga day . Indoor games play an important role in boosting concentration. Hence the institute has provided sufficient space and ambience for indoor games as well.



The Details are as follows:

#### Indoor Games & Yoga facility:

- Chess- 3 quantity
- Carrom- 2 quantity
- Yoga Mats -15 quantity

#### Outdoor Games facility:

- Sports Playground
- Cricket Full Kit-1
- Badminton Rackets-4 Sets
- Volley Ball-1
- Tug of War

The institute not only encourages students to organize but also participate in various extra-curricular activities. Institute organizes yoga sessions for all students and faculties on every international yoga day. As a part of extra curricular activity, students perform yoga to inculcate the habit of healthy lifestyle. Students are enlightened about benefits of Yoga and various asanas by faculty members of the institute who coordinate the event. This helps them in understanding the importance of physical exercises involved in Yoga which assist in achieving a healthy body and a healthy mind. All cultural activities and events are organized in seminar hall by the students and a coordinator amongst faculty members of the institute.

Institute has a technologically modern seminar hall which is equipped with advance provisions like Public Address system and LCD projector with internet facility for organizing different types of cultural activities. Cultural activities such as fresher's party for welcoming 1st year students, farewell program for bidding adieu to 2nd year students and cultural days such as traditional day, mismatch day, Mr. and Ms. Rajgad Competition are arranged in seminar hall. Every year the institute celebrates a cultural annual social gathering called as "Srujan", which has active involvement from the students of both first and second year. Activities like dancing, singing, drama etc are performed in this event by the students with full zeal. Institute's playground and parking space at the ground floor of institute is used to celebrate this annual social gathering.

Name of Area	Size	User Rate (Randomly)
Playground	1960.01 sq. m	Weekly
Activity Room	37.5	Weekly
Boys common room	75	Weekly
Girls Common room	75	Weekly

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)****Response:** 71.43**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 5

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)****Response:** 11.88**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
11.18	10.89	8.76	9.55	1.44

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

The Institute's library is a knowledge resource centre. It has rich collection of books, journals, newspapers, project reports etc. Library has digital library section where students can access e-resources like J-Gate, NDL, Delnet and EBSCO. Students also access J-Gate using remote access facility.

Institute is a member of British Council Library and Jaykar Library of Savitribai Phule Pune University. The library has a spacious reading hall. Library provides various services to the users like circulation, old question papers, project reports, Ph.D thesis etc.

RIMRD's Library is automated with integrated library management system. Earlier library used the LIBWORLD software for its daily library functions and in current year library switched to AutoLib NG Library Automation software, which is an advanced version for managing library functions. The software is fully automated for various library functions. Latest technology .Net C# is installed on library server with windows operating systems 7.

### **Major Features and Functions**

- Entry & exit records of members visiting library.
- Newly added books, journals and CDs Accession can be done.
- Issues & return of transaction if library resources can be done.
- SMS can be send to the members regards transaction if issue and return can be done.
- One can renew and reserve the book they wish to issue via PCs, smart phones through internet
- Software is also able to carry out the function of stock verification.

**MODULES Of ILMS:** ILMS has following modules.

- Acquisition
- Catalogue
- Circulation
- Web OPAC
- Serial Control
- Administration

### **Acquisition**

- Acquisition maintenance for request /Approval to purchase order and payment processing.
- Purchase order creation Auto PO generation vendor based with provision vendor.
- Payment processing Accept invoices and enter Payment details on every purchase.
- Receive ordered books actual receipt books.

### **Circulation:**

- Circulation system is based on library defined lending rules and fine calculation on category's profile.
- Issue/Return or renewals form single window along with members can reserve the same document.
- Reservations of issued documents by another member.

### **On-line Public Access Catalogue (OPAC) :**

- Autolib OPAC (on line Public access catalogue) offers very easy on line search facilities to search through library data like title, author, Keyword, ISBN, ISSN, Publisher, Subject.
- OPAC is integrated with article indexing
- Advance OPAC an interactive query builder with Boolean operators such as AND, OR, NOT.

**WEB OPAC**

Web OPAC is a web friendly version of standalone OPAC.

**Administration:****1) Stock verification:**

User can check the stock from the library with bar code or physically based on entered stock user and can generate various reports.

**2) Global changes:**

Replacing the old values with the new values for the fields like Title, Author, and Publisher etc. can be done using this option.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

**4.2.2 The institution has subscription for the following e-resources**

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

**Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 0.86

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
3.72976	0	0	0	0.55847

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.4 Percentage per day usage of library by teachers and students during the last completed academic year

**Response:** 13.74

##### 4.2.4.1 Number of teachers and students using library per day over last one year

**Response:** 29

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

- Institute has IT facilities as per the AICTE norms. Computer centre is well-equipped with branded computer systems adequately supported by 50 MBPS fiber optic leased line for internet connectivity.
- Internet Connectivity and Wi-Fi : The Institute has massive network of 93 computers with 50 MBPS Internet connectivity and Wi-Fi facility with 05 access points to fulfill the academic and research needs. The entire campus is Wi-Fi enabled and students can access the internet on their laptops round the clock.
- Lab technician is available to support students and faculties in their queries.
- The Classrooms are upgraded to smart classrooms. LCD projectors are installed in classrooms. The classrooms are provided with dedicated computer system, speakers with internet connectivity.
- LED TV sets are installed for giving additional input and virtual sessions and to develop media center in future.
- The institute has maintenance policy to take care of all IT facilities and electric work. The institute upgrades and maintains these facilities at regular interval.

**Details of Computing Facilities:**

- Desktop Computers - 92
- Server- (HP 110G5 Server, Intel Core i3 2.0Ghz Processor 4MB Cache, 4 GB DDR2 Ram, 25GB & 500 GB Hot swap HDD, Keyboard & Mouse) - 01
- Dell Laptop (I5, 4GB RAM, 500GB HARDISK)-01
- Printers-14
- Photocopy Machines-03
- Projectors-06
- UPS-14
- Switch 8 Port-3
- Switch 16 Port-1
- Switch 24 Port-7
- WIFI Access PT-5
- Router-2
- Smart Classrooms-2
- Firewall-1
- Blower-2
- Jio 4G WiFi Modem-1
- Speaker -6
- External HDD 4TB-2
- Sound System-3

**Details of Softwares:**

- Microsoft Windows 10 Home (Microsoft Campus Agreement)
- Desktop Edu ALNG LicSAPk OLV Acadmic Ent
- Microsoft MS Office 2007
- In Design CS4
- PDF To Word Converter
- Shree Lipi

- Corel Draw
- Winzip 13
- Tally 9.0
- Digital Language Lab & Personality Development Software
- Synthesys Libpro
- Quick Heal Internet Security

**IT Facility with date and nature of Updation for A.Y. 2018-19**

Sr.No.	Nature of Updation	Date
1	Installed Libworld software in library	05/03/2019
2	Purchased New 30 Dell PCs	01/04/2019
3	Purchase and installation of Language Lab & Soft skill & Personality Development Software (10 Qty)	03/01/2019
4	Wifi Access Point added in staff room	28/04/2019
5	Photocopy Machine Installed in Library	15/04/2019
6	Additional CCTVs installed in Institute	12/06/2019
7	Smart Classroom facility installed in Classroom	03/01/2019
8	Purchased New TV	31/12/2018
9	Quick Heal Antivirus –( 10 Users)	05/01/2019
10	External Hardisk 4TB for College & NPTEL use (2 Qty)	22/12/2018
11	Purchased 2 speakers for NPTEL	07/05/2019

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.3.2 Student - Computer ratio (Data for the latest completed academic year)****Response: 2.73**

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

**4.3.3 Bandwidth of internet connection in the Institution****E. < 05 MBPS****D. 05 MBPS – 10 MBPS****C. 10 MBPS – 30 MBPS****B. 30 MBPS – 50 MBPS**

**Response:** B. 30 MBPS – 50 MBPS

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

#### 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

**Response:** 30.43

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

2018-19	2017-18	2016-17	2015-16	2014-15
20.99042	29.84467	21.49833	21.43023	12.55980

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</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.**

**Response:**

Rajgad Institute of Management Research and Development has established policies and procedures to ensure proper utilization and maintenance of various physical, academic and support facilities including library, computer centre and classrooms.

##### Utilization of Physical Infrastructure

Institute has various physical facilities which are utilized for carrying out various activities.

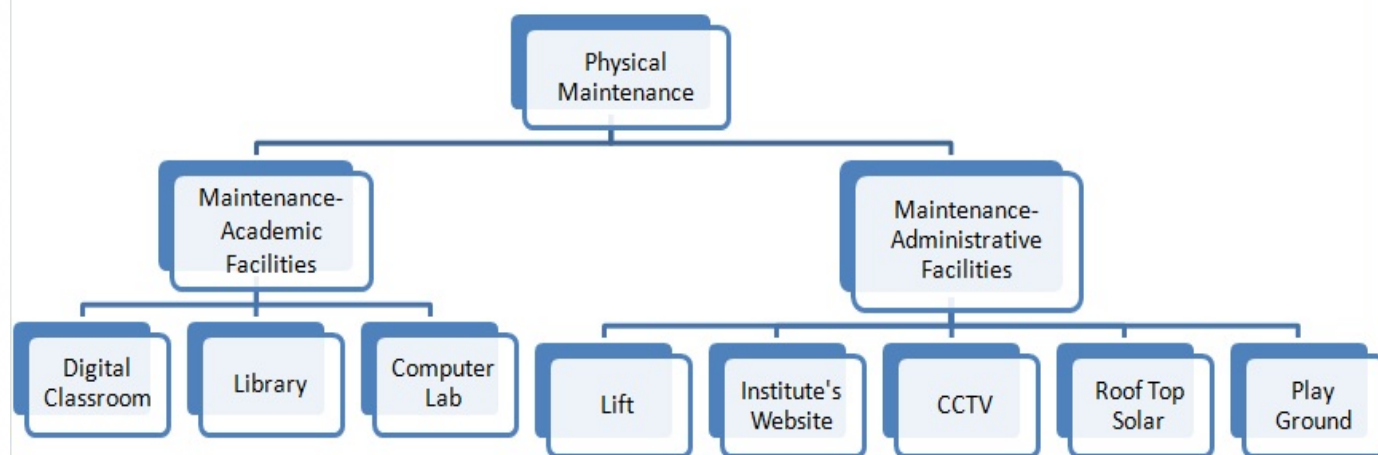
- Seminar Hall is used for organizing seminar, workshops, FDPs, competitions as well as cultural programmes.



- Classrooms are used for conducting classes, competitions, offering certifications and guest lectures.
- Boys common room, girls common room are used by students on regular basis.
- The students can utilize computer centre and library as per their requirements. In the timetable separate time slot is kept for library to encourage students to utilize library. Computer centre is utilized for project work, online exam, exam form filling, conducting sessions related to MS-Excel, preparing presentations, NPTEL and other online courses.
- Placement related activities are carried out in training and placement cell.
- Board Room is utilized for conducting meetings, FDP's and Staff Development Programs.
- Playground is used by students for playing outdoor games such as Cricket, Volleyball, Badminton, Football, Throwball, Tug of War etc.

### System of Maintenance of the Physical Infrastructure

The institute has formed Infrastructure and ICT committee .The responsibilities of maintenance are assigned to all the members of the designated committee. The process of dead stock verification is carried out by the committee.



- Building is insured through New India Assurance Company Ltd.
- EPABX system maintenance is outsourced to Pelican Softech Solutions.
- CCTV and Computer centre maintenance is outsourced to Digital Technologies.
- Website hosting and annual maintenance of website is outsourced to Swashtech Solutions.
- Library software Libworld maintenance is outsourced to SVK Techno. The maintenance service of Libworld library software is provided online through any desk or team viewer.
- Smart classroom maintenance is outsourced to Shardatech Edu. Equipments Pvt.Ltd. Pune.
- For Fire Fighting Equipments, maintenance is outsourced to Tejfire Safety India.
- The play ground is maintained by the inter staff appointed by Rajgad Dnyanpeeth Trust
- Rooftop solar maintenance is outsourced to Sisko Engineering Services.
- iCloud ERP maintenance is outsourced to ERP vendor Cloud Next Vision, Pune. The maintenance service of ERP is provided online through any desk or team viewer.
- Photocopy machine maintenance is outsourced to external agency.
- Sanitary napkin vending machine and inclinator machine is maintained by Sumit Facilities.
- Lift maintenance is outsourced to Reliable Elevators, Pune.

In this manner all academic and physical facilities are properly maintained in the institute.

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

NAAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

**Response:** 39.68

##### 5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
137	75	36	24	13

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

**Response:** 0

##### 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

#### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the

following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

**Response:** 8.3

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

2018-19	2017-18	2016-17	2015-16	2014-15
21	9	11	5	7

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** B. 3 of the above

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

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 32.23

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
21	9	11	5	7

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

**5.2.2 Average percentage of students progressing to higher education during the last five years****Response:** 65.45**5.2.2.1 Number of outgoing student progression to higher education during last five years****Response:** 36

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT/JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)****Response:** 53.33**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	1	0	1

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	1	0	1

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</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 last five years.**

**Response:** 1

**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) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

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

**Response:**

Every year RIMRD forms various statutory and non-statutory committees for better functioning and successful conduct of various events at the institute. The institute has designed administrative manual which describes norms of functioning and procedures.

Given below is the list of committees formed in the institute.

**Students' Council (SC):** RIMRD has a student council as per the Maharashtra Public Universities Act, 2016. This Council involves organising various activities, to help students to grow their career as well as professional life. Members of student are elected every year according to the norms of university.

**Anti-Ragging Committee and Anti Ragging Squad (ARC):** RIMRD has a strong environment to stop ragging in our campus as per the Maharashtra prohibition of ragging Act 1999. The main motive of this committee is to stop ragging and create healthy environment in the institute. Any student, who is found guilty under anti ragging law has to face strong disciplinary and legal actions.



**Internal Complaints Committee (ICC)** – RIMRD has an internal complaints committee which follows the guidelines of AICTE. ICC of students is established to address the issues of students in speedy manner. ICC specially looks into gender discrimination or sexual harassment and to curb any such incident in institute campus. Internal complaints committee ensures healthy and professional environment for all employees' especially female employees and student.

**Placement Committee:** RIMRD has placement committee which focuses on arranging placement activities in institute and also guide students by conducting pre-grooming sessions.

**Library Committee:** A library committee is established which aims at helping the institute to fulfil the requirements of issuing various books and journals according to the need of students. The committee also functions for enhancement of learning environment and implicating new methods for cultivating reading culture.

**Cultural & Sports Committee:** RIMRD has a Cultural & Sports Committee in institute which looks after organising cultural events and making students participate in all cultural and sports activities.

**Rajgad MBA Alumni Association/ Alumni Cell:** This committee aims towards inviting alumni as guest speaker to share their experience with students to help them grow in their professional career.

**Reservation Cell (SC/ST and OBC Cell):** RIMRD has Reservation Cell established according to the norms of UGC Guidelines of 1998. Students can directly reach out to this committee if they have any grievances regarding academic, administrative or social problems. The Reservation Cell members meet students and understand their problems and take required action to resolve them.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 5.2

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
04	07	05	06	04



File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</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

#### Response:

**There is a registered Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Rajgad Institute of Management Research and Development (RIMRD)** has an alumni cell which runs various alumni activities throughout the year. This cell was established with an intention to provide forum for alumni to contribute to the institute by sharing their experiences. Students are benefitted by understanding industry practices and atmosphere through alumni. Except financial endowment, the alumni have significant involvement in development of the institute.

**Career Counselling & Placement Activities** – The alumni assist and guide the students to crack the interviews. They also share their experience with students and motivate them for their career development in various domains. Alumni are invited to share their knowledge via career counselling sessions.

**Alumni Interaction:** Alumni of RIMRD give inputs to aspiring MBA graduates. They are invited as resource persons at various events, guest lectures. They provide inputs and share their experiences regarding skills, recent technologies & trends in corporate world.

**Summer internship Opportunity:** SIP being a part of MBA, Alumni provide specialisation wise summer internship projects to MBA II year students and help them to select SIP topics in consultation with subject teachers.

**Entrepreneurship Awareness:** Some of our Alumni who are first generation entrepreneurs have established start-ups in different sectors. Their valuable experience as an entrepreneur enlightens students and encourages them.

**Syllabus Review** – Alumni take the review of syllabus and suggest timely changes in the syllabus for academic enhancement.

**Guest Speakers** – Alumni play an important role in identifying and arranging resource persons for the conferences, seminars and workshops organised in the institute. The institute invites few alumni members

to take guest lecture on the latest and new topic/subject of management education.

**Mentorship:** Alumni have their share of contribution in voluntary programs like mentoring students in their areas of expertise. This assists in utilizing the rich experiences of alumni students of the institute for the benefit of current batch students which help them in securing suitable jobs.

**Arrange Industrial Visit** – Alumni help in arranging industrial visit for the students. While arranging industrial visits, the opinions and views of students are considered and students get the exposure of communication with various authorities.

**Promotion and Branding** – Alumni are actively associated with the institute in providing valuable inputs for the promotion and branding of the institute.

**Institute Social Responsibility:** Our Alumni in association with RIMRD are engaged in conducting social activities for the welfare of the society through donations in the form of grocery items, food, e-waste, clothes, blood and donation to flood victims.

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

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**E. <1 Lakhs**

**D. 1 Lakhs - 3 Lakhs**

**C. 3 Lakhs - 4 Lakhs**

**B. 4 Lakhs - 5 Lakhs**

**Response:** E. <1 Lakhs

## Criterion 6 - 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

##### Response:

Rajgad Dnyanpeeth was established in 1972, by Honorable Shri. Anantrao Thopte with the mission of "Prajvalito Dnyanmaya Pradeep" means lighten the lamp of knowledge and wisdom among students. Rajgad Dnyanpeeth was established to bring intellectual awakening & transformation in educational, economic, cultural & social fields in the state of Maharashtra. Rajgad Dnyanpeeth specially focuses on the progress of students from hilly areas.

**The governance of the institution is reflective of and in tune with the vision and mission of the institution.** The Vision, Mission, Objectives and Values of the institute are stated as follows:

##### The vision of RIMRD:

"To be an Institute of academic excellence fostering quality management education"

##### The mission of RIMRD:

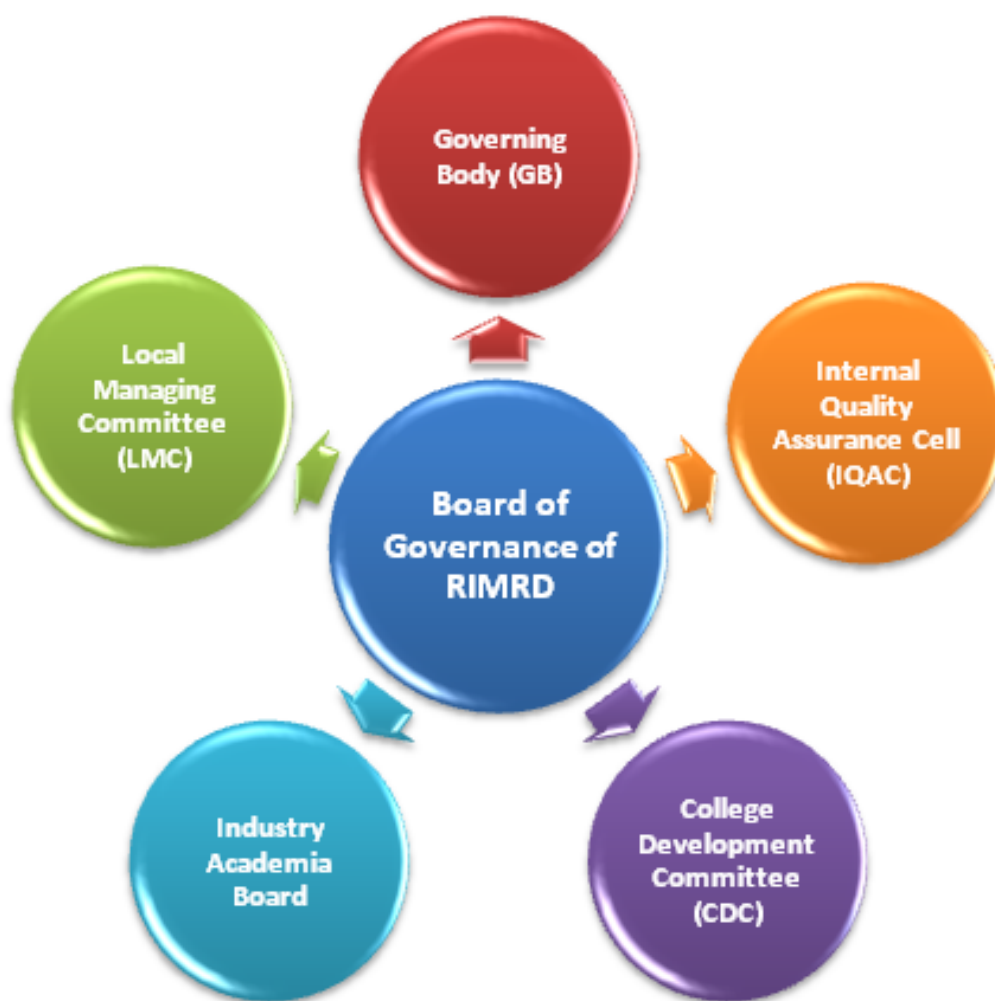
"To transform students into dynamic and professional managers to meet the challenges of the corporate world through value-based quality education"

##### Objectives of RIMRD:

- To create a student-centric learning environment which prepares them to achieve their career goals
- To develop professional, entrepreneurial skills and social awareness among students to become a good citizen of a country
- To impart students and staff with emerging trends in management education
- To organize various co-curricular and extra-curricular activities to enhance students' skills and hidden talents
- To collaborate with industry, social organizations and academic institutions for the development of students, institute and society at large

##### Nature of Governance:

Good governance and leadership are keys to the growth and success of an institution. Good Governance at RIMRD is reflected through experience and wisdom of eminent personalities serving on the board of Management through various governing and academic bodies and committees. The governing body(GB) functions at the top level whose key function is to direct the institute towards the vision of achieving academic excellence through quality management education. At institute level, RIMRD has formed the College Development Committee (CDC) /Local Management Committee (LMC) as per the guidelines of SPPU. The committee conducts quarterly meetings to review the progress of the institute.



#### **Perspective Plan of the Institute:**

- To apply for a research center approved by Savitribai Phule Pune University.
- To acquire accreditation from National Board of Accreditation (NBA), AICTE
- To apply for faculty Research grants/Consultancy from Government and Non-Government Sector.
- To promote faculty members for Higher Education and Research
- To collaborate with national and international industries and institutes for faculty and student exchange
- To augment the infrastructural facilities of the institute
- To strengthen the placement activities of the institute
- To organize the International Conference
- To raise alumni fund and enhance alumni engagement

#### **Participation of the teachers in the decision making bodies:**

The institute has constituted various statutory bodies and committees as per the guidelines given by AICTE and SPPU. All Teaching, as well as non-teaching staff members, are part of these committees. The meetings of these bodies and committees are conducted regularly. Teachers participate in all meetings, events and take decisions for all operations and incorporation of the same for institutional growth.



File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

Rajgad Institute of Management Research and Development works under the able guidance of the Director of the institute Dr.D.B.Bharati. He is a renowned academician and recognized Ph.D. guide of Savitribai Phule Pune University. Currently, he is a member of Commerce and Management-faculty, SPPU. He is also a member of Research and Recognition Committee, Board of Studies of IBM and a ex-member of Financial Management-SPPU. He guides all the teaching, non-teaching staff, and students in the right direction. Effectiveness of leadership is visible in various institutional practices such as rational and prompt decision making, implementation of standard policies, discipline in the institute, distribution of academic and administrative duties among teaching and non-teaching staff members of the institute. The institute has designed an administrative manual which states the duties and responsibilities of all employees.

The Institute follows participative management in organizing and conducting any event, activity or seminar in the institute.

#### Case study of Decentralisation and Participative Management at RIMRD :

KYOSO is an Intercollegiate Summer Internship Project/Dissertation Competition organized by RIMRD

from the academic year 2018-19. Kyoso means a project or a draft. The objective behind organizing this event was to hunt for excellence and explore innovative and high-quality summer internship projects and dissertations. KYOSO was a platform for students to showcase their research work and share experiences during the period of SIP or Dissertation. Decentralization and Participative Management at RIMRD are depicted through the appointment of various coordinators and the formation of various committees for successfully carrying out the event. Work was distributed among all faculty coordinators and student coordinators in the following manner.

1) Academic Monitoring Committee: AMC decided to organize intercollegiate project competition – KYOSO. HOD appointed the faculty coordinator for the event in consultation with the Director of the institute. The budget was prepared and sent to the Management for approval.

2) Formation of Committees: After seeking approval from the secretary, the event coordinator formed various committees and distributed work among student members in following manner.

- Brochure & Certificate Committee
- Event campaigning Committee
- Seminar Hall Arrangement Committee
- Anchoring committee & event schedule Committee
- Invitation and guest hospitality Committee
- Registration Committee
- Prize Distribution Committee

3) Design of Brochure and participation certificate: Brochure Committee coordinated with the vendor for brochure and certificate design. Competition brochure and participation certificates were printed after taking final approval from the Director of the Institute.

4) Campaigning of Event: The students visited various MBA institutes, distributed event brochures and invited students to register for the competition.

5) Invitation Committee:- Student's invitation committee prepared an invitation letter for juries.

6) Anchoring committee & event schedule committee: This committee prepared a schedule of the SIP presentation.

7) Registration Committee: This committee prepared registration form along with the list of participants.

8) Seminar hall arrangement committee: This committee made all seating arrangements for invited guests and student participants, presentation arrangement, sound system, etc.

9) Prize distribution committee: This committee took winners and runner-ups names from the juries of the competition and wrote certificates.

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

**Response:**

The strategic plan of the institute has been designed and is in place as per the vision, mission, and objectives of the institute. RIMRD decided to upgrade physical and ICT facilities. This decision was a part of its perspective plan. The management took into account the long term vision that it has set for the institute while making this decision. The institute needed to reshape itself based on perspective developmental plans. The management of the Institute, hence, decided to upgrade to more conducive & contemporary infrastructure for its students.

**Upgradation of Physical facilities:-**

The changes to be made in physical facilities were identified such as renovation of

- 1) Director's cabin,
- 2) Construction of parking shed and
- 3) Installation of Roof top solar in the institute.

To implement the plan, quotations were invited and the work order was released to the vendors with permission of higher authorities. This change resulted into enhanced amenities. The RIMRD now has well designed and contemporary physical facilities. The modern infrastructure thus promises to provide the suitable conducive environment for students to learn & explore.

Roof Top Solar was installed under the Quality Improvement Programme (QIP) of Savitribai Phule Pune University. Installation of Roof top solar resulted into saving 50% electricity of the institute.

**Upgradation of ICT facilities:-**

Information and communication technology plays an important role as a communication tool to improve student learning and better teaching techniques. With the advancement of technology in education, institute decided to adopt smart technology to share or exchange information. Thus following facilities were identified, and upgraded by the institute.

- 1) Purchase of 30 branded Computer Systems
- 2) Installation of Smart Classrooms and
- 3) Installation of the language lab and soft skills and Personality Development software

Quotations were invited and the purchase order was released to the vendors with permission from higher authorities and above facilities were installed in the institute. Now classrooms at RIMRD offer enriching teaching-learning experience. An ultramodern ICT facility encourages and motivates teachers and students to participate actively in teaching-learning process.

The use of ICT in education adds value to teaching and learning by enhancing the effectiveness of learning. At RIMRD it added a dimension to learning that was not previously available. After the inception of ICT



in the institute, students found learning in a technology-enhanced environment more stimulating and engaging than in a traditional classroom environment.

The above decision to upgrade physical and ICT facilities shows the commitment of the institute to its vision of providing quality management education.

File Description	Document
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</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.

#### Response:

The institute has well established institutional bodies for effective decision making and efficient functioning of the institute. The institute has designed organogram to define all duties and responsibilities in the institute the description of the organogram is given below:

#### Description of Organogram:

The table is given below shows a description of organogram highlighting authority and distribution of administrative, academic work among all teaching, non-teaching staff.

Name of Authority	Distribution of work	
<b>Director</b>	Academic ,Administrative and financial planning, strategic decision making, Appraisal of all non-teaching and teaching staff, etc.	
<b>IQAC</b>	Implementing quality initiatives in the institute such as organize F, Feedback system and to develop the system of documentation	
<b>ACADEMICS</b>		
<b>HOD</b>	Distributes portfolios, subject allocation, monitoring of mentorship and institute, performance appraisal, appoint class coordinators etc.	
<b>Teachers-Associate Professor, Assistant Professor</b>	Teaching, mentoring, Preparation of course files, time tables and at portfolios, SIP guidance, coordination of academic activities assigned by	
<b>ADMINISTRATION</b>		
<b>Accountant</b>	All fees related matters, purchases, payment and receipts, banking, perform provide information support to CA	
<b>Jr. Clerk (Scholarship Section)</b>	All scholarship related matters, PNS, AISHE Survey etc.	
<b>Jr. Clerk (Examination' Section)</b>	Exam form inward system, payment of exam fee challan, collection and results, correspondence with university,DTE Admissions,SPPU Complain	
<b>COMPUTER CENTRE</b>		
<b>Computer Technician</b>	Maintaining computer lab dead stock, hardware software requirement and Lab	



**LIBRARY**

<b>Librarian</b>	Perform all library-related functions such as purchase books, library a Membership renewal, Maintain all records and bills
------------------	---

**Various Bodies and their functions:** The institute has formed various bodies and committees as per the guidelines of AICTE and SPPU.

Table given below explains various bodies and their functions

<b>Name of statutory Body</b>	<b>Functions</b>
<b>Governing Body</b>	<ul style="list-style-type: none"> <li>• To approve a budget, income expenditure and audit report of the institut</li> <li>• Provide Infrastructural, Human &amp; Financial resources</li> <li>• To pass the resolutions made by the LMC/CDC</li> <li>• To approve the mission and strategic vision of the institution</li> </ul>
<b>College Development Committee (CDC)</b>	<ul style="list-style-type: none"> <li>• Prepare an overall development plan of the institute regarding academ</li> <li>infrastructural growth,</li> <li>• Permit major annual events in the institute</li> </ul>
<b>IQAC</b>	<ul style="list-style-type: none"> <li>• To develop a quality conscious system</li> <li>• To organise Conferences/Seminars/FDPs and workshops</li> </ul>
<b>Anti Ragging Committee</b>	<ul style="list-style-type: none"> <li>• To display on website, institute premises and in brochure the ragging p</li> <li>• To avoid ragging incidences inside the campus</li> </ul>
<b>Anti Ragging Squad</b>	<ul style="list-style-type: none"> <li>• To maintain vigil, and patrolling functions and shall remain mobile, al</li> </ul>
<b>Women's Grievance Committee / Internal Complaint Committee</b>	<ul style="list-style-type: none"> <li>• To accept the grievance of aggrieved female students, staff and resolve</li> </ul>
<b>Grievance Redressal Cell (GRC)</b>	<ul style="list-style-type: none"> <li>• The committee shall take in writing the grievance of the student and a</li> <li>stipulated time.</li> </ul>
<b>Reservation Cell (SC/ST Committee, OBC Committee)</b>	<ul style="list-style-type: none"> <li>• To handle the queries, grievance of SC/ST and other reservation categ</li> <li>academic, administrative and social problems.</li> </ul>

**Appointment and Service Rules:**

RIMRD follows the appointment and service rules norms prescribed by AICTE and SPPU from time to time.

<b>File Description</b>	<b>Document</b>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

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

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

**E. None of the above**

**D. 1 of the above**

**C. 2 of the above**

**B. 3 of the above**

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

**Response:**

The Institute has an effective welfare mechanism for the welfare of the teaching and non-teaching staff. The director of the institute takes due care to provide them all the facilities and always try to solve the concerns of all the staff. This helps in creating a positive and healthy environment and boosts the morale of the employees. The details of welfare measures implemented at the institute are given below;

#### List of welfare measures for teaching and non-teaching staff

- 1) **Provident Fund:** Provident Fund is provided to all non-teaching staff
- 2) **Financial Support:** Financial support is provided to faculty for attending seminars, conference, FDP and workshop and membership fees of various libraries in the form of reimbursement of participation fees according to staff welfare policy.
- 3) **Maternity Benefits:** Maternity benefits are provided to female staff members by sanctioning paid medical leave of three months and flexible working hours.
- 4) **Uniform for teaching and non-teaching staff:** Two sets of uniform are given to all teaching and non-teaching staff free of cost.
- 5) **Various types of leaves:** There is a provision to avail different types of leaves for all teaching and non-teaching such as on duty, medical, study leave according to leave policy of the institute.
- 6) **Bus Facility:** Rajgad Dnyanpeeth trust provides bus facility on request for organizing field visits, industrial visits and picnics cum outdoor activities of MBA students

7) **Staff Welfare Programmes:** Staff welfare committee of the institute celebrates birthdays of all teaching and non-teaching staff in the institute

9) **Free Health Check Up Camps:** Every year Free health check-up camps are organised for teaching and non teaching staff of the institute.

11) **Pantry Facility:** The institute has a pantry facility. Tea is provided to all teaching and non-teaching staff in the morning and evening.

12) **Safety and security Facility:** Safety and security is provided to all staff members and students of the institute. There are two watchmen at the entrance gate. Institute has installed CCTV facilities in RIMRD campus. It is useful to protect and prevent the loss of institute's important documents and property. Installation of CCTV has resulted into safer working environment and helped to ensure adherence to health and safety policies for staff as well as students.

### 13) Staff Welfare Programs

Various staff welfare programs are conducted in the institute for boosting the morale of employees such as yoga exercises, work life balance, teachers' day celebration, outdoor activities etc.

14) **Conveyance Allowance:** Conveyance allowance is given to all staff members to attend official meetings and duties regarding AICTE, DTE and SPPU.

In this way manner, RIMRD has committed itself perpetually in taking efforts for welfare of entire staff of the institute.

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

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 32.92

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	8	1	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

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

**Response:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

**Response:** 56.67

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

2018-19	2017-18	2016-17	2015-16	2014-15
9	10	5	11	4

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

#### Response:

Performance Appraisal is important to ensure that both teaching and non-teaching staff perform their duties efficiently and effectively. The institute has a system to evaluate the performance of teaching and non-teaching staff. At the end of every year the performance of all teaching and non-teaching staff is evaluated. The mechanism to evaluate the performance of teaching and non teaching staff is given below:

#### Performance Appraisal of Teaching staff:

At RIMRD performance appraisal is carried out annually to provide positive feedback as well as to identify areas for improvement for all staff. The Performance appraisal is separately carried out for the teaching and non- teaching staff. All promotional decisions are taken on the appraisal as per recommendations of The Director and HOD by the institute every academic year.

Performance appraisal is done based on the Performance Appraisal Report (PAR) submitted by the faculty members.

Performance appraisal for teaching staff is based on different parameters mentioned below:

- Result analysis of subject taught by concerned faculty members
- Duties performed at University level by faculty members
- Duties performed and activities organised as co-ordinator by faculty members
- Research papers published by the faculty members
- Seminar/Conference/FDPs/Workshops attended by faculty members
- Books published and chapters written by faculty members
- Participation in social activities within the institute and outside the institute by faculty members
- Confidential report by the Director

The result of the feedback analysis is discussed with the faculty members and suggestions are given to them by the Director to improve their performance. The director of the institute with approval of management takes further action.

#### Performance Appraisal of Non-Teaching Staff:

Every year Performance Appraisal of non-teaching staff is also conducted along with teaching staff. Various parameters are considered for the appraisal of non-teaching staff like completion of work allocated

to them, punctuality, helping nature and up-gradation of required skills.

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

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The prime objective of institutional financial audit is to review the balance sheet and income and expenditures accounts. Audited financial statements can provide confidence and allows management to make specific changes that can promote positive institutional growth. The Rajgad Dnyanpeeth has established and maintained a very transparent financial system in the institutions. The Institute follows well defined process of auditing .

#### Internal Checking Practice:

The Institute has a proper system of internal checks to ensure that all transactions are properly checked and recorded. At the beginning of every year budget is prepared and approved from management of Rajgad Dnyanpeeth. Finance committee defines and monitors the limits of budget. All the activities in the academic calendar are planned and budgeted; for e.g. salary (teaching and non teaching staff), infrastructure augmentation, industrial visits, guest lectures, seminar, conferences, cultural programme, webhosting charges etc. While preparing the institute budget, Financial Monitoring committee takes expenses requirements from faculty members and submit to the management for approval.

All the activities are conducted as per approved budget. An internal approval system for all expenses is in place. For every activity the purchases are made by inviting quotations. The purchase order is given to the supplier after approval from the Rajgad Dnyanpeeth trust. Accordingly bill/voucher is prepared by the accountant. It is checked and approved by the Director and management. The payments are made by cheque or in cash as per the requirement of vendor. Proper record of all the receipts and expenses is maintained by the accounts department using Tally software.

For every activity the proposal is prepared by the co-ordinator, submitted to the Director, after careful verification the Director submits the proposal of the activity for final sanction or approval to the management mainly to Hon. Secretary.

As a part of internal check, the Director and the accountant of the institute has to submit weekly financial report showing bank details and cash details as on that date.

#### External Audit:

An external auditor is appointed by the Rajgad Dnyanpeeth who conducts financial audit to determine the quality of financial operations performed during the financial year. As a part of an audit, the auditor



reviews financial transactions and expenditure records. The external audit includes verification of income and expenditure, receipts and payments, fees collections, payment of professional tax, provident fund, income tax, finalisation of audit and preparing audit report. Finalization of the account is completed in June/July and audited statements are prepared in June/July duly signed by the Director and chartered accountant.

In this way the Institute maintains proper accounting and auditing mechanism by conducting financial audits regularly.

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

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

**Response:** 0.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
0.2	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:**

There exists a Financial Resource Mobilization Policy of the institute. Objective of the policy is “To ensure the mechanism for resource mobilization and effective use of institutional resources.”

RIMRD is private unaided institute approved by the Government. Finance committee prepares budget in the beginning of every year. The Director puts up the budget to the management. The management reviews the budget and approves it after required changes if any. However actual funds are generated through following sources.

The resources for the institutional funding are as follows:

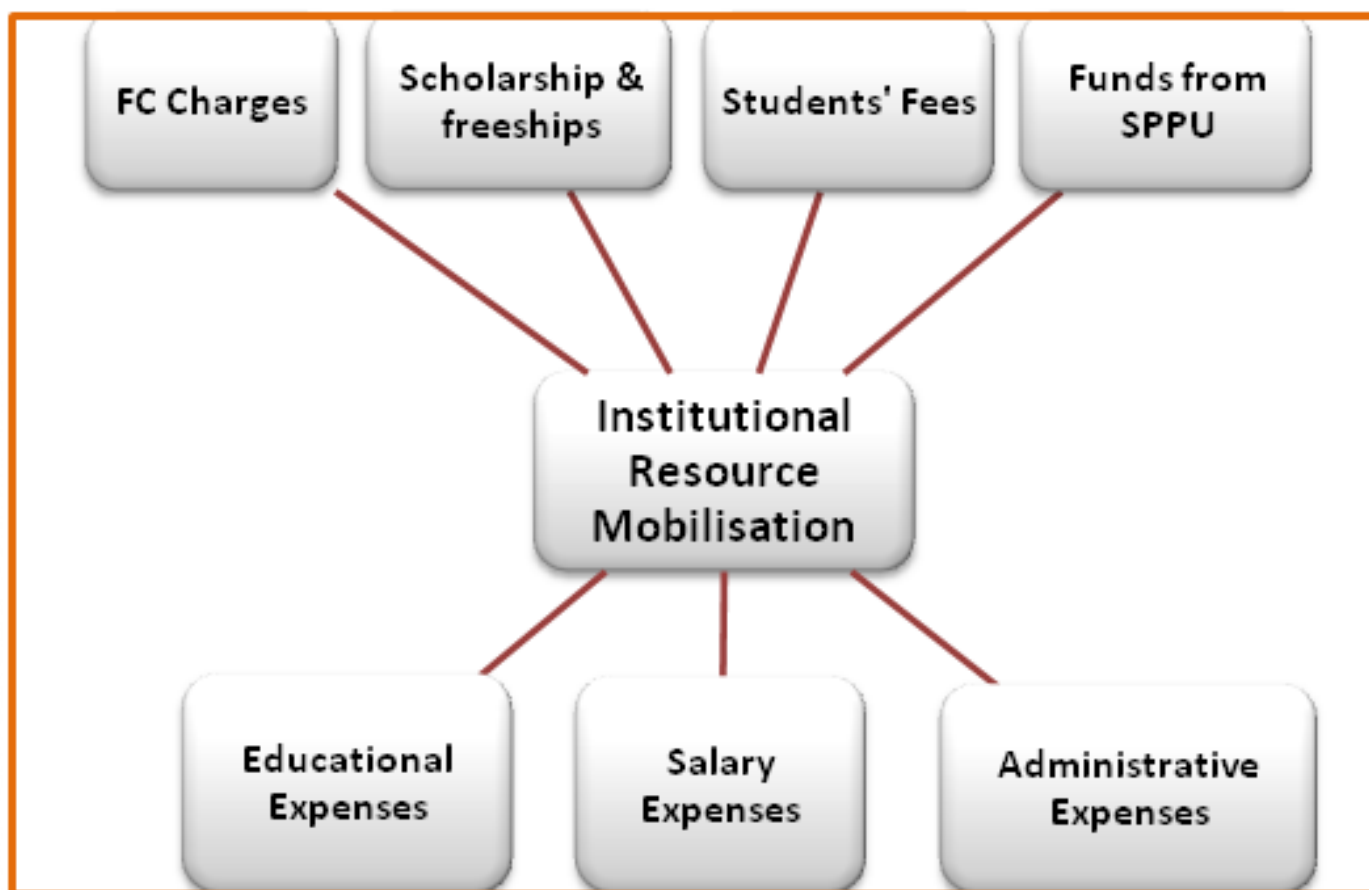
- Students Fees (Regular and Dual Specialisation)
- Scholarship and freeship provided by the Government
- Fees collected through FC (Institute is approved Facilitation Centre by DTE, GoM)
- Funds provided by the Savitribai Phule Pune University for research grants. (QIP grants for organizing seminar conferences etc.)
- Funds provided by the Savitribai Phule Pune University for examination work.
- The Institute encourages faculty members to apply for research grant to University and other sponsoring agencies. The grant received is utilized for research purpose.

Suitable Institutional mechanisms are available to monitor the effective and efficient use of financial resources. Appropriate funds are allocated for infrastructure development like computers, other equipments, books for the library etc.

Financial Funds are mobilized under different heads in the following manner.

- Salary Expenses
- Administrative Expenses
  - Advertisement, vehicle and building Insurance, electricity, Professional tax, courier, repairs and maintenance, affiliation fee, AICTE approval fee, Shikshan Shulk Samitee Fee, webhosting charges etc.
- Educational Expenses
  - Function Expenses, industrial visits and tours, students activities, Faculty Development expenses, Placements, Seminar conferences expenses etc.





- Institutional funds are utilized for carrying out educational expenses, salary expenses of staff and administrative expenses of the institute.
- The Institute makes proper provisions for various curricular, co-curricular, extra-curricular and extension activities for student development. Expenses of these activities are managed from funds collected through various sources.
- The purchases are made as per approved budget.
- The Institute makes adequate provisions for placement activities.
- The Institute also makes adequate provisions for staff development activities.

## 6.5 Internal Quality Assurance System

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

#### Response:

The institute has formed the Internal Quality Assurance Cell (IQAC) on 17th December, 2016. Since its inception, the IQAC of institute has been working on developing quality and monitoring performance indicators for the institute. Prior to academic year 2017-18, Academic Monitoring Committee was planning and monitoring various activities. Periodic meetings were held to monitor the progress made towards achievement of higher standards in education by the institute. IQAC has brought various changes in the institute which are as follows:

- Installation of Smart Boards in classrooms
- Local Chapter Membership of NPTEL
- Registration of Alumni Association with Pune Charity Commissioner
- Contribution to Social Development through Social Souls Cell
- Renewable energy initiative and installation Rooftop Solar System at institute.
- Renovation of the Directors Cabin and Board Room
- Organising various national, state level conferences and seminars under QIP of Savitribai Phule Pune University.

The Institute has also implemented best practices which have contributed to achieving the institutional objectives and in the improvement of quality.

### 1. ICT Based Teaching Learning through introduction of Smart Classroom:

Institute takes intense effort in offering quality education to students. Today digital classrooms have been creating a revolution in the educational sector. Keeping pace with latest technology in education, RIMRD has transformed two classrooms into digital classrooms. Interactive Digital Classrooms offer students with modern day technologies and friendly environment where they clear all their concepts and helps them in retaining their knowledge. Introduction of digital classrooms have resulted in creating positive and dynamic teaching learning environment.

### 2. Registration of Alumni Association with Asst. Registrar of Society, Pune division:

IQAC has contributed significantly for institutionalizing the quality assurance strategies by registration of Alumni Association with Asst. Registrar of Society, Pune Division. It was envision of director of the institute to officially register alumni. The institute has registred Alumni Association with registration no. Pune (Maha/414/2019/Pune) date: 11th March 2019.

The institute is steadily reuniting all alumni of the institute to built institute's brand for offering enriching experience to all the stakeholders of the institute.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</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 ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

The IQAC has been instrumental in developing and implementing various academic reforms since its establishment. IQAC meetings are conducted at regular basis to review teaching learning process, methodologies and learning outcomes from the activities organized by the institute.

Following are the two examples of review of teaching learning process.

### **1. Review of Academic Monitoring System through Regular Meeting of IQAC**

#### **2. Preparation of Course file**

##### **1. Review of Academic Monitoring system through Regular Meeting of IQAC:**

Institute has formed Academic Monitoring Committee (AMC) which conducts frequent meetings .The control charts are prepared by HOD to follow up if academic duties are followed by all teachers which includes various activities such as preparation of academic calendar, course files, organizing and monitoring of co-curricular activities, syllabus completion etc. IQAC coordinates and monitor effectiveness of academic monitoring committee which helps in maintaining robustness, academic integrity and discipline in teaching learning .

##### **2. Revision of Teaching plan (Introduction of new course file format)**

Teaching plan is a significant element of teaching-learning system. Before planning a lesson, it is essential to classify the learning outcomes for the class. Pre-planning helps the teacher to be better equipped in answering questions asked by the students. The old teaching plan adopted by the institute was simple. Understanding the importance of outcome based education, IQAC of the institute revised teaching plan from academic year 2017-18 and introduced the concept of course file.

The new course file focuses on knowledge skill attitude gained by the student and CO-PO Mapping mechanism. The new course file format focus on outcome based education.

IQAC has been consistently progressive in bringing qualitative transformation in the institute. Few Incremental Improvements of RIMRD are listed below.

<b>Year</b>	<b>Incremental Improvement</b>	
<b>2018-19</b>	FDP on Finance and Accounts based on revised MBA syllabus of University	
<b>2018-19</b>	Purchase 30 branded Dell PCs	
<b>2018-19</b>	NDL / JGATE / NPTEL/ Membership of British Library, Jaipur	
<b>2018-19</b>	Alumni Association Registration with Assistant Charitable Commissioner	
<b>2018-19</b>	Installation of sanitary napkin vending machine and incinerator	
<b>2018-19</b>	Infrastructure Augmentation –Director cabin, Boardroom and Seminar hall	
<b>2018-19</b>	Implementation of ERP system at the institute	
<b>2018-19</b>	Installation of smart classrooms	
<b>2018-19</b>	Consultancy projects of Faculty	
<b>2018-19</b>	Library Upgradation-Purchase of Library software (Libworld)	
<b>2018-19</b>	Revamp institutional website	
<b>2018-19</b>	Signed Microsoft Campus Agreement with Microsoft	
<b>2018-19</b>	Establish Innovation and Incubation Cell	

2018-19	Installation of of Language Lab	
2018-19	Additional HD CCTV Installation	
2018-19	Installation of Smart LED TV	
2017-18	Installation of SPPU funded Rooftop Solar Panel	
2017-18	Additional CCTV Installed at various places in Institute premises	
2016-17	First National Seminar and Publication of First Research Paper	
2016-17	Formation of Internal Quality Assurance Cell (IQAC)	
2016-17	Syllabus Revision Activity -2016 pattern	
2016-17	Establish College Development Committee	
2016-17	Membership of AIMA	
2015-16	Approved Facilitation Centre (FC) by DTE for admission activities	
2015-16	ATMA Membership	
2014-15	Inception of Industry Academia Innovation ( IAI) –Series of MoUs	
2014-15	MoUs in academics/industry/NGOs	
2014-15	Establishment of Social Souls Cell	

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
- 2.Collaborative quality initiatives with other institution(s)
- 3.Participation in NIRF
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** C. 2 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

NAAC

## Criterion 7 - 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 last five years.

##### Response:

Gender equality is one of the key challenges that the society is facing today. The institute conducts regular gender equality promotion programs. Guest speakers from various fields are invited to guide students on importance and contribution of women in the society.

The various gender equality and sensitization programmes are conducted such as Poster Competition, Work Life Balance for Women, Celebration of "International Womens' Day", guest lecture on Women Entrepreneurship, Women Empowerment, Role plays like "Stri Bhrun Hatya", Self-Defense Workshop for Students for the development of the students.

##### Institution shows gender sensitivity in providing facilities such as:

The institute is committed to ensure the security and safety of its students and employees. The institute takes all necessary and practicable steps to ensure safe environment. Institute provides facilities such as –

#### 1. Safety and Security

- Security staff near the main gate providing with 24 hours security.
- Telephone connectivity is provided at the main gate of the institute so that the guards can inform the office/Director in case of authorized/unauthorized entry or emergency.
- Vehicles are restricted to be parked after office hours in the parking.
- Students are not allowed to enter the premises without their identity cards.
- CCTV Cameras are installed at different points such as entry/exit, classrooms, Common passages in the institute and it is ensure that they are functional at all times.
- The Fire Safety device is fixed for the safety of the students.
- The first aid box is made available whenever required for providing initial treatment to the student.
- Institute deputed staff members for ensuring safety of students while going out of station for industrial visits or extracurricular activities. It is mandatory for the students to call or text back after reaching home.
- The institute has established Anti sexual harassment Committee for Prevention of Sexual Harassment.
- The Institute has well functioned Womens' Grievance Committee consisting of female and male staff members as the members of the Committee.
- The Institute has Grievance Redressal Committee to resolve and ensure effective solution to any grievances of faculty and students.
- The institute also has Anti-Ragging Cell which consists of police representative, parent representative and member from social field in the committee. This committee works to ensure and develop inductive and safe environment of the students and to avoid activities like ragging, harassment in the campus area.

#### 2. Counseling

RIMRD has a Student Mentorship policy i.e. **“Student Mentorship Programme”** in which institute has allotted students under respective faculties acting as their Mentor. Students are mentored and personally counseled by faculty Mentors for their personal or academic related issues.

The Mentors address their problems related to anxiety, stress and social issues. They provide guidance to the students related to SWOC analysis, their personal/ academic issues and provide direction through feedback. A record is maintained by each mentor regarding Mentor- Mentee counseling sessions.

### 3. Common Rooms

As per the AICTE norms the Institute has separate common rooms for girls and boys with necessary facilities. These rooms are well ventilated, spacious for relaxation.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>

#### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

**Response:** C. 2 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

#### Response:

In order to reduce waste at the institute, recycling efforts must be improved and organic recycling services must be provided. Additionally, students, faculties, and staff must be properly educated on proper waste management practices. The basic philosophy of the institute is oriented towards environmental sustainance and reduces wastages or vanish wastages wherever possible.

#### 1. Solid waste management:

Solid- waste management is nothing but the collecting, treating, and disposing of solid material that is discarded because it has served its purpose or is no longer useful. Some of the common solid waste obtained include daily garbage such as white used paper, card sheets, rubber waste, and plastics, cardboard material etc. These materials are collected and disposed off. Dustbins are located on various floors at various locations such as classrooms, library, staffroom, admin office etc. This separated waste is then collected by the corporation garbage collecting van outside the Institute campus.

Other solid waste such as old newspapers, old journal volumes, outdated brochures etc. are sold to scrap vendor.

#### 2. Liquid Waste Management –

Liquid and semisolid waste mainly consist of waste water from cafeteria; staff pantry etc. is disposed off through corporation garbage collecting van and also disposed off through sewerage system having a network of underground pipes by Pune Municipal Corporation.

#### 3. E-Waste Management –

The rapid expansion of technology and the consumption driven society results in the creation of a very large amount of e-waste at every minute. Electronic waste management (e-waste) refers to the disposal of broken or obsolete electronic components and materials. E-waste material is recyclable, such as random access memory chips and reusable laptops.

The e-waste generated in the Institute comprises of battery, UPS, discarded input devices like mouse devices, key boards, printers etc. The e-waste is reused whenever possible by repairing. The unrepairable e-waste is donated to e-waste collection of Pune Municipal Corporation Centre located near the institute.



File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

**7.1.4 Water conservation facilities available in the Institution:**

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

**Response:** D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.5 Green campus initiatives include:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

E. None of the above

D. 1 of the above

C. 2 of the above

**B. 3 of the above****Response:** B. 3 of the above

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

**7.1.6 Quality audits on environment and energy regularly undertaken by the Institution**

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

**E. None of the above****D.1 of the above****C. 2 of the above****B. 3 of the above****Response:** C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier free environment**

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Disabled-friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.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

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

**Response:** E. None of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</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 500 words).**

**Response:**

The institute has taken various initiatives in providing an inclusive environment to the students. The purpose of conducting such events in the institute is to inculcate the sense of peace, equality & harmony amongst the students.

**Summary of the Events:**

- 1. Guest Lecture on Universal Values** - Values are the guiding principles of our lives. They are essential for positive human behavior and actions in our daily lives. The institute organizes such guest lectures on universal values to make students learn a sense of relationship with one another.
- 2. Blood Donation Drive**- The institute organizes a blood donation camp on 11th Jan every year on the occasion of birthday of President and Founder of the Rajgad Dnyanpeeth, Hon. Anantaraoji Thopte, to create awareness and motivate the students and staff for Blood Donation which can help someone in when in medical need
- 3. Marathi Bhasha Divas**- Marathi being the official language of the State of Maharashtra, the main focus of this celebration is to promote the Maharashtrian culture amongst the students.
- 4. Food Donation Drive**- Social Souls Cell was established by RIMRD, with a view of inculcating moral values in the students and making them socially aware of the difficulties and hardships of the society. As part of our Social Souls Cell initiatives the institute had organized a Food Donation Drive at Old Age Orphanage for feeding hungry elderly persons.
- 5. Nation days Celebration**- The Institute celebrates Republic Day and Independence every year. It encourages national pride and inspires everybody to contribute in their way towards national development.

6. **Environmental Preservation and Plantation Drive-** To encourage green environment, Institute organizes a tree plantation Drive program every year. The objectives of event is to create awareness and educate the students about the importance of green environment.
7. **Yoga Day Celebration-** The International Yoga Day is celebrated by the students and teachers in the Institute. The students & staff perform yogic exercises and 'Pranayam' to celebrate this day to create awareness about Yoga to have good health.
8. **Human Rights day-** Human Rights Day is commemorated every year in the institute on 10th of December to create awareness among the students to about all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.
9. **Vision India Competition-** The institute has organized the Vision India competition on 9th September 2017 to create awareness in students about new technologies. Participated students displayed and presented their poster on the above-mentioned topics.
10. **Guest Lectures -** The institute has organized various guest lecturer on the Laughter Therapy and Art of Living to release physical tension and stress of students. It has helped students to learn how to improve the immune system, boost mood, diminishes pain, etc. To develop positive attitude in students the institute has also organize a Positive attitude building session. This session helped in developing positive attitude amongst the students.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

**7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

As a citizen of India we are entitled to the fundamental rights, directive principles of state policy. To create awareness and responsibilities among students, institute organizes various programs and initiatives on fundamental rights, values and responsibilities of citizens.

The Institute organizes and celebrates Human Rights Day on 10th December every year for creating awareness in the students of various rights like their right to life, liberty, Right to Freedom and security of person. Institute ensures and portrays by its various activities the equality it maintains amongst female and male students.

**Institute also performs its duties and responsibilities by its various activities and programs it conducts for the students and society:**

1. **AIDS Awareness-** From last 3 years, as a part of Social Soul cell initiative, the institute organizes a program on AIDS Awareness in the month of December through its association with Janvi Foundation. The program is organized for the students to make them aware of HIV/AIDS issues and make the young generation aware of such a virus infection.

2. **National Youth Day-** The institute inspires youth by celebrating youth day. On Youth Day institute has organizes events like Poster Competition, Elocution Completion and many more activities to showcase their talent, ideas.
3. **Blood Donation Camp-** The institute organizes a blood donation camp every year on 11th January on an occasion of Birth Day of Hon. President and Founder of the Rajgad Dnyanpeeth Hon. Anantaraoji Thopte. This camp helps the institute for its contribution in social work as well as a help towards people in medical need.
4. **Food and Cloth Donation Drive-** Every year the institute has organized a Donation Drive Programme under Social Soul Cell. In this programme, institute donate food to the Old age Homes and collects old cloths from students and faculty members for needy people viz. Good Will India trusts.
5. **Pani Adawa Pani Jirava (Save Water Campaign) -** Save water is water conservation for solving the problems of water scarcity in the future. We should not waste and contaminate useful water. To support this thought Institute had organized a rally on “Water Conservation”. Students and faculties participated in rally.
6. **Road Safety & Guidance Programme-** Road safety is a matter of concern now a day. Many accidents happen on the road every day. Hence, the institute organized Road Safety Champaign. Under this campaign, students arranged rally for awareness about road safety.
7. **Voting Center for Loksabha Election 2019-** Institute also support social cause by arranging center for Loksabha Election voting on ground floor of the institute’s building.
8. **E-waste Donation Drive-** Institute collects e-waste i.e. common discarded electronic products including computers, televisions, stereos, copiers, and fax machines from institute campus, students, etc. and then donates the e-waste to the e-waste centre in the nearby area of the institute.
9. **Swachha Bharat Abhiyaan-** Institute has organized cleanliness drive under Swachh Bharat Abhiyan Programme on the occasion of Gandhi Jayanti. This drive was conducted by the teachers and the students.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</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.**

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

E. None of the above

D. 1 of the above

**C. 2 of the above****B. 3 of the above****Response:** B. 3 of the above

File Description	Document
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 Document</a>
Code of ethics policy document	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).****Response:**

The institution organizes National Festivals and Birth Anniversaries of great Indian personalities with enthusiasm. Thoughts of great Indian personalities are sowed into the young minds through the exhibitions and programs conducted on these days. Every year institute organizes the national festivals and anniversaries of the great Indian and personalities. The importance of national integrity is conveyed to the staff and students viz. such programs.

Every year institute celebrates Independence Day and Republic Day on 15th August and 26th January respectively, along with the students, staff members and parents. On this day, flag-hoisting and march-past are organized. The days are celebrated to remember the contribution of freedom fighters in freedom wars and to show gratitude towards them. It encourages national pride and inspires everybody to contribute in their way towards national development. By organizing such types of events institute does its share to immersed patriotism and awareness to the next generation.

Institute on every 2nd October celebrates Gandhi Jayanti to commemorate the birthday of the 'Father of the Nation' Mohandas Karamchand Gandhi. This day is celebrated as the International Day of Non-Violence as Gandhiji was known as the preacher of non-violence. By celebrating this day, Institute pays tribute to the Father of the Nation for his courageous deeds on the way of independence struggle for the country.

Along with this, institute also celebrates the 19th February is celebrated as Shivaji Jayanti to commemorate the birth of Chhatrapati Shivaji Maharaj- the greatest warrior of his time. Even today he is hugely respected by the people in India and even in other countries for his great leadership. The day is celebrated by paying tribute to Shivaji Maharaj and wearing traditional dresses.

The Institute celebrates Teacher's day on 5th September. Students express their gratitude and appreciation for teachers on this day and organize fun games and activities for them. This day was dedicated to Dr. Sarvepalli Radhakrishnan – second President of India Likewise, Institute also celebrates Marathi Bhasha



Din in honor of the Birth Anniversary of Vishnu Vaman Shirwadkar, - an eminent Marathi poet, playwright, novelist, short story writer.

### Events and Festivals-

To let the students stay rooted in Indian culture, Institute celebrates various festivals on campus. The festival of Ganesh Chaturthi, Navratri, Diwali, Dasara, etc. is celebrated with joy. The institute in the sound of 'Dhol' and 'Taasha' celebrated Ganesh Chaturthi with great enthusiasm.

The institute has celebrated the Navratri Utsav every year. All faculty & students participated in the color dress code. The dance competition is organized on an occasion of Navratri. All the faculty and students enjoy the event of Dandiya. Students and staff of the Institute also celebrate Dussehra. The day is celebrated with the puja of God, books, computers, institute building, etc.

Diwali is known as the festival of lights in India. Faculties and students celebrates Diwali by lighting diyas in the institute. Diwali is a time of great joy and celebrating happiness.

File Description	Document
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</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.**

**Response:**

### BEST PRACTICE 1:

**1. Title of the practice : Model answers and scheme of marking**

**2. Objectives of the practice:**

- To prepare students for the exam by providing model answer papers.
- To help students in writing the answers on the basis of question papers and marks.
- To enhance effective learning in students by providing model answers.
- To observe the impact of model answers on the overall academic performance of the students.

**3. The Context:**

The university has systematic question paper pattern based on Choice Based Credit System (CBCS) for

identifying the level of learning of the students. This examination plays a vital role in the analyzing the necessary input needs to be given for the improvement in the students learning. It was identified that students were unable to write appropriate answers in internal examinations which are designed in the similar way to that of the university question paper pattern.

Hence, to overcome this issue, the institute decided to develop model answers and scheme of marking of university examination papers so that students will be able to write the appropriate answers as per the expected format by the university. The model answer paper is suggestive blueprint. The aim of these model answers is to bring clarity about the process of answering the questions and providing appropriate context and content of the answers in a professional manner. The model answer gives the idea to students about the structure of answers, main points to be covered in answer sheets, time span to cover entire question paper as well as to solve numerical questions. It also consists the scheme of marking too.

#### **4. The Practice:**

- The faculties of respective courses prepare a model answer paper and the scheme of marking for the respective question paper of the recent previous year examination of the university.
- This model answer consists of the pattern of writing the answer paper, the structure of the answer, expected content of the answers and the method of writing, examples, schemes of marking and content quantity etc.
- The faculty members pin points the shortcomings of the students in actual answer sheets as compare to model answers.
- These model answer papers prepared by the faculties are then further shared to students so that they can thoroughly understand the expected answer pattern.
- Students are also able to analyse the amount of content to be write as per the scheme of marking
- This practice helps as the reference, which assists in improving students' answering ways to score maximum marks in the university theory examination.
- For better understanding, the students are asked to practise the answer sheets on the basis of model answers.
- With these model answer papers of university examination, students take care of the preparation of forthcoming university semester examination in a proper way.

#### **5. Evidence of Success:**

1. With the help of the model answers, students developed their skills of writing answer papers to perform academically well.
2. The students were able to adopt the methodology and techniques relating to writing answers at university level examination on the basis of model answer.
3. This practice suggests the students how to write answers on the basis of marks allotted to each question and to score maximum marks in the examination.
4. The practice resulted into enrichment in the subject knowledge amongst the students.
5. This practice also boosts the confidence level of the students during the examination period and writing continuously for two to three hours.
6. The academic results of the students were found to be improved after providing model answers and scheme of marking as compared to previous results

#### **6. Problem Encountered and Resources required:**



1. The model answers are framed and written with the help of various reference books and latest online information available on the websites.
2. Stationary, E-resources of library resources are used for the writing the model answer paper.
3. This system is more convenient to numerical based question paper subjects.
4. It's a time consuming method because teachers have to prepare model answers properly and neatly.

## **BEST PRACTICE 2:**

### **1. Title of the practice: Publication of research papers by students along with teaching faculties.**

#### **2. Objectives of the Practice:**

- To inculcate research paper writing skills among the students
- To develop a research culture in the institute by encouraging students to write research papers.
- To motivate thinking process of students through writing research papers.
- To provide platform to students about presentation and communication skills in various conferences/seminars.
- To enhance the quality of academic and research environment

#### **3. The Context:**

Research is viewed as an integral part of education. The purpose of this practice is to inculcate the research culture and writing research papers in journals by the teaching faculties along with the active participation of students. To create awareness and promote excellent levels of research amongst students, it was necessary to invite the participation of students in research related areas. Research cell at the institute is very keen on creating research ambiance where students are motivated to publish research papers under the guidance of their faculty and innovate together. The students select latest area of development and innovative topics for writing research papers. The students prepare rough draft of research paper. The students take suggestions from teaching faculties to write research paper systematically and on research methodology lines. This creates awareness and research culture in the institute. Some of the students are motivated to pursue Ph.D. Program in their specialization.

#### **4. The Practice:**

- Under this practice, students are encouraged to write research papers. They are motivated to present and publish the research paper at national and international conferences.
- The research cell coordinator circulates the conference/ seminar invitation amongst the faculties and students. Faculties are advised to motivate and guide students in writing research papers.
- Faculty members guide students on the topic of the research paper and format of the research paper and ask them to write a rough draft of the paper.
- Students are advised to follow strictly the guidelines of research paper writing along with anti-plagiarism to avoid duplication and copy-paste malpractices.
- The research papers are refined, screened and then sent for acceptance and publication.
- After the approval of conference or seminar organizers, the students present the paper in the seminar or conference on the dates decided by the organizers.
- The selected and presented research papers are further published in the conference proceedings and/or UGC approved journal/peer-reviewed journal bearing ISSN or ISBN.
- This practice motivates research angle among the students and few students are motivated to pursue

Ph.D. in their specialization.

#### **5. Evidence of Success :**

- Students developed academic writing skills.
- Students have presented the research papers at national and international conferences.
- Students have published research papers in the conference proceedings and/or UGC approved journal/peer-reviewed journal bearing ISSN or ISBN.
- Few students completed and awarded Ph.D. in their specialization.

#### **6. Problem Encountered and Resources required:**

- 1.It was difficult to encourage the students to write research papers.
- 2.Students initially were afraid and hesitated to present their research paper in the conferences and seminars
- 3.It takes a lot of time to take follow up of the progress of research paper
- 4.Time consuming and expensive

##### **5.Resources used :**

- Library Reference Books, Journals
- E-sources like J-Gate, EBESCO
- Research Methodology Books
- Online Plagiarism testing software

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

#### Academic Contribution by Faculty Members:

Teachers play a very important role in the lives of students as an Educationist. They impact on how and what students learn in everyday life. Their encouragement and nurturing nature helps students to easily achieve their goals by implementing good academic practices.

The faculty members at RIMRD not only contribute at institute level but also at university level thus forming a distinctiveness of RIMRD. This distinctiveness is reflected through following points.

#### 1. Significance of the Director's contribution at University Level:

- The Director of the institute Dr.D.B.Bharati, has firmly associated with Savitribai Phule Pune University. He is a renowned academician and recognized Ph.D. guide of Savitribai Phule Pune University. Currently he is member of Commerce and Management-faculty, SPPU, Board Of Studies of IBM. Research and Recognition committee member of Financial Management-SPPU.He was a academic council member of SPPU. He is also a member of DY Patil University,Pimpri.

He is frequently appointed and invited on bodies of various committees such as

- Meetings of Board of Studies,
- Local inquiry committee of various colleges,
- Examination unfair means inquiry committee,
- Chairman & subject expert of selection committee for Director and other teaching posts.
- Vice Chancellor's Nominee General for the selection of Ph.D aspirants and Referee/Member for Pre Ph.D. viva voce and Final defence viva –voce of Ph.D.
- Approval for permanent and temporary affiliation, renewal of affiliated colleges / accredited institutions and research centres
- Approval for increase in intake, new course, additional division of affiliated colleges / accredited institutions
- Subject Equivalence Scrutiny committee etc.

#### 2. Contribution of faculty in MBA syllabus design:

All teaching staff of the institute along with the Director Dr. D. B. Bharati participated in 2016 Pattern

CBCS syllabus framing activity as well as gave valuable inputs to 2019 pattern CBCS syllabus. The syllabus was well received by all stakeholders of the institute viz. students, teachers, experts, employers and entire fraternity of management of Savitribai Phule Pune University.

### **3. Faculty involvement in University Exam work:**

It is also worthwhile to mention that many of the faculty members of RIMRD have provided their academic inputs by participating in examination work as per the appointments given by Savitribai Phule Pune University. Faculties of RIMRD have been appointed in following categories.

- Subject chairman,
- Paper setter,
- Evaluator for revaluation,
- Moderator for various theory and practical examination
- External Sr. Supervisor
- Chairman for SIP/ Dissertation Viva-voce conducted by Savitribai Phule Pune University.

### **4. Faculty Development Programmes On Outcome Based Education:**

Faculty members at RIMRD have also organised two faculty development programmes on Outcome based education with specific focus on CO-PO Mapping. Total 83 faculty members from various management institutes participated in the FDP. Both FDPs have received positive feedback.

### **5. Contribution in terms of research :**

The credibility of faculty members can be justified by their crucial involvement in publishing various research papers in national, international journals, conferences as well in UGC approved journals. So far a total number of 66 research papers have been published by the faculty members of which 24 research papers were published in UGC approved journals. It is significant to note that Director Dr. D. B. Bharati and Dr. Rohan Dahivale have published 15 books in the field of Management. The research grant worth Rs.75000/- was received from Savitribai Phule Pune University reflects the potency of faculty members in terms of research.

### **6. Conferring as a resource person:**

Faculty members of RIMRD are also invited as resource person in form of chief guest, judge, session chair and guest speaker by various management institutes.

### **7. Awards and Recognition:**

As a result of this continuous academic engagement, director Dr. D.B. Bharati has received letter of appreciation and recognition from Dean, Faculty of commerce and Management, and Pro- vice chancellor, Savitribai Phule Pune University. Dr. Rohan Dahivale, Prof. Roshna Jaid and Dr. D.B. Bharati were honoured with best teacher award for their outstanding contribution and continuous dedication to the cause of promoting education.



File Description	Document
Link for appropriate web in the Institutional website	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

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### **Concluding Remarks :**

RIMRD, through its consistent efforts has paved path towards achieving vision of becoming an institute fostering quality management education.

NAAC

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
3.4.2	<p><b>Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years</b></p> <p><b>3.4.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>03</td><td>04</td><td>02</td><td>04</td><td>03</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Remark : Metric opted out by the HEI.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	03	04	02	04	03	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
03	04	02	04	03																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	0	0	0																	
3.4.3	<p><b>Number of extension and outreach Programmes 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 organised in collaboration with industry, community and NGOs during the last five years.</b></p> <p><b>3.4.3.1. Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>07</td><td>07</td><td>06</td><td>04</td><td>04</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>7</td><td>7</td><td>7</td><td>4</td><td>4</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	07	07	06	04	04	2018-19	2017-18	2016-17	2015-16	2014-15	7	7	7	4	4
2018-19	2017-18	2016-17	2015-16	2014-15																	
07	07	06	04	04																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
7	7	7	4	4																	
3.4.4	<p><b>Average percentage of students participating in extension activities at 3.4.3. above during last five years</b></p> <p><b>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</b></p>																				

**Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
211	234	191	211	219

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
226	273	217	187	163

Remark : As per the clarification given by the HEI.

**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year****3.5.1.1. Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
71	93	44	48	43

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Copies of collaboration/related documents indicating the nature of collaboration not attached.

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

**6.5.3 Quality assurance initiatives of the institution include:**

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements



	<p>2. <b>Collaborative quality initiatives with other institution(s)</b></p> <p>3. <b>Participation in NIRF</b></p> <p>4. <b>any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b></p> <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.4	<p><b>Water conservation facilities available in the Institution:</b></p> <ol style="list-style-type: none"> <li>1. <b>Rain water harvesting</b></li> <li>2. <b>Borewell /Open well recharge</b></li> <li>3. <b>Construction of tanks and bunds</b></li> <li>4. <b>Waste water recycling</b></li> <li>5. <b>Maintenance of water bodies and distribution system in the campus</b></li> </ol> <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D.1 of the above</p>
7.1.5	<p><b>Green campus initiatives include:</b></p> <ol style="list-style-type: none"> <li>1. <b>Restricted entry of automobiles</b></li> <li>2. <b>Use of Bicycles/ Battery powered vehicles</b></li> <li>3. <b>Pedestrian Friendly pathways</b></li> <li>4. <b>Ban on use of Plastic</b></li> <li>5. <b>landscaping with trees and plants</b></li> </ol> <p>Answer before DVV Verification : Any 4 or All of the above Answer After DVV Verification: B. 3 of the above</p>
7.1.7	<p><b>The Institution has disabled-friendly, barrier free environment</b></p> <ol style="list-style-type: none"> <li>1. <b>Built environment with ramps/lifts for easy access to classrooms.</b></li> <li>2. <b>Disabled-friendly washrooms</b></li> <li>3. <b>Signage including tactile path, lights, display boards and signposts</b></li> <li>4. <b>Assistive technology and facilities for persons with disabilities ( Divyangjan) accessible website, screen-reading software, mechanized equipment</b></li> <li>5. <b>Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></li> </ol> <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: E. None of the above</p>
7.1.10	<p><b>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</b></p> <ol style="list-style-type: none"> <li>1. <b>The Code of Conduct is displayed on the website</b></li> <li>2. <b>There is a committee to monitor adherence to the Code of Conduct</b></li> <li>3. <b>Institution organizes professional ethics programmes for students, teachers, administrators and other staff</b></li> <li>4. <b>Annual awareness programmes on Code of Conduct are organized</b></li> </ol>

Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above
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## 2.Extended Profile Deviations

Extended Profile Deviations
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No Deviations
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NAAC