



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	INDIAN INSTITUTE OF COST AND MANAGEMENT STUDIES AND RESEARCH (AUTONOMOUS)
Name of the head of the Institution	Aparna Tembulkar
Designation	Director
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	020-22917000
Mobile no.	9881377663
Registered Email	iqac@indsearch.org
Alternate Email	search@indsearch.org
Address	S.No. 37/2/2/4, Bavdhan Khurd
City/Town	Pune
State/UT	Maharashtra
Pincode	411021

2. Institutional Status					
Autonomous Status (Provide date of Conformant of Autonomous Status)	02-Apr-2007				
Type of Institution	Co-education				
Location	Semi-urban				
Financial Status	Self financed and grant-in-aid				
Name of the IQAC co-ordinator/Director	Dr.Vikas D. Peshave				
Phone no/Alternate Phone no.	02022917000				
Mobile no.	9970053880				
Registered Email	search@indsearch.org				
Alternate Email	drvikas.peshave@indsearch.org				
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)	http://www.indsearch.org/agarreport				
4. Whether Academic Calendar prepared during the year	Yes				
if yes,whether it is uploaded in the institutional website: Weblink :	http://indsearch.org/MBA_Registration/assets/pdf/MBA%20Academic%20Calendar%20018-2019.pdf				
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	84.4	2007	31-Mar-2007	30-Mar-2012
2	B	2.78	2015	03-Mar-2015	02-Mar-2020
6. Date of Establishment of IQAC			15-Jun-2007		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by	Date & Duration		Number of participants/ beneficiaries		

IQAC		
No Data Entered/Not Applicable!!!		
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8. Provide the list of Special Status conferred 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 :	4
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. Review of Teaching Plan and Teaching Records submitted by faculty members 2. Organized International Seminar on the theme Globalizing the MBA: Issues and Prospects 3. IQAC organized various guest sessions by industry experts and academicians. 4. IQAC initiated the development and implementation of inhouse ERP system for monitoring of academic activities. This portal is developed by Prof. Lele. 5. Preparation of proposal for extension of autonomy to be submitted to UGC

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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
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Name of Statutory Body</td> <td style="width: 50%; text-align: center;">Meeting Date</td> </tr> <tr> <td style="text-align: center;">Governing Body</td> <td style="text-align: center;">27-Sep-2019</td> </tr> </table>		Name of Statutory Body	Meeting Date	Governing Body	27-Sep-2019
Name of Statutory Body	Meeting Date				
Governing Body	27-Sep-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	17-Jan-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>IndSearch Management Information System (IMIS) The purpose of developing IndSearch Management Information System (IMIS) is to provide a webbased system to provide "anytime, anywhere" information to internal stakeholders. Roles Type of access to the system is governed by the role assigned to the users. The administrator creates login and password for each user in the system. Access is granted only to the registered users. Initial Set up The initial set up is done by the Administrator of IMIS at the beginning of each semester/trimester. It involves creation of new database tables for semester, which typically included, students, courses, specialization wise allocation of courses, faculty course allocation, addition/deletion of faculty members, semester start date, week wise schedule of lectures etc. The IMIS was introduced in November 2018 in Bavdhan campus and now it is being extensively used by faculty, staff and administrators. IndSearch Management Information System - Complete list of Functionalities Faculty and Staff Record • Manage Users • Manage Employee data • Faculty folders • Manage Students • Manage announcements • Telephone Directory • Display Announcements • Academic Information</p>				

Students attendance recording and other queries • Update students attendance • Add individual students attendance • Show course wise attendance • Show individual students attendance • Show students exemptions • Update attendance exemptions • List of students below threshold attendance Consolidated • Registration of Subjects • Batch wise Registration of Subjects • Change specialization of Student • Change the subject for a Student • Show List of Subjects for a Student • Show List of Students for a Subject • Student related Queries Academic Administration • Add/Update Courses • Update Lectures Record • Faculty wise detailed report • Faculty wise Weekly report • Weekly report for all subjects • Consolidated report for all subjects • Display faculty wise allotted subjects Online Tutorials • Import Tutorial File • Assign/Unassign Tutorials • Add/Update Tutorial Questions • Display Tutorial Results for the Group • Display Tutorial Results detailed for the Group • Display Assignments • Reset test status for a student Conducting Exams • Add/Update Exams for the Subject • Import Exam Results for the Subject in CSV format • Update Exam Results for individual students • Copy Online Tutorial Results to Exams • Display Subject wise Exam Marks • Display Consolidated Result • Display Exam Marks of a Student • Display List of Students below threshold Marks • Display Semester wise Result for the student • Display Semester wise Result for the Group Placement Cell • Add/Update Companies • Update Placement Activities • Display List of Companies • Display List of Activities • Display budget versus actuals • Update Students Profiles • Display Current Students Profiles • Display Alumni • Add/Update Jobs offered by Companies • Add/Update Students Placements • Show Overall placement report • Show Specialization wise Jobs offered • Show Company wise placement status • Show list of placed students • Show list of students awaiting placement • Show placement status of all students • Show student wise placement report

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
No Data Entered/Not Applicable !!!			
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
No Data Entered/Not Applicable !!!				
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BMS		01/06/2018
MBA		01/08/2018
MMS		01/08/2018

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
Advanced MS Excel	02/08/2018	110
Language Lab	03/10/2018	201
Communication Skills	12/08/2018	110
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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	IT,HRM,Finance, Marketing and Operations	88
BMS	Marketing, HR,Finance	34
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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

The feedback as an important instrument to understand the opinion from various stakeholders, are regularly collected by the Institute. The Institute collects the feedback from students, alumni, parent, employers and from teachers on regular basis. The students are given online feedback form consisting of their opinion on teachers, infrastructure and other facilities at the Institute. Students are given link and ask for filling up the questionnaire. Based on the feedback regarding teacher, Director and Dean gives feedback to teachers regarding his/her teaching. The counselling session for teacher is also arranged by the Director. The teachers are awarded as "Best Teacher" based on student feedback. Changes in the infrastructural facilities are also considered based on the student feedback. The Institute arranges parent teacher meet every year. During Parent teacher meet, parents get detailed information about their ward's performance in academic, co-curricular and extra-curricular activities at the Institute. The parents help in formal and informal way by giving references for placements, suggesting industry experts for guest sessions. IndSearch has more than 12000 alumni bases. The alumni regularly visit to the campus and interacts with the faculty members. They give feedback in both formal and informal ways. The alumni feedback is helping the Institute in curriculum design, conducting guest sessions, arranging industrial visit. The alumni also conduct sessions to students. Alumni conducts mock interview and mock GD for final year students. The feedback regarding the placement help student to improve their performance in the industry interview. Placement team visits companies and seeks feedback from the employers regarding students of the Institute. This feedback is helping Institute to design additional input modules to the students to increase their employability. During Director interaction faculty members, teacher give their feedback regarding teaching learning progress, student attendance and remedial, if any. Teachers regularly update their teaching record in the inhouse intranet-based system. The Dean-PGP review the teaching plan and teaching record and give feedback about syllabus. Teacher feedback regarding revision of the syllabus helps Institute. Teachers are active members for syllabus revision in 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
MMS		90	24	24
MBA		180	113	113
BMS		80	77	62

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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	62	137	5	23	0

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
23	23	11	11	0	2
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No file uploaded.					

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

Academic life of students is not just books and exams. It is much beyond that. Over all development of students require a loads of things to be taken care off. Mentoring is one such attempt to go beyond the books to help students achieve their full potential to lead a successful life. At IndSearch, mentoring sessions are held on regular basis. Here, one faculty is assigned to a group of 15 students who acts as a 'Mentor' for the students who are termed as "Mentees". Mentoring sessions are included in the time table. These Mentors go beyond their typical role of a teacher to help students in resolving the problems, if any, faced by the students. This uniqueness of the 'Mentoring sessions' not only strengthens the bond of a teacher and students but also makes the students mentally and emotionally strong to face any challenge in life with a proper guidance and positive attitude.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
374	23	1:16

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
23	23	0	8	8

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
No Data Entered/Not Applicable !!!			
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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
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No Data Entered/Not Applicable !!!

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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
0	0	0

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)

www.indsearch.org

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
	MBA		88	85	96.59
	BMS		34	32	94.12

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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)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No file uploaded.

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
No Data Entered/Not Applicable !!!				
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3.2 – Resource Mobilization for Research

3.2.1 – 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
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Minor Projects	90	Maharashtra State Warehousing Corporation	174700	17470
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

3.3 – Innovation Ecosystem

3.3.1 – 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
New Age Business Drivers for Business Sustainability and Profitability by Dr. B B Goyal -Professor at Punjab University	Management	30/01/2019
Workshop on Business Information Security by Prof. Susan Lincke, UWP	Management	15/01/2019
Job opportunities in operations by Mr. Prakash Kamat, Former - VP, HR, John Deere	Management	02/08/2018
Industry preparedness workshop by Neetal Vaidya, Sr. Director - HR, Tibco	Management	03/08/2018
MBA and the way forward by Mr. Waman Parkhi, Sr. Partner, KPMG	Managment	04/08/2018
Opportunities after MBA by Mr. Siddharth Gupta, Manager, McKinsey	Management	04/08/2018
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3.3.2 – 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
No Data Entered/Not Applicable !!!				
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	IndSearch Center for Innovation, Incubation and	IndSearch	E4 Industrial Services of LLP	To supply C class parts to engineering industry	01/04/2019

Enterprise

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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Management	6

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.5 – 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
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.4.6 – 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
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
View File				

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.6 – Extension Activities

3.6.1 – 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
No Data Entered/Not Applicable !!!			
View File			

3.6.2 – 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
Blood Donation Camp	Certificate of Appreciation	Deenanath Mangeshkar Hospital	48
No file uploaded.			

3.6.3 – 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
No Data Entered/Not Applicable !!!				
View File				

3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
MoU for Faculty and students Exchange Programme	4 International Faculty Members and 2 IndSearch faculty members	IndSearch	6
No file uploaded.			

3.7.2 – 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	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details		
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Persistent Systems Ltd.	21/12/2018	To develop and expand a framework of co-operation and joint operations which will be called the centre of excellence between Persistent and IndSearch to commence and progress towards a mutually beneficial engagement.	13
No file uploaded.			

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
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
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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 partially)	Version	Year of automation
KOHA	Partially	18.11.09.000	2018

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	119	3	119	2	3	11	0	16	0
Added	0	0	0	0	0	1	0	32	0
Total	119	3	119	2	3	12	0	48	0

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

48 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
No Data Entered/Not Applicable !!!	

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
0	9.27	0	21.2

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)

Enriched Environment State-of-the-Art Infrastructure IndSearch has its own Bavadhan campus and Law College Road campus premises, with spacious classrooms, workshop rooms, seminar hall and auditorium, equipped with audiovisual aids. IndSearch library contains more than 25000 contemporary volumes on wide ranging subjects and global current news. It subscribes to over 25 top journals published in India and abroad and also to over 125 e-Journals. Wired to the Future IndSearch has its own well-equipped high-tech Computer Labs. Students work with latest Application Software. The Campus is WI-FI enabled with High-Tech Equipments for 24 Hours with 2 MBPS (1:1) speed, Leased Line Internet. Other facilities include Printers and Scanners with latest technology. Internal Communications between faculty members and students is through Microsoft Exchange Server 2003/2007/2010 and Document Sharing and Website for each course facilities is provided with Microsoft Sharepoint Server 2007/2010. Internet browsing facilities provided in the Computer Lab / Digital Library for students

and faculties with unlimited download with 60 Computers at a time. UPS Power Supply 20 KVA and Genset 62.5 KVA provide Uninterrupted Power Supply.

<http://www.indsearch.org/enriched-environment>

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
No Data Entered/Not Applicable !!!		
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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 implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

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	CDC - Student Personal and Professional Development Cell	88	88	0	80
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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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of	Programme	Department	Name of	Name of
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	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
2018	1	MBA-Finance	Management	IIM - Indore	Research Fellowship
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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
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

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
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council at IndSearch Role which is expected to play 1] To look after the welfare of the students 2] To promote and coordinate the extra curricular activities Composition 1] President- Elected by students who are engaged in full time studies 2] Secretary - same as above 3] One lady representative- Same as above 4] One representative belonging to Scheduled Castes or Scheduled tribes or de-notified tribes or nomadic tribes or other backward class- Same as above 5] One Student from each class 6] One Student from NSS 7] One Student from NCC 8] Student representing sports 9] Student representing Cultural activities 10] Director Students Development The election of the student members of the Student Council shall be made every year as soon as possible after the commencement of the academic year The term of the office of the elected student members shall begin with effect from the date of election and shall extend up to the last day of the academic year. One third of the members of the students council shall constitute the quorum. The council shall meet at least once in every three months.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

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)

This case study highlights the participative and de-centralised decision making practices adopted at the Indian Institute of Cost and Management Studies and Research (IndSearch) Every year the Indian Institute of Cost and Management Studies and Research (IndSearch) conducts seminars, research paper competitions and workshops for the students and faculty members. The objective of these activities is to provide a platform for bringing out new ideas in the field of management and uncovering various facets of the current trends in management.

Before the commencement of the academic year 2017-18, while planning the academic calendar, there was a lot of talk about conducting the seminar as well as the research paper competition during the year. The faculty members approached the Director General Dr. Ashok Joshi and Director Dr. Aparna Tembulkar regarding finalizing the dates and topics for the seminar. As is the practice at IndSearch, Dr. Joshi called a meeting of all faculty members and a brainstorming session was held to deliberate on the theme for the Seminar. He also invited Dr. Rasamoy Chakraborty -Former DGM Tata Motors and member of the Governing Body of IndSearch . During the discussion, a few faculty members suggested that we could consider having a new format and instead of having a separate Research paper Competition and Seminar, we could have a combined Research paper competition and Seminar for two days. This suggestion was very well received and accepted. The main issue however, was to come up with a theme for the Research paper competition and the Seminar. The theme had to be contemporary as well as innovative. We did not want a common theme. After a lot of deliberation, it was decided that a theme based on "Globalization" would be apt for the seminar. Globalization is a broad concept and for a Research paper Competition, it was felt necessary to highlight certain issues or problems based on which research could be conducted. Similarly the theme also had to be relevant for speakers to speak on at the seminar. It was felt that keeping globalization at the core of the theme, we should look at the role of Asia in the globalized world and whether Asia as a whole was making a difference to Globalization. From this the main theme of the seminar "Redefining Globalization - Can Asia lead the world?" was evolved. While highlighting the issues with regard to Globalization, several sub themes emerged. Faculty discussed issues like Gender Equity, GLOCAL products, Make in India and the Global Quality Expectations, Role of Digital Marketing in the globalized world, the rise of cyber crimes and security issues, Inclusive growth through financial inclusion, Mergers and Acquisitions of Banks and Non-Performing assets etc. These were then converted to functional area specific sub-themes. The main theme as well as the sub-themes was evolved after a lot of discussion and deliberation by the faculty and the Director and Director General. It was a process where everyone right from the junior most faculty right up to the Director General and Deans participated and contributed and decisions were taken by arriving at a consensus. Second : As a part of decentralization of cultural event management, students of IndSearch participated in an one act play competition organised by Dajikaka Gadgil group. They presented a play titled CHINU directed by Akshay Kale (Student of MBA I) and written by Rohit Jadhav. The competition was held on 28th September 2018. This competition was

judged by theater maestro Mr. Nitin Dhandurkar. A team of 15 students of first year MBA had a great experience in participating in such event, and they learnt to co-ordinate, manage and help each other while participating for the event. Event judge Mr. Nitin Dhandurkar guided us about the mistakes we made while acting and also while directing. He also gave guidance to the team regarding the set design and also gave inputs on improving the acting skills and direction skills of our team. The organizing committee of the event were very helpful and co-operative. The freedom was given to students from selection of the script, artist upto the final performance at the event venue with the objective of students getting real life experience of managing an event.

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

Partial

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
Curriculum Development	As per the feedback received from all the stakeholders, the Institute revamps its curriculum on regular basis. So far institute has made changes for more than 5 times. Subject expert committee, Boards of Studies (BOS), Academic Council (AC) and Governing Body(GB) approve the curriculum revision as a procedure. Recently with the Introduction of GST, the syllabus for full credit paper Indirect Taxes was required to be changed. As per the processes set by the IQAC, the Dean PGP in consultation with subject experts, adopted the revised syllabus. MBA programme is mapped with the curriculum of UWP-Parkside, USA MBA and MS programme.
Teaching and Learning	The Director holds meetings with faculty every month to take a review of the teaching-learning and concurrent evaluation activities. Meetings with subject experts are organized regularly for reviewing the course contents for all the subjects. Efforts are made to teach the relevant and updated topics under various courses in an on-going manner with the help of subject experts, alumni, industry experts and experienced faculty.
Examination and Evaluation	Under autonomy, IndSearch had introduced the trimester pattern for the MBA program from 2007 to 2014. From 2014, as directed by UGC the Semester pattern was used for all the courses. With the introduction of concurrent assessment system, apart from the fact that more no. of examinations has increased student's preparedness it has

proved that students are prepared anytime. The components of the concurrent evaluation are: 1. Written Home Assignment/Group Case/Role play or group problem presentation/Group or Individual Viva 2. Individual written assignment with open book mode 3. Class Test/Quiz/Multiple Choice Test. Evaluation weightage for MBA Programmes is 50:50 as Internal and External respectively whereas for BMS (Bachelor of Management Studies) it is 30:70.

Research and Development

To improve teaching and learning, Institute promotes research activities. The Institute is one of the oldest Research Centre under Savitribai Phule Pune University. In the current year 6 students from our centre awarded Ph.D. degree. 13 research papers are presented by the faculty members during the International Conference. Faculties are deputed to attend Research seminars and workshops. 7 full-time faculty members are having Ph.D. degree. IndSearch Research Journal (IRJ) is published in January 2018 by the Institute. Seed money is provided to the faculty and students of the Institute to attend and present research papers in the national and international conferences.

Library, ICT and Physical Infrastructure / Instrumentation

IndSearch library is fully automated using Koha version 18.11.09.000. The automation consists of: Cataloging of books ,Issue Return of books, Online Reservation of books, Stock taking, MIS reports. There are 08 computers for public access at ICT centre. Students and faculty members have access to OPAC through internet. The Institute has subscribed for two e-databases i.e. EBESCO-HOST and J-Gate. There are more than 1368 e-journals and various case studies. The user of the IndSearch library can access multiple databases and can download the required articles. Information about the library is provided on the Institute's website. There are 3 Computer laboratories having latest version of Windows 10 OS and MS office 365 with 119 computers 11 Printers. 2 photo copying machines are made available. The bandwidth of the internet leased line is enhanced to 48 mbps. 4 water purifiers are installed in the institute. Cloud based Intranet software is developed inhouse which is

	used by Faculty and Students
Human Resource Management	The Institute has required no. of full-time faculty members recruited as per the present norms by UGC, AICTE and Savitribai Phule Pune University. An advertisement is given as per the vacancy and a panel of experts interviews the candidate. As per the UGC norms, Institute monitors Academic Performance Indicators of faculty members as a part of Appraisal and for awarding promotions. Based on the students feedback, faculty member is awarded with "Best Faculty" reward in the faculty meeting. Training programs are organized for Teaching and non-teaching staff members. Non-Teaching staff are deputed to attend UGC and University training programs.
Industry Interaction / Collaboration	CDC (Career Development Cell) is ably handling student placement activities. Students are given training on latest industry trends and techniques along-with industry expectations by Industry experts and alumni. Institute has signed MoUs with industry for mutual benefits. International collaboration with UWP-parkside, USA and CMA, Sri Lanka helps faculty and students to get international exposure. Industry experts are appointed on the Subject expert committee, Boards of Studies committee. Empanelment is made with various industries to provide Summer internship projects to the students.
Admission of Students	Institute has joined CAP governed by DTE for MBA admissions to the extent of 80. MBA in-take is 180 seats. 20 MBA admissions are Institute level admissions. MMS and BMS admissions are on first-come-first-served basis. Institute is using technology such as digital marketing for attracting students all over India.

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

E-governance area	Details
Examination	Partially Yes
Planning and Development	Partially Yes
Administration	Partially Yes
Finance and Accounts	Partially Yes
Student Admission and Support	Partially Yes

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	Prof. Shivangi Soman	NIPM 37th NATCON	NIPM	8260
2018	Prof. SUnetra Gaitonde	NIPM 37th NATCON	NIPM	8260
2019	Dr. Vikas Peshve	SWORT 2019	Cyber - Kolhapur	2500
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6.3.2 – Number of professional development / administrative training programmes organized by the Colleges 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	Use of simulation in Teaching		29/10/2018	29/10/2018	13	0
2018	Use of software for conducting on-line ex amination		02/10/2018	02/10/2018	15	0
2019	Language Lab Training		08/02/2019	09/02/2019	14	1
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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
UGC - Training of Teachers for student induction programme	2	06/06/2019	08/06/2019	3
AICTE - Faculty Development Program for Student	1	13/05/2019	15/05/2019	3

Induction				
AICTE-Faculty Development Program for Student Induction	1	10/06/2019	16/06/2019	7

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Mediclaim	Mediclaim and Free Transport	Insurance and Psychological Counselling

6.4 – Financial Management and Resource Mobilization

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

Internal Audit Our Internal Audit is designed to help the Institute achieve effective and efficient governance, risk and control processes associated with operations, financial, legal/ regulatory compliances and management objectives.

Internal Audit here at the Institute is an ongoing process carried out throughout the year to ensure proper internal controls and checks are exercised and are in operation. During our Internal audits the following are reviewed: 1. Whether Purchasing Policies are adhered to It is ensured that a separation of duties exists between Purchase Order request, purchase order approval, approval of payments, actual payments . Checking if sufficient budget is available, Quotations are invited and the best quote is accepted and payments are made only on receipt of invoice. 2. Contracts: For procurement of any material or service quotes will be obtained, evaluated, a fair and transparent selection processes is adopted to achieve value for money. Cash payments are kept to the minimal. No payment above Rs. 20000 is made in cash. 3. Income: It is ensured all the Income due to College is identified, collected, receipted, recorded and banked promptly and it is ensured that administration arrangements are adequate and effective 4. Assets: To safeguard its assets an up to date Fixed Asset Register/Dead Stock Register is maintained and reviewed from time to time . 5. Human Resource and Payroll Processing: Ensure if Necessary employee documents are collected, joining letters issued and service agreements are issued, whether attendance records are maintained and payments of salary have been made only after deduction for TDS, Provident Funds, Profession Tax, etc. as applicable. 6. Legal Compliances: Ensure timely payment of PF's, TDS, Profession Tax, and timely filing of Quarterly Tds Returns, Annual Income Tax Returns, Charity Commissioners Returns and Account Filing and filing of Audit Returns. The above is a bird's eye view of the various internal audit functions. Independent audit here is an independent activity, tasked with providing unbiased reviews of systems and controls . External (Statutory) Audit Our Institute is liable for Statutory Audit under the Income Tax Act As well As The Bombay Trust Act. Sec 10(23c)vi of the Income Tax Act makes Audit Mandatory for our Institute. According Statutory audit is carried on by a Chartered Accountants Firms and Audit Reports are filed with the Income Tax Department as well as the Charity Commissioners Office with the given due dates. Statutory Audit is to ensure the books of Accounts presented are true and fair.

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
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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		Yes	IQAC
Administrative	Yes		Yes	IQAC

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

The IQAC plans for a Parent teachers meet every year. Parents help the Institute by 1. Giving references for students placements 2. Referring the Institute to prospective students 3. Suggesting Speakers for Guest Sessions

6.5.3 – Development programmes for support staff (at least three)

The non-teaching staff are given training and support through following : 1. 1.Training on Basic IT skills 2. Training for soft skills, Manners etiquettes 3. They are also deputed for training in use of DBT portal and other trainings organized by SPPU DTE

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

1. Introduction of UG Programme _Bachelorof Management Studies in 2016 2. Changes in grding system from 6 point scale to 10 point scale 3. Introduction of innovative pedagogy through Debating Union 4. Introduction of IndSearch Innovation Incubation and Entrepreneursip Cell 5. Introduction of NSS activites through NSS wing

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
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
No Data Entered/Not Applicable !!!					
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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
Competition on Legal rights of Women	15/12/2018	15/12/2018	62	127

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
Due to two layers of red bricks all around the building, room temperature is controlled naturally without usage of air conditioners

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

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
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Student Handbook	02/08/2018	CAMPUS CONDUCT AND HOUSERULES IndSearch attaches utmost importance to personal integrity, honesty and discipline. A sense of responsibility and a degree of maturity is expected of all students

inside and outside the campus. Each student of the Institute shall consciously strive to excel in his/her personal as well as academic domain.

1. Identity Cards
All students will be issued with I cards from the Institute's Library. Students are requested to deposit one stamp size photograph with the Staff / Library attendant on duty. The Students are expected to wear and display their I-Cards while on campus. It is mandatory to wear I-Card on campus.

2. Dress Code:
The Uniform as prescribed by the Institute will have to be worn on one day in a week i.e. debating union session day. Apart from these days, the uniform also needs to be worn campus visits, industrial visits, seminars, at the time of interview etc. Students when in casual attire are requested to dress sensibly.

3. Attendance Monitoring
All students are required attend classes regularly. Minimum attendance requirement is of 75. Students not fulfilling this requirement, will not be allowed to sit for the university exam.

4. Mobile Phones
Students have to switch off their Mobile Phones in class and keep it on the table. For other than class times, they can use the same in silent mode. Mobile phones are permitted to be used in cafeteria. Mobile Phones of students, who do not abide by the rules, will be confiscated.

5. Smoking/Chewing Tobacco
Smoking and chewing

tobacco including gutkha is banned at the Institute. Suitable action will be taken against students found to be violating this. 6.

Cleanliness - Students are requested to maintain cleanliness in their classrooms and on campus.

Students are also requested not to write/ doodle on the desks / benches. 7.

Information Technology related facilities The Institute is committed to ensure availability of excellent facilities related to Information Technology.

The Institute encourages use of e-learning and expects the students to equip themselves with Laptops. This will enable them to be in line with the current trend and pace, besides optimally using the available infrastructure to their advantage. This will also enhance their abilities and skills related to use of relevant software, presentation, written and soft communication, thus positively impacting

their professional competency over a period of time. However, students should not use their laptops in the classroom when the session is in progress unless instructed by the faculty member. 8.

Sustainability Bio-Diversity Campus: A unique campus, this is a hectare and half premises that is about 700 meters from the Academic complex. Situated in a serene, pollution free location, it boasts of unspoilt nature and comprises of an open air amphitheatre, a sprawling

lawn with Basket ball and Volley ball courts and a Gymnasium. The students can use these facilities with prior permission. 9.

Ragging: The student's attention is drawn to the Legal statutes that deal with Ragging and like activities. The Institute takes a strict view on this matter and anyone indulging in such activity will be dealt with severely and on the guidelines of the law. The documentation at the time of admission also includes affidavits in this regard and any acts subversive will be dealt with seriously.

10.Cafeteria: The Institute has a full-fledged cafeteria which serves various types of snacks as well as lunch. Hot beverages and soft drinks are also available in the cafeteria. The cafeteria has a self service system and students are expected to order their food and collect it from the counter as well as place the used plates and other cutlery in the provided bins.It is the responsibility of the students to keep the cafeteria clean.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Guest Lecture on Work Culture and Ethics by Ms. Amrita Naval	01/09/2018	01/09/2018	194
Guest Lecture on Technology Management, Values and Ethics	02/10/2018	02/10/2018	186
Guest Lecture on Value system and corporate by Mr. Omkar Kukade	14/07/2018	14/07/2018	104

Observance of Hutatma (Sahid) Din	30/01/2019	30/01/2019	110
National Unity Day	31/10/2018	31/10/2018	106
Commemoration of Surgical Strikes day	01/10/2018	01/10/2018	143
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Tobacco smoking, chewing of pan-masalas and gutka is prohibited in the Institute campus. Health hazards caused by tobacco smoking are repeatedly highlighted at various points in the Institute. • IndSearch celebrated "Swachhta Pandhrawada" (16th October to 28th October 2018) for spreading the message of cleanliness. The week began with 'The Clean Campus Day' on 16th October, when the students cleaned the classrooms, library and passage areas of the Institute. • Proposal for solar system upgradation of RUSA scheme in 2018 has been sent for approval

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

• I2E • Intranet based software access to faculty, students

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

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

• Introduction of NSS activities • Internationalization - MoU with UWP • WEDP

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

Institute has following Future Plans of Action for the Academic Year 2019-2020

1. Installation of Renewable Energy - Considering the season at Pune, Institute has a plan to utilize the energy from Sun as sunlight is free and readily available everywhere. The Institute is in the process of finding out the expenditure to be incurred for installing Solar Panels and use of solar energy for generating electricity. The institute has plan to install such panels at Law college road campus and at Bavdhan Campus. The electricity generated using Solar Panel will be given to MSEDL and accordingly bill will be generated.
2. Creating a Smart Classroom - In the competitive environment, technology is playing a major role. As a part of quality education, institute feels to create smart classrooms to help students in understanding the course. Use of ICT in teaching and learning will enable student to assimilate the subject. The Smart Classroom will enhance student performance as it uses videos, 3D animated modules and can get access to the internet. Smart classroom will help students to make on-line presentations and traditional use of walk and talk will be minimized. This requires huge amount of investment. The Management is planning to start with creation of one smart classroom in each campus.
3. Use of ICT and Innovative Practices - The Institute is always looking for innovative practices to help teaching and learning process. The existing web-based ERP system will have learning resource to enable student

to access the notes and ppts shared by the faculty members. Placement module and other modules can be included in the existing ERP system. The Institute is planning to install a large screen LCD monitor Television to enable students to understand the live news, current affairs or any other important updates in the central area of the institute at Bavdhan Campus. 4. The Institute will take a review of e-scrap and accordingly action will be taken. 5. The method of "Experiencing the Real Life" can be used to get the real-life experience to the students using real -life scenario for understanding the theoretical concepts.