



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	MKSSS'S SMT. HIRABEN NANAVATI INSTITUTE OF MANAGEMENT AND RESEARCH FOR WOMEN
Name of the head of the Institution	Dr. Mihika Mandar Kulkarni
Designation	Director(in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	020-25475977
Mobile no.	9422008665
Registered Email	hnimrw@gmail.com
Alternate Email	mihika.k@hnimr.edu.in
Address	Near Cummins Engineering College, Karvenagar
City/Town	Pune
State/UT	Maharashtra
Pincode	411052

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Women</b>
Location	<b>Urban</b>
Financial Status	<b>Self financed</b>
Name of the IQAC co-ordinator/Director	<b>Dr. Ashok Pawar</b>
Phone no/Alternate Phone no.	<b>02025474870</b>
Mobile no.	<b>9822541025</b>
Registered Email	<b>ashok.p@hnimr.edu.in</b>
Alternate Email	<b>ashokpawar1@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.hnimr.org/">_https://www.hnimr.org/</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="https://www.hnimr.org/academics/academic-calendar/">https://www.hnimr.org/academics/academic-calendar/</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>A+</b>	<b>3.34</b>	<b>2019</b>	<b>01-Apr-2018</b>	<b>31-Mar-2024</b>

<b>6. Date of Establishment of IQAC</b>	<b>02-Jul-2018</b>
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>Certificate Course in MS-Project</b>	<b>24-Feb-2019 11</b>	<b>180</b>

State Level Workshop on Social Science Research in Business Management	21-Feb-2019 2	18
International Conference on Empowering Artificial Intelligence through Business Strategies	15-Feb-2019 2	250
National Level Conference on Leveraging the Best Contemporary Management Practices in Business Management	12-Feb-2019 2	250
Certificate Course on Digital Analytics for Marketing Professionals	06-Feb-2019 4	17
Workshop on Cyber Security	02-Jan-2019 5	146
Pilot Study Programme	01-Aug-2018 17	170
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. Enhanced Academic Industry Interface through introduction of Certificate Courses and Workshops on Contemporary Concepts delivered by Industry Experts. 2. Planned and Executed Shadow Learning Project for the students 3. Published Institute Level Student's EResearch Magazine 4. Organized State Level Workshop, National Level Conference and International Conference at the Institute 5. Initiated ERP Training for Teaching and Nonteaching Staff

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
ERP Training scheduled for staff	ERP Training sessions were conducted for staff (Teaching and Non-Teaching)
Dates have been finalized for the International, National level conferences and state level workshop	Schedule for the International, National level conferences and state level workshop (In association with BoD, Savitribai Phule Pune University) finalised.
Focus more on the Contemporary Issues/Sectoral Issues to undertake research for Institute level Student's Research Magazine from this year	It is decided that a constitution of the separate committee for Student Research Magazine is essential and will consists of Dr. Mihika Kulkarni- Research Dept. Head (Executive Editor), Dr. Ashok Pawar, Dr. Sonali Parchure under the guidance of Dr. Jagdish Pol.
Plan and Execute Shadow Learning Project aggressively	A separate committee has been constituted to plan and monitor the progress of Shadow Learning consisting of Mrs. Pranita Sonar and Dr. Arpita Singh.
Strengthen the Online Feedback system to obtain the appropriate feedback from students for Academic Year 201819	It is decided that Semesterwise, subjectwise and facultymemberwise feedback is to be collected using Google form from each student on the last day of semesterend examination in order enhance ICT use in feedback system. Report to be shared with respective faculty members.

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
College Development Committee	20-Oct-2020

**15. Whether NAAC/or any other accredited**

No

body(s) visited IQAC or interacted with it to assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	07-Jan-2019
17. Does the Institution have Management Information System ?	No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

HNIMR is affiliated to Savitribai Phule Pune University. It adopts the syllabus for Masters in Business Administration under the Choice Based Credit System (CBCS) which is revised after every 3 years. Hence, the Institute has an insignificant role in the designing and development of the curriculum. However, the mission of the Institute being, "to develop competent young professional women managers with the capability to contribute effectively in the challenging environment. HNIMR aims to focus on the overall development of the young women students by achieving the Academic Excellence, Professionalism, Community development and social well-being towards nation building and eventually Self-growth and self-satisfaction. To achieve the above goals, HNIMR adopts a comprehensive curriculum by adopting and delivering contents that are beyond the syllabus. The Institute has developed a structured mechanism to plan, conduct and evaluate academic schedule. Preferences of subjects to deliver are invited from the faculty members after which the allotment of subjects are done. Faculty members then work on the course file, which is an integral part of the teaching learning methodology. It is well planned and documented. The course file includes a brief description of the course, course objectives, syllabus, teaching plan, and lesson plan with pedagogical approach, keeping in view the Lecture - Tutorial and Practical (LTP) Pattern as suggested by the university along with the summarized attendance, text books/reference books/other reference material required during the course. Keeping in view the contents beyond the syllabus, the contemporary concepts that enable to meet the industry requirements and thereby develop the skills of the students are decided by the faculty members and experts from industry are invited to deliver the same. Certificate Courses and various add - on programmes activities associated with the subjects, such as group discussions, corporate interface, class presentations, written assignments, live projects, role play etc. become part of the extended curriculum and accordingly, academic calendars are prepared and classes are scheduled. The institute has adopted the use of Learning Management Systems (LMSs), other e-resources available in an innovative manner to actively involve the students in the teaching - learning process and thereby, focus on 'student-centric education' rather than 'teacher-centric education'. The students are involved in research oriented activities like carrying out surveys, data collection and analysis by way of research projects and dissertations. This helps to nurture critical thinking, creativity

and scientific temper amongst the students. In-order to make the learning process more interactive and dynamic, students are encouraged to participate in academic and extra-curricular activities within institute and outside the institute. The all - round curriculum implementation along with the academic flexibility and curriculum enrichment not only helps to achieve the course outcomes, but also the program specific outcomes and program outcomes together. Academically, the performance of the students as suggested in the Choice based credit system (CBCS) evaluations like viva-voce, seminars, projects, group discussions, home assignments and open-book tests are conducted at the institute level specialization-wise. HNIMR thus, fosters the overall development of the students.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Programme in Digital Analysis for Marketing Professionals	Nil	06/02/2019	5	Employability and Entrepreneurship	Development of Digital Analytics, Web Analytics, Google Analytics, E-Commerce Analytics, Mobile App Designing and Analytics

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MBA	Marketing Management	02/01/2019
MBA	Information Technology Management	24/07/2018
MBA	Human Resource Management	24/07/2018
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MBA	Information Technology Management	24/07/2018
MBA	Human Resource Management	24/07/2018
MBA	Marketing Management	02/01/2019

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course

Number of Students

338

17

**1.3 – Curriculum Enrichment**

## 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Programme in Digital Analysis for Marketing Professionals	02/01/2019	8
Certificate Course in Cybar Security-I	24/07/2018	180
Certificate Course in Cybar Security-II	02/01/2019	180
Certificate Course in Cybar Security-III	24/07/2018	158
Certificate Course in Cybar Security-IV	02/01/2019	158
Certificate Course in Human Right-I	24/07/2018	180
Certificate Course in Human Right-II	02/01/2019	158
Certificate Course on MS Excel	24/07/2018	180
Certificate Course on MS Project	02/01/2019	180
Diploma in Counseling Psychology	02/01/2019	17
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## 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Summer Internship Programme	153
MBA	Internships	8
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**1.4 – Feedback System**

## 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
Smt. Hiraben Nanavati Institute of Management Research for Women has a well-

developed feedback system. A structured feedback form is created for the respective stake holders i.e. students, teachers, alumnae, employers, and parents. The feedback is collected to fulfil the following objectives 1. To provide students with the opportunity to comment on the quality of their learning experience 2. To ascertain the value addition for enhancement of Session Lesson Plan 3. To ensure Student Progression The collected feedback is analyzed and a report of the same is created. This report enables to identify the areas of action to be taken to improvise the teaching - learning process by catering to the current and relevant add-ons as required by the industry. This action taken report is prepared and finalized by the Academic Monitoring Committee (AMC) under the IQAC. The observations brought forth by the AMC in the action taken report is then communicated to the faculty members, whereby, relevant enhancement is done in the teaching pedagogy and thus, the relevant improvisations are catered to in the respective session - lesson plans. This can be well illustrated with the following example One of the feedback received in the academic year 2017 - 2018 from the employers was the need to give more add-on programmes. According to the feedback system, this feedback was put forth in the AMC under the IQAC. The institute strives hard to meet the industry requirements. Hence, the AMC decided to continue with the ongoing Certifications like the Certificate Courses on MS Excel, MS Project, Tally, etc. and also add a Certificate Course on Digital Marketing and Analytics to meet the upcoming market trends. This enables the Institute to work on the employability skills of the Institute. Also, overall feedback about the hard and soft skills at the Institute, the infrastructure and other amenities is collected from the stakeholders, which are addressed by the AMC. This detailed feedback and the action taken on the same helps in the overall development of the Institute.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	First Year	180	187	180
MBA	Human Resource Management	Nil	40	40
MBA	Marketing Management	Nil	17	17
MBA	Financial Management	Nil	71	71
MBA	Digital Media Communication Marketing	Nil	9	9
MBA	Operations Management	Nil	9	9
MBA	Information Technology Management	Nil	5	5
MBA	Supply Chain Management	Nil	1	1

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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	Nil	338	Nil	17	17

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
17	16	19	12	12	13

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

We at HNIMR practice the Mentor-Mentee culture the process includes a defined tier system. • The Mentoring process begins at HNIMR after admission of the students. The Director of the Institute engages individual session of the students. He does the overall Mentoring apart from the regular Mentoring done by the Faculty mentors allocated to the Students. • The HNIMR Library also is an integral part of the Mentoring system at HNIMR, the student is acquainted about the various usage of the Library (Books Online resources) eg: Digital Library, e resources etc.by the Librarian and the staff members. • The Training Placement Officer is equally an overall Mentor of the Students as the impact is made more on Grooming soft skill development of the students regarding the forthcoming Internships /Placement of the students. • The Mentoring is also done by Alumnae Cell which periodically invites the various Alumnae from the business world. Whenever required they suggest various effective changes required in the overall development of the students. Accordingly such changes are incorporated in the Teaching – Learning System at HNIMR. • We also practice an Industry – Academia Interface, wherein we have corporates from the business world who engage sessions not only on the Domain areas but also regarding developing a corporate identity, Image building, working on ones strengths and weaknesses etc. • Regarding the in house Mentor – Mentee orientation in the College i.e. the teacher – student relationship Programme ( Mentor – Mentee Culture) is initiated wherein , each Faculty is assigned with about 20 students from MBA Senior Junior batches of that academic year. In the first semester only (MBA Programme) the respective students of MBA First year are allocated to the Faculties. The Faculties identify the requirements and strengths of the Mentees and guide them accordingly. During Summer Internship /Dissertation (MBA Semester Three) next batch of Mentees are allocated to Faculties of particular specialization (as per student's specialization). The typical areas where Mentor – Mentee Programme effectively embarks upon are: • Guidance to the Mentees to help them progress in Academics, Confidence Building, Participation in co- curricular activities, being a part of college representation etc. • Mentors also keep an eye on the Mentees overall behaviour in class with fellow mates. • Mentors also identify the slow advance learners. • Encouraging the Mentees to participate more in activities and be outbound. Role of Mentors: • The Mentors make the Mentee Profile Document for their respective Mentees. • There are regular meetings held with the Mentees and Mentor – Mentee Meeting Report is generated for each meeting. • In such meetings elements concerned to academics, overall development, participation etc are discussed. • For the SIP/Dissertation (MBA Sr. Mentees) meetings are taken up to guide them and to observe the progress in their work. We have the BKWSRC where specific cases which are related to Psychological issues as stress bound, family issues, related to anxiety, fear etc. are specially referred for counselling of those mentees.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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**2.4 – Teacher Profile and Quality****2.4.1 – Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	17	1	Nil	10

**2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )**

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Prashant Mamarde	Assistant Professor	CASI Community leadership award, Govt. of Maharashtra

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**2.5 – Evaluation Process and Reforms****2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year**

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	CBCS Pattern 2016	Fourth	02/01/2019	10/05/2019
MBA	CBCS Pattern 2016	Third	24/07/2018	11/12/2018
MBA	CBCS Pattern 2016	Second	02/01/2019	10/05/2019
MBA	CBCS Pattern 2016	First	24/07/2018	11/12/2018

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**2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)**

The Institute follows the CBCS Pattern designed by the affiliated university. The students have an opportunity to choose right blend of electives offered under respective specialisation along with core and generic courses. The Institute believes that learning and evaluation goes hand in hand, and therefore follows Continuous internal evaluation (CIE) which encourages maximum participation and learning of students. The evaluation framework is prepared by the exam committee giving the components of evaluation, frequency and the maximum marks for each component under (CIE). The faculty can choose the components that best suit their subject. The evaluation is based on participative learning like group presentations, GD, Management games, experiential learning components like field work, live project. Model making. The evaluation also includes skills such as Modelling in excel, data analytics, advance excel etc. The regular class test and written assignments are also part of concurrent evaluation. The record of evaluation is maintained by the subject teacher and communicated to students on regular basis. The feedback is given to

the students on basis of their performance in examination. The ICT based evaluation is adopted for multiple choice questions through Moodle, Google quiz. The faculty are also using platform like Google classroom for submission of assignments and evaluation. The digital library is used to conduct article review and literature review. The slow learners are catered through remedial sessions and advance learners get trained under add on courses and participate in competitions like B Plan.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic calendar is prepared by the institute at the beginning of the term with the guidelines as published by the SPPU. The SPPU publishes the calendar biannually and declares the dates for inception of the term, opening of link for exam form, date of examination and declaration of result. The academic calendar is prepared considering the Exam dates, major academic activities and co-curricular events. It helps faculty members to plan their session-lesson plan and schedule the activities under Continuous internal evaluation like Class test, Presentation, Quizzes, Viva etc. The Co-ordinators of the MBA Course prepares the timetable for each semester at the beginning of the term. The timetable is followed meticulously along with other scheduled activities such as conferences, seminars, certificate courses, field visits, and live projects. The separate exam calendar is prepared by exam committee and communicated to students. The academic calendar is a part of student's handbook given to them during induction program. The exam calendar gives the schedule of about upcoming examination like mock and external online exam, internal and external SIP viva, Internal and external Dissertation viva. Internal and external theory exam along with other co-curricular/cultural events and certificate courses. The institute emphasises on adherence to academic calendar, unless some unavoidable contingencies. In such case the revised schedule of exam/activity is communicated to all the students and faculty members.

## 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 in website of the institution (to provide the weblink)

<http://www.hnimr.org/wp-content/uploads/2020/12/2.6.1%20C0.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
CBCS Pattern 2016	MBA	Supply Chain Management	1	1	100
CBCS Pattern 2016	MBA	Information Technology Management	5	4	80
CBCS Pattern 2016	MBA	Operations Management	9	8	89
CBCS Pattern 2016	MBA	Digital Media Communication	9	9	100

		Marketing			
CBCS Pattern 2016	MBA	Marketing Management	17	16	89
CBCS Pattern 2016	MBA	Human Resource Management	40	36	90
CBCS Pattern 2016	MBA	Financial Management	71	67	95
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.hnimr.org/wp-content/uploads/2020/12/AQAR-2.7-Student-satisfaction-survey-.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	NA	Null	Null
No file uploaded.				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
National Conference Leveraging the Best Contemporary Management Practices in Business Management	Management	12/02/2019
International Conference Empowering Artificial Intelligence through Business Strategies	Management	15/02/2019
State Level Workshop on Social Science Research in Business Management	Management	21/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Community Leadership/Development	Prashant Mamarde	Home Ministry, Govt. of Maharashtra	22/03/2019	Community Leadership
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of
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Center			Start-up	up	Commencement
Innovation and Start-up Cell	Centre for Innovation, Incubation and Linkages	Savitribai Phule Pune University	NA	NA	08/03/2019
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Management	1

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Management	1	5.5
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#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Management	1
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#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nill	0	NA	Nill
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#### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nill	Nill	Nill	0
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#### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	8	Nill	Nill
Presented	5	8	Nill	Nill

papers

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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Lecture on Safety Awareness About Bharatiya Railway	All India Station Master Association of India	3	125
Lecture on Prachin Bharat and Saraswati Sindhu Sanskruti	Prabodhan Manch Pune	1	10
Seminar on Explore Career Opportunities in Analytics	Opine Group Pune	2	180
Lecture on Routes of Prosperity	Rashtriya Patrakarita Kalyan Nyas and Prabodhan Manch, Pune	3	180
Corporate Holistic Personality Course	Six Sigma and Advance Control Inc. USA	2	33
Workshop on Personality Development	HNIMR Center for Inner Excellence	5	76
Workshop on Personality Development with Energy Techniques for Students of School for Tribal	HNIMR Center for Inner Excellence	3	88
Earn and Learn Scheme-SPPU	SPPU Student Welfare	2	9
International Yoga Day	MKSSSS HNIMR	1	Nil
Blood Doanation Camp	Jankalyan Raktapedhi	2	157

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nil

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	Savitribai Phule Pune University	Swachh Bharat Abhiyan	2	109
Tree Plantation	Savitribai Phule Pune University	Tree Plantation	3	38

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**3.5 – Collaborations**

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty exchange	8	0	185

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Summer Internship Programme	Organisations from varied Sectors	01/06/2018	31/07/2018	152
Industry-Institute Connect	Internship	Volkswagen	15/01/2019	14/07/2019	2
Industry-Institute Connect	Internship	Tech Mahindra	10/08/2018	12/10/2018	1
Industry-Institute Connect	Internship	Ekalipi Institute	26/07/2018	25/10/2018	4
Industry-Institute Connect	Internship	AAA Research One	05/12/2018	03/03/2019	1
Industry-Institute Connect	Field Visit	Labor and Industrial Court, Pune	01/03/2019	01/03/2019	19
Industry-Institute Connect	Field Visit	ESI Corporation, Pune	12/03/2019	12/03/2019	10

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Ekalipi Institute	25/07/2018	Training to students for Ekalipi App, Internship with stipend	10
Sagar Mitra	02/01/2019	Combined efforts for societal development	2

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
138.3	74.28

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

[View File](#)

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Library Easy	Fully	V 1.0.65	2018
Library Easy	Fully	V 1.0.65	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	21622	6642148	1559	558704	23181	7200852
Reference	735	Nill	30	54176	765	54176

Books						
e-Books	Nill	Nill	9115	74200	9115	74200
Journals	Nill	Nill	79	194779	79	194779
e-Journals	Nill	Nill	6550	285389	6550	285389
Digital Database	Nill	Nill	1	285389	1	285389
CD & Video	2921	Nill	662	Nill	3583	Nill
Library Automation	1	47200	Nill	Nill	1	47200
Weeding (hard & soft)	1539	315331	9	3125	1548	318456
Others(s pecify)	5	67500	21	117856	26	185356
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Suvarna Dhamdhere	Microsoft File Manager for Beginners	Video Recording, Google Classroom, YouTube, Moodle	18/02/2019
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	222	3	222	0	0	9	46	36	8
Added	0	0	0	0	0	0	0	0	0
Total	222	3	222	0	0	9	46	36	8

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

36 MBPS/ GBPS
---------------

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Interactive Board	<a href="https://www.youtube.com/watch?v=B3eanvzoXfI">https://www.youtube.com/watch?v=B3eanvzoXfI</a>
Interactive Board	<a href="https://www.youtube.com/watch?v=csOnODa">https://www.youtube.com/watch?v=csOnODa</a>

	<a href="#">Y4ew</a>
Interactive T. V.	<a href="https://www.youtube.com/watch?v=W3S-K0zo1XU">https://www.youtube.com/watch?v=W3S-K0zo1XU</a>
LMS-Moodle	<a href="https://www.youtube.com/watch?v=nzcrFEp9GEO">https://www.youtube.com/watch?v=nzcrFEp9GEO</a>
Orel Language Lab.	<a href="https://www.youtube.com/watch?v=00pyp01hfNc">https://www.youtube.com/watch?v=00pyp01hfNc</a>
Book-Shelf	<a href="https://www.youtube.com/watch?v=WbS3PTGTULs&amp;t=233s">https://www.youtube.com/watch?v=WbS3PTGTULs&amp;t=233s</a>
Videography	<a href="https://youtu.be/RLGJXjH6o6M">https://youtu.be/RLGJXjH6o6M</a>
Videography	<a href="https://youtu.be/0ZEzJ--Dd-4">https://youtu.be/0ZEzJ--Dd-4</a>
Videography	<a href="https://youtu.be/HtfXCrJhz_U">https://youtu.be/HtfXCrJhz_U</a>
Videography	<a href="https://youtu.be/zWARLZFGqby">https://youtu.be/zWARLZFGqby</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
88.03	65.31	147.56	135.4

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institute has adopted standard reputable systems and procedures for maintaining the physical, academic and support facilities that are mentioned in the maintenance policy document of the institute. There are college level and Centralized committees that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities. The role and responsibilities of committees are given below. General civil maintenance and upkeep of civil infrastructure is carried out by Centralized Vastu Vyavastha Vibhag. Repair and Maintenance of laboratory equipments/instruments are initiated by the respective Laboratory In charge as and when required. The centralized purchase committee handles the repair/maintenance request appropriately by placing order to the respective equipment experts. As a precautionary measure laboratory in charge, along with laboratory assistant, ensures proper working of all equipment at the beginning of each semester. A budget is annually allocated for maintenance of the physical facilities of the institute. The classrooms, laboratories, seminar halls, and library facilities are utilized regularly by the students for the learning process and timetables/logbooks indicate the regular utilization of the respective facilities. The maintenance and housekeeping of the classrooms, laboratories, library, and the institute as a whole are taken care by external agency and non-teaching staff. Security of the institute is assigned to external agency. Fumigation of the entire institute is done frequently by third party housekeeping agency. The institute garden is maintained by the gardener appointed by the Samstha (Parent Body). The institute has more than adequate number of computers with internet connections and required software's

distributed in different locales like office, laboratories, library, departments etc. The library has a reading hall and digital library for students to access e-journals, while the subscribed e-journals can also be accessed from any networked computer in the institute. Remote access is also permitted to the registered students and faculty members. All the computer related facilities including hardware, computer peripherals, UPS and generator are maintained by giving annual maintenance contract to third party. The maintenance of lift, water coolers, EPABX system, and Air conditioners in the institute is carried by external agencies through annual maintenance contract. Anti-virus software is purchased and is renewed annually for the smooth working of all the computers in the institute. Firewall is deployed to secure Wi-Fi network. Minor maintenance of furniture items, electrical and metal fixtures is carried out by the Centralized Vastu Vyavastha Vibhag. The sports facility of the institute is handled by a faculty member designated as Sport In charge and these facilities are made available to all the students of the institute. The Samstha has large open grounds for cricket, football, volleyball and basketball and a gymnasium utilized by the students. Emergency exits and fire fighting system are made available to counter situations like fire hazard and natural calamities maintained by Centralized Vastu Vyavastha Vibhag with the help of AMC.

<https://www.hnimr.org/4-4-2-procedures-and-policies-for-maintaining-and-utilizing-physical-academic-and-support-facilities/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Institutional Level Scholarship	26	1963296
Financial Support from Other Sources			
a) National	Govt. of Maharashtra, Welfare Dept. Scholarship	105	12691141
b) International	0	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counseling	03/09/2018	11	Baya Karve Women Study and Research Centre
Language Lab.	09/03/2019	149	Suntibai Deshmukh Institute of Foreign Language- Ms. Trupti Tiwari
Confidence Building	05/03/2019	143	Neonare- Ms. Wahida Pathan
Presentation	11/02/2019	163	Intelute- Mrs.

Skills			Smita Temghare
Group Discussion	11/09/2018	82	ACS HR Solution- Mr. Gaurav Ambedkar
Confidence Building	07/09/2018	82	Forbes Marshal- Sanyucta Sisodia
Aptitude Session	30/08/2018	82	Consultant-Mr. Brij Mishra

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Institute Level Scheme	Nil	158	Nil	18
2019	Institute Level Scheme	Nil	180	Nil	39

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Reval Analytical Services, CapGemini, Grand Thornton, SKP Edubridge, GS Labs, PeCfy Technologies, Gallegher, Touch Magix Media Pvt. Ltd., Kyocera Document Solutions	35	22	Mediocean, Wipro, Intel liswift, Techno Oyster Pvt. Ltd., IDC Tech., Gallegher, Kesari Tours, KPMG, Tech Mahindra, Accenture, Mphasis, SG Analytics, KSB pumps, AgroStar, Purple	35	35

Pvt. Ltd., ThinkQuotient Pvt. Ltd., SKP, HDFC AMC, Mercedes Benz, Future Markets			Rediance, TE Engineering, Symbiosis, True Drug Pharma Pvt. Ltd., Trinity	
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#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	13	MBA	Management	MKSSSS HNIMR	1
2019	12	MBA	Management	MKSSSS's HNIMR	1
<a href="#">View File</a>					

#### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	2
<a href="#">View File</a>	

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Panache	Inter-Institute	745
Dahi Handi	Intra-Institute	260
Teachers Day	Intra-Institute	96
Ganpati Festival	Intra-Institute	144
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### 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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NEF Endeuro	National	1	Nil	2K171057	Diksha Balkawade
<a href="#">View File</a>						

#### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

HNIMR is an post graduate Institute operational under the umbrella of MKSSS striving for women empowerment. Institute has numerous activities with unique blend of all-inclusive progress of students. To ensure active involvement of all the students in the participation of the activities, the Institute frames a

Student Council Committee. Student Council works as a mediator between student and college administration. The Student's council comprises of more than 25 student representatives - like the President, Vice - President and representatives of each cell. The objectives of the Student Council are as follows • To empower students for organizing events for the Institute • To connect link between the Director, faculty and students. Procedure for selection of student council: The student council is selected every year from all MBA -I year students. Nominations are invited from the students to become a member of the student council. Nomination form is designed to measure the student asset with several attributes such as personality, achievements -academics co-curricular. Students are interviewed by the team of faculty members who are in-charge of the student council committee. To elect the President and the Vice - President, online elections are executed by the IT department and faculty in-charge of the student council committee. List of different committees under student Council are as follows 1. Kushagra 2. Community Development Cell 3. Cultural 4. Alumni 6. Research 7. ED cell 8. Student welfare 9. Placement 10. MDP 11. Library 12. Sports 13. Examination The role of President and Vice - President of student council is quiet dynamic. Council takes initiative in organizing corporates session, guest sessions and HNIMR's Signature activities Panache Kushagra and other academic and cultural activities. Every year More than 1600 students participate in intercollegiate competitions like Panache and Kushagra which was the success of student council team's effort .Representatives of council take entire responsibility of the event right from the sponsorship, maintaining discipline, active participation, getting entries. The councils also organizes various socio-cultural activities very enthusiastically for the students such as library-book shelf and minds meet activities, alumnae, sports fresher's and Farewell party . Students also celebrate Ganpati Festival, Navratri, teacher's day and other important days such as Savitribai Phule Birth Anniversary, Vivekananda Jayanti etc. Student council work as a mediator role for students, director and faculty members. All the activities organized at HNIMR are blended with their syllabus. The student council members and entire team of volunteers learn several management skills and event management skills such as planning for the event, budget planning, allocation of available resources, inventory management, time management, team work, discipline, communication with various stakeholders of the event, conflicts management, dealing with vendors, getting the entries, getting sponsorship ,stage management. From such activities their Leadership quality get enhanced, they get hands-on experience of real-time management and they learn the how to overcome the different hurdles which comes during the execution of the event.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

307900

5.4.4 – Meetings/activities organized by Alumni Association :

7

#### **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

## 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institute practices decentralization and participative management style. It reflects successful organization of multidimensional events and practices in the institute. The faculty of the institution has demonstrated a very good example of decentralization and participative practices in the institute. Case Study 1 Institute organized national conference on "Leveraging the Best Contemporary Management Practices in Business Management". After detailed planning, the activities of the event were distributed between all teaching staff, non-teaching staff and students. Different committees were formed to execute various activities. Organizing committee constituted advisory committee, technical committee, registration and certification committee, welcome committee, refreshment committee, invitation and follow up committee. Students and faculty members from various Management institutes were invited to participate in the workshop. Rigorous campaigning of program for about two month was executed by the distribution and follow up committee using one to one communication, e-mails and through postal services. Refreshment committee arranged breakfast and lunch for the participants. The inaugural function was coordinated by the stage decoration committee. Registration process, conference arrangements, inaugural function and hospitality were conducted smoothly by respective committee members. Interactive sessions were scheduled on various topics related with best management practices in corporate world. The multifaceted event gave experience to faculty of HNIMR. In this way institute practices decentralization and participative management not only at faculty level but it is also percolated to the students' level by inheriting student council committee and student representative in it. Case Study 2 Institute follows the standard purchase procedure for the procurement of goods and services from suppliers. Procurement process involves participation of unit head, actual end user, purchase officer and concerned central committee members collectively initiate purchase procedure for materials and services. An actual end user from the institute raises purchase requisition in the specified format mentioning specifications and quantity as per the requirement. Approximate cost of purchases is put to LMC approval by the head of institute. It is ensured that the requirement of goods or service is mentioned in the annual budget of the institute. After checking all the parameters the purchase requisition is initiated by the institute to avail the services or goods. The specifications and quantity which is mentioned in purchase requisition form is checked by the accounts and purchase department to avoid discrepancies which may occur subsequently during purchase procedure. Accounts department checks the details like sanctioned budget amount for the given year, utilized amount till date and balance amount. While purchase department checks purpose of requirement by the actual end user and authorization of unit head. After checking details related with purchase, purchase requisition letter is sent by e mail to centralized purchase committee. Then central purchase committee invites quotations from appropriate competent vendors. After the receipt of quotations, it is opened by central purchase committee members. Then comparison of quoted prices is made by concerned purchase officer in consultation with central purchase committee to make negotiations. At the end individual purchase head and actual end user is invited to check the specification and quantity for finalization process.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<p>DTE Maharashtra conducts state-level MBA entrance exam for admission to MBA course in Savitribai Phule Pune Univercity affiliated management colleges. In order to become eligible to pursue an MBA from the management colleges in Maharashtra, students should have a Bachelor's degree in any discipline with at least 50 marks. These students are eligible to apply for state-level or national-level management exams. Students must be the residents of Maharashtra state. The following documents are required to take MBA Selection Process as follows • Candidates with a valid MAH MBA CET 2018/ CAT/ GMAT/ CMAT score are eligible to register for DTE CAP.</p>
Industry Interaction / Collaboration	<p>Interaction with industry for providing industrial exposure to students and faculty. It helps to improve interaction with industry with the involvement of students in the practical work. Institute organizes sessions of corporate working people. A strong industry interface is through various ways -1.MBA Pilot Study Program, Book Shelf Activity,2.Sessions on shop floor,3.Sessions delivered by working professionals,4.Addressing of industry experts during International / National conferences, State workshops, Industry Awards. 5. Interactions with Alumnae Corporates 6.Corporate interface during Shadow learning, Summer Internship, Winter Internship, Faculty internship live projects. The institute has signed numerous MoUs with reputed organizations.</p>
Human Resource Management	<p>Development of skills of employees is critical for enhancing overall development. HNIMR organizes faculty development programs on the topics like Business Analytics etc. Faculty members go through constant up-skilling in the context of online teaching learning process. Faculty development programme helps faculties to receive industrial knowledge. Faculties are motivated to focus on giving real-life and industrial examples while teaching. Recruitment for non-teaching staff through the MKSSS Staff Selection Committee. For teaching staff, advertisement is published in the</p>

newspapers and Institute website. Interviews are conducted by SPPU approved Committee. Annual increment is given based on annual performance of the employee.

Library, ICT and Physical Infrastructure / Instrumentation

The institute has smart classrooms with short throw projectors. Library is a place where students visit to browse information related to curriculum. Students are allowed to access institute's subscribed portal such as ebsco, J-GATE. Institute website has dedicated library page. Library is using SLIM 21 software for Library Automation. The Placement Cell has Smart Digital Facilities as provided in regular Classrooms. Girls Common Room consists of ICT facilities with a projector, laptops, Printer. The Conference Hall - a board meeting room provides a corporate like environment to conduct meetings. Institute has three computer laboratories named as Lab-I, Lab-II and Lab-III .

Research and Development

Faculty members adhere quality policies of the institute and work towards achievements of goal and work towards the research and development activities. Along with traditional lecture methods supplementary student centric learning and self-learning strategies have been initiated. E-resources like NDL, EBSCO, J-GATE NPTEL facility has been setup in the library to promote research based self-learning habit in students. Institution organises state level, National Conference and International conferences. Faculty members from HNIMR present their papers and subsequently papers are published in the college research journal "JIDNYASA". Faculty members from the institute take SPPU BOD minor research projects.

Examination and Evaluation

The evaluations are done on basis of student's attendance, participation in class room activity like discussions, debate, quizzes along with the other formal evaluations The evaluation scheme comprises of: a) University Evaluation b) Concurrent Evaluation at the institute level 1. Each credit has combination of 3 components viz. Lecture (L) Tutorials (T) Practical / Project Work (P) i.e. LTP Pattern. a) Full Credit Courses (100 Marks each): 3 Credits each b) Half Credit Courses (50

Marks each): 2 Credits each There are minimum of three concurrent evaluation components per full credit course and each half credit course.

Teaching and Learning

An innovative Creative Teaching Learning Process is followed at the institute that enables the institute to sharpen the varied skills of the students apart from the domain knowledge, Creative Skills etc. The Institute enables the student to have a holistic approach towards business management by using their creative skills, logical capabilities and analytical thinking Skills. The institute indulges the students in activities which are in sync with the development of Analytical skills and that help them to face real world situations. Institute emphasizes on up-gradation of technology-enabled teaching and learning processes that provides flexible and mobile access to resources.

Curriculum Development

HNIMR is affiliated to Savitribai Phule Pune University. It follows the curriculum designed and developed by the affiliating University. The faculty members contribute in designing and developing curriculum at various levels for syllabus revision. The Institute has strategic plan for effective implementation of the curriculum consisting of experiential learning method, participative learning method and problem solving method. Academic planning is done by IQAC committee. An academic Calendar is prepared which includes planning related to curricular, co-curricular and extra-curricular activities. The Course planning is done by faculty members who include course delivery content, identified curriculum linkages with certification/Add-on Skill and activities.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>HNIMR runs under the flagship of MKSSS. CDC is approving authority for planning and development decisions. College development committee comprises chairman appointed by Samstha..</p> <p>Director of the institute looks after day to day academics and administrative activities. He also monitors admission</p>

and teaching learning mechanism and placement activities in coordination with placement officer. Computer lab in charge prepares IT infrastructure requirements and forwards to central purchase department. Faculty members ensure the effective content delivery through offline and online teaching mode. Librarian takes initiative in the planning and development of library. AAO regulates the work and conduct of office staff.

Administration

All essential communications related to academic operation is communicated by using common email. Academic time table is communicated to all concerned stakeholders through email. Notices regarding changes in the routine academic schedule, activities and holiday are communicated through by using email. Information Communication Technology plays an important role in enhancing the quality of education. Administration applications of ICT facilitates administration activities from data storage to knowledge management and decision making. Information technology in the following ways Sending e-mail notices and event agendas to staff and students and all day-to-day activities of the library. Admissions process is carried through DTE.

Finance and Accounts

Faculty members and AAO prepare and propose the budget at beginning of every year. Local managing committee approves the budget. Tally is used to maintain accounting details. Students pay the fees online through mobile phone apps, internet banking. Remuneration for visiting faculty members are paid by using RTGS system. Internal audit report is submitted to institute director and samstha secretary. Subsequently external audit team conducts audit in the month of October and April. All required details are briefed to external auditor and queries are solved within given stipulated time. Audited statements are prepared and signed by Director and Chartered Accountant.

Student Admission and Support

Admission for MBA course is processed through DTE website. The process for MBA admission starts with CET examination. The state government announces date for CET exam and declare

the admission process schedule. The Competent authority invites online applications from Candidates for participating in CET. State CET and alternative entrance examination is required for participating admission process. For reservation quota, verification of document is done by competent authority appointed by state government. The institute offers two tier mentoring system. It includes counselling by Director and librarian who guide the students while seeking admission at the institute.

**Examination**

To ensure fair measure of students' performance, knowledge and skills against the learning outcomes a disciplined system of examination is followed by evaluating the effectiveness of the teaching process. The assessment of programmes is valid, reliable, consistent and fair assessment promotes effective student learning. Strong and explicit link between the objectives and assessment performance better enables students to see the purpose of the course and to develop self-efficacy in achieving that purpose informative, timely and relevant. It includes Continuous Internal Evaluation, Summative Evaluation, Summer Internship. Every subject teacher prepares delivery content as per the need of the respective subject.

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Jyoti Gaikwad	State level seminar on Changing Face of International Trade	PES Modern College of Arts, Commerce and Science	500
2018	Ranjana Gogate	State level seminar on Changing Face of International Trade	PES Modern College of Arts, Commerce and Science	500
2018	Ganesh Lotke	National	JivanJyot	1000

		Conference Improving Global Competitiveness : Innovation, Management Leadership	Educational Charitable Trusts Reena Mehta College Arts, Science, Commerce and Management Studies	
2019	Dr. Prashant Mamarde	Faculty Development Programme	Rajgad Institute of Management, Research and Development	200
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	FDP on NAAC Preparation	NAAC Preparation	27/11/2018	27/11/2018	15	9
2018	FDP on Business Analytics	Nil	13/07/2018	13/07/2018	13	Nil
2018	Nil	Professional Image Building Workshop	29/12/2018	02/01/2019	Nil	12
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on NAAC Preparation	15	27/11/2018	27/11/2018	1
FDP on Interactive Classroom Board	13	14/07/2018	14/07/2018	1
FDP on Business Analytics	13	13/07/2018	13/07/2018	1
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Faculty members are allowed to opt for flexi work hour / time change as per work duties with prior permission from respected college authority. 2. MKSSS runs employee cooperative credit society for staff members. Permanent employees are eligible for its membership. It offers short term personal loan to the individual member 3. Gratuity is given to permanent employees as per Sate Govt. service rules 4. Teaching staffs are given annual increments based on their performance and self-appraisal. 5. MKSSS has dispensary or health care center located in the campus. The doctor is appointed by Samstha. She charges for nominal consultant fees for the employees. 6. Samstha opts common health or group medi claim insurance policy for the employees. The insurance premium contribution ratio 70:30 shared by MKSSS and employees respectively. 7. Tejasvini Health Club is exclusively for women. It offers gym, yoga practice for the employees and members. 8. The institute allows women teaching employees to avail maternity leave as per government rules. 9. HNIMR allows its employees to get special leave up to 2 years as</p>	<p>1. MKSSS runs employee cooperative credit society for staff members. Permanent employees are eligible for its membership. It offers short term personal loan to the individual member. 2. MKSSS's offers 10 Concession in Tuition Fee for employees' daughter while pursuing professional courses run by Samstha. 3. Samstha runs Day Care Centre for employees' kids (6 months to 10 years of Age) in the MKSSS campus. 4. Tejasvini Health Club is exclusively for women. It offers gym, yoga practice for the employees and members. 5. MKSSS has opened SUSWAD canteen for each campus. It offers hygienic foods to students and employees. 6. Non-teaching staffs are entitled to get ten medical, thirty earned leave and eight casual leave 7. Gratuity is given to permanent employees as per Sate Govt. service rules 8. Non-teaching staffs are given annual increments based on their performance and self-appraisal. 9. Peons wear uniform given by the institute during their regular work duties. 10. Non-teaching staffs are allowed to take advance money for occasion like Diwali etc. 11. MKSSS has dispensary or health care center located in the</p>	<p>1. The institute provides Earn and Learn Scheme Activity for needy students 2. Canteen offers hygienic food for students of samstha 3. Our samstha MKSSS has hostels for all students from different colleges run by samstha 4. Samstha brings specific donations and waive off their certain components of fees of needy students. Local managing committee takes final call on it based on their economic condition of students.</p>

study leave for Ph. D. work etc. 10. HNIMR organizes faculty development programs for the overall development of faculty members. Teachers are given financial assistance to participate in the seminar / conference outside college campus. HNIMR provides access of subscribed online library portal such as EBSCO, J gate plus to teaching staff. 11. MKSSS's offers 10 Concession in Tuition Fee for employees' daughter while pursuing professional courses run by Samstha. 12. Samstha runs Day Care Centre for employees' kids (6 months to 10 years of Age) in the MKSSS campus. 13. MKSSS has opened SUSWAD canteen for each campus. It offers hygienic foods to students and employees. 14. HNIMR (as per Samstha policy) gives ten medical and fifteen casual leave per academic year to confirmed faculty member. 15. Confirmed teaching employees are eligible for 20 winter and 40 summer vacations as per DTE norms.

campus. The doctor is appointed by Samstha. She charges for nominal consultant fees for the employees. 12. Samstha opts common health or group medi claim insurance policy for the employees. The insurance premium contribution ratio 70:30 shared by MKSSS and employees respectively. 13. The institute allows women non-teaching employees to avail maternity leave as per government rules. 14. HNIMR organizes training programs for the skill up gradation of non-teaching members. 15. The institute also gives complimentary off for additional work hours duties. Non-teaching are allowed to opt for flexi work hour / time change as per their work duties with prior permission from respected college authority. 16. MKSSS's offers 10 Concession in Tuition Fee for employees' daughter while pursuing professional courses run by Samstha.

## 6.4 – Financial Management and Resource Mobilization

### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Maharshi Karve Stree Shikshan Samstha is the parent body of Smt. Hiraben Nanavati Institute of Management and Research for Women (HNIMR). Samstha has an internal legislative auditing team who conducts the internal audits. They ensure that the mobilization of fund must be in the utmost useful manner for the benefit of the Institute and Samstha. Director, Faculty Members and Assistant Administrative Officer prepare and propose the budget at the beginning of every year. Accounts and Purchase Committee defines and monitors the limit of budget. The Financial Budget includes all the necessary expenditures needed in institution such as salary (Teaching and non-teaching staff), Physical Facilities, Academic Support Facilities, other expenses like library purchases, funds for annual programs etc. Management committee observes and approves the budget. An Internal approval system for all expenses is in place. Accordingly bill/voucher is recommended by the proposer and approved by the Director. For Necessary expenditure if required, approval of College Development Committee (Previously known as Local Managing Committee) is taken.

Every detail is discussed and briefed to the internal audit team and queries are raised, if any discrepancy. After the Internal Audit, the report is prepared by the internal Auditor and handed over to the director and secretary of the Samstha. Each and Every element is discussed in College Development Committee (Previously known as Local Managing Committee) and curative options are considered. An external auditor is appointed by the Samstha to execute the statutory audit. Statutory financial audit is conducted in two sessions, one in the month of October/November for the period of April to September and second audit in the month of April /May for the period of October to March. Every detail is discussed and briefed to the audit team and queries are resolved in time. Finalization of the account is completed in June/July and audited statements are prepared in July/August duly signed by the Director, and chartered accountant. Then audited report is submitted by chartered accountant to the Institute.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
MKSSS, MKSSS Bhaubij Nidhi, Prajapati Ramavatar, Prajapati Anuradha Dipak, Dr.Omkar Tilak, Kalyani Forge Ltd., Agarkar Milind Jayant, Thane, Int. on Endowment	2370091	Payment of Fees of Needy Students, For various academic events and activities
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6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Director invitees of Management Institutes	Yes	IQAC
Administrative	Yes	Director invitees of Management Institutes	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Support in funding for needy students like Bhaubeej Nidhi, donations, sponsorships etc. 2. Active involvement in enhancing industry-academia interface. 3. Involvement of parents in various committees like anti ragging committee, IQAC, Parents Meet etc.
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6.5.3 – Development programmes for support staff (at least three)

1. 'Soft Skills' training workshop for Library staff held on 12th June 2019. 2. Workshops for 'Librarians' held 9th March 2019. 3. Workshop on 'Self
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Development' for class-4 employees of the institute held on 24th May 2019 (for Male employees) 27th May 2019 (for female employees).

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. To foster paperless work culture the institute shifted publication of its newsletter from print copy to e-copy. 2. Developing industry collaboration and consultancy assignment. 3. Publication of quality research papers with UGC listed and High Peer Reviewed Journals.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Corporate Interface Session on Blog Writing	17/01/2019	09/03/2019	09/03/2019	5
2019	HNIMR Innovative Lecture Series-Routes of Prosperity	17/01/2019	22/01/2019	22/01/2019	180
2019	Seminar on Exploring Career in Analytics	17/01/2019	09/03/2019	09/03/2019	180
2019	Corporate Holistic Personality-Transforming Physical into Holistic Body	17/01/2019	01/04/2019	18/04/2019	33
2018	Certificate Course on Tally	08/10/2018	10/10/2018	15/10/2018	30
2018	Workshop on HR Audit	08/10/2018	13/12/2018	13/12/2018	15
2019	Certificate Course on GST	08/10/2018	07/01/2019	14/01/2019	14
2019	Corporate Session on Union Budget	17/01/2019	06/02/2019	06/02/2019	100

	2019				
2019	Certificate Course on Equity Research and Analytics	17/01/2019	17/02/2019	08/03/2019	30
2019	Course on Internet Marketing and IoT	17/01/2019	02/03/2019	14/04/2019	5
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Ganpati Festival	13/09/2018	19/09/2018	136	8
Teachers Day	05/09/2018	05/09/2018	88	8
Dahi Handi	04/09/2018	04/09/2018	252	8
Panache	29/01/2019	31/01/2019	435	310
Kushagra	09/10/2018	09/10/2018	194	94
Students Participation in Sports Competition Outside of the Institute	03/09/2018	30/04/2019	97	Nil
National Conference	12/02/2019	13/02/2019	16	9
International Conference	15/02/2019	16/02/2019	21	27

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
18

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	Yes	Nil

Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	Yes	Nil

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	Nil	09/10/2018	1	Kushagra	Provided Platform to explore their talent and intellect	288
2018	1	Nil	24/07/2018	142	Corporate Interface Sessions	To provide Industry Knowledge to get an Edge as compared to others	220
2018	Nil	1	24/07/2018	142	Waste Management Project	Social Responsibility	25
2018	Nil	1	24/07/2018	1	Bhaubij Nidhi	To support needy girl students	180
2019	1	Nil	12/02/2019	2	National conference	To exchange of Knowledge and ideas	203
2019	1	Nil	15/02/2019	2	International Conference	To exchange of Knowledge and ideas	172
2019	Nil	1	02/01/2019	128	Earn and Learn Scheme	To help needy and poor	10

						students to pursue higher education independently	
2019	1	Nil	20/02/2019	2	Book Exhibition	To update staff and students about new publications	140
2019	Nil	1	02/01/2019	128	Sankalp 365	To support needy and poor girl students	354
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Student Hand-book	01/08/2018	Every year, MKSSSS Smt. Hiraben Nanavati Institute of Management Research for Women prepares the Student handbook for the Students and parents. At the beginning of the induction program, HNIMR issues Student hand book to all the students. It is also available on the college website. This helps the students and their parents to get clarity about the institute's vision, mission, core values and the code of conduct. The hand book itself is very self-explanatory, making it easy for the students to get the information regarding... first contact number, Exam Calendar, Evaluation Pattern, and Policies, list of holidays, Academic calendar link ,the online library facility and Computer lab and Our Recruiters. Institute has received the feedback from all the students and

parents that they were very happy and informed that they got very precise information from the Student hand book. The academic calendar link helped them to understand the Academic year schedule even before the college joining. Website link:- <https://www.hnimr.org/students-corner/student-handbook/>

Teachers Code of Conduct Review

02/07/2018

MKSSSS Smt. Hiraben Nanavati Institute of Management Research for Women is affiliated to Savitribai Phule Pune University. Education profession is trusted with the shaping the minds of students. Teachers play a significant role in maintaining trustworthy environment and accountability calls for the highest standards of professional service and the highest degree of ethical conduct. HNIMR follows guidelines for code of conduct issued by following authorities from time to time. 1) University Grant Commission , New Delhi 2) All India Technical Education , New Delhi 3) Directorate of technical Education , Mumbai 4) Savitribai Phule Pune University, Pune

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Aptitude Session	30/08/2018	30/08/2018	82
Corporate Interface on Personality Development	06/09/2018	25/09/2018	5
Confidence Building Session	07/09/2018	07/09/2018	82
Workshop on Technical Writing	11/09/2018	12/10/2018	5

Workshop on HR Audit	13/12/2018	13/12/2018	15
Presentation Skills	11/02/2019	11/02/2019	163
Educational Visits to Industrial Court	01/03/2019	01/03/2019	23
Confidence Building	05/03/2019	05/03/2019	143
Educational Visit to ESIC	12/03/2019	12/03/2019	12
Workshop on Information Technology Management Cyber Laws	28/08/2018	28/08/2018	5
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Report on- Sanitary Napkin Disposal Machine Daily 1200 Sanitary napkins are collected through the campus. It is unwrapped, segregated and disposed by workers in the incinerators at 300 degree centigrade, where the napkins are fired inside the coil and extinguishes into ashes within an hour.. the ash of napkins is used as potash for fertilizers and tree plantation. The disposal of napkins is cycled per hour as only 120 napkins are disposed at a time. Findings: 1. 0.6 is the pollution Rate. 2. Near about 200 gms. of ash produced after each disposal. 3. The ash after disposal is used as fertilizer. 4. Throat infection is prevented. 5. Dumping is clearly avoided. Conclusion: Safe disposal and hygiene inculcated in girls. Health and environment nurtured equally.

Report On - Bio-gas plant Objectives - 1. To study bio-gas initiative taken by Maharshi Karve Stree Shikshan Samstha [MKSSS's] and HNIMR 2. To study the economic benefits achieved by Samstha by this project. 3. To suggest opportunities in business. 4. To study the environmental benefits of the project. Process carried out in the Samstha under bio-gas project - The campus of MKSSS is spread in the area around 24 acres. There are totally 13 hostels in the campus. There are two Bio-gas plant. The total food waste from various canteens and mess in collected centrally at the bio-gas station. The whole food waste is firstly collected then it is segregated. In the segregation process the paper plastic if any is separated. Then the lemon, onion and tomato waste is also separated as these elements makes the mixture acidic and thus reduces the bio-gas production from the waste. Then the segregated waste is shredded from shredder and then send to mixing tank. The mixed waste is then send to hydrolyzer where it is kept for around whole day. The pH of the hydrolyzer is maintained between 3.56 to 3.58 so as to maximize the bio-gas production. The mixture is then send to digester. The digester has a capacity of 500 kg where the circulation process of the waste is carried out. The temperature of the processed mixture is maintained at 55 degree Celsius. If varied then it is maintained with the cold and hot water circulation pipes. After the circulation process within 2-3 days the bio-gas is generated. The generated bio-gas starts filling the balloons. Once the balloons are full with gas then with the help of indicators and compressor the bio-gas is released for storage or usage. During that process the bio-gas is filtered. With the help of that plant daily 2 cylinders of bio-gas are produced. The recorded of pH and produced quality

figures are sent to main office to Bangalore via GPS system. The generated bio-gas is supplied via the pipelines and used by Samsthas Sampada bakery, mess, canteens etc. The bio-gas flame burns with high flame than the normal LPG. Findings - • The food waste is utilized for better purpose and thus protects environment by avoiding dumping. • The cost for the dumping, transportation, and container is reduced with the help of this project. • Human resource and thus cost associated with for dumping is reduced by 1200 per month. • Processing of waste lead to mosquito free environment in nearby areas. • The produced slurry can be utilize for fertilizers. Conclusion - 1. The bio-gas project is economically beneficial to Samstha. 2. This project is also a stepping stone towards environment protection.

Report on Solar Energy: Objectives: 1. To study the initiative taken by Samstha and HNIMR to reduce the Electricity Consumption. 2. Benefits of utilization of solar energy. 3. Increase the awareness of using energy more efficiently for Eco-sufficiency. Process carried out by Samstha for electricity conservation: Rooftop solar PV power plant has been installed on HNIMR college terrace. Testing and related services of solar panels is done by respective vendors. The solar energy is used for electricity supply by connecting to the ultimate grid. Natural light is used in college campus. Awareness is spread among students by the teachers through emails and by verbal communication. HNIMRW has installed LED lights by replacing traditional bulbs. Findings: • Average energy generated through solar system per month 32kwh • Energy generated through solar system annually 32365 11680kwh • Percentage of annual requirement of the institute met by the renewable energy resources 9.97 • Percentage of annual lighting power requirement met through LED bulbs 5.15 Conclusion : Energy efficiency is the wave of the future. The world is quickly moving towards energy sustainability. At the same time, the mankind is trying to re-establish the connection it once had with nature. An energy efficient college is a institutional step towards the direction of renewable energy, environmental protection, and sustainable living. Having such a college helps to reduce their bills and provides an excellent investment. Furthermore, energy efficiency means healthier and more comfortable living that is in line with nature.

Report on- Vermiculture Vermiculture is basically the science of breeding and raising earthworms. It defines the thrilling potential for waste reduction, fertilizer production, as well as an assortment of possible uses for the future Vermicomposting is the process of producing organic fertilizer or the vermicomposting from bio-degradable materials with earthworms. Composting with worms avoids the needless disposal of vegetative food wastes and enjoys the benefits of high quality compost. 1. Vermiculture is a substantial way of reducing wastes, producing fertilizers and maintaining the balance of the ecological environment 2. Vermicomposting can produce high-quality fertilizers, which are better compared to other commercial fertilizers in the market 3. Vermiculture converts farm wastes into organic fertilizer, making it an environment-friendly technology 4. Vermiculture increases crop yield and lessens dependence on chemical fertilizers thus mitigating climate change

Report on- Rain Water Harvesting The institution has installed a rain water harvesting system in the campus. The rain water from roof of HNIMR building flows into bore wells. The institution has 3 bore wells in the natural ditch of size- 2000m 10m10m. The rain water percolates in these bore wells which increases the ground water level. In our campus two plants of water harvesting are in operation. Each plant can recycle around 3000 liter of water daily. In monsoon season, plant can accommodate 1, 40,000 liter of rain water. Water recycling unit has been installed for better use and conservation of water. Water conservation:- • Drip[ irrigation and sprinklers are used on campus • Low flush toilets are used in college building • Waste water utilization is done for garden tree Rain Water Harvesting Utilization: The rain water harvesting system provides approximate -58,000-liters of water for domestic and drinking

purpose. The college has been implementing an elaborate rain water harvesting project that has saved for the campus a substantial amount. The project involves all five institutions on the campus as result of which the ground water level in the campus has registered a significant growth. As result, barring drinking water requirements, all the campus water requirements are the taken care of by this project. It has become a permanent source of water for the all the institution of campus. The project has been helped in moving towards the goal of a green campus. Provision of solar hot water capacity is 80,000 liter in hostel building thus reducing demand. Water is the essential of life thus for Samstha also devoted time towards Rain water harvesting promoting green belt environment. Two rain water harvesting plan has been installed with capacity of 58,000 liter, each carry 2 to 3 bore well project are carried out with in the campus thus reaching the ground water level. • Two Tank For Collecting Rain Water 53.000 liter tank over all Samstha's • Use for Canteen and whenever required • 3 bore well for collection rain water 1st installed in HNIMRW Camps remaining two near to the Mechanical Department.

Report on- Green Campus Tree Plantation Objective: To create the awareness among the student and other People To increases the importance of the Tree plantation To keep Healthy environment We have successfully completed the Phase 1 of Tree Planting, as per the planned schedule keeping in mind the arrival of monsoons. Approx. 600 trees were planted -Each costing Rs.2000 (includes cost of tree, tree guards, labor, and maintenance). Our environment is important for us. Not only locally but also globally around the world. Today its time to lay focus on the environment and peace Environment is one of the major influencing factors in our daily life. We have evergreen flowering and green plants in our campus. The green surroundings of the college do definitely put appositve impact on students mind and the overall development of their personality. The college encourages the NSS students for plantation programmers not only in the college campus but also out of the campus which in turn develops an interest, awareness and responsibility towards our environment and its protection. The various departments of our college arrange plantation programmer to create awareness among the students and to maintain greenery in our campus. The students of Eco club have taken part in "Haritha-Haram" a state government initiative of planting trees to make the near future an Eco-friendly environment

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Two of our Best Practices are:- 1. MBA Pilot Study (Induction) Programme 2. Business Standard Scrap Book I. Best Practice: 1. Title of the Practice: MBA Pilot Study (Induction) Programme 2. Objectives of the Practice: I. To provide platform to new students for socializing. II. To create sense of association amongst students. III. To help the students to get acquainted with the governing policies at the college. IV. To give students glimpse of experiential learning. 3. The context Transition from UG to Management institute is the challenging event in the student's life. It is an important task to welcome them on right note and prepare these students for their new role. A well inducted student can adjust better and feel comfortable in new environment. The institutes culture and ethos can be inculcated better in them. Even they will have good bond with fellow students and the faculty members. 4. The Practice: MBA Pilot Study (Induction) Program at HNIMR is scheduled for the MBA juniors to acclimatize them and give them glimpse of what lies ahead of them during 2 years of their education. A comprehensive Induction Programme over a period of two weeks is conducted for new students to start forming their network with classmates, seniors, alumni and corporates. This program is crafted considering needs of the students and the course. During this programme, the students are acquainted with the institute, their mentors in the institute, teaching -

learning process at the Institute as well as with the current Industry trends. Use of IT tools and library e-resources are introduced to the students. Few sessions related to personality development are also included in the schedule. This program provides a platform for students to interact with their seniors and alumnae also. The senior students brief the students about life at HNIMR, extra-curricular activities in the college etc. Impact of the Practice: 1. Reducing anxiety of the students. 2. Acts as ice-breaker. 3. Learning of all the new students from same level can be started from regular classroom sessions. 4. This is a tool to control ragging in the institutes. In fact, students themselves take care that no such incidents take place. 5. Evidence of Success: Impact of the MBA Pilot Study (Induction) Program can be seen in the next immediate events and activities of the college - 'Fresher's Party' 'Book Shelf'. The shy, quiet and apprehensive students of 1st day of the college start enthusiastically taking part in these activities within 7-10 days from MBA Pilot Study (Induction) Program. All the 180 students from MBA-I take part in the 'Book Shelf' activity, wherein the group of 10-15 students review any book apart from academics and give presentation on same. For 'Fresher's Party' also the student's response is very good. 6. Problems encountered: The MBA Pilot Study (Induction) Program starts from the date of commencement given by DTE but not all the students report on date as whole of the admission process doesn't gets over before that date. Thus those students miss initial few sessions. Here in the Pilot Study program, all the sessions were separate sessions. The college duration of few of the graduation courses in less (3-5 hrs) per day, for such students making them attend the sessions for 7-8 hrs a day becomes difficult. As their attention span is less. Here we have crafted the daily schedule of the programme in such a manner, making it interesting and engaging. For few sessions at times on 11th hour due to inevitable reasons the resource person backs out. During such situations re-scheduling a quality session during the said slot becomes a challenge. Here, our stakeholder helped us a lot. 7. Resources required: State-of-art, active involvement of the senior students, support from all the stakeholders (the head of the institute, corporate experts management of samstha). II. Best Practice: 1. Title of the Practice: Business Standard Scrap Book 2. Objectives of the Practice: I. To motivate students to read newspaper. II. To inculcate habit of learning through reading in students. III. To strengthen reading and writing skills of the students. IV. To encourage students read news related to business, trade, national and international economy, finance, share market, politics etc. 3. The context: Students tend to learn most when they are actively involved in developing their knowledge. Newspaper gives us the brief knowledge into the real happenings in the country and around the world. It is not just a source which gives general knowledge to the students but also keeps them up-to-date on politics, updates related to economy improves vocabulary. Business Standard Newspaper does extensively covers news on Indian economy, infrastructure, international business and trade, stock and currency market, corporate governance and range of other financial news, opinions and insights. 4. The Practice: HNIMR understands that mere academic knowledge is not sufficient for providing great sense of educational value. Newspaper reading is such habit which not only improves general knowledge of the students but also improves language skills and vocabulary. The Library at HNIMR subscribes Business Standard Newspaper for each student as it is India's 2nd largest business daily. And the management students are expected to be well updated on the grounds of - business, trade, stock and currency market, corporate governance and financial news. The newspaper is issued to students free of cost on daily basis. Students are expected to read and highlight five to ten news and write learning outcome in the Scrap Book. Students submit the Scrap Book to the Faculty Mentor at the end of the Semester for evaluation. This scrap book evaluation is considered for Internal Assessment. These Scrap Books are maintained in the library. This creates reading habit and also updates students

on current issues. To an extent this activity has helped the students in cultivating habit of writing in them as well. Impact of the practice: 1. Students started visiting library daily. 2. Students started reading business newspaper on daily basis. 3. Habit of writing down learning outcomes from the important news is developed in the students. 5. Evidence of Success: The level of involvement and enthusiasm of the students will preparing the scrap book showcase how much they enjoy this activity. During the 3rd semester, while drafting the Summer Internship Project report students do extensive literature review. Couple of students of the institute have written research paper along with faculty mentors for the international conference, which got published as well. While interacting with the student, they have conveyed that this activity has helped them in cultivating the habit of reading and extracting information. Students get information about various topics with the help of newspaper. With which they become good orator / good speaker. Even though this activity was compulsory for MBA first year students, it is observed that they are continuing reading the daily post the activity also. 6. Problems encountered: Newspaper reading as a habit can be a tricky for those who don't like reading. All the students may not be equally interested in the activity. Few started preparing the scrape book enthusiastically but eventually with pressure of other college activities their focus got diluted. Keeping students driven towards this activity was a challenge wherein, mentor played a major role. Making students issue the 'Business Standard News Paper' on daily basis was a challenge. For this we set a system of circulation in the library, wherein daily before the first classroom session students has to collect the newspaper from the library and sign on a sheet there. The mentor can anytime check whether his mentee is issuing the newspaper on the daily basis or not. All the students may not write the learning outcome from the news at length. To solve this problem, we considered this scrape book for evaluation and marks of which are considered for internal assessment. 7. Resources required: Willingness from students, Commitment from Faculty and librarian.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.hnimr.org/7-2-best-practices/>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

'Round the clock emotional support to student' Women education and empowerment is congruence of 'Maharshi Karve Stree Shikshan Samstha' since last 125 years. Smt.Hiraben Nanavati Institute of Management and Research for Women, is the only institute of MKSSS in higher education. Women empowerment is a continuous process. MBA being a professional course expects the students to be well groomed after completion of the course. The students of HNIMR belong to various social class, community, linguistic groups and geographical backgrounds. Accommodation of such diversity has always been the abiding attribute of HNIMR. The majority of student composition of HNIMR is from tier-3 cities, small towns and villages in and around Maharashtra. It has been observed by the institute that the students from such backgrounds face problems like 1. Inferiority complex. 2. Socio-cultural structure in India, don't generally prioritizes female students higher education. 3. Age of the students, wherein they face conflict between personal relationship and professional education. 4. Structural difference in the educational background of the students. 5. Lack of confidence, due to insufficient linguistic abilities, appearance, geographical and economical background. At HNIMR from the very 1st day which begins with Induction Program/Pilot Study Program', the institute takes conscious efforts to socialise the students as insider to make them comfortable and reduce their

anxiety. It is at length program crafted to ease the students and get them to a level from where they can start with MBA education. The institute has cultivated a healthy environment amongst the senior and junior students, which acts as ice breaker. Almost all the activities and events i.e. intercollegiate management and cultural feasts, conferences of the college, intra-college activities and competitions, annual awards, cultural activities etc. are planned and executed by senior and junior students. Apart from this the college has a mentor-mentee system wherein each faculty member acts as a mentor of couple of students and there are in-house counselors also. We are of an opinion, that role of mentor and counselor is important when it comes to helping the students in solving the conflicts related to personal relationships and professional education. The college understands that the student composition for the course is from various graduation backgrounds i.e commerce, engineering, BBA etc. thus we provide extra classes for the subjects which students find difficult to understand during regular sessions. The in-house training and development activities at HNIMR schedules personality development sessions on the topics which the students need grooming - confidence building, group discussion, blog writing, dressing etiquette etc. The institute works with the vision of 'Empowerment of Women through education'. In this process we leave no stone unturned to increase the overall employability of the students. Apart from regular classroom sessions various certifications and workshops are organized for the students. We have observed that these initiatives have helped the students positively. Socially they have become more inclusive and academically also their engagement has improved.

Provide the weblink of the institution

<https://www.hnimr.org/7-3-institutional-distinctiveness-2018-19/>

### **8.Future Plans of Actions for Next Academic Year**

Maharshi Karve Stree Shikshan Samstha's Smt. Hiraben Nanavati Institute of Management and Research for Women (hereafter called as HNIMR) has a vision to transform the Institute imparting world class management education through skilled manpower to make a significant contribution to the nation building and cater to the needs of the society. It creates an environment that focuses on research oriented intellectual domain that initiates values of humanity, conscious co-existence and achievement of excellence. Thus, HNIMR believes in broadening the limits of knowledge in quest for development of ethical individuals. It focuses on the following future plan of action for the next academic session to reach the target: - 1. Implementation of ICT/e-governance in all the administrative and academic section to make the campus fully automated. 2. Promoting International collaboration for Academic Interaction and Research Resource Exchange. 3. To increase national International Linkage with Industries higher education Institutions establish skill-driven Industry-Academia atmosphere in the HNIMR Campus. 4. To ensure a plastic free, Junk food free and Tobacco free campus make the campus eco-friendly. 5. Strengthening the Alumni database and their contribution across levels. 6. To enhance and upgrade the resources of Computer Laboratory facilities for creating Advanced Research Environment. 7. Usage of e-Resources in all the academic activities. 8. Implementation of online attendance mechanism both for students. 9. Timely submission of AQAR for the upcoming academic years. 10. HNIMR plans to increase the ICT enabled teaching atmosphere and to increase the e-content development facility by teacher in the various platform of MOOCs Swayam. 11. HNIMR plans to strengthen the staff development facility and organize regular training programs capacity building workshops for both teaching and non-teaching staff members. 12. HNIMR plan to incorporate the involvement of Alumni and industry partners in the various activities of the Institute. 13. HNIMR plans to evolve its strategic plan to generate alternatives energy sources in a better way.

