



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

JAYAWANT INSTITUTE OF MANAGEMENT STUDIES

**S.NO 80, PUNE-MUMBAI BYPASS HIGHWAY, TATHAWADE, PUNE
411033**

www.jspmjims.edu.in

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Jayawant Shikshan Prasarak Mandal (JSPM), Public Charitable Trust was established by Prof. Dr. T.J. Sawant in 1998 with a vision to establish quality educational institutes in the field of Management, Computers, Engineering, Pharmacy, etc.

JSPM provides right curriculum and innovative teaching methodologies to all its campuses. The underlying vision of JSPM is to nurture and engender creativity in thought and innovation, thereby encouraging the students to follow an unconventional path. Jayawant Institute of Management Studies (JIMS) being the first management institute of JSPM group is not an exception from its flagship group JSPM.

Jayawant Institute of Management Studies (JIMS) is the pioneer management institute established in the year 2004. The Institute is located in Tathawade which is surrounded by MIDC and Hinjewadi IT Park, an area of Pimpri Chinchwad Municipal Corporation (PCMC), Pune. The Institute is approved by All India Council for Technical Education (AICTE), New Delhi and affiliated to Savitribai Phule Pune University (SPPU), Pune. The Institute is Self-financed and Private Institute having two PG programmes.

JSPM strongly believes a techno-economic society can be developed by establishing excellent institutes. Keeping this as focus JIMS is aimed at the best institutes in all aspects. In the process of achieving academic excellence, we left no stone unturned.

JIMS always aims to achieve excellence and percolate lifelong learning among the students. The Institute strongly conceives that quality is the key factor for any educational institution. Hence we maintain the highest quality in all the activities which we involve. To sustain the same we are committed to

- Provide a blend of appropriate teaching pedagogy by adopting new technologies and sustaining traditional methods.
- Bridge the gap between corporate and campus by conducting soft skill sessions and live projects.

We, as an institute feel ourselves as highly responsible for the society to create educated, well-behaved citizen. Our team understands that things can be best implemented by live examples. So we make sure that all the staff members give perfect quality in their respective duty so as to inculcate the same with our students.

Vision

Every organization survives to achieve the desired outcome. They strive to achieve that end result which they aim for. Vision is the desired future state where the organization wants to reach. “Plan well and execute the best” is one of the underlying principles of the institute. Hence we always plan our activities ahead thereby by executing our best to achieve our end result.

Vision:

“To satisfy the aspirations of youth force, who wants to lead the nation towards prosperity through techno-economic development.”

Mission

To provide, nurture and maintain an environment of high academic excellence, research and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards.”

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Pioneer Management Institute under the flagship brand JSPM.
- Strong bondage between Institute and student bondage through Student Centric approach.
- Green campus situated near IT Hub and MIDC.
- Well developed Guardian Faculty Scheme (GFM) for students mentoring
- Highly Committed team of faculty members and administrative staff with less attrition rate.

Institutional Weakness

- Interaction with foreign universities and institutes
- Development of consultancy services
- Linkage and MOU with foreign universities and institutes for research

Institutional Opportunity

- Avenues for Summer Internship Program is high
- Consultancy service to companies
- Scope for interdisciplinary projects within the campus and around

Institutional Challenge

- Industry funded projects.
- Grooming for rural students.
- Pace with ever changing technology.
- Focus on industrial training for students and faculty members.
- Development of entrepreneurship

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institute offers syllabus designed by the SPPU which is based on choice-based credit and gradation system. The institute encourages the students to take up the courses as per their choice. Academic Calendar is prepared which include curricular, extra & co-curricular activities, schedule of internal evaluation etc. The lesson plan is prepared well in advance by the faculty members for effective curriculum delivery. Programme Outcome (POs) and Course Outcome (COs) are taken into consideration for preparation of the lesson plan for each course. The teaching materials prepared by the faculty members are validated through Quality Content Validation (QCV) practice. The implementation and delivery of the curriculum is coordinated by Department Academic Coordinators (DACs) and monitored by HODs and Director.

Apart from regular curriculum, the institute provides additional add on courses such as “Soft-skills”, “Business communication”, “Technical skills in C, C++ programming” and “Technical training in C, C++ and DBMS” to the students. The objective behind these courses is enable enhanced learning experiences and to improve employability skills among the students. The Institute provides support for undertaking internships/ field projects through training and placement cell.

To address cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics, Institute organizes Induction programme, Movie making competitions, Street plays, Nirbhaya Kanya Abhiyaan, Celebrations of International women day Tree plantation, Best from waste, Yoga Day etc.

The Feedback is collected from Students, Alumni, Teachers and Employers. The feedback is analyzed and suggestions are considered to improve the performance of the institute.

Teaching-learning and Evaluation

The process of enrolling students to MBA & MCA programme is through centralized admission process conducted by competent authority of Government of Maharashtra. The representation of admitted students is from different geographical locations of India. The chunks of aspirants are from rural areas of Maharashtra having different economic background. As per the government norms, the Institute enrolls students from different categories, gender etc.

JIMS, adopts various methods to assess the learning levels of the students after admissions. This method includes Entrance test score, Marks at graduation level, Continuous assessment through the class test and midterm exam etc. To cater the needs of slow and advanced learner institute organizes programmes such as Induction, Guest lectures, Career guidance. Further, Guardian Faculty Member takes cares of student's mentorship and grievances. Thus, institute caters to the diverse student community and tries to bring all students at par by understanding individual student level and paying proper attention to their varied learning needs.

The Institute always encourages student-centric process to ensure better outcomes. Faculty members adopt varied teaching methods such as experiential learning, participative learning and problem solving. Experiential learning includes project and dissertation, industrial visits, practical, mini projects and learning through various clubs. Participative learning comprises guest lectures, role plays, debate, presentation, management games, team building exercises, extra and co-curricular activities, etc. Further, Problem-solving methodologies are adopted through case study, live projects.

Appointment of faculty members is done as per the norms laid down by the competent authorities. Well

qualified and experienced faculty members are the backbone of the Institute. Faculty members take efforts to inculcate knowledge, professional etiquettes, entrepreneurial skills and core values among the students.

We adopt varied continuous internal evaluation (CIE) for measuring students learning outcomes. The institution tries hard to adhere to the Academic Calendar for the conduct of CIE. The assessment process is transparent & continuous. The POs and COs attainment is based on direct and indirect methods. Direct methods include University and Internal assessments. Internal assessment includes class test/MCQ quiz, mid-term and Prelim examination, Assignments etc. Indirect methods include Exit Survey, Alumni Survey and Employer Survey.

Research, Innovations and Extension

JIMS encourages for promoting research environment for which institute tries to provide infrastructural facilities. In the last five years we have submitted the number of research proposals to government (SPPU) and non-government agencies and received funds to the tune of Rs.7.38 lakhs. Under “ASPIRE” Research Programme of SPPU, 4 research proposals have been submitted.

As of now, 7 faculty members have completed their Ph.D. and 6 more faculties are pursuing Ph.D.

At present, our 4 faculty members are recognized as Ph.D. Guides by SPPU. So far 11 research scholars have been awarded Ph.D. under these guide and 16 research scholars are registered for Ph.D. 04 patents are filed and registered in the names of our faculty members. Almost all faculty members have written and published research papers (nearly 50) in journals/conferences. Some of the papers are written jointly with students.

We have laid down a proper set of code of ethics to check malpractices in research areas which is commensurate with UGC & SPPU guidelines, to ensure the research work carried out by us is free of plagiarism.

We promote innovativeness through “ED cell” activities such as “Nivesh”, “Best from Waste” etc. Seminars, FDP’s, Workshop are conducted on Intellectual property rights (IPR) to promote research among faculties and students.

During the last five years, 27 extension activities have been conducted many of which were organized with the help of various organizations, NGO’s and Industries which has positively impacted the neighborhood community. Activities like Blood donation, Tree plantation, Swach Bharat Abhiyaan, Nirbhaya Kanya Abhiyaan, etc. have sensitized the students towards various social issues & contributed towards holistic development of students. All the activities received enthusiastic response from the students. These activities have been recognized and appreciated by the society. We have received 5 appreciations in the last five years.

The Institute is having fruitful linkages and Memorandum of Understanding (MOU) with many organizations which facilitate faculty and student exchange programmes, internship and guest lecturers for students and organizing industrial visits which have benefited students and faculty members.

Infrastructure and Learning Resources

JIMS provides adequate facilities for proper execution of academics and related activities. Regarding infrastructural facilities, Institute follows norms and guidelines of AICTE and SPPU.

We ensure the enriching teaching-learning experience, through well equipped Classrooms, Laboratories, Seminar Hall, Library etc. The class rooms have wall mounted LCD projectors, Black board, Wi-Fi, Platform and Podium. Smart class rooms are also available.

JIMS also has well maintained sport facilities. The campus has spacious ground available for outdoor games such as Cricket, Foot ball, Volley ball, Badminton, Basket Ball etc. The indoor games like Chess, Carom, and Table- Tennis etc. are conducted within premises. A qualified Physical Director is appointed who effectively organizes the games and avails equipments for students. We encourage students to participate in outdoor tournaments for boosting team spirit and leadership qualities. The Infrastructure and Lab- IT Infrastructure committees is responsible for designing policies, planning and executing activities including preparing budget, purchasing of equipments and monitoring efficient use of facility provided and so on.

Library has ample collection of 3242 titles and 12,380 volumes of reference books. The other resources like E-Journals, Periodicals, Rare books, CD's, Digital library, E-books, general reading books are available. The memberships of other libraries help faculty members and students to acquire information, knowledge for research and study. Automation of library functions with Auto-Lib system is proving beneficial.

The Institute has updated IT facilities like Internet, Wi-Fi, High configuration Computers, Printers etc. for Students, Staff members and faculties provided at Classrooms, Computer Lab, Library, Digital Library, Seminar Hall, Faculty rooms and Admin Office. The Lab and Infrastructure Committee periodically review the available IT infrastructure and recommends to the management to acquire new / upgrade IT infrastructure with latest configuration. The faculty members are motivated to use ICT facilities and other resources for making the information available on finger tips. "E-Samanvay" is used to manage the academic and administrative process of the institute.

JIMS ensures the allocation of sufficient funds for the upkeep and maintenance of infrastructure. Well established process is followed by the committees that are formed for maintenance of institute and campus infrastructure.

Student Support and Progression

JIMS always facilitates mechanism to provide necessary assistance to students through various cells like Grievance Redressal Cell, Placement Cell and Student welfare schemes. We had designed various courses to acquire meaningful experiences for learning through, session, workshop and seminars etc. to facilitate student holistic development and progression. The Institution has a well established and structured mechanism to provide guidance and counseling to students. The Students from Maharashtra and other states are availing the benefits through scholarships, freeships etc. provided by government and other agencies beside government.

Student's performance in academics and other activities is monitored by Guardian Faculty Member (GFM) and Mentor. For students not satisfying the expectations, GFM identifies the reasons for poor attainment and plan and implement remedial measures. Institute assists toward lucrative employment and vertical level of students from one level of education to next higher level through sustainable good practices which support for optimal progression. JIMS organized various sessions for guiding the students in competitive examination and career opportunities etc. where external guests are invited. Our alumni succeeded in various competitive exams like MPSC, UPSC, SET, NET etc. and some are registered for Ph.D.

We organize, support and encourage students participating actively in various activities for developing various

skills and competencies and foster holistic development of students. The physical and infrastructure facilities are provided to promote students participation in cultural, sports and social events.

Institute promotes to extend relationship of personal and professional success stories of alumni and compel and hold back to inspire juniors, share intelligence and contribute to the overall institutional development. The alumni meets are regularly arranged to nourish Alumni relationship with Institute. The alumni are actively contributing through the development of curriculum enrichment activities by providing valuable suggestions and feedback. Alumni had contributed to development of institute through financial and non-financial means like Guest lecture, Donating Book etc.

Governance, Leadership and Management

The governance of the institute reflects the strategic vision, mission, transparency, accountability, inclusiveness, and equity. The governing body of the institute ensures effective governance practices in aligned with the mission and vision of the institute. The governance focuses on student-centric learning method.

Under the able leadership of our Founder Secretary, the institute strives for excellence in the field of management education. The governing body provides direction and extends motivation for the overall development of the institute. The governance of the institution is done in both centralized and decentralized way.

We always believe in encouraging decision making at the level of implementation and hence is having a structured decentralization and participative management techniques. For all major or minor financial requirements, the proposal is sent to the Governing body & LMC respectively for obtaining their consent. Once they give consent, the proposal it is sent back to the Institution head. The Institution Head through Administration department then initiates the purchase requisition to the Purchase department of the corporate office along with Three different quotations. The Purchase department then finalizes one of the quotations based on the pricing and feasibility. The purchase procedure such as calling quotation, technical bid, preparing comparative statement, negotiation meetings are also followed for effective and efficient use of available financial resources.

After this, the Purchase department then sends the approved request to the respective institute. The institute on receiving the approval initiates the purchase process through the finalized vendor.

IQAC was established in the institute in the year 2017 after the strong recommendation by the Governing body. IQAC came into existence from 1st August 2017. On the recommendations given by the IQAC, we have organized number of FDP, Workshop and Seminar.

Institutional Values and Best Practices

The Institute is striving hard to achieve academic excellence by implementing some practices which have positively impacted on teaching learning process. The Institute is focusing on two important practices namely “Quality Content Validation” and “Digitization of Academic Practices”

The institute has the practice of providing quality content to the students through various modes from the beginning. To make the process more effective, the process of Quality Content Validation (QCV) has been

initiated since past three years. Through the process of proper validation, the institute ensures the students with quality and error-free content.

Through, demo lectures faculty share knowledge, expertise with peer faculty members. Advancement of the subject knowledge in the context of the recent changes in the management education, computer-related technologies and latest developments are shared among the faculty members. This is also useful to the students' fraternity in the context of global technological development.

This process helps to adopt appropriate teaching methodologies to the faculty members. This process also helps the slow learners to understand the difficult subject in a considerable manner and further, it also helps the advanced learner to gain the subject knowledge and its application.

Through "Digitization of Academic Practices", the institute promotes the use of digital tools and techniques to make the academic process effective, convenient and environment-friendly. We developed in house "ERP E-Samanvay" wherein the information of the institute is stored and accessed through the structured ERP. Through this practice, we share the validated content pertaining to the subject like notes, course materials/MCQ's Question Bank etc through online mode using MOODLE the Learning Management System.

Our distinctiveness lies in the "Blend of Traditional and Modern Approach towards Key Institutional Outcome Area" (KIOA). The institute encourages both traditional and innovative teaching methodology for enhancing students learning experiences.

To sensitize our students about social values we organize various events like Nirbhaya Kanya, Save the Girl Child, Go Green, Waste Management etc. For Divyangjan, we have provided facilities like ramp, lifts, etc. To inculcate universal values to the students institute celebrates national festivals, birth and death anniversaries of eminent personalities.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	JAYAWANT INSTITUTE OF MANAGEMENT STUDIES
Address	S.No 80, Pune-Mumbai Bypass Highway, Tathawade, Pune
City	Pune
State	Maharashtra
Pin	411033
Website	www.jspmjims.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Professor	Bipin R. Bankar	020-22934346	9657948731	020-22934084	brbankar_mbajims@jspm.edu.in
Director	Priyanka A. Singh	020-22932677	9921349051	020-22933424	director_jims@jspm.edu.in

Status of the Institution	
Institution Status	Self Financing and Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	11-05-2004

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/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	21-06-2018	12	

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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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 80, Pune-Mumbai Bypass Highway, Tathawade, Pune	Urban	0.5	3486

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,Business Administration	24	Graduation	English	120	120
PG	MCA,Computer Applications	36	Graduation	English	60	60

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	2				4				15			
Recruited	1	1	0	2	3	1	0	4	9	6	0	15
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				2			
Recruited	0	0	0	0	0	0	0	0	1	1	0	2
Yet to Recruit	0				0				0			

Non-Teaching 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				29
Recruited	24	5	0	29
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				4
Recruited	2	2	0	4
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.	1	1	0	3	1	0	0	0	0	6
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	10	7	0	17

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	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

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	1	0	1

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	187	20	0	0	207
	Female	105	4	0	0	109
	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	19	27	18	9
	Female	13	9	3	1
	Others	0	0	0	0
ST	Male	1	1	0	1
	Female	0	0	0	1
	Others	0	0	0	0
OBC	Male	11	14	9	18
	Female	6	3	3	4
	Others	0	0	0	0
General	Male	47	66	38	62
	Female	28	31	19	30
	Others	0	0	0	0
Others	Male	16	14	10	4
	Female	8	6	3	1
	Others	0	0	0	0
Total		149	171	103	131

3. Extended Profile

3.1 Program

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

Response: 184

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
316	294	323	341	359

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
72	72	72	72	72

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
131	107	148	173	157

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
24	26	28	30	28
File Description	Document			
Institutional Data in Prescribed Format	View Document			

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

2017-18	2016-17	2015-16	2014-15	2013-14
24	26	28	30	28
File Description	Document			
Institutional data in prescribed format	View Document			

3.4 Institution

Total number of classrooms and seminar halls

Response: 7

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

2017-18	2016-17	2015-16	2014-15	2013-14
88.24	81.86	103.03	128.84	129.06

Number of computers

Response: 180

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:

Jayawant Institute of Management Studies offers two years full-time **MBA** and three years full-time **MCA** program affiliated to **Savitribai Phule Pune University (SPPU)** and approved by **AICTE**.

- JIMS follows a **systematic process** to make the curriculum more effective.
- Various activities are planned in advance, commensurate with SPPU and JSPM academic calendar.
- We have half-yearly **semester pattern** in which 15 weeks are for **teaching (theory and practical)** and 5 weeks for **assessment**.

Effective Curriculum Delivery Deployment

Departmental Academic Calendar is prepared by **Department Academic Coordinator (DAC)** at least one month before the commencement of every semester. It includes dates for:

- Commencement of teaching
- End of classroom teaching
- Online exams
- Mid Term & Prelim exam
- SPPU exam
- Co and extracurricular activities
- Holidays

The calendar is reviewed by **IQAC** and communicated to students and teachers through email and notice board, college website and Moodle.

At the end of every semester, the subject for the forthcoming semester is **allocated during departmental meetings** in consultation with the director. Allocation is **based on subject preferences, experience and domain knowledge** of faculty.

DAC prepares timetable for all subjects, practicals, library sessions, add-on courses, GFM/ mentoring session, extracurricular & co-curricular activities, Industry visits, Guest lectures, Social activities etc.

Every faculty prepares an **academic file** for the assigned subject which includes teaching plan, concurrent evaluation dates, class test, assignments and prelim examination, mapping of the program outcome, program-specific outcomes and Course Outcomes etc.

Quality Control Validation (QCV) ensures the quality in lecture delivery and all file contents. The demo

lectures by subject faculties an important part of QCV. After validation, the faculty members upload the course material on Moodle.

Files are updated by faculty members regularly. IQAC reviews the file in between the semester. Syllabus and course plan is discussed with students.

Effective teaching methodology is ensured with the use of chalkboard and other ICT tools.

DAC and HOD review the **syllabus coverage report** to identify gaps and rectification thereof (extra lectures etc.)

Student's monthly **attendance** is reviewed and defaulter students list is prepared in order to conduct **make-up sessions** for them.

Feedback from students for the subject teacher is taken twice a semester and necessary actions are taken by HOD/ Director.

The academic performance of students is continuously monitored through concurrent evaluation, mock MCQs, etc.

Regular meetings are conducted to review the proper implementation of the above-planned activities.

Other Practices for Curriculum Enrichment:

- **Syllabus Orientation program** for the enrichment of teaching is conducted for faculties from all JSPM campuses.
- Faculties are encouraged to attend the FDP/refresher courses arranged by other institutes.
- Clubs for various disciplines are formed (Finance, HR, Marketing etc), which provides more information for students to widen their respective interest area, in an informal way.
- For advanced and slow learners university question papers are discussed and library sessions conducted.
- Conducting vocational education training, add-on courses, a multi-skill development program for the latest trends in the industry.

So, a rigorous and planned effort for smooth implementation is the focal area.

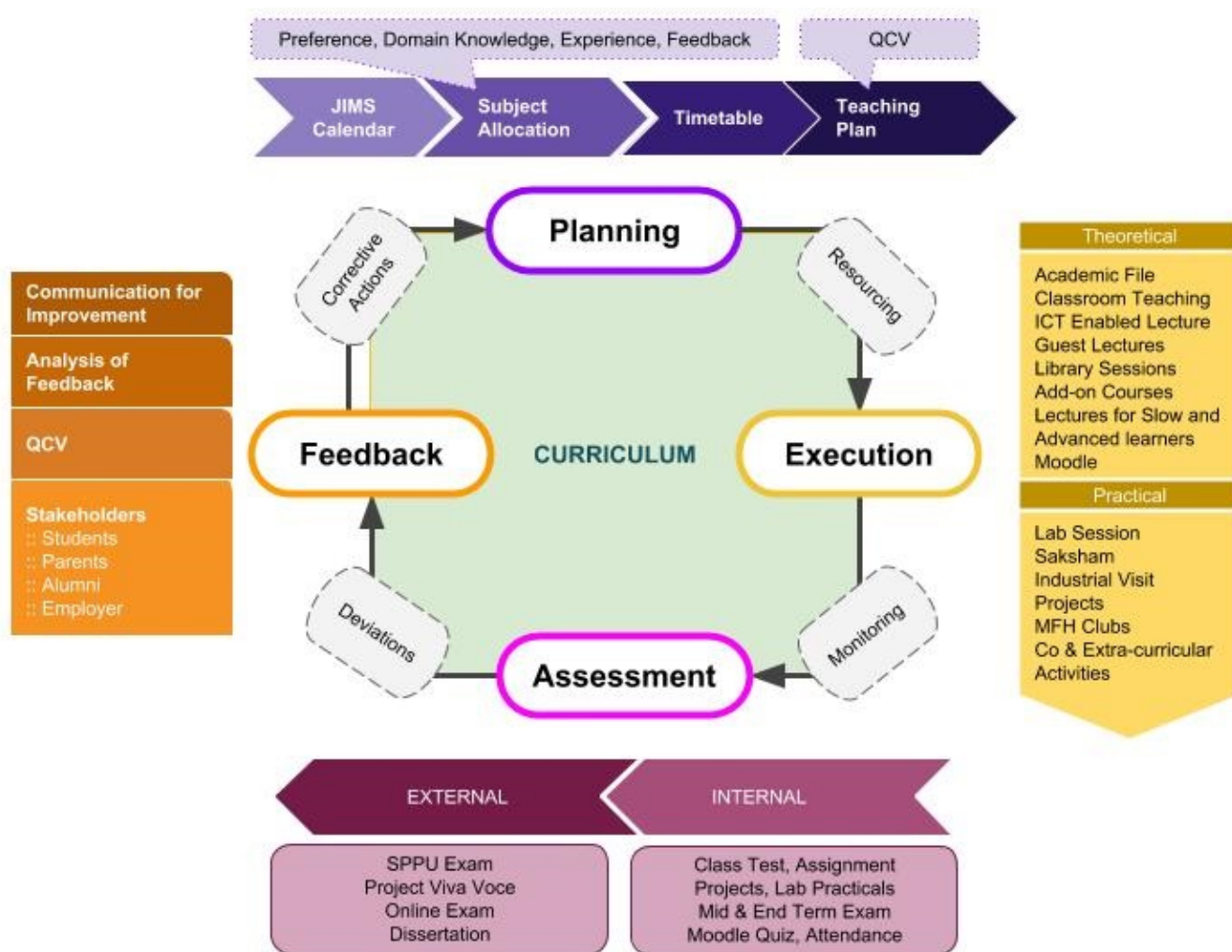


Fig. JIMS Effective Curriculum Delivery Process

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 89.13

1.2.1.1 How many new courses are introduced within the last five years

Response: 164

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 2

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

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

Response: 37.76

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
100	125	106	147	139

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

1.3 Curriculum Enrichment

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

Response:

JIMS undertakes many initiatives to address cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics.

Cross-cutting Issues Relevant to Gender:

- JIMS conducts the **induction program** at the beginning of the academic year for the first year students to educate and create awareness about gender sensitization.
- **Competitions** like One Minute Movie Making, Street plays foster students to think on social aspects like save girl child, child labour, women empowerment etc.
- Women grievance Cell, Equal opportunity Cell and Anti-sexual harassment cell take care of any

issues related to **gender sensitization**.

- The program “**CHETANA**” was initiated to celebrate the International Women’s day. The program was dedicated to all the women in JIMS world for their presence and aspirations.
- All Committees, clubs, cells at the institute are formed without any gender discrimination.
- Programs like “Nirbhaya Kanya”, “Hygiene awareness”, “Making the positive difference in Persona & Image of the Youth and Women” are arranged solely for girls. These programs focus on equipping them with self-defence techniques, Personal hygiene, Professional Attire, Health care etc.

Climate Change and Environmental Education

- Institute organizes and encourages students to participate in events like **Tree plantation**, “**Best from Waste**” to create awareness of our social responsibilities.
- To inculcate **balanced use of energy** and other resources among students, activities like “Go green”, “Non-fuel cooking competitions” etc. are also organized.
- Students participate voluntarily in various awareness programs like “waste segregation”, “E-payment”, “Traffic Rules Awareness Campaign” etc. also which empowers current issues and equip them in multidimensional aspects.

Moral, Spiritual, Emotional & Ethical Values

- **Guardian Faculty Mentor’s (GFMs)** counselling contributes to building Moral, Emotional and Ethical values among students.
- In addition, to foster moral, spiritual values amongst students, Yoga Day, Teacher’s Day, Youth Day, Independence Day & Republic Day, Shiv Jayanti etc. are also organized by the institute.

Professional Ethics

- Special sessions on Ethics in research, professional ethics and human ethics are organized for students and faculties.
- To imbibe professional ethics among students various sessions on Corporate Etiquettes and Manners, Personality development, Image management are organized at Institute.

Human rights

- Subjects for MBA and MCA students like ‘Introduction to Human Rights and Duties’, ‘Human rights of vulnerable and disadvantaged groups’ addresses Human Values and Cross-cutting issues relevant to gender.

Following subjects for MBA and MCA students integrate cross-cutting issues into the Curriculum:-

Sr.	Subjects	Issues Addressed
1	Labour & Social Security Laws	Social Issues, Gender-related issues.
2	Agriculture and Indian Economy	Environment and Sustainability
3	Social Media Marketing	Professional Ethics
4	Email Marketing	Email Marketing Laws and Ethics

5	Mobile Marketing	Mobile Marketing Rules and Ethics
6	Managing for Sustainability	Corporate Social Responsibility, Environment and sustainability
7	Global HR	Professional Ethics
8	Introduction to Information Security	Information Security issues related to human values.
9	Cyber laws and Intellectual Property Rights	Cyber crimes, types, IT Act, Cyber Laws in India issue related to human values and professional ethics.

These activities and the courses help in inculcating these cross-cutting issues into the curriculum.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 5

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 5

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 35.76

1.3.3.1 Number of students undertaking field projects or internships

Response: 113

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise A. Any 4 of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above Response: A. Any 4 of the above	
File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows: A. Feedback collected, analysed and action taken and feedback available on website B. Feedback collected, analysed and action has been taken C. Feedback collected and analysed D. Feedback collected Response: A. Feedback collected, analysed and action taken and feedback available on website	
File Description	Document
Any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 9

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	25	27	32	40

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 79.44

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
161	149	171	103	131

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
180	180	180	180	180

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years**Response:** 68.61

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

2017-18	2016-17	2015-16	2014-15	2013-14
55	54	53	45	40

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

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

JIMS adopts various methods to assess the learning levels of the students after admissions;

Assessment Parameters:

- 1.Entrance test score
- 2.Marks at graduation level
- 3.Students Participation during lectures
- 4.Continual assessment through the class test and midterm exam
- 5.Students Participation in extracurricular activities
- 6.Finally, weightage is as follows:-

- Entrance Test Score: 10%
- Graduation Marks: 10%
- Class Test/MCQ Test: 20%
- Mid-Term: 40%
- Extracurricular activity: 20%

Programmes Organized to assess slow and advanced learners:

- **Induction programme:** We organize induction programme at the beginning of the academic year;

guest faculty interacts with students and highlights the importance of MBA & MCA programme and its practical relevance. They also highlight important skills such as technical, leadership & domain knowledge, teamwork, soft skills etc.

- **Guest Lectures** on image management and digital marketing etc. are arranged to improve personality, communication and marketing skills
- **Extra and Co-curricular activities** like Entrepreneurship Development activity, Paper presentations, Club activities etc. are also conducted.
- Massive participation in “**Innovision - a national level Techno-Socio-Management event**” also grooms the students and helps to gain knowledge, soft skills and team building experiences.
- **Seminar** on career guidance.
- **Peer teaching** helps the students to understand the difficult subjects and to improve their performance.

Special efforts were taken for improvement in Slow Learners:

- Guardian Faculty Member (**GFM**) takes care of students’ mentorship and grievances. Through constant interaction with the students, their specific needs, knowledge, skills are identified.
- GFM’s are looking after the **attendance of the students**. Telephonic calls, WhatsApp, E-mail messages are sent to the absent students regarding their poor attendance. Counselling helps them to attend classes regularly.
- Lectures are conducted for non-commerce background students for teaching basics of accounting.
- Placement cell provides special attention by conducting Mock Placement Drive (Mock Interviews, Mock Aptitude tests etc.)
- Library hours are extended during University examination for the accession of various books of Indian Authors.
- Extra classes are conducted to clarify doubts of difficult subjects like Accounting for Business Decisions, Business Research Methods, Financial Management, Decision Science, Optimization Techniques etc.
- Personal attention/counselling in teaching through desk discussion and providing study material through email and Moodle of JIMS.

Extra efforts were taken for Advanced Learners:

- Updating teaching notes, course materials, Question banks, MCQ’s etc. on MOODLE helps them to get quality content which is useful for learning.
- Semester toppers are encouraged by distributing prizes/books.
- Mock Interviews, Role plays, Team building exercises, Library sessions are conducted to improve knowledge & skills.
- Library hours are extended during university examination.
- Students are motivated to perform in various intercollegiate competitions in and outside Pune also in Innovision, Synergy of JSPM group.
- VET Training is provided.
- Providing Sponsored Summer Internship Program through JSPM group.

Thus, institute caters to the diverse student community and tries to bring all students at par by understanding individual student level and paying proper attention to their varied learning needs.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio**Response:** 13.17

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls**Response:** 0.32**2.2.3.1 Number of differently abled students on rolls****Response:** 1

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document

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:**

At JIMS, the student-centric process is always encouraged to ensure better outcomes. Teaching is provided through lectures, presentations and discussion forum. Faculties adopt varied teaching techniques such as role play, group discussions, group assignments, case study etc. Learning is made student-centric by encouraging students to participate in the class.

Experiential Learning:

- **Project and Dissertation:** Our students undertake the internship training in an industry where they learn the real problems and issues pertaining to their specialized area. The work is submitted in the form of project report under the guidance of faculty where students learn different skills like

analytical, problem solving, technical skills, etc.

- **Industrial Visits:** Students are made aware of the practical operations and challenges faced by the Industry. It plays a crucial role in Management Education. During the last five years, we have arranged 9 industrial visits in and around Pune.
- **Practicals:** Practical are conducted for programming subjects to gain practical insights. Through practicals, students learn different skills such as logical and critical thinking.
- **Mini Projects:** Developing a wide range of practical assignments in the form of a mini project which enables the students to gain hands-on experience regarding technical skills. Around 300 mini projects are done by MCA students under the guidance of the faculties.
- **Learning through various clubs:** JIMS formed different clubs like Marketing, Finance, HR and IT (“D”) for enhancing learning experiences. Mobile application & Web site development is a part of experiential learning. Through this students are able to develop *Mobile Apps*, *Web Apps* by learning Android & Web technology. The applications such as student attendance, *E-Samanvay ERP* has been developed by the students with guidance from faculty members.

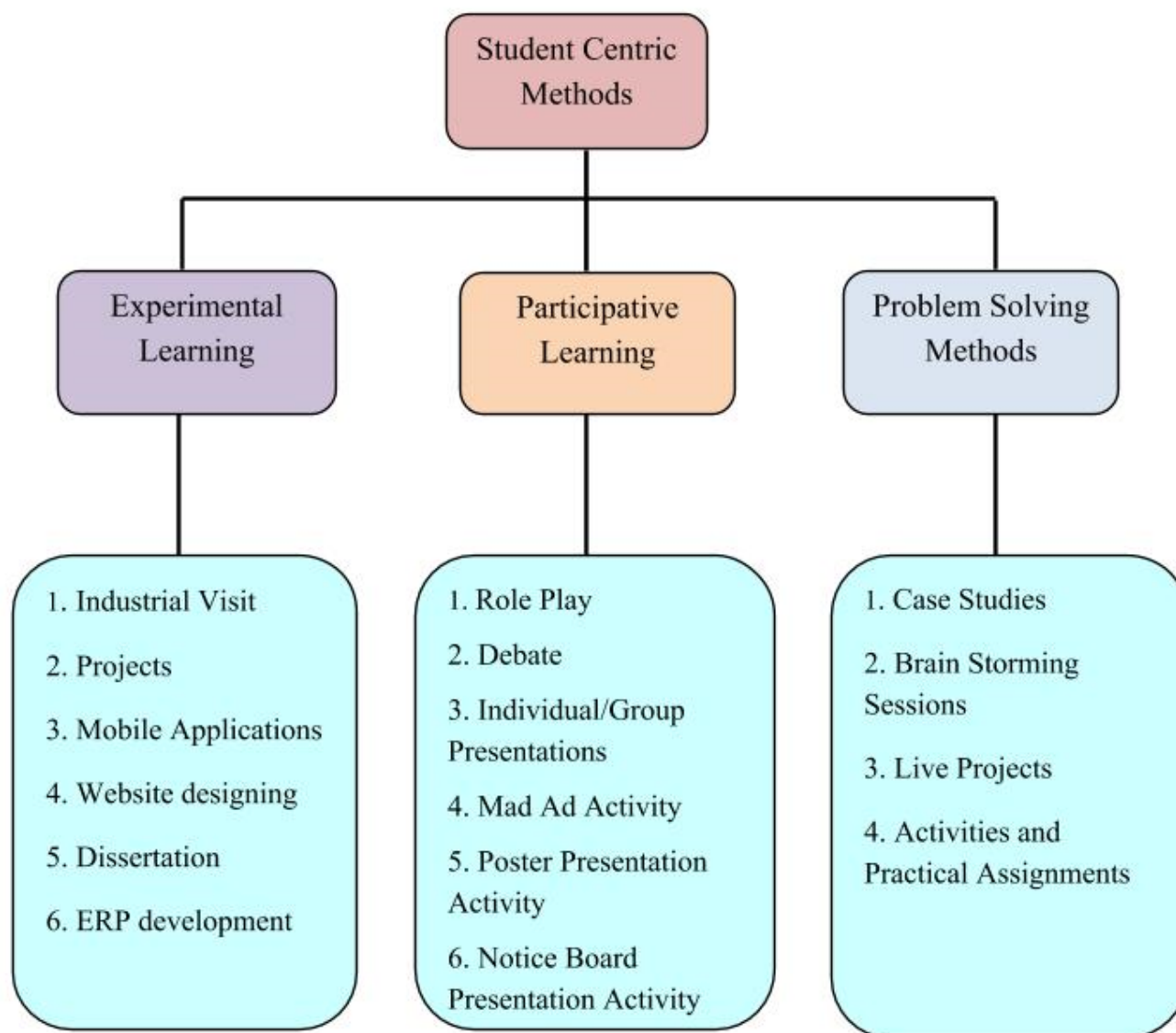
Participative Learning:

- Participative learning through regular teaching supported by eminent guest lectures.
- Through role play, debate, presentation etc during lectures.
- Activities are conducted to develop team building, leadership, communication, creativity and critical thinking skills among the students.
- Students actively participate in an intercollegiate competition such as Poster Presentation, One Minute Movie Making, Street Plays, C/C++ Programming, Quiz, Mad-Ad etc.
- Students also participate in Cultural Programs, Teacher’s Day Celebration, Fresher’s & Farewell celebrations.
- JIMS conducts Extra & Co-curricular activities such as Best from Waste, Designing Notice Board, One Minute Movie Making, Non-Fuel Cooking Competition etc.
- Entrepreneur Development cell organized “**Nivesh 2017**” for inculcating Entrepreneurship spirit among the students.
- We conduct various workshops, outreach/extension activities, seminars etc. in which students actively participate.

Problem-solving:

- **Case study:** Faculties are also adopting a case study methodology for teaching-learning. Specialization-wise case studies are discussed in the class for subjects like Contemporary Marketing Research, Consumer behaviour etc. In MCA for subjects like C++ faculty solves the queries through live practical’s. In Networking faculty gives the demonstration of connecting the computers to the server and solve the query of sharing the data in LAN.
- Live projects are assigned to our students by the industry people under “**SAKSHAM**”, in which students understand the industry problem, and try to enhance the learning experiences.

Therefore, an innovative student-centric approach has improved the learning experience for students.



File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 24

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 17.56

2.3.3.1 Number of mentors

Response: 18

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

As Peter Drucker rightly said *“Innovate or Perish”* JIMS strongly believes that Innovative teaching-learning makes student’s active participation and involvement in learning more impactful. The faculty members meaningfully incorporate traditional and modern teaching tools for facilitating creative and dynamic teaching-learning. Following are the innovative and creative teaching tools/approaches used by the faculty:

Sr. No.	Innovative/Creative teaching tools/approaches	Impact & Learning
1	Learning through Smart Board (ICT)	Innovative, Creative & Powerful Demonstration of live examples of subjects like Marketing, Consumer Behaviour, Integrated Marketing Communication etc.
2	Projectors/Transparencies/PPT	Fast & Easy learning. Learning becomes more interactive & interesting for showing the ppt for subjects like EABD, LAB etc.
3	Centralized Virtual classroom	The knowledgebase is expanded & Increased by listening to Eminent Scholars & Subject experts. Simultaneous interactions with students & faculties of other JSPM

		campuses. Enhanced listening capabilities. Dr. Bipin Bankar has delivered a lecture on “Capital Structure”, through JSPM centralized virtual classroom facility.	
4	Audio-Video techniques	Effective & long lasting learning & better understanding of the subject matter of Business Communication Lab. for topics like “Effective Presentations”.	
5	Case study	Understanding real-life problem & offering a practical solution through analytical thinking for the subjects like DBMS in MCA topic “ER & Normalization”, OOAD topic “UML diagrams”.	
6	Presentations	Improved Communication skills & gaining the confidence of public speaking in the subjects of Business Communication skill. Sales Promotion in Marketing.	
7	Fieldwork/Assignments	Practical learning in pressure situations. A study which was organized at “Big Bazaar” Chinchwad for studying the concepts of Marketing, Finance etc.	
8	Group activities/Assignments/Role Play	Teamwork, Team building, Leadership qualities, Better conceptual understanding and negotiation skills etc.	
9	Library Sessions	Increase reading habits & gain general knowledge about the business & economy in general. Increased attentiveness & concentration level.	
10	CSR Activity/Extension Activity	Awareness of socioeconomic & culture. Understanding social responsibility & core social values.	
11	Extra Activities: Best from waste, 1-minute movie making, etc.	Creativity and Innovative thinking.	
12	Entrepreneurship activity – Non-Fuel Cooking Competition & its marketing & selling, Best from Waste etc.	Inculcating Entrepreneurship skills. Promoting “Earn while you Learn”.	
13	Projects, Mini-Projects	Practical application of the theory.	
14	Practical's/Lab assignments	Application-oriented learning, Hands on Experience through compiler.	
15	Innovation & Creativity through various Clubs (MFHD)	Experimental, Participative, Problem-solving learning etc.	

		App Development, Website content etc.	
16	Learning through Virtual Company	The problem-solving approach, Live Projects under “SAKSHAM “	
17	Management Games	Teamwork, Team building, stress management etc.	
18	Subject-based MCQ's- through MOODLE	Domain knowledge, Preparation for SPPU online exams	
19	Open book test	Increases knowledge & reading habit.	
20	Thought Provoking activity	Public Speaking skills (i.e. Extempore), Presentation skills etc.	
21	Learning by use of MOODLE	Fast & easy learning,	
22	Learning through Industrial Visit	Linking of theoretical with practical knowledge.	
23	Learning through Projects & Dissertations	Problem-solving approach & inculcating research skills.	
24	Learning through Seminar, workshop, project competition etc.	Awareness about technological and managerial advancements	
So blend of innovation and creativity makes the teaching-learning process with more effective learning outcomes.			
File Description		Document	
Any additional information		View Document	

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 100	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
2.4.2 Average percentage of full time teachers with Ph.D. during the last five years	
Response: 20.64	
2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years	

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	7	6	4

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 9.73

2.4.3.1 Total experience of full-time teachers

Response: 233.5

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 13.81

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	6	4

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Evaluation of student's performance is an essential part of teaching-learning. The Institute follows the syllabus prescribed by the University. At the end of the semester, examinations are held as per the schedule of the University.

- The university has introduced the **Choice Based Credit System (CBCS)** syllabus which offers cafeteria based approach to opt the subjects.
- The previous marking system used for the declaration of results is replaced by the grading system in CBCS.
- The evaluation scheme comprises of University evaluation (Theory & Online evaluation) and Institute level Concurrent evaluation.
- All the Specializations are made available in the Institute as per University.
- **The course wise evaluation scheme is as follows:-**

Course	University Evaluation		Concurrent Evaluation (Internal Evaluation)	Total	
	Written	Online			
MBA	50 Marks	20 Marks	30 Marks	100 Marks	
MCA	70 Marks	NA	30 Marks	100 Marks	

Implementation of the evaluation reforms initiated by the institution:-

- Concurrent evaluation is to be done by the respective subject teachers as per the predefined parameters e.g. Class test, MCQ's, Assignment, Attendance, Presentations, Role Play, Group discussions, Group activities/Assignments, Fieldwork etc.
- The Question Banks of Multiple Choice Questions (MCQ's) are prepared by the respective subject teacher, which are provided to the students through Moodle and prior to University Online examination MCQ's question set is made available to solve on mobile phones.
- The question bank containing important questions pertaining to the written examination is also prepared as per the Bloom's Taxonomy by the respective subject teacher and the same is given to

the students.

- The respective subject teacher prepares & distributes the study materials (notes) to the students.
- The test questions, assignments, midterm and prelim examination questions are framed as per Bloom's Taxonomy and are mapped with COs & POs for the purpose of attainment.
- All the faculty members upload the assignments, MCQ's quiz on MOODLE software, which are evaluated on MOODLE.
- Model answers of test, quiz, assignments etc. are prepared by the faculty members.
- The internal examination answer sheets are shown to the students.
- Prior to University Viva Voce of Projects & Dissertations, Institute conducts mock Viva Voce of the students which are conducted by external faculty members.
- Internal evaluation of subject related to Human values was also done.
- The results of midterm & end term examinations are displayed on the notice boards.
- The students' attendance is regularly monitored by the Guardian Faculty Members (GFM's).
- The advanced & slow learner student's performance is monitored on a continuous basis.
- The student's performance/result is discussed in Parents Meeting and also displayed on the JIMS ERP System(E Samanvay)
- Remedial test is conducted for the failure students.

All these reforms by the Institute help the students to improve their performance in academics and overall growth for the professional life ahead.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Evaluation of student's performance is an essential part of teaching-learning. The Institute follows the syllabus prescribed by the University.

- The institute follows the **university guidelines** regarding internal assessment (Concurrent Evaluation)
- Appointment of **Internal Exam coordinators** by the Institute to conduct an internal examination such as midterm & end term examination.
- **Internal assessment** is done for external subjects & internal subjects. The Internal marks for external subjects are 30 and 50 marks for internal subjects.
- Internal subjects are exclusively evaluated by the Institute.
- The respective subject teacher conducts **internal assessment** giving due weightage of following parameters and assessed continuously:
 - Attendance
 - Class test
 - Mid- Term Examination

- End Term examination
- Open book test
- Presentations
- Assignments
- Group discussions
- Group activities
- Fieldwork
- Quiz
- Library sessions
- Case study
- Roleplay
- Personal Interviews
- The internal assessment is carried out by the faculty by using the combination of the parameters.
- The final internal marks are based on the above parameters. Marking scheme of the same is as follows:

Assessment Scheme for External subjects/Full credit courses (30 marks):

Sr. No.	Assessment Parameter	Marking Scheme	Frequency
1	Attendance	10	Continuous
2	Assignment	05	Twice in Semester
3	Class Test/MCQ's quiz	05	Before Online examination
4	Midterm examination	05	Mid Semester
5	Prelim. Examination	05	At the end of Semester
	Total	30	

Assessment Scheme for Internal subjects/Half credit courses (50 marks):

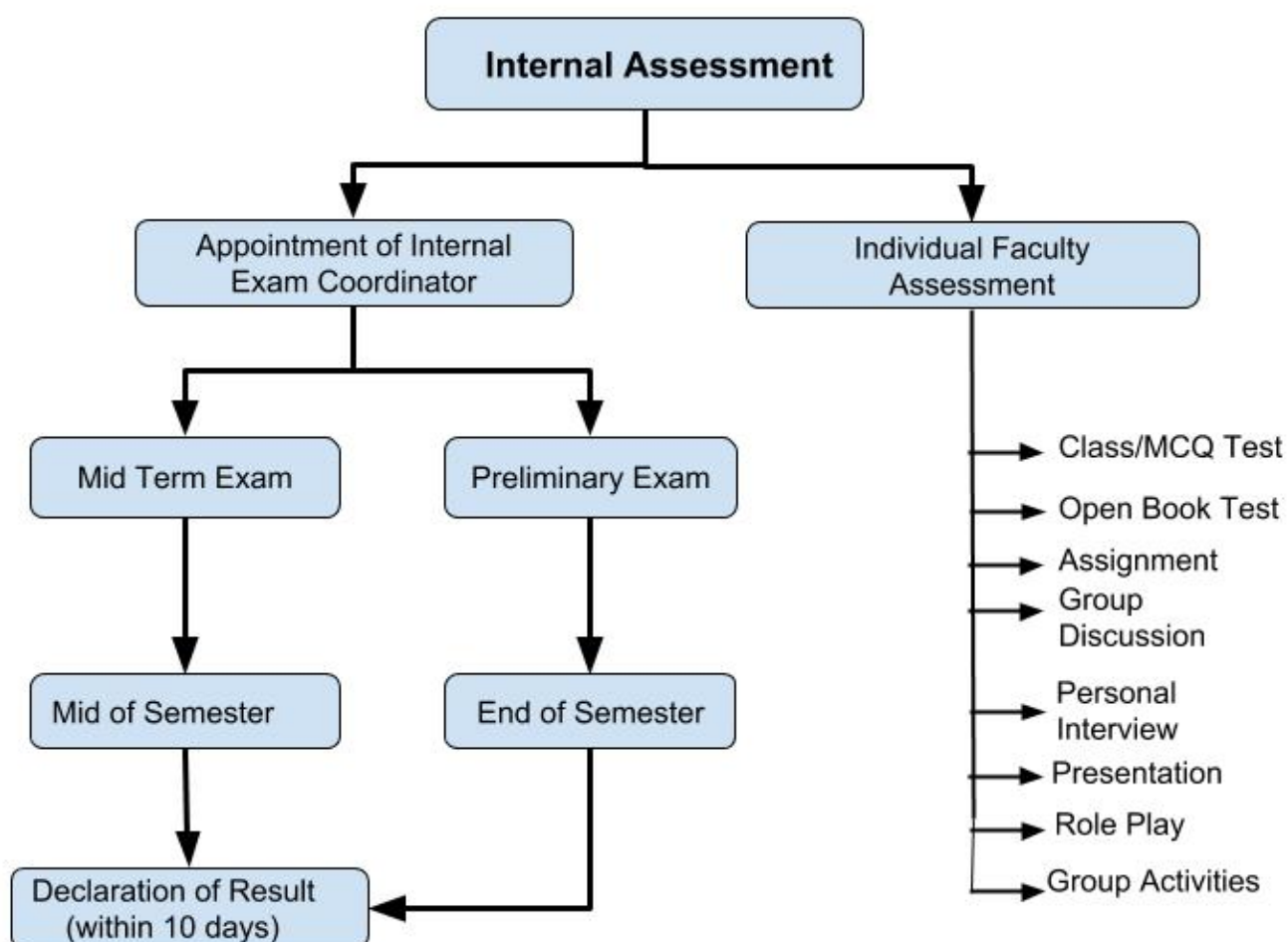
Sr. No.	Assessment Parameter	Marking Scheme	Frequency
1	Attendance	10	Continuous
2	Assignment	10	Twice in Semester
2	Midterm examination	05	Mid Semester
3	Prelim. Examination	10	At the end of Semester
4	Presentation	05	Continuous
5	Any Activity	05	Ongoing
	Total	50	

- Internal assessment information & parameters are communicated to the students well in advance. This includes a schedule of internal assessment & marking scheme.
- Internal assessment questions are framed as per Bloom's Taxonomy and are mapped with COs & POs.
- All the faculty members upload the assignments, MCQ's quiz on MOODLE software. The same is

evaluated on MOODLE.

- Internal marks are displayed on the notice board.
- Students' attendance is also displayed on the notice board.
- Evaluated Answer sheets are shown to the students in the classroom by the respective subject teacher.
- The respective subject teacher solves the student's queries related to the results.
- **Behavioural aspects, independent learning & communication skills:** - The overall behaviour of students is assessed by students' active participation in the class, as well as in extracurricular activities. These skills are assessed by conducting students presentations on assigning subject related topics and other topics such as industry, economic, social, groups discussions, group activities, role play, case study, storytelling, personal interviews etc. A behavioural aspect is assessed through the body language, postures while delivering the presentations by the students.

Thus, we follow a structured & transparent mechanism for internal assessment and result declaration. This can be highlighted with the following diagram.



File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Institute Level:

JIMS assigns duties to various faculty members, before the commencement of the semester, Internal Examination coordinators are appointed separately for MBA & MCA. Internal exam coordinator prepares the examination time table as per the provisions in Academic calendar. This time table communicated to all concerned.

All faculty members are informed to submit their respective question papers at least 8-10 days prior to the examination. These question papers are set as per university pattern & are mapped with COs & POs.

The respective faculty members discuss the checked answer sheets along with expected answers in their classroom. Those students who have queries related to their answer sheets are given separate time after the college hours and their queries are resolved to their satisfaction.

In case the student is not satisfied with the marks obtained, he/she is free to approach HOD or Director within a period of five days from the date of announcement of marks.

Those students who remain absent or who failed in the examination are given another chance in the form of remedial examination. For this, they are given additional inputs by the respective faculty members.

University level:

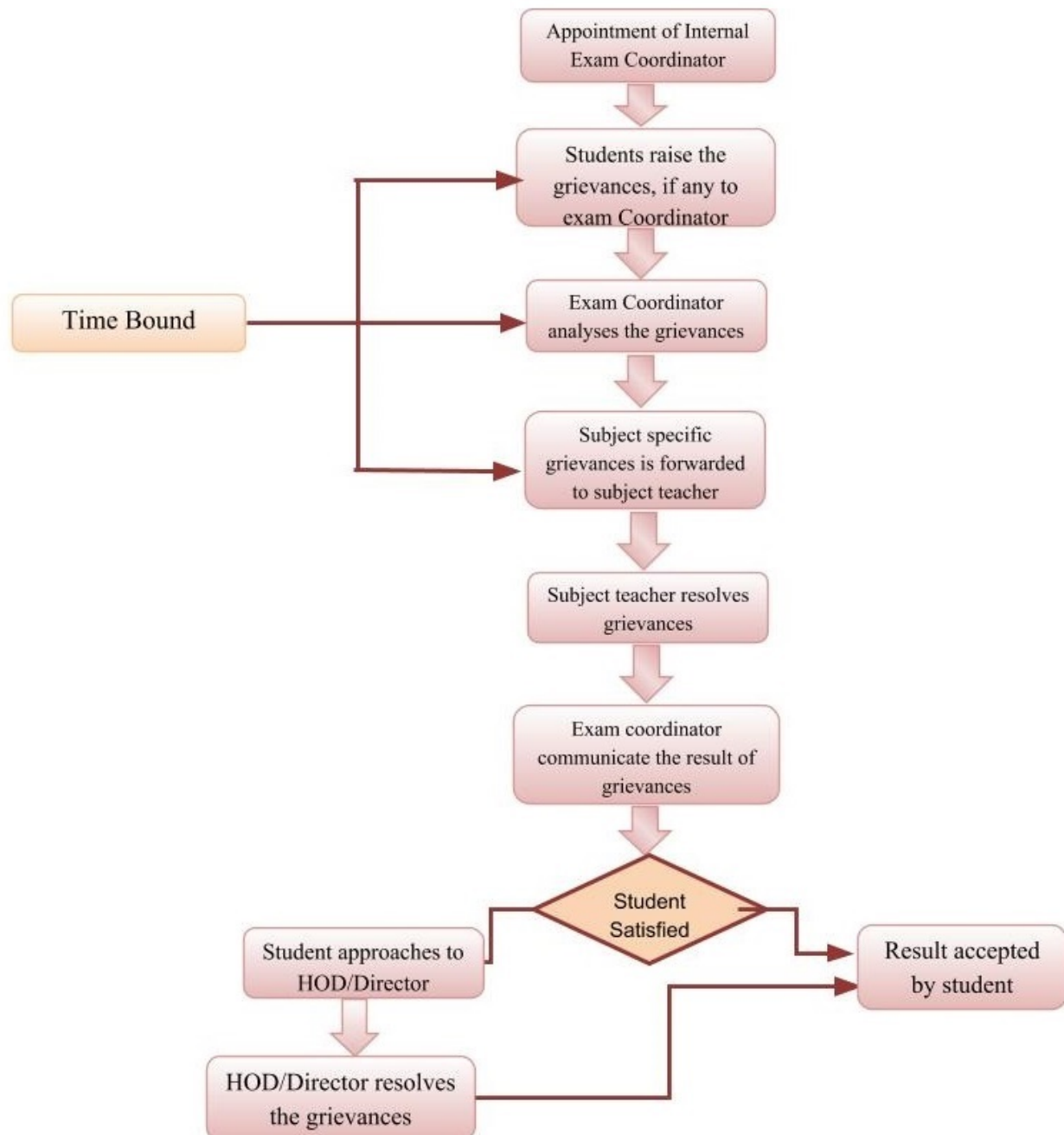
Any grievance arising out of conduction of University examination is resolved as per the prescribed norms of SPPU. As an affiliated Institute, we follow the rules & regulations of University. Some of which are as under:

- Appointment of College Examination Officer (CEO) who is overall in charge of conducting university examination.
- Appointment of External Senior Supervisor: The University appoints & conveys the name of External Senior Supervisor.
- Appointment of Internal Senior Supervisor: The Institute appoints Internal Senior Supervisor & informs this to the University.
- Appointment of Assistant Internal Senior Supervisor: The Institute appoints Assistant Internal Senior Supervisor as per the University norms.
- The Instructions regarding university examination are displayed at the prominent places in the college including notice board.

- Before the start of examination all the Junior Supervisors present in the examination hall pass on the important instructions to the students including the implication of resorting to using of unfair means in the examination.
- **Revaluation & Verification of marks:** - In case of a student failing or obtaining less mark he/she can approach the University through the Institute for which there is a prescribed procedure by the University. The student also has recourse to obtain a photocopy of his/her answer sheets from University in case of revaluation of marks.
- **JIMS adherers strictly to the guideline set by SPPU.**

Thus, we adopt a transparent, time-bound and efficient mechanism to deal with examination related grievances. This can be highlighted with the following diagram.



**Fig. 2.5.3.1 Internal Examination Grievance System**

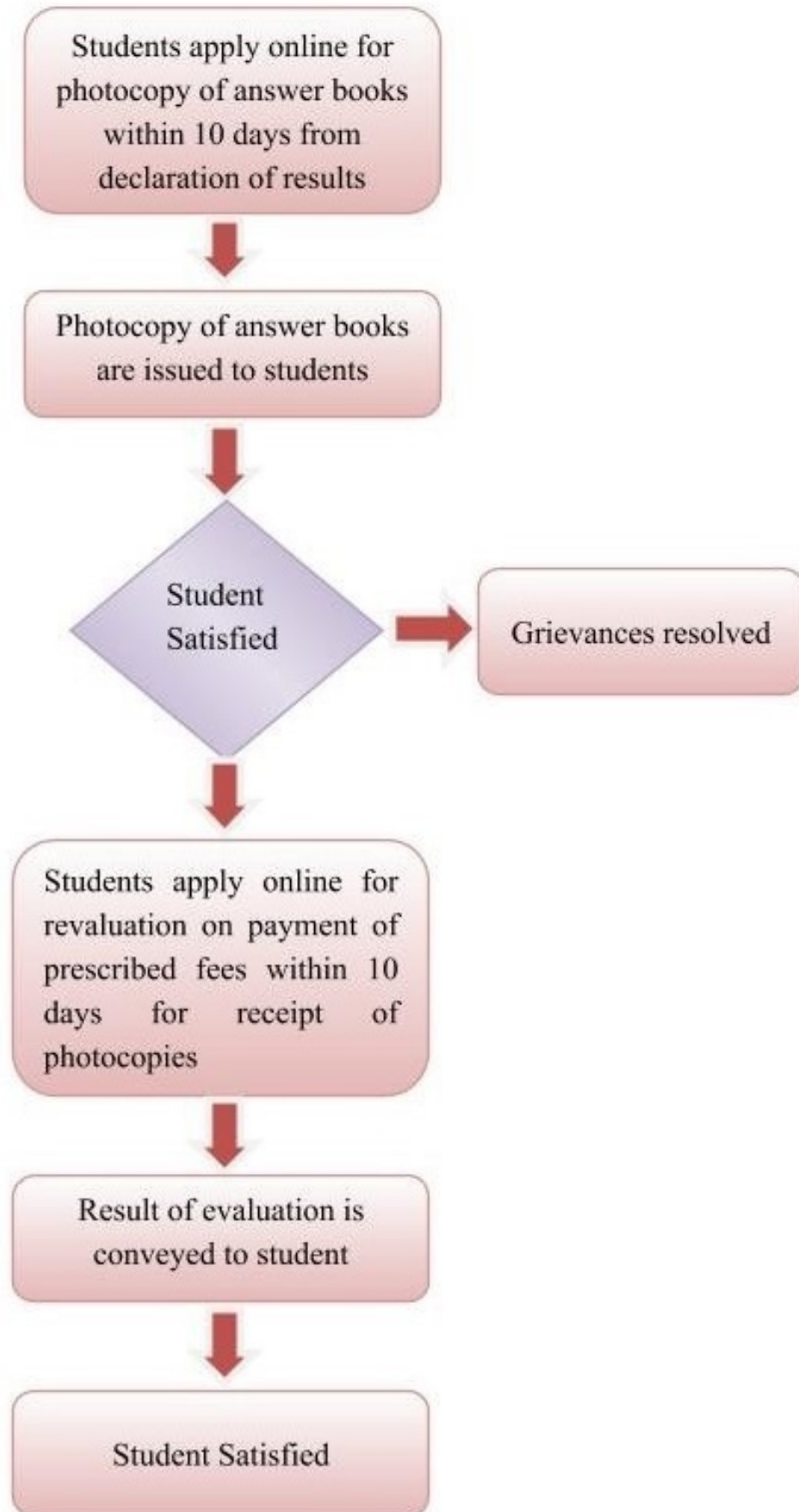


Fig. 2.5.3.2 University Examination Grievance System

File Description	Document
Any additional information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Yes, JIMS strictly adheres to the academic calendar for the conduct of CIE. Academic calendar is the platform on which all the teaching-learning plans are based. The Institute monitors the performance of the students by concurrent internal evaluation methods.

- Academic activities are given priority in our Institute.
- Academic calendar is prepared well in advance before commencement of the academic year by the departmental coordinator (DAC) in consultation with HOD & Director. While preparing the calendar, faculty members contribute to the same. Academic calendar is then uploaded on Institute website and also communicated to the students through JIMS Website, WhatsApp groups, Google group, E-mail, Notice board etc.
- **The academic calendar is prepared based on:-**
 - Commencement date of Semester as per University Academic Calendar
 - End date of Semester as per University Academic Calendar
 - Public Holidays
 - Trust office/Corporate office holiday circular
 - Schedule of University examination
- **Contents of Academic calendar:-**
 - Commencement of classes
 - Dates of Internal examination (Mid Term & Prelim Examination)
 - Director meeting, HOD meeting, GFM's meeting
 - Dates of Extra & co-curricular activities
 - Tentative dates of Industrial visits
 - Tentative schedule of university examinations
 - End of classroom teaching
- The parameters of concurrent evaluation are predefined such as attendance, midterm & end term examinations, class test, open book test, assignments, presentations, group activities, case studies etc. The parameters are given due weightage in terms of the composition of internal marks. This is communicated to the students well in advance so as to enable them for preparing themselves for the final outcome.
- If any deviation in the conduct of CIE as per academic calendar, we conduct the same on non-working days. Also in case of deviation or revision in University Examination schedule i.e. Online Examination, theory Examination, SIP and Dissertation Viva-Voce Examination of SPPU, the Institute communicates the same to students at the earliest through ICT enabled tools.
- On the basis of concurrent evaluation outcomes, slow learner and advanced learner students are identified.

- Extra classes for slow learners are conducted on Saturday and Sunday.
- Remedial classes are conducted for failure students.
- Internal examination papers are shown to the students.
- GFM interact with parents and inform the student performance and attendance
- Display the results on notice board.
- Mail the results to the students.
- Display of toppers list on notice board.

JIMS follows a rigorous and concurrent internal assessment techniques for better outcomes.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

JIMS offers two years full-time Masters in Business Administration (MBA) & three years full-time Masters in Computer Applications (MCA). The Curriculum and Syllabus comply with outcome-based learning. POs highlights knowledge, skills, core values, which students should acquire as they progress through the program. Each course wise syllabus in the Program demonstrates different outcomes and they are mapped with POs and PSOs.

MBA POs

Sr.	POs
PO1	Knowledge: Apply knowledge of management theories and practices to solve business problems.
PO2	Problem Analysis: Foster Analytical and critical thinking abilities for data-based decision making.
PO3	Value: Ability to develop Value-based Leadership ability.
PO4	Communication: Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of the business.
PO5	Individual & Team Work: Ability to lead in the achievement of organizational goals, contributing effectively to a team environment.
PO6	Usages of Modern Tools: Use of appropriate qualitative & quantitative techniques to solve business problems.
PO7	Social & Environmental

	Responsiveness: Understand the relevance of proper management practices with societal and environmental concerns
PO8	Life Long Learning: Enhanced employability attributes by being adaptive to continuous learning.

MCA POs:

Sr.	POs
PO1	Computational Knowledge: Apply knowledge of computing fundamentals and domain knowledge.
PO2	Problem Analysis: Identify, formulate and solve complex computing problems reaching substantiated conclusions.
PO3	Development of Solutions: Design and evaluate solutions for complex computing problems with appropriate consideration.
PO4	Investigations of complex Computing problems: Use research-based knowledge and research methods for analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
PO5	Modern Tool Usage: Create, identify and apply appropriate techniques, resources, and modern computing tools to complex computing activities.
PO6	Professional Ethics: Understand and commit to professional ethics and cyber regulations for professional computing practices.
PO7	Life-long Learning: Identify the need and have the ability, to engage in independent learning as a computing professional.
PO8	Project management and finance: Understand and apply computing, management principles to manage multidisciplinary projects
PO9	Communication Efficacy: Communicate effectively with the computing community, and with society.
PO10	Societal and Environmental Concern: Understand and assess societal, environmental, health, safety, legal, and cultural issues within local and global contexts.
PO11	Individual and Team Work: Function effectively in diverse teams and in multidisciplinary environments.
PO12	Innovation and Entrepreneurship Identify a timely opportunity and using innovation to pursue that opportunity.

MCA PSOs

Sr.	PSOs
PSO1	Apply the knowledge of computer application to find

	solutions for real-life application.
PSO2	Ability to analyze, design, develop and maintain the software application with latest technologies
PSO3	Utilize skills and knowledge for computing practice with commitment on social, ethical, cyber and legal values.
PSO4	Inculcate employability and entrepreneur skills among students who develop customized solutions for small to large Enterprises.

The above said is displayed & communicated through:

- JIMS Moodle, JIMS Website, Course files, JIMS ERP, attendance register.
- Boards on building floors, library, administrative section, Director's Cabin, Notice Boards.

Students performance is seen as the realization of learning outcomes which are specifications of what a student should be capable of doing.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

JIMS strives hard in order to attain the outcomes, the courses are also taught by applying different methodologies such as classroom teaching, case studies, problem-solving methodology, projects etc. Each subject is designed with specific course outcomes and each course outcome is mapped with the programme outcome. The performance of the students is evaluated by way of various concurrent evaluations such as class test, midterm and preliminary examination, assignment, MCQ's test, open book test etc. University examination result is also considered for the attainment of the COs. Therefore, the internal evaluation and external evaluation data are taken for the attainment of course outcome and its corresponding programme outcome. The level of attainment is defined based on the course content and performance level of the student.

Attainment Method of COs & POs:

- **Direct methods:** This is carried out through evaluation of Internal and University examination. Marks obtained by the students in the internal evaluation are used to calculate the course outcome. From this, the attainment of each course outcome can be reviewed and analyzed.
- **Indirect Method:** - It is carried out by the Student Exit Survey, Alumni Survey and Employer Survey etc.

The attainment measurement of POs and COs are based on the predetermined targets and attainment levels are fixed i.e. 1 to 3. (1- Low, 2- Medium & 3 High)

- COs attainment by Direct method = Average of University Examination (60%) & Internal examination (40%)
- Indirect method = Average Survey (Alumni + Employer + Student Exit)

Example: Accounting for Business Decisions:

Mapping of COs with POs:

Sr. No.	COs	POs								
		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	
1	Understand & Apply GAAP	2	2	2	-	-	2	2	2	
2	Prepare & analyze the financial statements of Sole Proprietary Concern	3	2	2	-	-	2	2	2	
3	Apply costing techniques in managerial decision making	2	2	2	-	-	2	2	2	
4	Prepare & Analyze Flexible Budget, Cash Budget	2	2	3	-	-	3	2	2	
5	Apply standard costing techniques for cost reduction, cost control etc.	2	2	2	-	-	2	1	2	

Assessment tools:-

Method	Tools	Description
Direct	Two Assignments	The assignment questions are mapped with COs & POs. The average marks are considered.
	MCQ's Quiz / Class test	Every Semester test is conducted.
	Midterm & Prelim. Examination	Mid Semester & at the end of semester prelim examination is conducted. The questions are mapped against the COs & POs
	University Examination at the end of each semester	University marks are considered with a set target for attainment.
Indirect	Students Exit Survey	At the end of the programme for the attainment of the POs
	Employer Survey	At the end of the programme
	Alumni Survey	Alumni feedback for the attainment of the POs

Thus, Curriculum assessment and evaluation are the major tools for POs and COs attainment.

Deviation of attainment of POs & COs is corrected by following:

1. Modification in content delivery & assessment method
2. Revised attainment targets.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 71.68

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 81

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 113	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 9.53

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.61	2.12	3.35	1.35	1.1

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 16.67

3.1.2.1 Number of teachers recognised as research guides

Response: 4

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 3.37

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 31

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 46

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

JIMS understands, encourages and recognizes the importance of innovation, research and development in various areas of interests, for which we have an ecosystem through Entrepreneurship Development Cell.

Research culture: Faculties are encouraged to submit quality research papers especially during the student vacation period. Faculties are instructed during Quality Content Validation process to provide students with research papers related to the subject. Faculties utilize college working hours to complete research related work like writing research papers, projects or collecting information etc. The research environment of the institute has produced 7 Ph.D. holders from faculties after joining the institute and 6 faculties are pursuing Ph.D. During the last five years, we have published nearly 50 research papers and filed 4 patents. Apart from this nearly 19 of our research projects (faculty and students) have been funded by various agencies. This year also four research proposals have been submitted to SPPU under the “Aspire” program of SPPU for sanctioning. All research activities are commensurate with established policy and procedure of Institute.

Support and Recognition: The students and faculty members are encouraged to make full use of well-equipped computer laboratory as well as a well-stocked library for their research related work. All are allowed to use the stationary, printer and other resources for research work.

Faculties completing Ph. D. are felicitated and appreciated by Hon. Founder Secretary and Campus Director.

Linkages and Collaborations: JIMS has many industry linkages and Memorandum of Understandings through our regular recruiters, faculty contacts and through Alumni Network which helps our students in terms of a better platform for becoming budding entrepreneurs. JIMS organizes various activities, such as conducting training programs, talks from experts, job fair, etc. from time to time, to achieve the said objective with the help of linkages and collaborations. Institute invites Industry Experts and Entrepreneurs to interact with our students and share their experience.

Promoting Innovativeness: Activities like “Nivesh”, “Go Green”, “Rs. 50 Exercise”, “Best From Waste” conducted by Entrepreneurship Development cell encourage original and innovative thinking. This platform provides an opportunity for bringing to the fore the academic talent and promotes interaction among academia, R & D Institutes and Industries.

Around 7 Interdisciplinary research papers/projects gives insight to investigation beyond the subject domain of the students and faculties.

Seminars, FDPs conducted: A seminar on the theme “Opportunities and Challenges for Entrepreneurship in the present Economic Scenario of India” sponsored by Savitribai Phule Pune University had given meaningful insights in the entrepreneurship journey. We had also organized lectures from eminent personalities on “Intellectual Property Rights” in 2017, in which students and Faculties were given inputs about the basics of IPR. Similarly, a Faculty Development Program (FDP) was organized on - Research Methodology and Data Analysis in 2016 which was a full day program, which was useful for students and faculty and for those who want to conduct research in various areas.

Our ultimate aim is to have a well established Research Centre and an Incubation centre for which JIMS has already initiated the process.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 24

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	2	7	3	3

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

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

3.3.2 The institution provides incentives to teachers who receive state, national and international

recognition/awards**Response:** Yes

File Description	Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years**Response:** 2.75

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 11

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 4

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 1.76

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	12	8	9	2

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response:** 0.88

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	5	4	11	2

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

We firmly believe that management institute is not just for imparting quality academic education but also for the overall development of students. To achieve this, JIMS promotes neighbourhood network and student engagement in extension activities, contributing to good citizenship bearing high moral values, community service and holistic development of students.

Process: To sensitize the students, the Institute plays a pivotal role. Students are exposed to the social and economic problems of the underprivileged section of the society in the neighbourhood community. Before planning the activity, faculty and student coordinator identify issues related to community, gender disparity, social inequity etc. which needs to be addressed. After this, our contribution and objectives of executing the activity are formulated. The same is communicated to the concerned authority for seeking approval and guidance. Sometimes activities are conducted in association with other agencies/companies.

Environment and Sustainability: We have conducted “Swachha Bharat Abhiyaan” at places like Prati Shirdi Temple (Somatane), Ghorawadeshwar Temple and “Tree Plantation Activity” at Durga Hills, Ghorawadeshwar Temple, Chatushrunji Hills, and Vandevi Temple which has instilled amongst the students a sense of belongingness towards our community & environment. The students are made aware of ecology and environment, which they are advocating in their respective social circles.

In awareness program about waste management, students addressed the residents of “Mangaltirth Co-operative Housing Society” regarding proper segregation of waste into Dry and Wet. By advocating this, the students and the residents came to know about how a simple solution at the individual level can help the authorities to tackle the bigger threat.

Spiritual, Emotional, Ethical and Human Values: Through “Blood Donation” and “Traffic Awareness” activity students have come to value human life. Students realized that they are not just helping to save

precious lives but also saving a complete family.

When our students taught the basics of computers to the School children in Mahalunge they realized the importance of sharing of knowledge and how it helps to expand our own knowledge. Through “One Minute Movie Making” or “Street Plays” students tried to showcase various burning issues happening in today’s society and offered solutions in a unique way.

During “E-Payment awareness Program” students introduced the use of various digital payment gateways which have become the necessity of post-demonetization era to the Vegetable Vendors in Chinchwad Market. The vendors were benefitted since their business was hampered due to the scarcity of cash. Involvement in such service-learning activities helped the students to become more mature and socially responsible.

Outcome: Participation in such activities has helped to imbibe the sense of national integrity, environmental and social responsibility among students. Also helped to sensitize and inculcate ethical behaviour among the students. These lead to emotional, intellectual, social, and interpersonal development of students. Students also have an opportunity to improve their leadership, interpersonal skills, and self-confidence by organizing such extension activities.

These activities help the students to know the existing social values and work on their respective limitations. This leads to their holistic development.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 6

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	1	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 26

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	6	3	5	4

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 45.55

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
233	170	90	61	181

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 29

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	6	6	5	4

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 13

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 (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	10	1	1

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

For creation and enhancement of infrastructure in JIMS which facilitate effective teaching and learning, decisions are taken by JSPM Directors and IQAC. To fulfil infrastructure facility, Institute follows norms & Guidelines of:

- All India Council for Technical Education (AICTE)
- Savitribai Phule Pune University (SPPU)

JIMS has following Facilities for effective Teaching-Learning:

- **Teaching and Learning Space:** We have 5 classrooms with a seating capacity of 60 students. All the classrooms are facilitated with wall mounted LCD projectors, Blackboard, Wi-Fi, Platform and Podium. A smart classroom is available for each department. Each class facilitates accessibility to Learning Management System (LMS) - Moodle, where course material, Assignments, Question banks, Videos related to topics etc. are uploaded by subject Faculty. Tutorial rooms are used to improve the academic performance of slow and advanced learners through remedial classes and Extra classes. The board room is used for Presentations, Personal Interview, Group Discussion etc. Various Clubs formed at JIMS are the best and convenient methods of delivering theoretical knowledge into Practical.
- **Instructional Space:** JIMS provides well-equipped air-conditioned computer labs and computer centre with internet facility. The configuration of software and hardware are as per AICTE norms. It includes Computer Labs and computer centre with Internet Facility, Multimedia PCs, Updated Software, Internet Securities, UPS Battery Backup etc.
- **Circulation Space:** The institute has 697.25 sq. mtr as circulation area which amounts to 25% of the total built-up area. Students are provided with a spacious sitting area outside the building which contributes to the fresh and energetic environment.
- **Library:** JIMS Library is well stocked with 3242 titles and 12380 volumes of latest books, digital library, CD's, e-books, e-journals, reference section, previous project reports of students and question papers etc. JIMS also provides the facilities like interlibrary loan facility and book bank scheme. Our policy also includes an extended facility for physically challenged students, researchers, advanced learners etc.
- **Seminar Hall:** Well-furnished 2 Seminar Halls with the accommodation capacity of 150 each, Sound System Facility, LCD Projector is suitable for conducting sessions like Public speaking, Soft skill sessions, Guest lectures, Management games, mad ads.
- **Common Facilities:** Additional facilities for the students include – Hostel (separate for boys and girls), Canteen, Washrooms, clubs (separate for each department like marketing, finance, HR and others). The institute also provides space for recreational activities like Yoga, meditation.

Area Status:

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Details	Area in Sq. Mtr.
Instructional Area	1527
Administrative Area	709
Amenities Area	553

Infrastructural Facilities

Sr.	Details	MBA				MCA			
		AICTE		Available		AICTE		Available	
		No.	Area*	No.	Area*	No.	Area*	No.	Area*
1	Classrooms	3	66	3	75	2	33	2	75
2	Tutorial Rooms	1	33	1	73	1	33	1	36
3	Computer Centre	1	150	1	150	Common			
4	Computer Laboratory	-				1	66	4	66
5	Library	1	100	1	100	Common			
6	Seminar Hall	1	132	1	132	1	132	1	132

*in Sq. Mtr.

From the above information, it is evident that the Institute adheres with the AICTE norms and has sufficient amenities for providing coaching and learning platform to the students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

According to recent research, “A person involved in sports and Physical Activities are less likely to suffer from diseases like Diabetes, Heart problems, Obesity, Blood pressure etc.”

JIMS believes that producing physically and mentally healthy professionals is very important. To achieve this, JIMS organizes various sports, games and cultural activities for students and faculties.

Facilities for Sports and Games

JIMS has infrastructural facilities to carry out *indoor as well as outdoor games*. The spacious ground around 4000 Sqr. Mtr. is available for outdoor games such as Cricket, Volleyball, Badminton, Basketball etc. The indoor games like Chess, Carrom, Table Tennis etc. are conducted within premises. A qualified physical director from the campus is appointed who effectively organizes the sports activities for students. The Institute encourages students to participate in outdoor tournaments for boosting team spirit and leadership qualities. Every year JIMS organises various sports competitions during *sports week and annual gathering* “SYNERGY”.

Gymnasium is also available on our campus for the students. A separate multipurpose room for indoor sports, Yoga and Zumba is also available.

Along with sports, we also try to balance mental peace and physical health. The Meditation and Yoga sessions are regularly conducted in association with ‘*Heartfulness*’ in the Institute. *International Yoga Day* is also celebrated to create awareness about yoga among students and staff members.

Every year special program “*Nirbhaya Kanya*” is arranged solely for girls in association with Pune University to teach and practice self-defence techniques and build confidence among girl students. Students actively participate and enjoy *Zumba - A physical fitness and stress management technique session* organized in the Institute. Students actively participated in SPPU sponsored sports activities like Kabaddi, Cricket and Kho-Kho etc.

Facilities for Cultural Activities

Fully equipped seminar hall for MBA and MCA suffice the purpose of cultural activities. Separate rooms have been allotted for different clubs like marketing, HR, Finance etc. JIMS has formed a cultural committee for smooth and planned execution of cultural activities. Cultural committee along with staff and students of the institute organizes various cultural programs during Annual Function “Synergy” and on occasions like Ganesh Chaturthi, Dussehra, Teacher’s Day etc.

Students participation

Faculty members and physical director encourage students to participate in intercollegiate events organized by other institutes and Universities. Students participating in the events from other institutes are allowed to attend make-up lectures. Recently students participated in cricket, Kho-Kho and Chess intercollegiate competitions organized by Savitribai Phule Pune University.

JIMS Infrastructural facilities for Sports and Cultural Activities:

Infrastructural Facilities	Utilized for Activities
Playground	Outdoor Sports Activity: Volleyball, Cricket, Basketball, Athletics, Tug-of-War Etc.
Multipurpose Room	Indoor Games: Carom, Chess And Activities Like Exhibition For Best From Waste, Salad Decoration Rangoli Competition Etc.

Auditorium & Seminar Hall	Cultural Activities: Singing, Dancing, Antakshari, Drama, Yoga, Fun Day, Communication Classes.	
Outdoor/Garden Area	Street Play, Exhibitions, Fun day	
Computer Labs and Computer Centre	One Minute Movie Making, NFS, CS Games.	
The college supports the students with the necessary infrastructure for sports and cultural activities.		
File Description	Document	
Any additional information	View Document	
Link for Additional Information	View Document	

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 7

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 2.36

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.47	2.22	2.06	2.31	3.25

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

JIMS has installed '*AutoLib - Integrated Library Management System (ILMS)*' in the year 2009. The Institute started using it in the year 2012. The library has a provision of s/w such as AutoLib software and OPAC (Online Public Access Catalogue) for students & faculty members to search books by title/ author name etc. All the work related to issuing and returning of books is computerized. All books are barcoded. AutoLib is a total integrated software package encompassing all aspects of library management. This software covers all areas within the preview of the AutoLib for efficient Information Management and at the same time provides a precious tool to all its members to have access to these resources at its fingertips.

Features of AutoLib:

- Cataloguing
- Barcode enabled Issue return
- OPAC (Online Public Access Catalogue)

Highlights of AutoLib Software-

- **Varied option for library function:** It provides different functions for the student, faculties and library staff that enable smooth running and maintenance of library system.
- **Reliability:** It provides high dependability in terms of data security.
- **User-friendly interface:** It provides an easy to use interactive interface for the users.
- **Security:** The authorised user is given access.

Functions:

Books Entries

- New Book details are entered in Accession Register manually.
- The Book is numbered with Accession Number.
- This Accession number is used to enter details in software.
- The book details like Title, Author, Publisher, Price, Language, Total No. of Pages, Department (MBA/MCA), No. of Copies, Source, Bill Details, Accession no. etc are entered manually.
- This information is available on Book Barcode.

Journals Entries	<ul style="list-style-type: none"> Journal details like Title, Year, Vendor etc. are stored. 	
Student & Staff Membership Entries:	<ul style="list-style-type: none"> Library membership is available for all faculties, students and admin staff. Library card is issued to the member. The details are stored in the system and used in Card Barcode. This barcode is printed on Library card issued to the member. 	
Printing of I-Card, Barcode etc.	<ul style="list-style-type: none"> Book Spine label is used for the arrangement of books in Library. Provides a facility for printing Student I-Cards, Barcodes for the member card and Books, Book Card. 	
Student and Staff Circulation	<ul style="list-style-type: none"> Membership is mandatory for issuing process. Barcode enabled Library-card & Book-card are used to fetch details for convenient circulation. The system also generates and stores book return date. 	
Book status Updation	<ul style="list-style-type: none"> Updates the status of lost and untraced books 	
Automatic Due Calculation	<ul style="list-style-type: none"> Calculates dues of library members automatically 	
Reports Generation	<ul style="list-style-type: none"> Generates Accession List, Booklist, Member wise details, Book history, Daily circulation, dues details etc. 	
Stock Checking	<ul style="list-style-type: none"> Stock checking of on-shelf and issued books 	
OPAC	<ul style="list-style-type: none"> Book search by author, subject, title etc. 	
JIMS adheres to the requirements of AICTE and to reduce manual intervention, AutoLib ILMS is efficiently used.		

File Description	Document
Any additional information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Rare Books

A rare book is recognised by its early printing date, special binding characteristics, limited edition etc. JIMS library has a membership of “Rare Book Hub” and “Rare Book Society of India” that covers rare books, manuscripts, posters, bibliography and first editions.

Other Knowledge Resources

General Reading Books: Apart from academic books, JIMS library provides plenty of other knowledgeable books that can expand readers mind. The general reading books like Biographies, Novels, Anthology are covering areas of Fiction/Non-fiction, Motivational, Leadership, General Management, Motivational, Business skills, Interpersonal skills, short Stories, Competitive exam, personality development, self-help etc.

Memberships of other Libraries: Institute library has a membership of libraries like “Jaykar Library, Savitribai Phule Pune University”, “British Library”, “Marattha Chamber of Commerce Ind. and Agriculture” to facilitate access thousands of books, magazines, films, music and newspapers.

Projects: The Curriculum designed by Savitribai Phule Pune University (SPPU) is intended to add immense value to all the students, teachers and other stakeholders. It is achieved by supplementing the traditional classroom teaching and learning with a focus on group activity, fieldwork, experiential learning, self-study, projects, Industry Exposure Programmes etc. CBCS ensures that students enhance their employability skills by taking up project work, entrepreneurship and vocational training.

The reports of Internship Projects are made available for other students from an upcoming batch.

Audio-Visuals and CD's: Libraries must deal with the increased demands on services, staff and collections. Making information more accessible to more people is the objective of the Library and it can be achieved by providing a cheap and durable audio-visual medium i.e. CD. It has significantly changed the way in which library users access information.

Journals and E-Journals: Due to peer-reviewed and original research on current developments, 36 Journals and 2 E-Journals (Both for MBA & MCA) are subscribed by the JIMS Library.

Details of Rare Books and Other Knowledge resources

Details	Number
Rare Books	19

General Reading Books	185
Projects(MBA & MCA)	704
CD's (MBA & MCA)	890
Journals	36
E-journals	03
Membership of other libraries	03
File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above**B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 9.33**4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
11.23	7.39	8.25	11.05	8.73

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 15.29

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 52

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

JIMS updates IT facilities at Classrooms, Computer Lab, Computer Center, Library, Digital Library, Seminar Hall, Board room, Faculty rooms, Admin Office, Student section and Training and Placement Office on regular basis. JIMS facilities are provided as per AICTE Norms and upgraded as per syllabus requirement.

The Lab and Infrastructure Committee periodically reviews the available IT infrastructure and recommends to the management to acquire new / upgrade with the latest configuration.

Details of updation:

- Internet with Wi-Fi Facility

In 2016, internet bandwidth speed was of 16 Mbps, it was **upgraded to 60 Mbps** in 2017. Recently, dedicated leased line from BSNL and Teleglobal Communications Pvt. Ltd. has been initiated. It provides a substantial speed of **80 Mbps** speed.

- **Computers**

Desktop computers used at Computer Center and Computer Labs are upgraded from Core2Duo to Intel DC in 2011. In 2017 Intel-DC was upgraded to Intel Pentium-IV and Core 4c. The monitors have been enhanced from CRT to LEDs for vision comfort of the user.

Facility	Year of updation	Nature of updation
Wipro Computer	2008	Core 2 Duo 2.4 GHz, 1 GB RAM
Esys Wizard Computer	2011	Intel-DC 3.00 GHz, 2GB RAM
HCL Computer	2017	Intel Pentium 2.70 GHz, 2GB RAM
Acer Computer	2018	AMD A8-7600 Radeon R7, 1 Compute Core 4c+6G 3.10 GHz, 4GB RAM

- **Smart Classroom**

JIMS has implemented 2 Smart Classrooms to provide enhanced Teaching-Learning experience. The classrooms are equipped with Computer System, Internet connection, LCD Projector. Whereas Smart classrooms are additionally equipped with **Smartboards**.

- **Printers**

Printers are upgraded from Dot Matrix to Laser printers. Latest “HP OfficeJet 7610” Printer Scanner is available for providing printing and scanning.

- **LCD Projectors**

The slide projector (Overhead Projector OHP) that were used to display images and slides is replaced with LCD Projectors.

- **Information Security**

Intrusion Prevention System (IPS) scans the network traffic to block attacks. This is facilitated by Cyberoam Hardware Firewall.

- **Technical support**

Technical support to monitor and maintain computer systems and networks of labs, Library, Admin Office, Staff room etc. is provided by Technical support staff. They are responsible for installing and configuring computer systems, identify and resolve faults encountered.

- **Wifi**

Free secured with password Wi-Fi access in the Campus, Classroom with dedicated speed is available.

- **System Software & Application Software**

Service Provider: Microsoft Volume Licensing Service Center

Product Pool	Product	Date of updating	Updated Version
Application	Office Professional	31-08-2016	Plus 2016
System	Windows		10 Enterprise 2016 LTSC
System	Windows E3 Per Device		10 Education

- **JIMS-ERP (E-Samanvay)**

	Updated Dates	Modules
JIMS-ERP Software	Implementation: July 2016	Faculty <ul style="list-style-type: none"> • Faculty Details • Experience Details • Publication Details • Project Guided Student <ul style="list-style-type: none"> • Student Details • Student Mentoring Programme <ul style="list-style-type: none"> • Programme Details • Course Details. • Fees Structure
	Updation: July 2017	Faculty <ul style="list-style-type: none"> • Academic Record • Subject Attendance Record • Subject Result Analysis Student <ul style="list-style-type: none"> • Student Result • Project Undertaken • View Fees balance record • Faculty Feedback.
	New Addition: July 2017	Placement <ul style="list-style-type: none"> • MOU Details • Trainings Details

		<ul style="list-style-type: none"> • Campus Drive Details • Placed Student Details • Recruiters Details.
File Description	Document	
Any additional information	View Document	

4.3.2 Student - Computer ratio		
Response: 1.76		
File Description	Document	
Any additional information	View Document	

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)		
>=50 MBPS		
35-50 MBPS		
20-35 MBPS		
5-20 MBPS		
Response: >=50 MBPS		
File Description	Document	
Any additional information	View Document	

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)		
Response: Yes		
File Description	Document	
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document	
Any additional information	View Document	
Link to photographs	View Document	

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 20.15

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

2017-18	2016-17	2015-16	2014-15	2013-14
17.84	17.00	18.08	25.68	28.79

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

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:

The institute has well defined and established mechanisms for the maintenance and upkeep of the infrastructure, facilities and equipment of the college.

Physical Facilities

The **Infrastructure Maintenance Committee** has been formed, committee verifies and monitors the maintenance of physical facilities.

Functions:-

- Ensuring Classrooms & Corridor duly maintained
- Maintaining securities
- Ensuring safety requirement in the institute
- Proper upkeeps of building
- Carrying out minor repairs of furniture, electrical, sanitary fitting and water tanks

Type of Maintenance/work	Allocated Resources	Remarks	

1.Civil/building maintenance	Minor work through estate office on campus level and major maintenance through civil contractors	Daily or any weekdays surprise visit done by maintenance committee members. After checking of all toilet is carried out and if needed maintenance is carried out.	
2.Electrical	In house electrical staff	Whenever complaints receive maintenance is carried out.	
3.Computers	In house staff	Whenever complaints receive maintenance is carried out.	
4.Printers & others	In house staff	Whenever complaints receive maintenance is carried out.	
5.Housekeeping	Housekeeping staff	Daily cleaning of corridors, lecture halls; toilets and parking is done.	
6.Water supply work/Plumbing	In house staff	Every month cleaning of water tanks	

Academic and Support Facilities

The institute always concentrates on student-centric teaching-learning process. Today's need for technology-driven teaching and learning needs ICT infrastructure. To facilitate this institute use various avenues through which ICT resources are made available are:

- Smart Classrooms
- Class Rooms with LCD Projectors, Computer and Internet Connectivity
- Seminar Halls with LCD Projectors, Multimedia Computer and Internet Connectivity
- Internet lab with Local and remote E-Resources
- Computer lab
- Digital Library connectivity on Intranet
- Video Conference hall

Lab and IT Infrastructure Committee is responsible for maintenance of IT facilities including computers and network related issues. Examining and finding out requirements for the laboratory, planning the procurement of equipment and designing the policies for breakage/ Loss to recover cost are few of the responsibilities of this committee. The committee periodically reviews the available IT infrastructure and recommends to the management to acquire new / upgrade with the latest configuration. The software and Hardware requirements from Savitribai Phule Pune University are considered and followed by the committee.

Library Advisory Committee is responsible for deciding upon the facilities available in the library as well as rules and regulation of the overall library system. Role of the committee-

- To decide upon restocking of books, e-journals, journals and budget for same.
- To improvise the physical facility of the library inclusive of racks, shelves, tables and chair
- Appointing the professional for different posts of library

- To resolve issues related to access in the library for students and faculty members

Sport Facilities

A Sports committee lead by the physical director is responsible for maintaining and establishing facilities and infrastructure for sports and indoor games. The responsibilities of the committee include:

- Maintenance of existing sport facilities
- Identify and purchase new equipment required

JIMS supports the students with the necessary infrastructure, and it is true that quality infrastructure facilitates better outcomes.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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 the last five years

Response: 60.76

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

2017-18	2016-17	2015-16	2014-15	2013-14
220	203	208	182	170

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 5.52

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	5	13	19	46

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 21.28

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

2017-18	2016-17	2015-16	2014-15	2013-14
67	57	79	83	61

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 17.38**5.1.5.1 Number of students attending VET year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
101	86	83	0	0

File Description	Document
Details of the students benefited by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**Response:** Yes

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

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 68.16**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
82	76	101	96	131

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 0

5.2.2.1 Number of outgoing students progressing to higher education

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 36.7

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	2	14	10	48

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
42	11	38	21	101

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 20

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	3	3	3

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Institute has an active Student Council as per Maharashtra Universities Act, 2016(Mah.Act No. VI of 2017) chapter IX, point number 92 (vii) and 99(3) the following shall be the Committees and Councils constituted as “**Student Council of Jayawant Institute of Management Studies**”.The various Student Committees comprises of representatives from all groups of students and are led by senior faculty or staff members of the Institute. Student Council is a student-based civic body designed to promote spirit and leadership skills among the students. A Student Council is a representative structure for students only, through which they can become involved in the affairs of the institute, working in partnership with institute

management, staff and parents for the benefit of the institute and its students. The Committees includes Technical, Cultural, Social, Sports and such other Committees as per the interest of the students stepping up to take an active leadership role. The main purpose of these Committees is to ensure harmony across an ample, vibrant, and continuous range of campus events and activities in the course of an academic year. The committees ensure maximum involvement and engagement of all members of the Institute and its respective stakeholder groups. Working on these committees instils leadership and management skills among students.

Objectives of Student Council:-

- 1.To provide representation for students in a process of planning, supervising, administering, and coordinating various activities and affairs as affect the general welfare of the institute (JIMS Pune) and students
- 1.To develop positive attitudes and to practice good citizenship by promoting harmonious relations throughout the Institute.
- 1.To apply knowledge in creative ways and Experimenting with new ideas, identities, and skills.

The student associations organize various activities for the students these activities include technical, non-technical competitions, workshops, guest lectures and many more.

Some of the important committees which we have formed at our institute are as:-

- 1.Social Welfare Committee.
- 2.Cultural Committee.
- 3.Academic Committee.
- 4.Sports Committee.

Social Welfare Committee:

This committee seeks to integrate social responsibility with personality development. These committees are active in organizing several extension activities like Tree Plantations, Blood Donation camps, Swachha Bharat campaign etc.

Cultural Committee:

The Cultural Committee actively coordinates and participates in several prominent competitions. This committee also coordinates the annual cultural event Synergy and Innovision.

Sports Committee:

The Sports Committee shows leadership in organizing various sports activities on and off campus; coordinates and promotes participation of students in inter-college sports festivals; plans and organizes financially self-sustainable inter-college sports activities; ensure facilities and equipment are safe, clean, and in good, usable condition at all times.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 23

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	22	24	20	25

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The 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

Response:

Jayawant Institute of Management Studies (JIMS) has been registered “**JIMS Alumni Association**” with the registrar of societies as per society act 1860 at Pune bearing registration number: Maharashtra/046596 Pune dated 19/12/2007. The JIMS has a vibrant network of alumni who are working in various reputed organizations across the globe. Every year the annual Alumni Meet provides a platform for the students to renew old bonds with the institute, foster new ties and relive the nostalgic college moments. Alumni can access alumni activities through institute facebook page, WhatsApp group, get together, emails etc. Feedback from alumni decides the way ahead for the overall development of all stakeholders.

Objectives of JIMS Alumni Association:

- To establish a link between the alumni, staff, and existing students of the Institute.
- To encourage the Alumni to take a long interest in the work and progress of the Institute.
- To provide a forum for the alumni for an exchange of ideas on academic and non-academic activities.

- To implement suggestions for improving in-house activities to make students more employable.
- To increase liaison with industries through alumni's to have better placements.
- To continue the processes of life-long learning through inculcating the culture for the overall development of the institute through alumni contribution.

In accordance with the formulated objectives, JIMS Alumni Association has been working to its utmost fulfilment. The development of the institute has been continuously going on by the contribution of alumni through financial and non-financial contributions. Such as:

- Helps in training and placement department
- Works as a resource person
- Skills Updation sessions for staff as well as students
- Involved in professional integration of students
- Works as an informer in how to gain valuable assets with reference to career choice to enhance opportunities in India and abroad for development.
- Organize innovative programs that help to amalgamate technical as well as management skills with proposed university syllabus
- Helps to build strong corporate relation
- Helps to improve curriculum and teaching pedagogy through feedback
- Encourage students to become entrepreneurs by undertaking training programs
- Stay connected with Institute for the institute through (Active registered alumni, Active blog page online, College facebook page, WhatsApp group etc.)
- Alumni contribute to the institute through (Donation in terms of money, Books / Reference books, Magazines, Tools and instruments)

Alumni also contribute to the development of the institute providing financial aid which in turn is utilized for the student's activities, student development and infrastructure development.

Financial support rendered by the Alumni for the last five years in terms of:

- Donation in terms of cash
- Donation in terms of books

File Description	Document
Any additional information	View Document

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ₹ 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association / Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The governance of the institute reflects the strategic vision, mission, transparency, accountability, inclusiveness, and equity. The governing body of the institute ensures effective governance practices in aligned with the mission and vision of the institute.

Mission:

To provide, nurture and maintain an environment of high academic excellence, research, and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards.

Vision:

To satisfy the aspirations of youth force, who wants to lead the nation towards prosperity through techno-economic development.

The governing body of the institute focuses on Effective, Equitable, Responsive and Robust Governance by the following ways:

Principles:

The governance leads to achieve the vision and mission through the following principles:

- Nurture and create value among the youth force and other stakeholders
- Enable the aspiring students to lead with high academic excellence and humility
- Improve by focussing on the process to face global challenges by maintaining ethical and moral standards.

Leadership:

Under the able leadership of our founder secretary, the institute strives for excellence in the field of management education. The governing body provides direction and extends motivation for the overall development of the institute. During the GOB meetings, it suggests improvements towards breakthrough thinking.

Management:

The management of the institute constitutes three levels

Levels of Management	Entities	Functions	
Strategic Level	JSPM Trust Members Governing Body Head of the Institute	<ul style="list-style-type: none"> • Strategic Planning in alignment with vision and mission 	
Functional Level	College Development Committee Head of the Institute Faculty Members	<ul style="list-style-type: none"> • Participation and Implementation of Strategic Planning. • Planning and implementing Academic and related responsibilities 	
Operational Level	Faculty Members Administrative and other Support Staff	<ul style="list-style-type: none"> • Effective and Efficient implementation of the assigned task. 	

The governance of the institute is reflective through following structure and process:

The governance focuses on student-centric learning method. The Leadership and Management play a key role by providing direction and infrastructure for the enhanced teaching-learning process and the faculty members ensure effective knowledge transfer. Further, the institute, through its core value induces the students for contributing towards socio-economic development of the nation by being responsible citizens.

However, the governance of the institution is done in both Centralized and decentralized way. The management decisions are centralized and taken at Trust level and the implementation and other academic decisions are decentralized which are decided and implemented at the institute level through various academic and administrative planning.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

JIMS always believes in encouraging decision making at the level of implementation and hence is having a structured decentralization and participative management techniques.

Case Study: Decentralization and Participative Management the way for Development

The objective behind practising decentralization and participative management is to encourage/develop:

- Take up initiatives
- Leadership skill
- Analytical and Decision-making skills
- Quest for inner talent
- Growth perspectives

Inline with the above objectives JIMS practices decentralization and participative management in various ways as discussed below.

Decentralized:

The decentralization practices of the institute under various functionalities are as below:

Sr. No.	Functionality	Decentralized Practices
1	Governance	<ul style="list-style-type: none"> • The demo session of faculty to be appointed is conducted in the institute and the head of the institute forward the same to the trust office for further process.
2	Academics	<ul style="list-style-type: none"> • Responsibilities finalization • Designing Academic Practices • Students Evaluation method by the respective department. • Any other activities related to academics
3	Training and Placement	<ul style="list-style-type: none"> • Organizing various training programs • conducting placement activities
4	Extra and Co-curricular Activities	<ul style="list-style-type: none"> • Planning of extra and co-curricular activities is done by the

		institute. • Arranging Industrial visits field trips etc.	
5	Library	• The Institute decides the library accession policy	
6	Infrastructure	• The plan and design of the required infrastructure is done by the institute and the fund is sanctioned by the top management	
7	Research	• Applying for various sponsored research projects. • Dissertation and project topics are unanimously decided by the student and faculty • Publication/participation in various conferences/seminar etc.	

Participative Management:

We follow participative management at different levels:

Position	Level	Participative Management	
Director	Strategic	• Member of Governing Body • Member in College Development Committee • Strategic Planning	
Faculty	Functional	• Members of various committees, cells etc. • Participation in the planning and implementation of various activities • Participation in various Academic decision making process • Providing feedback regarding QCV, Syllabus, student evaluation etc.	
Administrative and support staff	Operational	• Members of various committees, cells • Participation in various Administrative task Students Functional & Operational • Coordinating various events • Participating in finalization of	

dates and activities such as sports cultural, extracurricular etc..

- Members of various councils cells formed by the Institute

Discussion on policy and decision making:

The head of the institute ensures that all the important decisions are taken in the institute is discussed with all the staff members as the case may be and encourages participation of the staff in decision making by means of expressing their views and ensures effective decision in all concerned matters.

Faculty Participation at JSPM level

JSPM as a group encourages faculty participation not only in the internal institute but also involves certain activities wherein the group is involved as a whole. To quote a few examples:

Two faculty members from JIMS have been a part of the four-member committee who provoked and designed the employee manual for the whole group.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

We clearly understand the importance of the strategic plan to achieve vision & mission. Aligning with our Vision statement, we have developed a strategic plan for the development of the Institute. The focus area in the strategic plan of JIMS includes:

- Masters Programme
- Value-added and add-on Courses
- Faculty and staff development
- Industry Institute Interaction
- Establishing Standards for overall Development
- Financial Strategy

The strategic plan of JIMS includes various initiatives to be planned by JIMS in a span of five years. We are taking all needed steps to carry out the plan efficiently. Many initiatives have got lined up one by one. Few things which are stated in the Strategic plan and achieved by JIMS as on date includes:

- Organizing FDP, Seminar etc.
- Established IQAC
- Developed its own ERP E-Samanvy

- Started a virtual company (Saksham)
- Implemented LMS platform (MOODLE)

The list does not stop here many other initiatives are in process. To quote one initiative in detail the below example is discussed.

Example:

Seminar conducted in association with Savitribai Phule Pune University:

The institute in its strategic plan has a focus area “Faculty and Staff Development” Under that it aimed at an initiative to conduct a seminar in association with any reputed agency and encourage the faculty contribution by the way of research papers.

In the above context, IQAC of JIMS put its efforts to implement the above-said initiative. We submitted a proposal, for conducting a seminar, to the University under the Quality Improvement Program (QIP) of SPPU. The proposal has been sanctioned and JIMS was allowed to organize a seminar for the benefit of students and faculty.

The Details of the seminar:

Title: “Opportunities and Challenges for Entrepreneurship in Present Economic Scenario of India”

Date: 6th and 7th of February 2018

Organizer: JIMS

In association with: SPPU

Beneficiaries: Students, Academicians, Research scholars, Industrialist etc.

Number of Papers Published: 37 (Part I 18 and Part II 19)

Detail of Journal: Peer-reviewed referred and UGC listed International Journal

Impact Factor: 4.248

ISSN: 2279-0489

Total number of Authors: 61

Internal Authors: 18 (Staff and students of JIMS)

The seminar includes both paper presentation and eminent keynote speakers related to the topics. The papers were been invited from both internal and external faculties and students. All the papers received had undergone keen scrutiny by the internal editorial team. The papers were been published in a UGC indexed Journal. On the day of the seminar, there was a number of eminent speakers who provoked the students and faculty participants related to the topic. Papers were also presented and the notable person has headed those

sessions.

The outcome of the seminar could be evidence through a number of papers published. The Journal published in two parts which shows tremendous response over the publication. Students have also taken active participation in the sessions and gained knowledge on challenges and opportunities in Entrepreneurship.?????

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The institute is having a clear structure of the decision-making process which includes governing body and College Development Committee. The centralized decisions are taken by top management at the trust level which will be informed and implemented in the institute by the director.

The Organogram of JIMS involves three levels Corporate level (top management), Strategic Level (Directors at various verticals) and operational level (Institute Level).

The corporate level includes Founder Secretary, Governing body Directors for various verticals at JSPM trust level, Strategic level includes Campus Director, CDC and Institute Director.

The Operational level Organizational structure includes four major sections in the institute under the head of the director to ensure proper decision making and its implementation. Through this structure, the institute also encourages participative Management.

Sr. No	Sections	Responsibilities
1	Academic Section	Both the department namely MBA & MCA is having the same academic structure. The department is headed by the HOD. Other teaching members engage in various other roles and responsibilities like DAC, GFM etc. Extra and co-curricular activities are also given much importance under the section.
2	Office Administrative Section	The Administrative responsibilities

		are taken care mainly by the Establishment section, Student Section, Library and Accounts section. This section takes care of effective administration of the Institute.
3	Training and Placement	Training and placement is an independent department for placement activities. It also promotes and takes care of student-related Skill development as per Industry Expectations.
4	Other Statutory and Non Statutory Bodies	These bodies take care of all statutory requirements as per prescribed norms of the various bodies.

Services Rules:

The service rules like various leaves benefit available to teaching and non-teaching, working time etc., followed by the institute is as per the statutes and norms of Savitibai Phule Pune University and Government of Maharashtra

Recruitment and promotional Policy:

The recruitment process and promotional policy of the institute are in line with the norms and statutes of Savitibai Phule Pune University, AICTE and Government of Maharashtra. Further, it is depending upon qualification, professional experience and performance appraisal of the individual as the case may be.

Grievance Redressal Mechanism:

The Institute is having its own grievance redressal committee for staff and students. The institute has suggestion boxes through which the committee receives and reviews the grievances received and resolves it. Based on the severity of the issue the complaint is been treated and the issue will be resolved and the same will be communicated to the complainant committee/cell or any individual.

In case of any grievance or emergency, Director, Campus Director, Grievance Redressal committee members can be contacted.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The institute is Approved by All India Council for Technical Education (AICTE) and Affiliated to Savitribai Phule Pune University. Hence the institute has established all the bodies/cells/committees etc whichever is mandatory by the competent authority. The institute also runs non-statutory cells/committees/clubs etc.

All the statutory and non-statutory cells and committees run by the institute are assigned with roles and responsibilities. The Members of the committees are per the norms of the competent authority. The institute also ensures that the cells and committees conduct activities which will, in turn, contribute to the development of the students and institute as a whole.

In the institute various activities are run through various cells, committees and clubs lead by students and facilitated by faculty members. Some of the cells and committees which exist in the institute include -SC/ST Cell, OBC cell, IQAC, ED Cell, Library committee, students grievance cell, Anti-sexual harassment committee, Anti-ragging committee and squad, clubs pertaining to various domains etc. These entities conduct various initiatives based on suggestions received in their respective meetings.

Example: “*Nirbhaya Kanya Abhiyan*” by Student development cell.

The student development cell was established in the year 2017 with an objective to empower the student's community at the varied platform. In its first, it was decided that the institute will apply to Board of student development of SPPU for conduction “Nirbhaya Kanya Abhiyan” in our institute.

Accordingly, the institute has applied for the same and SPPU has accepted the proposal and the institute has conducted the activities on 13th January 2018, 1st February 2018 and 9th February 2018 for respectively.

In Nirbhaya Kanya Abhiyan the institute conducts activities such as:

- Self Defence
- Image Management
- Physical Fitness.

Through various other cells also the institute conducts activities and implement the resolutions taken in their meeting.

File Description	Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

JSPM as a group provides a number of welfare facilities to its teaching and non-teaching aiming to retain the employees through which it can also achieve its mission of being a preferred destination to the staff.

The welfare facility of JSPM includes:

Provident Fund:

Provident fund is provided to the staff members as per the statutory compliance of the government.

Loan Facility:

The JSPM group has Jayawant Multi-State Credit Cooperative Society through which staff members can avail loan facility.

ATM facility:

The teaching and non-teaching staff of JIMS enjoy the facility of Nationalized bank ATM at the main entrance of the campus.

Educational support:

The Blossom public School which is also a sister concern of JSPM provides preference in the admission process.

Canteen facility:

The campus has two canteens for the staff members and additionally, female staff members have a separate ladies canteen within the campus.

Transport facility:

The staff members can avail the benefit of college transportation facility at a concessional rate, which is available from every corner of the city.

Residential facilities: last

The in-house residential facility is provided to the staff members, especially to the needy non-teaching staff.

Bonus during festivals:

The non-teaching staff members are provided with bonus during Diwali.

MOU with the recognized hospital:

The institute has signed Memorandum of Understanding with recognized hospitals nearby. The staff and students of the institute will get a medical benefit at concession rate with high-quality medicines.

Clean Drinking water facility

JIMS building is equipped with clean drinking water facility. Each floor of the building is enabled with purifier & cooler. The staff and students can avail the benefit of the same.

Community Marriage Ceremony:

The JSPM group conducts Samuhik Vivah Sohala (**Community Marriage Ceremony**) in which the staff members and their family members can get married without incurring any expenses.

Group Insurance:

The institute has enrolled for group insurance through which all teaching & non-teaching members are enrolled.

Medical Assistance:

An ambulance is available in campus and the Doctor is available on Call.

Uniform to Peons:

The Institute provides college uniform to Peons at free of cost every year.

Other facilities:

- During occasions, as a kind of Thanksgiving celebration, the administrative staff members are provided with hospitality for their contribution and support throughout the year.
- During Independence day and Republic day, “Sevak-Melava“ is conducted wherein the staff members from all the campuses meet at common campus wherein the management members address the staff members and felicitate the achievers. On that occasion, the staff members are given refreshment on the same day and also provided with transportation facility for to and fro.

File Description	Document
Any additional information	View Document

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: 40.74

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

2017-18	2016-17	2015-16	2014-15	2013-14
17	13	6	12	6

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc during the last five years	View Document
Any additional information	View Document

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: 5.8**

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	8	3	4	8

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**Response: 23.93**

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	7	3	8	5

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

JIMS conducts performance appraisal once every year. It adopts a systematic performance method for both its teaching and non-teaching staff.

Performance Appraisal for teaching staff.

The appraisal for teaching staff is done at various levels. Each faculty fills a Self Appraisal Report (SAR) at the end of each academic year. It is reviewed and acknowledged by HOD & Director and forwarded to the Director (Administration) of the JSPM Group. The appraiser suggests the faculty for improvements if any.

Stages of Performance Appraisal Method

Performance Appraisal Methods of Non-teaching staff:

Performance Appraisal Reports of the administrative staff is done by the Director. Institute maintains the CR (Confidential Report) file in which the Confidential Report of the performance of the non-teaching staff prepared by the Director is maintained.

In case of any shortfall/any weakness being identified during the course of making the appraisal of the employee performance by the management, the same is communicated to him/her to improve upon and remove the deficiency.

Based on the improvement in qualification and performance many of the non-teaching staff members are promoted to better positions within the organization.

In relation with performance appraisal here we are highlighting a case where the Faculty has been promoted to a higher level position based on the qualification, performance and position available.

Dr. Priyanka Singh, the director of the institute, has joined JSPM as a Lecturer latter based on the higher qualification she gained and the performances exhibited she got promoted and reached the position of a Director.

Dr. Bipin Bankar who joined as a lecturer in JSPM had reached the post of Professor and holding the position of Head of the Department based on the performance and qualification.

Dr. Gorakh Wakhare and Dr. Rasika Patil have also joined the group as a lecturer as on today they have been promoted as Associate Professors based on their qualification and vacancy.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institute has an overall financial control process mechanism for internal and external audit. Our finance department is instrumental in setting up the financial controls and systems since the date of inception of the institute and has a methodical and organized approach to monitor, evaluate and constantly improve the financial management and devise strategies for protection from fraud and theft, compliance with laws and regulations.

The scope of the internal audit program encompasses the implementation of various compliances under appropriate laws and rules and regulations, ensuring adherence to institutional policies, physical verification of assets, consumables, stores, etc..

We have our own internal audit mechanism where an internal audit is an ongoing continuous process in addition to the external auditors who verify and certify all the financial statements. A team of staff at Institute and corporate office level under them do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. Likewise, an external audit is also carried out in an elaborate way. The institutional accounts are audited regularly by both Internal and statutory audits. So far there have been no major findings/objections. Minor errors of omissions and commissions when pointed out by the audit team are immediately rectified and precautionary steps are taken to avoid recurrence of such errors in future.

Statutory Auditor Audit observations/objections are settled within the specified time schedule under the directions of the Statutory Auditors.

File Description	Document
Any additional information	View Document

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

Response: 19.55

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

2017-18	2016-17	2015-16	2014-15	2013-14
6.5	5.58	3.74	3.73	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document

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

Response:

JIMS receives revenue mainly from fees received from students and government and non-government scholarships and free-ships, sponsorships from various organizations, event sponsorships etc. The parent trust also provides the fund to the institute to meets its requirement on a regular basis in case of any deficit.

Funding or grants are received from the Savitribai Phule Pune University for specific requirements based

on submission and acceptance of project proposals.

We have a robust mechanism to ensure that the financial resources are utilized properly. The institute conducts an internal and external audit at regular intervals to ensure the same. The annual budget contains both capital and revenue expenditure as suggested by the finance department of the trust and approved by the governing body.

The budget is prepared after considering :

1. Estimated cash inflows from Student Fees, Scholarship Reimbursements, Consultancy, Alumni Donations, interest from banks and any other grants or funding
2. Estimated cash outflows on account of pre-decided events, administration and office expenses, acquisition of capital assets, repayment of loan etc.
3. In case of a deficit, measures are discussed to curtail it by prioritising the needs or exploring new avenues for funds raising.

All major financial transactions through banking mode and recorded on Tally software. Financial position is reported regularly to the Director and Management. In case any emergency the Director in consultation with the Management takes a discretionary decision and additional funds are accordingly allocated. All the financial audited at the end of every financial year by an appointed External Auditor to ensure that there are no serious violations.

Case highlighting the institutional practice of mobilization of Fund:

Apart from the annual budget, the institute gets funds from the trust whenever the institute plans any program. One such example is explained in this case.

- The institute organizes the sports and cultural event “Synergy” every year.
- The institute prepares a budget for the event after obtaining approval from the Director.
- It is forwarded to the corporate office.
- Budget is checked by the finance department.
- Budget is forwarded to the Founder Secretary for sanctioning.
- After the event, expenses file is forwarded to the finance department with bills.
- After scrutiny of the bills, they approve the file and sanction the amount.

For all major or minor financial requirements, the proposal is sent to the Governing body & LMC respectively for obtaining their consent.

Once they give consent, the proposal is sent back to the Institution head. The Institution Head through Administration department then initiates the purchase requisition to the Purchase department of the corporate office along with 3 different quotations. The Purchase department then finalizes one of the quotations based on the pricing and feasibility. The purchase procedure such as calling quotation, technical bid, preparing a comparative statement, negotiation meetings are also followed for effective and efficient use of available financial resources.

Purchase department then sends the approved request to JIMS which initiates the purchase process through the finalized vendor.

File Description	Document
Any additional information	View Document

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 an established Internal Quality Assurance Cell (IQAC) which operates with an objective of overall quality enhancement. The committee emphasizes quality implementation in all aspects of academic and administrative initiatives. The IQAC was established in the institute in the year 2017 after the strong recommendation of such committee in the BOG meeting held in the Institute. The operations of IQAC commenced from the academic year 2017 i.e. from August 1, 2017.

The institute has implemented many best practices as per the guidance is given by IQAC. Two best practices for reference are discussed here:

IQAC Best Practices 1: Saksham: Educate, Equip & Empower...!!!!

During the 1st Meeting of IQAC, the members have discussed the importance of giving practical exposure to the industrial operation among the students. In this context, the institute has taken an initiative to establish a virtual company under the banner of "Saksham". The pivotal focus behind this practice is to encourage the students to obtain an idea about the corporate world. To bridge the gap between theoretical and practical knowledge.

JIMS through association with 2 companies separately for MBA and MCA assigned live projects to the students. The session for Virtual company is incorporated in the timetable itself. The students undertake the assignments based on their chosen specialization/Track.

This activity gave more practical inputs to the students. The students got to know about the day to day operations, challenges, actual projects etc. through the assigned assignments. The associated companies have also mentioned that the growth of students in terms of skills is improving in later sessions. The major outcome expected from this practice is to improve the employability skill of the students which is also visible in the upward trend through the assignments submitted by them to the companies.

E-Samanvay

The members of IQAC had discussed the steps taken by JIMS towards digitization and also advocated that it plays an important role in the holistic development of the institute. Further, the members also instigate the importance of a software wherein all the information relevant to the institute needs to be stored in the system. Hence it was decided that an ERP system needs to be developed by the institute by its own and one MCA Faculty members along with students will take up the responsibility. Further, it was assigned to Prof. Leena Deshmukh from MCA department.

The ERP was developed by the students of MCA under the guidance of the faculty members. Certain challenges were to be addressed before the ERP got its final version. Once it is implemented the institute had benefited in various ways. Tracking the students' related data, Faculty related information, Results of various subjects, Program details, Fees details etc.

As a further improvement, the ERP will also hold a tab for QCV (Quality Content Validation) wherein the schedule and feedback related to the QCV practice will be available. The institute also renders service by developing and maintaining the ERP of other sister concerns of JSPM group.

File Description	Document
Link for Additional Information	View Document

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

Response:

Example 1: Enhancement of student-centric Learning

JIMS provides the postgraduate professional course, adopts various techniques to create a learning environment which is focussed highly on students. IQAC, in its first meeting, the recommended certain initiatives which will enhance the current student-centric learning practices of the institute.

Some of the major suggestions given by IQAC for enhancement of student-centric learning:

Moodle LMS learning portal:

IQAC recommends the use of the Moodle Learning Management system to ease the process of addressing the students need towards academic. The entire faculty members upload all the subject related materials in the Moodle account for which the access is given to the students. WIFI enabled campus makes this more accessible. IQAC review the content Quality through QCV.

Case study based learning:

In the 2nd meeting of IQAC, the importance of implementing case study based learning is been discussed and it was decided that the same will be imparted in all subjects of MBA and MCA. All the subject teachers are instructed to include a case study in the learning methodology.

Assignments with practical orientation:

IQAC also suggested that faculty members must give assignments in such a way that it should teach practical implementation of the theory learned in the classroom and enhance problem-solving skills in the students.

Focus on slow and advanced learners:

IQAC had given certain suggestions to improve the performance of slow learners and to encourage the advanced learners in scoring good marks. on implementing the same there is a visible outcome.

Example 2: Improving the employability skills of the students.

IQAC aim is to improve the overall quality of the institute, it has also taken the effort to improve the quality of the students to strengthen the placements of the students. Following are certain initiatives through IQAC.

Lectures on Soft Skills:

As discussed in IQAC meeting soft skill is the major constraint in placing the students.. In this regard both the department had included a session on soft skill in the timetable itself. Proper scheduling is done well in before of starting of the semester. Visible improvements could be noticed on the students.

Saksham initiative:

IQAC monitor the institute initiative “Saksham” through which the students get to work in a live project of their interested domain and guided well to undertake the same.

Feedback from employer:

The placement cell of the institute takes feedback from the employers. IQAC had given certain suggestions in utilizing the feedback in an effective way. The improvements suggested through the feedbacks are taken seriously and action is taken through soft skill sessions, case studies, Saksham, mentoring to specific students etc.

Bridging the gap:

IQAC had suggested various methods through which the institute can bridge the gap between institute and industry. Although the institute does many of following IQAC started monitoring the suggested measures which include, Guest lectures, workshops etc.

File Description	Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	3	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

1. **Evaluation reforms:** Continuous assessment scheme was implemented in place of end semester evaluation, which has helped to monitor the student progress on a continuous basis.
2. **Teaching-learning approach:** Student-centric approach such as Case Studies and Role Play for better conceptual understanding and to give a real life-like experience.

3. Teaching-learning methodology: Along with traditional chalk and board method additional quality learning materials were provided through the Learning Management System, Moodle for better understanding and smart classroom experience.

4. Industry exposure: The institute understood the importance of giving industry exposure to the students. This will be beneficial for the students in the placement activity. In this regards the institute initiated certain practice like “saksham” virtual company, Industrial visits, guest lectures etc.

The institute also encourages the faculty members to gain industry exposure by undergoing a training program for 4 to 5 days in the company to understand the day to day operations in their related domain.

5. Curriculum enrichment: Students are given option enrolling for Value-added certificate courses which add value to their resume in terms of better career opportunities.

6. Technology in Teaching and Learning: Various steps have been taken to ease the process of teaching and learning through digitizing various activities like MOODLE, E-Samanvay, Google forms, Google groups, Kexplora etc.

7. E-resources: The college now has a digital Library with Internet and Wi-Fi facilities along with e-books and e-journals and various subscription for enhancing the learning process.

8. QCV: Quality Content Validation process is streamlined through which the content delivered to the students in and out the classroom is validated and assured that précised content is reaching the students. This process also ensures the enhancement of classroom teaching experience.

9. ED Cell

The institute established an ED cell to impart the skills required for entrepreneurship. The ED cell believes that the spirit of entrepreneur will be gained through the societal concern and the one who tries to address the problem of the society can be a successful entrepreneur.

10. Student Council:

The institute has a setup of the student council in which the elected class representatives from each class will be the members and hold various responsibilities in the council

11. QIP:

One of the major initiatives of IQAC was to conduct a seminar in the Institute in association with SPPU under its Quality Improvements program. Through QIP the institute received 37 research papers which are published in international level UGC indexed journal with good impact factor and ISSN number.

12. Parents Meet

For the betterment of the students and to keep close communication with the parents the institute organizes parent meet every year. The suggestions received from the parents through parents meet are also implemented up to the maximum possible extent.

Administrative Measures

- 1. Internal Quality Assurance Cell** has been set up to monitor the continuous progress of the institution.
- 2. Academic administrative audits** of the Institute are carried out.
- 3. Faculty Development Programs** are conducted for faculty members to enhance and update their skills.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 9

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	1	2

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

JIMS always undertakes the responsibility of ensuring equality in all aspects like demographic, Geographic, Societal status etc. We also emphasized equality by including “Inclusiveness” as one of our core value. Hence the institute promotes activities related to gender sensitization and also provides all required facilities to ensure the safety of women in the campus.

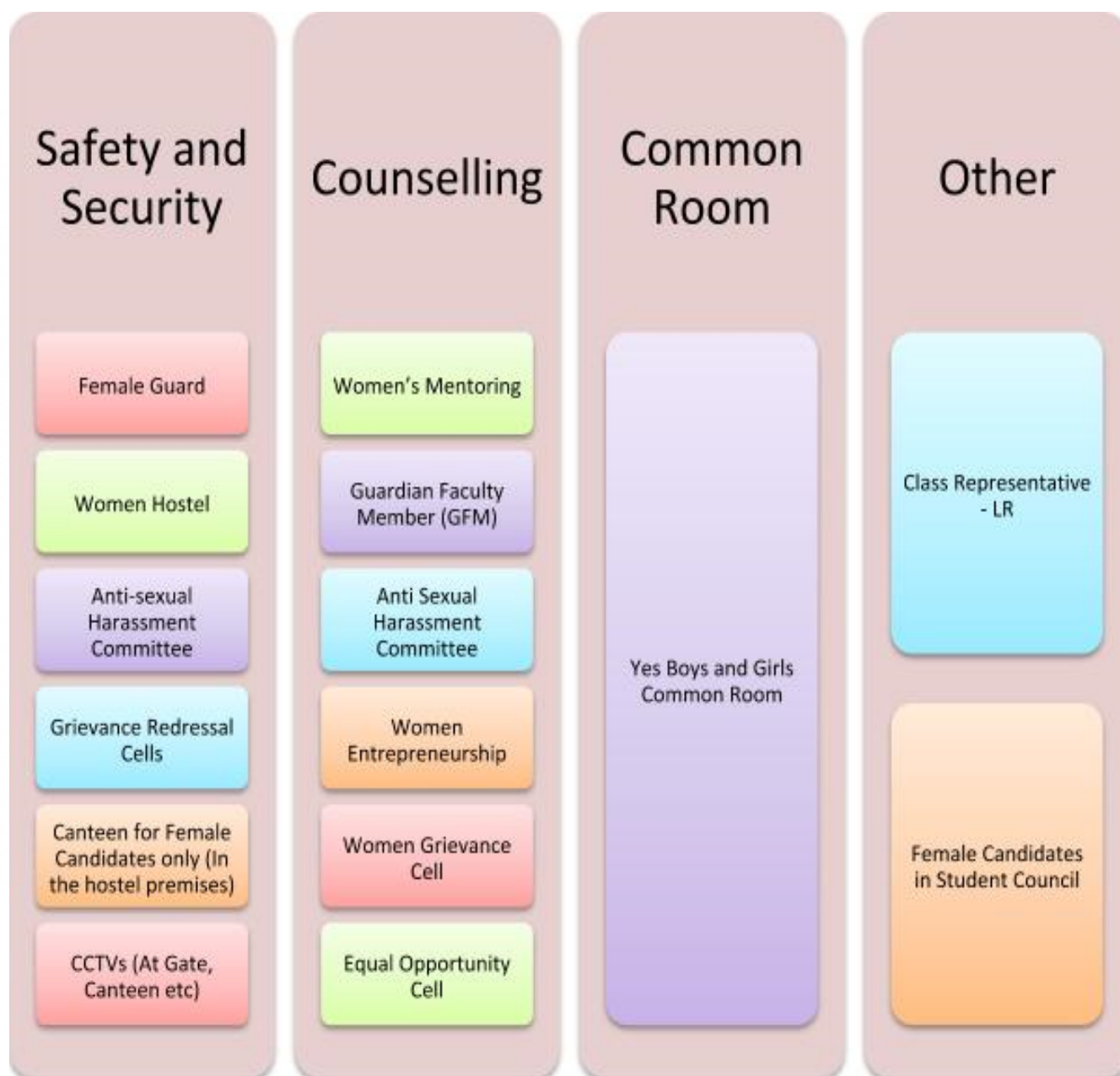
The admission statistics of the institute always shows an incremental number when it comes to girl students. Understanding the need for safety and security of girls students JIMS adopts various measures to enhance the safety and conduct activities to promote gender sensitization.

Events/Activities Conducted by the Institute to promote Gender Sensitization

The institute, in association with SPPU organized Nirbhaya Kanya Abhiyan activity during January and February 2018 under the Women's cell of the institute. The event includes activities to encourage self-defense in women, develop soft skill to build confidence etc.

The institute has conducted “Chetana-Admire Her” to appreciate women empowerment thereby addressing to gender sensitization.

The institute has also organized Street Play and One Minute Movie Making on topics related to gender sensitization.



Safety and Security

JIMS considers safety and security of students especially girls as a serious concern. Major initiatives to ensure safety and security of the students in the campus to avoid gender violence & issues.

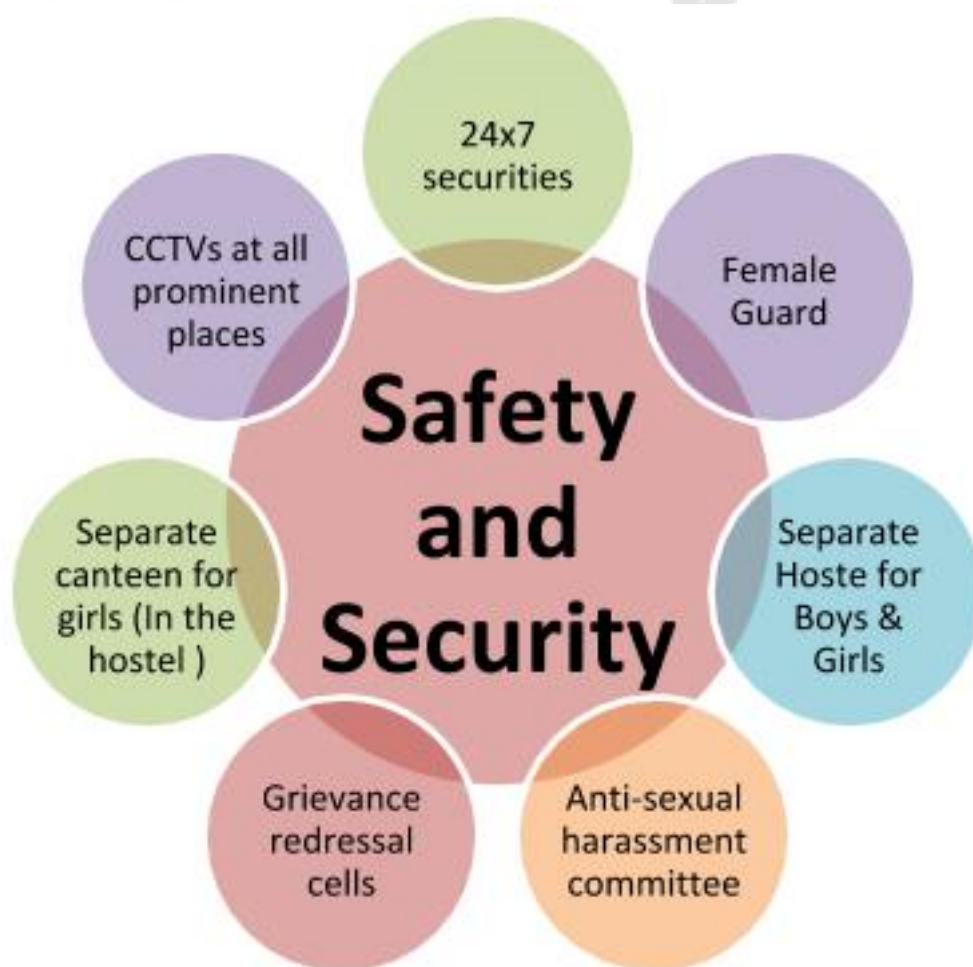
? Female Guards in the campus

? Police Kaka Helpline

- ? Separate Boys & Girls Hostels with all security measures
- ? Provision of separate canteen for female students in the hostel
- ? CCTV Cameras at all gates, institutes & canteen
- ? The Anti-Ragging Cell functions actively in the Institution to handle ragging issues.
- ? Display Boards regarding “Anti Ragging Act” & “Zero tolerance towards sexual harassment” are exhibited at prominent locations

Institute has formed anti sexual harassment cell & grievance redressal cells to resolve the issues of students and staff. Apart from the grievance redressal cell, complaint & suggestion boxes are installed in each department where students and staff can provide their anonymous suggestions/problems related to gender equality.

The students during their first day in college are given directives and important contact numbers of people they should contact in case of any problem. Also displayed contact details of nearest police station & anti-ragging helpline at all prominent places such as canteen, institute & main entrance.



Counseling

JIMS being an institute, practices multi-monitoring system through which it ensures Counseling to the students through various entity. Apart from regular counseling session the institute also gives special counseling to any needy student. The institute provides counseling to the students through the following ways:

- ? Guardian Faculty Member
- ? Mentor-Mentee
- ? Specially appointed Counsellor from JSPM Campus
- ? Open door policy of the Director

However, apart from above-said methods, each staff of the institute takes counsel the students whenever they come across a needy situation which includes Gender sensitization

Common Room:

The institute is having common rooms for girls boys separately. The institute ensures all the required facilities including restroom in the common room.????

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 27.01

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 12000

7.1.3.2 Total annual power requirement (in KWH)

Response: 44421

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response:** 82.47**7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)****Response:** 8778.24**7.1.4.2 Annual lighting power requirement (in KWH)****Response:** 10644.5

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The initiative to manage all kinds of waste materials was taken in tune with the National Mission on Clean and Green Environment, Swachh Bharat Abhiyaan, Ban on Plastic, Dry and Wet Waste Segregation, Rain Water Harvesting, Appropriate use of water, Water Recycling, Avoiding Paper wastage, Best from Waste Events, E-waste and so on. As an environmentally responsible Institute, we ensure to take whatever little steps we can take to ensure our world becomes a better place for the future. The institute maintains and encourages proper waste management facilities in the campus for making it eco-friendly.

Solid waste management

Some of the common solid wastes which are generated from the institute include papers, glass, wrappers, plastic items, food wastes, wood, metals etc. Some of the practices that we follow are:

- We encourage and promote the use of one-sided pages for print-outs wherever possible. This helps in saving trees and also reducing paper consumption.
- We have conducted the event 'Best from waste' in which the students are encouraged the use of waste material from the institute and make some creative things. This gives a platform to the students for creativity also.
- Some of the scrap material is sent to RSCOE (sister concern) for possible re-use.
- The vegetable waste from the hostel, canteens are disposed of regularly to keep the campus clean.
- Dry and Wet waste is collected and disposed of in an efficient way. We have also conducted an activity in a nearby Residential Society (Mangaltirth Society) to create awareness for the same.

- Dried leaves from the trees are collected and dumped in a pit which could be used as manure. Dustbins are placed around campus to collect the waste.
- Rainwater harvesting unit is installed on the campus.
- Use of plastic bags is discouraged within the premises of the College.

Solid waste management

One side pages for
Printout

Events & Programs - Best
from waste

Re-use in workshops &
Recycling of waste material

Liquid waste management

- A Waste Water Treatment Plant for recycling of wastewater is installed in the campus. This water is mainly utilized for watering the lawns and trees.
- The institute has a proper drainage facility to avoid stagnation.
- Water Rationing during Shortage Times: - This initiative was started when Maharashtra faced draught situation and there was a shortage of water during summer. During summertime, water in hostel rooms is restricted for certain hours in the morning and in the evening.
- All the taps and water pipes are maintained from time to time to prevent water leakage.

E-waste Management:

- Various types of e-waste are generated in the institute such as damaged batteries, CDs, Hard Disk Drives, Monitors, Keyboards, Cartridges, printers, ribbons etc. Some of these can be reused and are reused accordingly wherever possible with the help of outside agencies.
- Other materials are which are disposed of with the help of these outside agencies as a scrap.
- UPS batteries are either recharged or repaired or exchanged with the suppliers.
- Printer cartridges are refilled outside the college campus.

E-waste management

Use of E waste in practical/lab
experiements

Re-use of Cables &
wires in extension
boards

Recycle or Disposal

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Over the years, the rising population, growing industries and expanding agricultural practices have raised the demand for water supply. Monsoon/ Rainwater is still the main hope and source of our agriculture. Hence water conservation has become the need of the time. Rainwater harvesting is a way to capture the rainwater at the time of downpour, store that water above the ground or below the ground level and use it later. As the groundwater resources are depleting, the rainwater harvesting is the only way to solve the water problem. Rainwater harvesting will not only be helpful to meet the demand of water supply but also be helpful to improve the quantity and quality of water.

One of the biggest challenges of the 21st century is to overcome the growing water shortage. Rain Water Harvesting (RWH) has thus regained its importance as a valuable alternative or supplementary water resource, along with more conventional water supply technologies.

Rainwater harvesting is an important environment-friendly method, also dubbed as “Green Practice”. Rainwater harvesting, besides being eco-friendly, is also quite economical.

In our Institute as well as in the entire Tathawade Campus we have a roof-top rainwater harvesting system consisting of three basic components:

1. Catchment or roof surface to collect rainwater.
2. A delivery system consisting of taking downpipes to transport the water from the roof to the storage reservoir.
3. Storage reservoir or tank to store the water until it is used.

During the monsoon period, the rainwater collected on rooftops is then stored in the underground tanks. This water is recycled and used for various purposes. All the buildings in the campus including the hostel buildings are equipped to handle rainwater in a similar fashion.

During the non-monsoon season's water used in Toilets, Basins etc. is recycled and this recycled water is stored in underwater reservoirs. This water is mainly used for in lawns and gardens in the Campus.

Student and all staff members are made aware to use water judiciously. Many of our students are from drought affected rural areas in Maharashtra and as such know the importance of Water. They also advocate these things to others.

All the water tanks, pipes, taps etc. are checked and properly maintained to ensure there is no leakage of water.

Displays of signboard and posters are done for the creation of awareness in Hostels and College campus.

Signboards are also displayed in toilets, near basins as well as water coolers instructing the users to avoid wastage of water.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The rapid development in infrastructure has led to various environmental issues. To support and build a sustainable, healthy environment it is necessary to adopt Green Practices. Being a sensible Corporate Citizen we support and follow environmentally sustainable development.

We advocate numerous measures which are enumerated below:

1. The entire Campus is dotted with Lawns in front of every Institute.
2. The road leading from the Main Gate till the last Building in the campus has trees planted on both the sides.
3. There is a pedestrian pathway on the main road inside the Campus.
4. Students and Staff Members are given the Bus Facility at a nominal rate which ensures that many of them use this facility and thereby reduces excessive use of own vehicles and thereby save energy resources and reduce environmental pollution
5. Use of plastic is discouraged and slogans in this regard are displayed to create awareness.
6. Some of the faculty members are also pooling their four-wheelers for commutation to the College which saves precious fuel and to reduce the carbon emissions.
7. To save trees we also use one-sided papers wherever possible.
8. Various events (Swachh Bharat, Go Green, Tree Plantation, Best from Waste etc.) are organized to promote and increase awareness regarding the saving of the environment. We undertake these events not only within the campus but also for the outside community.
9. For saving the environment Institute has a concept of Paperless Office our Institute has developed ERP (Enterprise Resource Planning) software system and implemented it for academic, training & placement and administrative works to reduce paperwork. ERP is effectively used by students, staff and faculties to perform their daily work and updates, which reduces the paperwork and saves the environment and time. Also, E-learning tools such as MOODLE, NPTEL, Smart classrooms are used and question banks, PPTs, lecture notes are shared with the students without any use of paper
10. Most of the communication to the students and faculty members, such as Notices, Circulars, Time Table, Notes, etc. are done through email, WhatsApp, SMS etc.
11. The entire construction of the Institute is well ventilated and illuminated by sunlight.
12. Display Boards are put near all Water Taps and Water Coolers, Water Dispensers etc. for using water judiciously.
13. Precaution is taken to ensure there is no water leakage from any of the pipes, tanks or taps.

14. Recycling of water is done and this water is used for gardening purpose.
15. Rain Water Harvesting is also implemented for saving water.
16. Notices are displayed near Electric panels to Switch Off the Electrical Equipment when not in use.
17. Use of Tobacco and any such addictive products are banned in the Campus.
18. Separate bins are used for Wet and Dry Waste Materials. Similarly, Dust Bins are placed in the Campus at many places to ensure that the Campus remains Litter and Garbage free.
19. Institute encourages the use of bicycles on at least one day a week.

All such measures have helped us to make our Campus truly a Green Campus.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 2.7

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.48	2.07	2.70	2.73	4.42

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 11

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	3	2	2

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 7

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	2	1	1

File Description	Document
Report of the event	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 27

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	5	7	5	6

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Yes, JIMS organizes national festivals and birth/ anniversaries of the great Indian personalities with Great Spirit. Through celebration thoughts of great Indian personalities inspire the young minds. The details of

the program are as follows:

1. Independence Day: Independence Day is celebrated every year on 15th August at our campus ground. On this day the flag hosting is done by the auspicious hands of our campus director. Well-coordinated march-past by our students and of Security Personals is performed. Further cultural programs are organized.

2. Birth Anniversary of Dr. Sarvepalli Radhakrishnan: Every year on 5th September, our students celebrate Teacher day on the Birth Anniversary of Dr. Sarvepalli Radhakrishnan. On this day students felicitate teachers and few students deliver a speech on this occasion. Many students perform various cultural activities.

3. Swami Vivekananda Jayanti Celebration: On this occasion, we celebrate “Youth Day” and guest lecturer series of eminent personalities are organized.

4. International Woman’s Day: Every year on 8th March, we celebrate International Woman’s Day. On this occasion we felicitate, outstanding achievement is done by the women in their respective field. On this day we have invited distinguished personalities like **Sindhutai Sapkal**, social worker, **Mrunal Kulkarni**, a well-known actress etc. to deliver a motivational speech.

5. Republic Day: This day is celebrated every year on 26th January. On this day the flag hosting is done by the auspicious hands of our campus director. Further “**Sevak Melava**” is organized for JSPM Group of Institutes by the trust office. In this program students and faculty, achievers are felicitated by our **honourable founder secretary** who motivates the students and staff members through his inspirational speech.

6. Shivaji Maharaj Jayanti: The Great Maratha Emperor- “**Chhatrapati Shivaji Maharaj**” birth anniversary is celebrated on 19th Feb. every year. On this occasion, students organize a big rally on our campus. On this day guest lecture of an eminent person especially historian is organized.

7. Ganesh Festival: Our student’s s also celebrates “**Ganesh Festival**” in our campus by Pratistapna of Ganesh Idol is done with great enthusiasm.

8. Dussehra Celebration: Every year we celebrate this festival, on this occasion worship of “**Goddess Sarasvati**” with prayer ceremonies and pujas are performed to mark the auspicious day.

Further, we pay tribute to **Dr. A.P.J Abdul Kalam** and **Dr. B.R. Ambedkar** on the occasion of death anniversary.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions.

- Jayawant Institute of Management Studies is approved by AICTE & affiliated to Savitribai Phule Pune University (SPPU).
- Audits are carried out by Internal and External auditor appointed by the trust office. Through this Institution maintains financial transparency.
- Through Governing Body, College Development Committee, IQAC cell and different academic committees, cells, we maintain complete transparency in academics. Further, Director, HOD, DAC monitors the academic activities of the Institute. The weekly report of the academic activities is sent to the trust office.
- The academic transparency is also monitored by the representatives of the trust office by surprise visits in the campus.
- In addition to this, Institute is also having a separate student section department which takes care of students' document verification, scholarships, freeships, EBC, and any other student's related matter.
- The establishment section performs duties regarding monitoring staff attendance, maintaining different leave records, staff service book, maintaining personal files of all teaching & non-teaching staff.
- The Library Resource Centre (Library) take cares of day to day functioning such as managing & monitoring the book issue systems, accessions registers, library audit, digital library, book purchase, E-journals, different periodicals, magazines etc. All the library works are managed and maintained by "Auto Lib library software".
- The Institute is having a separate Account section which takes care of recording, maintaining students' fees, cash book, petty cash book, voucher, expense & payments record in aligning with the trust office. All the accounting work is done through "Tally-ERP software".
- Our Store department aligned with Campus Store Department conducts various record keeping activities such as maintains of the dead stock register, maintains of the consumable register and issuing day to day stationery records etc.
- The technical support to our institute is provided by the Lab Technicians who take care of computers, installation of different software, networking management, keeping records of L.C.D. projectors, etc.
- The other support staffs keep the infrastructure neat and clean which helps in maintaining a healthy environment in the Institute.

Thus, with the help of the above-mentioned departments, the Institute maintains complete transparency in its financial academic, administrative and auxiliary functions which makes the stakeholders satisfied.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)**Response:****Best Practice I: Quality Content Validation****1. Title of the Practice:** Quality Content Validation (QCV)**2. Objectives of the Practice:**

JIMS intend to focus on Quality Content created by the faculty members for the students. A quality validation approach is highly effective by preventing erroneous content reaching the students. This practice is to ensure quality in Lecture delivery, File content, Course Material etc.

Objectives:

- To respond to the growing demand for meaningful and relevant teaching by validating and enhancing the Quality of content delivered.
- To provide a platform where the teachers can improve teaching abilities and able to develop a suitable teaching style.
- To enable précised, error-free content and quality teaching which makes the teaching learning process enjoyable.

3. The Context:

The present era is the 'Era of Quality' and the increasingly broadening scope of education and a greater diversity of student profiles emphasizes the urge for better quality.

The institute has the practice of providing précised content to the students through various modes from the beginning. To make the process more effective, the process of Quality Content Validation (QCV) has been initiated for three years. Through the process of proper validation, the institute ensures the students with quality, précised and error-free content.

To ensure all the faculty members are delivering the whole curriculum consistently. The institute understood meticulous academic planning is important to assure enhanced learning. Hence the process of Quality Content Validation is initiated.

This process also helps to adopt appropriate teaching methodologies to the faculty members. This process helps the slow learners to understand the difficult subject in a considerable manner and further, it also helps the advanced learner to gain the subject knowledge and its application.

4. The Practice

NAAC

The QCV practice begins before the subject allocation for each semester. The Director, Head of Departments and academic coordinators in their meeting discusses the academic planning as given in the above figure.

After that, subject preferences are given by the faculty members. After receiving the subject preferences, Head of Departments in consultation with the Director, allocation of subjects is being finalized. For subject allocation following criteria is considered:

- Domain knowledge
- Specialization area
- Teaching experience
- Teaching workload

After finalization of the subject and responsibilities, the same is communicated to the respective faculty members.

Faculty members are given one month's time for subject preparation and academic file preparation etc.

The demo lectures of faculty members are scheduled for their enhancing teaching skills. During Demo lectures all the faculty members along with Director are present. The Director and other faculty members give valuable inputs regarding precise lecture delivery, voice clarity, voice audibility, usage of teaching aids, body language etc. This helps the faculty members to update their knowledge, teaching skills, improve their confidence, body language etc. Further, their notes are checked by the competent authority (*Director/HOD/IQAC/Subject expert from sister concern/ Industry expert as the case may be*) and accordingly suggestions are given to the faculty members for further improvement.

In case of any suggestions, the faculty members are instructed for corrective actions which include rescheduling of demo lecture, content updation etc.

The validated and updated content is being uploaded in MOODLE (The learning management system) by the respective subject faculty.

In case of new/difficult subjects/fresher faculty, peer faculty experience becomes additional inputs.

The subject experts of other JSPM Institutes and industry resource person expertise are utilized by way of guidance to the subject faculty, content validation etc.

The Institute Director takes lecture feedback from students during students' interaction in between the semester and same has been communicated to the respective faculty members for further improvement.

Context of Higher Education

This practice helps the institute for overall improvement in the process. Further, through demo lectures faculty shares knowledge, expertise with peer faculty members. Advancement of the relevant discipline/subject knowledge in the context of the recent changes in the management education, computer-related technologies and latest developments are shared among the faculty members. This also encourages the faculty members to share their relevant knowledge to the students' fraternity in the context of global technological development.

Limitations:

Time constraints: Time constraints in between odd semester and even semester. Even semester has lesser time for the preparation & QCV practice. This has been overcome by conducting separate demo lectures for MBA & MCA departments.

Resistance: When the QCV process was initiated there was some critical resistance from some of the faculty members. However, it was mitigated through counselling and open forum discussion about the benefits of this process.

5. Evidence of Success:

The success of this practice could be evidenced by the following:

During the interactions with the students, the director has received positive feedback about most of the lectures and the contents delivered.

The faculty review about the practice reported at varied circumstances like director meeting, Department meeting, one to one interactions etc are as follows:

- The faculty members have expressed their positive view about the QCV practice.
- Confidence about the content and delivery method is improved.
- Peer learning was one of the notable success as few faculty members were able to adopt varied teaching style which was exhibited by peer members in the demo sessions.
- The faculty members also felt that well advanced academic planning has helped them to deliver the complete curriculum with the same enthusiasm which was possible through QCV.

The industry experts, while interaction with the head of the institute, have also appreciated this practice and their involvement were also increased.

The quality of content in the MOODLE (LMS) is also improved this could be evidenced by the increased usage by the students.

6. Problems Encountered and Resources Required**Problem encountered:**

Newly introduced subjects, new faculty members, subject allotted to the faculty for the first time have taken extra time to get them ready for this practice.

Resources Required:

- Facility to issue additional books from the library
- Guidance by the peer faculty member
- External expert guidance.

Best Practice II: Digitization of Academic Practices

1. Title of the Practice: Digitization of Academic Practices

2. Objectives of the Practice

The institute promotes the use of digital tools and techniques to make the academic process effective, convenient and environment-friendly.

we aim to achieve the following Objectives:

- To acquire, store, process and distribute the information in the digital form.
- To serve the information needs of students, parents, teachers, staff & other stakeholders in the most effective way.
- To encourage environment-friendly practices by promoting Digitization.

3. The Context

The process of digitization of academic activities was adapted after understanding the change in technology, need of the hour. In designing this practice lot many questions were to be addressed before implementing this system. The main issue before designing this system is:

Students related issue:

Varied Geographical area, level of technology penetration & adaptation, economic background, academic background etc.

Teaching & Administrative Staff: Technology familiarity, Resistance to change, work experiences.

Overcoming these differences and designing a system which will address all the students as well as the staff was a challenge for the institute.

Before implementing the digitization of academic practices, we ensured proper awareness and training was imparted to students and staff. The system has undergone various changes before getting final implementable version though continuous up gradation is obvious. The institution has not faced any difficulty in implementing the system as it was designed after considering all concerns.

4. The Practice

In India, the concept of monitoring is considered to be less important when it comes to higher education like post-graduation. JIMS as a Management institution considers that digitization is one such aspect which will connect the students, parents and staff with the institution even beyond their stay in the institute.

Hence, JIMS has started adopting new technologies and maintaining its online presence using various online tools.

E custodian of Information:

We formulated/established our ERP E-Samanvay wherein the information of the institute is stored and

accessed through the structured ERP.

Content Sharing:

The institute shares the validated content pertaining to the subject like notes, course materials/MCQ's Question Bank etc through online mode using MOODLE the Learning Management System. The institute also used K-explora in place of moodle earlier to 2016.

Gathering Information:

The institute needs various information from the students at varied circumstances. Gathering the same from the students every now and then was a challenge. This was overcome by using various digitization techniques like Moodle & Kexplora LMS (Learning Management System), Messaging & Group apps like Google Groups, WhatsApp & Microsoft Kaizala, Google Forms, Online Google Office tools (Sheets, Docs & Slides), Drive for sharing information.

The digitization tools include Moodle and Kexplora – Learning Management System, Google forms for attendance, collecting required information and feedbacks, Messaging & Group Apps like Google Groups & WhatsApp for real-time discussion & Messaging, Google My Business & Website for providing institute, courses, admission information, contact and direction information.

5. Evidence of Success

The success of the practice is reflected through the following:

The institute could easily obtain and share the relevant information from the students with ease and is hassle free.

In the parents meet the parents have expressed that they could easily access the information of the institute through website and WhatsApp group which is formed.

The students have also agreed that the institute passes the required and important information regarding exam schedule, exam form filling, scholarship form information etc in an effective way and at an appropriate timing.

The ERP E-Samanvay is been developed by in house staff and students have also contributed. in developing the ERP system.

The search statistics of Google also shows an upward trend in the visitors to the website.

The students using the Moodle LMS is increasing.

6. Problems Encountered and Resources Required

Major problem encountered:

- Varied background of students.
- Computer Literacy of stakeholders

- Acceptance from users

Resources Required:

- Additional E-Resources
- Counselling to the students

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

JIMS follows a combination of Traditional and Modern approach for our Key Institutional Outcome Area (KIOA). We believe that the foundation of education lies in traditional approach and blending the same with modern approach can produce a Holistic approach towards education.

JIMS identified some of its Program outcome aligned with value-based education.

The institute encourages both traditional and innovative teaching methodology for enhancing students learning experiences.

This blended learning experience helps the students in inculcating both approaches to their professional life in tune with societal needs.

Expected outcome through this approach:

Students and teachers are able to adopt new changes by retaining the traditional ways.

Able to blend the right mix of the traditional and modern method in handling any real-life situations.

Enables Multi Skill development among the students and faculty members.

Through defined Key Institutional Outcome Area, JIMS adopts the balanced approach in implementing the practice which makes us unique.

Challenges:

The major challenges encountered were rural background of the students and their adjustment towards rapidly changing technology. However, through continuous effort and timely guidance and support from our top management, we could come out of these challenges and able to implement the practice.

• Key Institutional Outcome Area(KIOAs)	Traditional	Modern	Core Value Addressed	
Guidance and Counselling	<ul style="list-style-type: none"> Through Professional Counsellor of JSPM campus. GFM Mentor-Mentee Attendance follow up Performance follow up 	<ul style="list-style-type: none"> Video Session Motivational Speeches Activities Sharing thoughts through mobile, Google groups etc 	Student Centric	
Induction and Orientation	<ul style="list-style-type: none"> Formal Induction Program Professional Corporate Speakers 	<ul style="list-style-type: none"> Gathering relevant information through google forms, groups. Sharing information through Mails Whatsapp etc. 	Student-Centric, Quality and Discipline	
Assessment and evaluation	<ul style="list-style-type: none"> Midterm End Term, class-Test, GD 	<ul style="list-style-type: none"> Continuous Assessment procedures, Presentation, Moodle Assignment, Online Test Online exams. 	Student-Centric,	
Teacher & Teaching	<ul style="list-style-type: none"> Proper Classroom Lecture, LAB practicals, Lecture Notes, 	<ul style="list-style-type: none"> Online Content through Moodle LMS. Content through Videos, Smart classrooms, ICT enabled classrooms. Changing Role of Teachers 	Quest for Excellence, Student Inclusiveness.	Centric
Community Engagement (Stakeholders)			Inclusiveness, Excellence,	Quest fo
Students:	<ul style="list-style-type: none"> Through lectures, practicals, Saksham etc. 	<ul style="list-style-type: none"> Beyond Classroom, initiatives include industrial visits, SIP, Field trips etc 		
Alumni:	<ul style="list-style-type: none"> Through Alumni Meet, Institute Visit etc. 	<ul style="list-style-type: none"> Through Mails, Groups, Google forms etc. 		
Parents:	<ul style="list-style-type: none"> Through Parents Meet, GFM meets etc. Through Placements, 	<ul style="list-style-type: none"> WhatsApp group. Google Forms, Online Feedbacks, 		

	MOU's	Mails etc.		
Employer:	<ul style="list-style-type: none"> • Jobfair, Interviews 			
Developmental Activities:			Quest for Excellence	Student Centric
Students	<ul style="list-style-type: none"> • Various in house activities, Soft skill sessions. • Guest Lectures. • FDP, Feedback analysis, Seminars/Conferences Etc. • Staff development activities. 	<ul style="list-style-type: none"> • Saksham, ED cell activity, Miracle-2018, • QCV, Syllabus orientation at JSPM level and SPPU level. • MOODLE: Tab for Admin, Tally 	Quest for Excellence	Inclusiveness.
Faculty				
Staff				
Student support and Administration	<ul style="list-style-type: none"> • Admission Process, • offline Scholarship forms 	Guidance in filling up <ul style="list-style-type: none"> • Online Exam forms, • Online Scholarship, • Freeship, • EBC forms 	Student Centric.	
Governance	<ul style="list-style-type: none"> • Weekly reports (JSPM corporate office.) 	<ul style="list-style-type: none"> • ERP, ISO, • Maintaining transparency through the website and other online tools. 	Quest for Excellence	Quality and Discipline
Infrastructure and Resources:	<ul style="list-style-type: none"> • Books, Journals, Newspapers • Classrooms, Computer Labs Etc. • Faculty Members and Supportive Staff 	E-books, E-Journals, CD's other online reading resources. Smart boards, ICT tools, MOODLE LMS. Technically equipped staff	Quest for Excellence	Student Centric
Social, Cultural and Leisure Activity	<ul style="list-style-type: none"> • Tree Plantation, • Cultural day, • Patriotic day 	<ul style="list-style-type: none"> • Best from waste, Go green, • Corporate Week, • Dandiya, • Service to Society like extension activity 	Inclusiveness.	
Placement Activities	<ul style="list-style-type: none"> • Interviews, Manual Registration 	<ul style="list-style-type: none"> • Pool Campus, Job fair, Online Registration for Placements, Training sessions conducted for 	Student Centric.	

	placements.	
<p>The above said conglomeratic approach towards Modern and Traditional method makes the institute a distinct one.</p>		
File Description		Document
Any additional information		View Document

5. CONCLUSION

Additional Information :

The institute adheres to all the core values and ethics for imparting quality education.

Concluding Remarks :

JIMS is aiming for students academic and professional excellence through effective curriculum delivery, effective teaching learning process supported with various extra and co curricular activities. Faculty members adopt varied teaching methods to enrich learning experiences. The learning level of students is assessed through continuous assessment evaluation.

JIMS encourages for promoting research environment. Faculty members and students are encouraged to undertake research publication. Through various extension activities, linkages, MOU's, students learning experiences are expanded.

We are providing adequate infrastructural facilities for effective and efficient conduct of academics. The other support facilities are contributed significantly for curricular, extra-curricular and administrative activities. Further, provision of expenditure in the budget for creating physical, IT infrastructural and Library facilities are made for the smooth conduction of academic activities.

JIMS aims at students' complete development and progression. We have efficient system of informing students of various schemes of scholarships, freeships, EBC and any other benefit. Students are made aware of various educational, employable and entrepreneurial opportunities through various training sessions, guest lectures, alumni lectures etc. Our students have actively participated in the various competitions, sports and cultural activities in and outside institute. This helps the students to showcase their talent.

Institutional Leadership is aimed to achieve academic excellence through Governance, and Management. We have designed performance appraisal system for faculty members. Many faculty members have received incentives for research publication, attending FDP/Seminar/Workshop/Conference from Institute. IQAC suggests many initiatives to improve teaching learning process.

To instill core values among students, JIMS has well defined Core Values and Code of Conduct. To create awareness about Gender-Equity, numbers of programmes are conducted. For Divyangans, facilities like provision of lift, ramp, washrooms, and scribes for examination, class room at ground floor are available.

The Institute is focusing on two important practices namely "Quality Content Validation" and "Digitization of Academic Practices". Our distinctiveness lies in the "Blend of Traditional and Modern Approach towards Key Institutional Outcome Area" (KIOA). This blended learning experience helps the students in inculcating both approaches to their professional life in tune with societal needs.