



# **SELF STUDY REPORT**

**FOR**

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

**REAL INSTITUTE OF MANAGEMENT AND RESEARCH**

SURVEY NO.30, SAI SHRADDHA PARK, BELTARODI ROAD, NAGPUR  
440037

[www.realimr.org](http://www.realimr.org)

**SSR SUBMITTED DATE: 06-08-2019**

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**August 2019**

# **1. EXECUTIVE SUMMARY**

---

## **1.1 INTRODUCTION**

Real Institute of Management & Research, a Business School established with the aim of imparting quality education in the field of Management sciences.

In view of the challenging environment, a responsibility is placed on the young men & women possessing skills to manage the complex business environment. For this, the students of new era are required to be well equipped with knowledge, skills and inspiration to lead.

We invite all those who share our vision, goal and purpose and will give justice to our efforts in building a new cadre of graduates and Postgraduates.

### **Vision**

Dissemination of knowledge by offering best quality world class education for management of regional, social and economic system in light of dynamic global environment and contribution to national wealth through innovations.

### **Mission**

Promote competitive merit and excellence as the sole guiding criteria in overall development of students for producing skilled managers, researchers, entrepreneurs and responsible citizens while adding value to industry and society in general.

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

### **Institutional Strength**

- 1) Good Infrastructure.
- 2) Supportive management.
- 3) Pleasant and noise free environment.
- 4) Well Qualified and Supportive Faculty and Staff.
- 5) Concession in fees for economically poor students.

### **Institutional Weakness**

- 1) Faculty Qualification (Ph.D).
- 2) Faculty Research Publication, Funded Projects, Consultancy Work etc.
- 3) Institutional MOUs.
- 4) Admission Percentage in last few years.
- 5) Placement Percentage.

### **Institutional Opportunity**

- 1) Getting NAAC accreditation with good grade.
- 2) Fetching the Research Funds, Funded Projects, Consultancy Work etc. in the areas like renewable energy, solar energy etc.
- 3) Improving the placement Percentage.
- 4) Strengthening Industry-Institute Interaction and also Collaboration with more reputed industries.
- 5) Alumni networking to enhance the academic and placement activities by forming registered alumni association.

### **Institutional Challenge**

- 1) Faculty Retention.
- 2) Present scenario of admission.
- 3) Improving language skill particularly English.
- 4) Tie-ups with National and International Educational Institutes.
- 5) Funded research projects with collaboration of government and private organizations.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The institute being affiliated to RTM Nagpur University adopts to syllabi prescribed by University. However, the institute develops innovative and creative methods by using ICT tools for the effective delivery of curriculum. The identified gaps in curriculum are bridged by value added programs and life skills programs. The

faculty members are also encouraged to attend and participate in orientation programs/ activities organized by University. MBA programs have Choice Based Credit System (CBCS) implemented from Academic Year 2016-17 with elective subject.

The institute also addresses and integrates issues relevant to Gender Equity, Environment and Sustainability, Human Values and Professional Ethics in addition to curriculum prescribed by University. The students are encouraged to undergo summer internship programs in their tenure of study. The institute has structured feedback mechanism from all stakeholders including Students, Alumni, Parents, Employer and Teachers for effective delivery of curriculum.

### **Teaching-learning and Evaluation**

The admission process of the institution is in accordance of DTE and Maharashtra state government. The institute admits students from various reserved categories as per the reservation policies of competent authority. The institute caters to the learning needs of students of different backgrounds and abilities. Special efforts are taken to identify slow and advanced learners by initial assessment on the basis of their qualifying examination marks and initiatives are taken to satisfy their learning needs.

The institution has proficient and devoted faculty members from diverse backgrounds. The institution utilizes student-centric methods and experimental learning approaches. The teachers adopt ICT tools, e-resources to enrich the learning experiences of the students.

The institution ensures student performance through outcome based Education by calculating attainment levels of outcomes by direct and indirect assessment techniques. The institute has adopted Continuous Internal Evaluation (CIE) prescribed by university to achieve academic excellence. The mechanism of internal assessment is transparent and robust covering all the learning domains. Examination related grievance are addressed at institute as well as university level by well defined in a time-bound and efficient manner. The institution adheres to the academic calendar and teaching plan for effective delivery of curriculum.

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

The institute is putting the sincere efforts to promote research culture amongst the faculty and students by motivating and encouraging them to publish their work in reputed journals and conferences. To upgrade the knowledge of faculty and students institute organizes various seminars and guest lectures. The institute is planning to establish Entrepreneurship Development cell to promote research culture and entrepreneurship amongst the students. Extension Activities Cell/ NSS is established in the Institute to provide the platform for the extension activities. Activities such as Tree plantation, Blood donation, etc. are organized and received awards/appreciation from renowned agencies in surrounding.

The institute organizes seminar/guest lecturers to promote industry institute interaction and MoUs are signed with the industries/ corporate houses/ firms to develop industrial allied activities.

### **Infrastructure and Learning Resources**

The institution have infrastructure with well-equipped computer laboratory, classrooms, library, seminar hall.

Every classroom and seminar hall is enabled with ICT tools for effective teaching and learning processes.

The institution motivates students to participate in various extra-curricular activities. Area for outdoor sports, separate facility for indoor sports is available for the students.

Institution has central library automated with software. Library has Downloaded e-books and educational videos which are available to the students via open access.

For effective internet access institute provides high internet speed and dedicated computer laboratory.

The maintenance procedure is defined to take care of maintenance of infrastructure including laboratories, classrooms, and student support facilities

### **Student Support and Progression**

The Institute continuously facilitates excellent mechanism for support & Progression of Students. The students are benefitted by scholarship and free-ship scheme provided by Government as well as institute to needy students.

The institute provides capability enhancement and development program such as guidance for competitive examination, soft skill development, personal counseling, yoga/meditation and remedial coaching for students. Student grievances are addressed through committees such as Grievance Redressal, Anti-Ragging & Women Internal complaint or Anti sexual harassment.

Training & placement cell arranges various training programs and placement drives on-campus as well as off-campus to provide placement opportunities for final year students.

The student actively participates in sports/cultural activities organized at inter-college and intra-college competitions. The institute maintains strong and healthy interaction with alumni through alumni meets organized.

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

The decision and policies of management are implemented through Principal, and coordinators of various committees. The faculty members and students have representation on decision making committees. The strategic plan is prepared and its effective implementation is done for attainment of Vision and Mission of the institute.

E-governance system is used for planning and development, administration, finance, student admission and examination.

Administration takes care of key attributes such as budgetary provisions, financial support, and Infrastructure development for smooth functioning of institute as well as faculty and non-teaching staff empowerment.

The institute has performance appraisal system to judge the performance of teaching and non-teaching staff members.

Principal implements necessary action plan to improve the quality of teaching-learning process of institute under the recommendations of IQAC cell. IQAC Cell is functional and regular meetings, audits and NAAC supporting work has been carried out under the guidance of IQAC.

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

The institute has girls and boys common room as common facility and separate provision for facilities of differently abled (Divyangjan) students.

The Institute takes sufficient measures to arrange the programs related to gender equity promotion, social responsibilities, national festivals, birth/death anniversaries of great personalities.

The institute promotes use of Renewable Energy (Solar), LED bulbs. Solid, liquid and e-waste management process is well structured. Institute has rain water harvesting and harvested water is used for maintaining green initiatives of institute. Institute follows green practices such as tree plantation, plastic free campus, paperless work, bus transport to achieve an environmental consciousness and sustainability.

Institute has two best practices namely " Aptitude and Communication Skills Training Programs imparted by the institute " and "Community Engagement through Extension/NSS Activities ".

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	REAL INSTITUTE OF MANAGEMENT AND RESEARCH
Address	Survey No.30, Sai Shraddha Park, Beltarodi Road, Nagpur
City	NAGPUR
State	Maharashtra
Pin	440037
Website	<a href="http://www.realimr.org">www.realimr.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Athar Ali	07103-22811620	9860948968	07103-22811670	realimr@gmail.com
IQAC / CIQA coordinator	Suchitra Labhane	07103-22811621	8007861363	07103-22811671	suchitra.labhane@gmail.com

Status of the Institution	
Institution Status	Self Financing and Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	13-07-2010

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

State	University name	Document
Maharashtra	The Rashtrasant Tukadoji Maharaj Nagpur University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC		
12B of UGC		

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	<a href="#">View Document</a>	29-04-2019	12	Extended Annually

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No



<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Survey No.30, Sai Shraddha Park, Beltarodi Road, Nagpur	Urban	0.55	1930

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
PG	MBA,Management	24	Graduation	English	120	92

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

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

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	2	2	0	4
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	1	1	0	2
Yet to Recruit				0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	6	0	12

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

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

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

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

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
PG	Male	56	0	0	0	56
	Female	36	0	0	0	36
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>						
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	
SC	Male	11	19	13	12	
	Female	7	7	3	14	
	Others	0	0	0	0	
ST	Male	0	0	1	1	
	Female	0	0	0	0	
	Others	0	0	0	0	
OBC	Male	37	6	19	19	
	Female	9	11	13	14	
	Others	0	0	0	0	
General	Male	13	14	5	5	
	Female	5	3	6	6	
	Others	0	0	0	0	
Others	Male	0	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
<b>Total</b>		<b>82</b>	<b>60</b>	<b>60</b>	<b>71</b>	

### 3. Extended Profile

#### 3.1 Program

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

Response: 25

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

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

#### 3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
136	111	83	120	98

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2018-19	2017-18	2016-17	2015-16	2014-15
60	60	60	60	60

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

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

2018-19	2017-18	2016-17	2015-16	2014-15
44	29	23	60	27

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
12	16	16	16	16

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2018-19	2017-18	2016-17	2015-16	2014-15
12	16	16	16	16

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

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 6**

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

2018-19	2017-18	2016-17	2015-16	2014-15
98.22	97.10	59.53	24.98	45.80

#### Number of computers

**Response: 90**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

###### Response:

- Real Institute of Management and Research is affiliated to the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur (RTMNU) and hence follows the curriculum prescribed by the RTM Nagpur University.
- Before commencement of each academic year, university gives the pathway regarding date of commencement of each semester, end of semester, tentative schedule of examination in the form of university academic calendar. The academic calendar of the institute, based on the university guidelines is then prepared and given to all the concerned.
- A faculty meeting is then conducted by the Principal to discuss the Academic Calendar, teaching load distribution, time table.
- The Time table co-coordinator follows the given Academic Calendar and load distribution, prepares the timetable for the class and various courses of the program.
- Accordingly the students are informed about the semester Academic Calendar through notice-boards and institute website. Final year projects are also decided and allotted as per interest area of students.
- Every faculty prepares the course plan and course file to deliver lectures as per the course syllabus .
- Students' attendance for individual subject is being monitored by faculty and at the end of every month, Principal takes the reviews of attendance, syllabus coverage and planned activities of month.
- Method of continuous internal evaluation/ assessment of the student with respect to assignments, tutorial, mini project and final year project etc. is adopted by the institute as per guidelines of university.
- University in its syllabus has prescribed the industrial visits for the students and hence the institute conducts the industry visits accordingly.
- University theory examinations are conducted as per university norms and after the declaration of university results, result analysis is made and documented.
- The system of feedback from the all stakeholders is also undertaken by the Institute, which is further conveyed to higher authorities for corrective measures.
- Institute mentor-mentee scheme is in place for counseling of the student and its helps to resolve their academic and personal queries if any.

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

Response: 0

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

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

<b>File Description</b>	<b>Document</b>
Details of the certificate/Diploma programs	<a href="#">View Document</a>

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

**Response:** 164.47

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	5	5	5

<b>File Description</b>	<b>Document</b>
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 100

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

Response: 25

<b>File Description</b>	<b>Document</b>
Details of the new courses introduced	<a href="#">View Document</a>

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

**Response:** 100



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

Response: 1

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

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

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
136	111	83	120	98

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

## 1.3 Curriculum Enrichment

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

Response:

The institute plans for the overall & holistic development of the students in the areas of gender, environment and sustainability, human values and professional ethics in spite of limitation imposed to design and develop the curriculum in this regard.

Institute plans extra-curricular, co-curricular activities like technical events, sports day, cultural day, festivals and National Service Scheme (NSS) activities to address these issues.

## 1. Gender

The institute undertakes all the required initiatives to ensure gender equity in various facets of classroom and extra classroom activities by equal representation of genders without any discrimination to

gender issues.

## 2. Environment and Sustainability

To create the awareness about environmental challenges amongst students and imparting fundamental knowledge about the environment, the subject '**Environmental Management**' is introduced in curriculum in third semester by the university. This helps in developing an attitude of the concerned for the environment and encourages them to take care of environment and its protection. Apart from this various programs related to Environment and Sustainability like: Tree Plantation, Cleanliness Drive etc. have also been conducted.

## 3. Human Values and Professional Ethics

For effective development of Human Values and Professional Ethics, the subject '**Business Ethics and Corporate Governance**' is already introduced in the fourth semester of course curriculum. Also it helps to inculcate the multidisciplinary approach in students for better understanding of managerial responsibilities towards society in a successful manner. However to inculcate human values among the students, student development programs by experts are conducted every year.

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

**Response:** 20

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

Response: 20

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 32.35

#### 1.3.3.1 Number of students undertaking field projects or internships

Response: 44

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

## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

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

**1.4.2 Feedback processes of the institution may be classified as follows:**

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

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

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 5.43

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	8	3	9

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 60.83

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

2018-19	2017-18	2016-17	2015-16	2014-15
92	82	60	60	71

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

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

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

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

**Response:** 90.67

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

2018-19	2017-18	2016-17	2015-16	2014-15
60	60	43	49	60

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

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

The institute assesses the learning levels of student on the basis of result/ marks of student at the preceding university examination. Based on the analysis the students who scored marks below 50 are identified as slow learner and above 50 are identified as advanced learners.

**Strategies adopted for Slow Learners:**

The institute has been following the induction program jointly for all of the admitted students. But, during the induction program specific emphasis is laid on identifying slow learners by the way of motivating them for actively participating into the various programs.\

Having clearly identified the slow learners, the institute goes ahead with remedial classes organized by subject teachers specifically for slow learners, clarifying doubts and re-explanation of crucial topics for improving performance.

**Strategies adopted for Advanced Learners:**

With a view point to boost up the already possessed talent of the advanced learners the institute takes up number of initiatives like offering leadership roles in a number of programs organized within or outside of the institute by the institute independently or in association with outside agencies. Apart from this, workshops, seminars, guest lectures, aptitude and communication skills improvement programs are conducted time to time at the institute.

**2.2.2 Student - Full time teacher ratio**

<b>Response:</b> 11.33	
<b>2.2.3 Percentage of differently abled students (Divyangjan) on rolls</b>	
<b>Response:</b> 0	
2.2.3.1 Number of differently abled students on rolls	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

#### **Response:**

#### **Experiential learning:**

^This blending of academic learning and field experience is achieved through a number of industrial visits, real life professional management projects, activities conducted under MOUs, industry academia interaction programs and assistance from experts of various fields.

#### **Participative Learning**

Participative Learning is encouraged by:-

- **Discussions:** Wide varieties of managerial topics are discussed in order to make the students to think broad and come up with their opinions and suggestions.
- **Debates:** Debates are conducted in most of the courses of management program where students are required to come with different opinions, thought processes to develop sense of time management, teamwork and critical thinking.
- **Presentations and Seminars:** Students of MBA program are motivated for delivering their learned skills by way of presentations.

#### **Problem Solving Methodologies:**

- **Final Year Projects:** As part of curriculum, a student is normally required to undertake a field/in-house project in their final year of study. Students are encouraged and assisted to identify and solve the problems by defining scope of project clearly.

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

**Response:** 100

#### 2.3.2.1 Number of teachers using ICT

Response: 12

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

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

**Response:** 11.33

#### 2.3.3.1 Number of mentors

Response: 12

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

Innovation and creativity in teaching- learning process is maintained by faculty to create interest and motivate the learners. The faculty takes the help of following creative tools to stimulate creativity in young brains.

- **Power Point Presentations:** Faculty uses power point presentations including the video lectures on management topics based on the syllabus and as per requirements during the sessions.
- **Training Program:** The institute organizes internal as well as external training program for overall development of students. The internal training programs are conducted by in-house faculty members. However, programs like aptitude and communication skills improvement etc. have been conducted in the institute through external experts.
- **Seminars and Guest Lectures:** Various seminars and guest lecturers are conducted in which the experts from either industry or academia are invited to give latest trends about scenarios in the industry and research.
- **Quiz:** Occasional quiz competition is organized by a faculty to make teaching learning process interesting. This is conducted using power point presentation. Questions from various specializations are put in the quiz competition to explore the diversity of the management subjects.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

#### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 18.33

##### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	2	3	4

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

#### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 7.42

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

Response: 89

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

**Response:** 0

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

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

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



**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 7.08**2.4.5.1 Number of full time teachers from other states year-wise during the last five years**

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

**File Description****Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

Continuous Internal Evaluation system for evaluating the academic performance of the students is done by referring guidelines given by RTM Nagpur University. Out of the 100 Marks per course, the institute level assessment marks are awarded out of 20 Marks and end semester examination is conducted for 80 Marks by the university.

For determining the institute level 20 marks assessment, continuous internal evaluation is done in the following manner:-

Sr.No	Particular	Marks
1a	Attendance of the student during a particular semester	5
1b	An assignment based on curriculum to be assessed by the teacher concerned	5
1c	Subject wise class test conducted by the teacher concerned	5
1d	Subject presentation/ viva-voce seminar conducted during semester	5
<b>Total</b>		<b>20</b>

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

Institution adopts internal assessment system prescribed by RTM Nagpur University for the evaluation of the students as tabulated below:-

Sr.No	Particular	Marks	Frequency	Monitored by
1a	Attendance of the student during a particular semester	5	Daily	Faculty and Principal
1b	An assignment based on curriculum to be assessed by the teacher concerned	5	As prescribed in syllabus scheme	Faculty
1c	Subject wise class test conducted by the teacher concerned	5	As prescribed in syllabus scheme	Faculty
1d	Subject presentation/ viva-voce seminar conducted during semester	5	Once in a semester	Faculty

Transparency in internal assessment is maintained by

1. Displaying Continuous Internal Evaluation Norms.
2. Displaying attendance of the students on notice board at the end of every month.
3. Sharing of evaluated assignments with each individual student.
4. Returning back evaluated answer sheets of class tests.
5. Sharing evaluation report of subject presentation/ viva-voce seminar by panel of faculty.

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

#### Response:

#### At Institute level:

The faculty distributes evaluated answer scripts of class tests and assignments to students and any clarifications or grievances are addressed by the concerned faculty within a period of 3 days. The internal marks are then displayed on notice board. If any discrepancy is brought to the notice, the concerned faculty will resolve it and the necessary corrective action is initiated. If a student is not satisfied with the marks awarded even after resolved by the faculty, student may represent same to the Principal.

#### At University level:

Students can express grievances by applying for the following evaluation procedure:

**Exam Form Filling:** It is sometimes observed that while filling the online exam forms of the subjects offered by the students are not correctly reflected on the screen in such cases the university provides 3 Days time to the institute to submit such grievances of the students to the university and get redressed observed anomalies.

**Correction in Name on Hall Ticket:** In couple of cases it happens that the Hall Tickets issues to the students do not carry the correct name of student concerned. In such cases the university gives 7 Days time to get the hall ticket corrected through the institute.

**Correction in Subject Offered:** A similar process as in case of correction in name on hall ticket is followed in this case also.

**Re-valuation & Recounting:** If student are not satisfied with the marks awarded, they can apply for recounting within a week from the declaration of result through the office at the institute. The received grievances are submitted to university by the institute along with prescribed fees recovered from the students. The university declares time frame every year for submission of marks related grievances and declaration of results.

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

**Response:**

Before commencement of each Academic Year, University gives the pathway regarding date of commencement of each semester, Schedule of Examinations, Term end, End Semester Examination in the form of academic term circular. The Academic Calendar of the institute, based on the university guidelines is then prepared. The calendar outlines the semester class work, internal examination, end semester examination schedule, curricular, co-curricular and extracurricular activities.

The Principal assigns the courses based on faculty choice and area of specialization. Then faculty member prepares course plan before the commencement of semester, indicating the topics to be covered, teaching methodologies being applied and assignments given to the students with evaluation process for each allotted subject and get approved by Principal.

A course file for each course is prepared by the faculty which includes course objectives, outcomes, study material, references and question from previous examination papers.

Time table in-charge prepares the time table as per the guidelines given by the university and load distribution. Time table is then displayed on the notice boards.

The performance of the student is assessed on continuous basis as per guidelines prescribed by university. The continuous internal assessment evaluation sheet is shared with the students to clarify their doubts about the evaluation process.

The academic schedule prescribed is strictly adhered by all the faculties and monitored by Principal.

## **2.6 Student Performance and Learning Outcomes**

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

**Response:**

Vision and Mission statements are displayed on the college website and various places like entrance of the Institute, Corridor, Principal Cabin, Trustee Cabin, Library and Seminar Hall etc.

Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) have been defined by Institute. PEOs, POs and PSOs are disseminated on college website, at the entrance of the Institute, Corridor, Principal Cabin, Trustee Cabin, Library, Seminar Hall and Course Files of Teachers.

The course outcomes are written by the respective faculty member using keywords of learning levels as per guidelines given in Bloom Taxonomy. All the faculty members were maintaining COs in their course files. COs are discussed by faculty members in the classrooms during introductory lecture of respective Subject /Course.

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

### **Response:**

The attainment of various outcomes like COs, POs, PSOs and PEOs is carried out in four stages namely; Planning, Implementation, Evaluation and Action Taken.

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

- Various outcomes are defined and a correlation is established between outcomes and tools used.
- A mapping matrix is prepared in this regard for every CO, PO and PSO in the program including the elective subjects.

#### **2. Implementation:-**

- An individual faculty member use different direct tools like Class Tests, University Exam, Assignments, Seminar, Project etc., for the evaluation of Course outcomes(COs).
- Principal evaluates POs and PSOs by using evaluation of COs and Indirect Tools like Surveys/ feedback from Alumni, Employer, Parents, Teachers and Students etc. PEOs are also evaluated by using Indirect Tools only.

#### **3. Evaluation:-**

- Attainment of all outcomes are calculated and compared with expected level of attainment decided by subject teacher for COs and Principal for POs, PSOs and PEOs.

#### **4. Action Taken:-**

- If attainment was up to the expectation then appreciation is extended to the concerned faculty member and in case of deviation from the expected attainment of outcome necessary corrective actions are initiated to improve the outcome as per expectations.

## **2.6.3 Average pass percentage of Students**

**Response:** 79.55

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

Response: 35

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

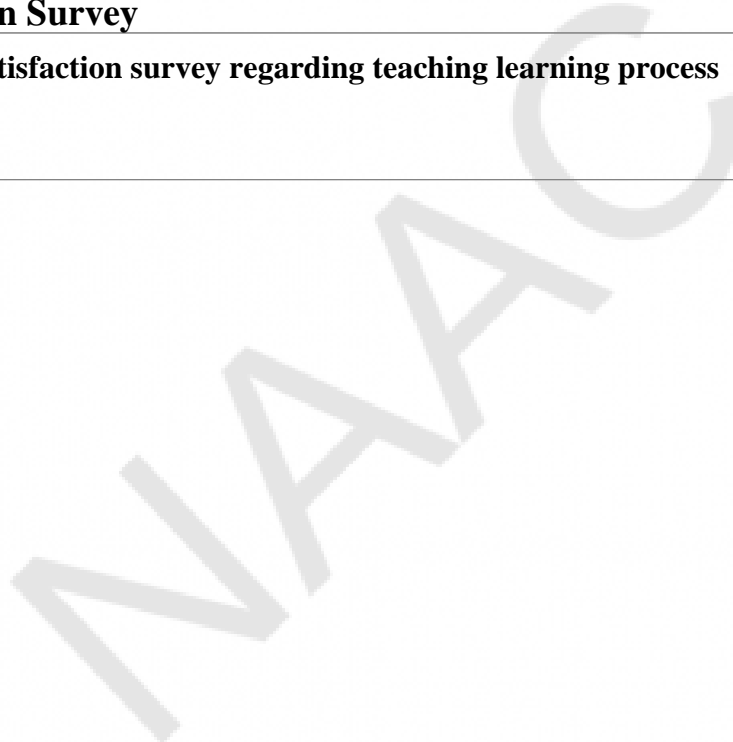
Response: 44

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

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:



## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 0

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

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

**File Description**

**Document**

List of project and grant details

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 0

3.1.2.1 Number of teachers recognised as research guides

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

**Response:** 0

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

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

Response: 29

### 3.2 Innovation Ecosystem

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

**Response:**

Entrepreneurship development being the most critical aspect of management program has been given due

emphasis and focus at our institute. Under this initiative, the institute organizes number of value added programs supporting to entrepreneurship skills development such as "Entrepreneurship Awareness Drive", "Entrepreneurship Development Program".

Industry-Institute interaction is maintained on continuous basis by number of functional MOUs with industries belonging to various sectors of the Indian economy. Under these MOUs, it has been mutually agreed to provide:-

1. Internships/ Trainings
2. Industrial Visits
3. Practical Exposure
4. Placement opportunities
5. Final year projects etc.

Above activities were conducted/ organized/ implemented for the creation and transfer of knowledge and to ascertain the gaps in the curriculum and industry.

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

**Response:** 10

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

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

#### File Description

#### Document

List of workshops/seminars during the last 5 years

[View Document](#)

### 3.3 Research Publications and Awards

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

**Response:** Yes



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

### 3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

**Response:** Yes

### 3.3.3 Number of Ph.D.s awarded per teacher during the last five years

**Response:** 4

#### 3.3.3.1 How many Ph.Ds awarded within last five years

Response: 4

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

Response: 1

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

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

**Response:** 1.05

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	1	8	1	2

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

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

**Response:** 0.26

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	4

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 3.4 Extension Activities

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

**Response:**

Under the purview of social responsibility, the institute through its **NSS Unit**, has made remarkable efforts to sensitize its students and faculty about their social responsibilities through their participation in several activities associated with social issues.

Major activities undertaken are like tree plantation, blood donation, health checkup, cleanliness drives, health and hygiene awareness programs in nearby villages, career guidance and awareness about higher education to aspirants from rural area etc.

**Highlights of the extension activities conducted :**

Sr. No.	Particular	2018-19	2017-18	2016-17	2015-16	2014-15
1	Number of Activities	8	8	8	5	5
2	Number of Awards/ Recognitions	3	5	4	3	3
3	Number of Students Participated	136	111	83	120	98

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

**Response: 18**

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	5	4	3	3

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

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

**Response: 34**

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	8	8	5	5

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

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

**Response: 100**

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

2018-19	2017-18	2016-17	2015-16	2014-15
136	111	83	120	98

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

### 3.5 Collaboration

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

**Response: 10**

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

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

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>

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

**Response: 30**

##### 3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
2	4	6	8	10

<b>File Description</b>	<b>Document</b>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

NAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The institute possesses a well-developed infrastructure meeting the requirements stated by AICTE and other statutory bodies to fulfill the need of all stakeholders.

**Key features of the Institute:**

- Well-furnished, spacious, ventilated and illuminated class rooms, computer laboratories, tutorial rooms and other student support facilities as per AICTE requirements.
- Institute has sufficient classrooms for efficient teaching-learning process and majority of classrooms are equipped with ICT facilities.
- Central Seminar hall with ICT facility is available to conduct training programs, guest lectures, workshops, seminars, conferences, FDPs and other related activities.
- Training & Placement Cell has separate arrangements for placement drives, mock interviews, training programs, group discussions.
- Computers with internet facility and centralized LAN connection. Separate computer center facility is provided for students to carry out project work, online exams and to fill examination forms.
- Language lab is available with advanced software with sufficient computers having requisite software installed to improve communication skills of the students and faculty.
- Well-developed library, automated with software, with collection of books, journals, magazines, CD's, E-books etc. as per AICTE norms.
- Library also has provision for reading room, reference and digital section for accessing E-books, E-journals and online open source books.
- Canteen facility duly maintained with proper hygienic conditions is in place for students, faculty and staff.
- Support and safety facilities like continuous power backup, diesel generator, fire extinguishers, water coolers with water purifier, CCTVs at key locations are available.
- Institute has green landscaping with lawn, trees and plants etc.
- In-house housekeeping staffs are appointed to maintain cleanliness in the campus.
- Separate girls and boys common rooms and rest rooms are available in the campus.

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

**Response:**

The institute organizes sports and cultural event every year to promote the extra-curricular abilities of the students during Annual Festival

**Sports:**

The institute has playground for various outdoor games . A centralized dedicated room is allocated for indoor games like Table Tennis, Carom & Chess etc.

Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level sports competition every year.

**Cultural:**

Institute organizes various cultural activities as per dates proposed in Academic Calendar. It provides the platform for students to show their talent in on-stage activities like Dance, Singing, Fashion Show etc.

Institute promotes the students to participate in Intercollegiate, Intra-collegiate, University, State and National level cultural competition every year.

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

**Response:** 100

**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

**Response:** 6

**File Description****Document**

Number of classrooms and seminar halls with ICT enabled facilities

[View Document](#)

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

**Response:** 7.36

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

2018-19	2017-18	2016-17	2015-16	2014-15
8.30	8.26	0.38	3.85	1.74

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

Library is automated using following Integrated Library Management Systems (ILMS)

ILMS are user friendly softwares developed to work under client server environment. The Software is featured with the following modules to facilitate all the essential functions of the library in a computerised environment. 1) Acquisition 2) Circulation 3) Patrons 4) Reports 5) Tools 6) Cataloguing 7) Authorities.

OPAC: Online Public Access Catalogue (OPAC) consists of Acquisition, Cataloguing, Circulation, Serials control and Web OPAC facility which allows students and faculty to browse a book by author, title, publisher or any keyword.

The Library of RIMR is vary spacious with sufficient Titles and Volumes of Books, National & International print Journals, E-Books etc. and also got NPTEL Video's related to MBA. Library has a provision of access to e-journals, video lectures, project reports etc. For this purpose, a separate arrangement in Digital Library is made where students & staff can access, download, print the open access journals & research papers, also they can listen to the video lectures with the help of audio-visual aids.

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

#### Response:

- **Rare Books:** Various rare books are made available to the students and faculty members by downloading/ providing access from website <http://www.rarebooksocietyofindia.org/> by RBSI (Rare Book Society of India) at digital section of the Central Library.
- **Competitive/ NET/ SET Exam Books:** The library of the institute is well fortified by books helpful for the professional and competitive exams. Students refer these books and get benefitted for the preparation of the such examinations.
- **Autobiographies and Biographies:** The Autobiographies and Biographies of great people are kept in library. Great deal of motivation is being impacted by these books to our students.



**4.2.3 Does the institution have the following:**

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

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

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

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

**4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**

**Response:** 2.42

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
3.91	3.68	1.68	2.49	0.35

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

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

**Response:** Yes

**4.2.6 Percentage per day usage of library by teachers and students**

**Response:** 40.54

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

**Response:** 60

### 4.3 IT Infrastructure

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

**Response:**

Institute provides computing facility with required configuration for computer system. These are distributed among the various departments for academic and administrative work.

The institute has high speed internet of 50 Mbps to cater the need of academics as well as allied processes.

**Key Features:**

- Separate computer center, to facilitate internet access for all the students, staff and faculty members. This facility enables users to access meaningful information available online.
- Exclusive Language Laboratory having sufficient computers with software which enable the students to learn life skills by improving pronunciations with proper accent which in turn helps them in overall personality development.
- E- Governance system by use of ERPs is implemented in Administration office, Exam, Library and for Academic Processes usable by faculty as well as students.
- LCD Projectors, Printers, Scanners, CCTV, Wi-Fi, LAN and Internet facility etc. are also available for effective teaching learning process.
- Digital section in Library with high speed internet connection helps the students and faculty to browse videos, e-journals, e-magazines, e-newspapers etc.

#### 4.3.2 Student - Computer ratio

**Response:** 1.51

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** >=50 MBPS

**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)****Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

**4.4 Maintenance of Campus Infrastructure****4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 10.18

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

2018-19	2017-18	2016-17	2015-16	2014-15
12.36	12.22	9.34	1.02	2.72

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.****Response:**

The institute has developed a standard methodology for utilization & maintenance of all physical, academic & support facilities available in the campus.

- **Laboratories (Computer Center/ Language Lab)**

- 1.The labs in the institute are administered by Laboratory In-charge (a faculty) and Laboratory Assistant.
- 2.In case of any maintenance/repairs, the Laboratory In-charge initiates the appropriate corrective action in consultation with the principal of the institute.

- **Utilization of support facilities:**

1. The infrastructural and resources utilization of the institute are administered by the Principal. Faculty are allowed to put up to the principal of the institute requirement if any with regards to extension, renovation, alteration, relocation etc. of the available resources and facilities.

- **Sport / Ground Maintenance**

1. A faculty designated as Sports Coordinator is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games.
2. Maintenance of ground, sport kits and all consumable items are brought from outside vendor as per the requirement.

- **House Keeping of classrooms, laboratories and the entire institute campus**

1. Institute has in-house house-keeping team which looks after all the cleanliness of the classrooms, laboratories and the entire institute campus.

- **IT Facilities**

1. Institute has appointed Laboratory Assistant to maintain the IT facilities in the Institute which includes maintenance of computers, LCD Projectors, Printer, Scanner and other peripherals.

- **Electrical Maintenance**

1. All the electrical maintenance of the peripherals, equipments, infrastructure and power related resources available in the institute is carried out by electrician hired from outside as per need .

- **Garden**

1. Institute has employed a dedicated gardener and support staff who takes care of garden, lawn and the indoor plants placed at various locations in the institute.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 33.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
53	36	25	29	39

#### File Description

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

#### Document

[View Document](#)

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

**Response:** 0

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

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

#### 5.1.3 Number of capability enhancement and development schemes –

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

**A. 7 or more of the above**

**B. Any 6 of the above**

**C. Any 5 of the above**

**D. Any 4 of the above**

**Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>

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

**Response:** 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
136	111	83	120	98

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

#### **5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**

**Response:** 32.75

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
44	29	23	60	27

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 71.94

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

2018-19	2017-18	2016-17	2015-16	2014-15
32	21	18	44	17

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>

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

**Response:** 0

#### 5.2.2.1 Number of outgoing students progressing to higher education

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>

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

**Response:** 0

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

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

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

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

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

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

**Response: 0**

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

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

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>



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

#### Response:

As per the directions of the Director Student Welfare, Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur institute level Student Council is formed.

The Student Council consists of following members:

1. University Representative/ General Secretary
2. Cultural Representative
3. Sports Representative
4. Ladies Representative
5. Reserved Category Representative
6. Class Representatives
7. Faculty nominated by Principal

The main objective of forming the student council is to develop the leadership qualities in students and the other objective of student council is to organize sports and cultural event every year .

Students are also actively involved in various other institute level committees like Grievance Redressal and Anti Sexual Harassment Committee, Anti Ragging Committee, Library Committee, Women Internal Complaint Committee/Woman Development Cell, IQAC, SC/ST Cell, OBC Cell etc.

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

#### Response: 2

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

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

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

#### 5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

##### Response:

The RIMR every year conducts the Alumni Meet for interaction and exchange of knowledge base acquired by passed out students working in various fields and sector of Indian economy.

Alumni contribute and assist institute for-

1. Conduction of Personality Development Programs
2. Career Counseling
3. Industry Institute Interaction
4. Placement Assistance
5. Summer Internship Assistance
6. Project Assistance to final year students etc.

Apart from above non financial agenda, during the recent alumni meet it has also been decided to assist and help the institute by means of financial inclusion as per willingness of individuals and to form registered alumni association of the institute.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** 1 Lakh - 3 Lakhs

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

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

**Response: 5**

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

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

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>

NVAAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

**Response:**

The vision and mission of the institute have been developed with the active participation of all stakeholders and guidance from experts of various fields. The institute aims at becoming renowned institute of student's choice with courses aligned with recent development and need of society. The institute follows ethical practices and encourages Indian culture and value system. The institute is also committed for rural youth development and woman empowerment.

The top management including Trustees, Governing body, Local Managing Committee, Principal and faculty are involved in design and implementation of quality policy and plans.

The resolutions related to policies and plans, made during meetings of Governing body and local managing committee are communicated to the Principal. These are discussed in regular meetings of Principal and Faculty and action plans are prepared. Action plan for institute based on Academic Calendar, Vision Mission of the institute, Co-curricular and Extra-curricular activities is prepared by Principal and committee in-charges. The difficulty if any in execution is conveyed to management to fulfill the needs.

Various committees at institute as well as departmental level are formed in each academic year. The faculties constitute the member of these committees and are authorized to take appropriate decisions according to the role of committee in academics.

Interaction with stakeholders viz. alumni, parents, employers, take place and their suggestions, feedback are taken for continuous improvement in teaching and learning process.

#### 6.1.2 The institution practices decentralization and participative management

**Response:**

Every year annual Sports and Cultural Event is organized by involvement of all faculty, staff and students which is best example of decentralization and participative management. Case study regarding same is briefed below:-

**Case study- Annual Sports and Cultural Day Organization:-**

As per the academic calendar by the institute sports and cultural day is organized annually.

The institute student council formed by the institute as per the university guidelines is responsible for all the activities conducted in sports and cultural day.

Various committees under the student's council are formed which involves experience teachers, students and staff.

The student's council in consultation with faculty prepares a budget for cultural as well as sport activities.

The budget is further discussed with the principal and management for modifications and approval.

The sanctioned fund is disbursed to the student's council through the cultural and sport in charges.

In this way sports and cultural events/ annual function is conducted every year successfully which is best example of decentralization and participative management where students, faculty, staff and management is also actively involved

## 6.2 Strategy Development and Deployment

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

#### **Response:**

The functioning of the institute operates at four different levels such as Student, Faculty, Principal and Management.

The institute provides various forums for all of them to develop and deploy the same at institute and society level by assigning them various responsibilities.

Principal as a leader understands the strength of the faculty and assesses involvement of faculty while executing specific tasks.

The Principal in consultation with management is empowered to allocate specific faculty to handle dedicated events in best possible way.

#### **One activity successfully implemented based on the strategic plan is as follows:**

**Case study:** 'Industrial visit' of the students.

#### **Process:**

Industrial visit has its own importance in a career of student who is pursuing a professional degree in management. It is considered as a part of college curriculum. The objective of an industrial visit is to provide an insight regarding internal of companies. Theoretical knowledge is not sufficient for professional career. With an aim to go beyond academics, industrial visits provide students a practical perspective of the work place. It provides students an opportunity to learn practically through interaction by understanding, working methods and employment practices. Industrial visits provides an excellent opportunity to interact with industries and know more about industrial environment. Industrial visits are arranged by the institute for students with an objective of providing an opportunity to explore different sectors like IT, Manufacturing, services, finance and marketing. Industrial visit helps to helps to combine theoretical

knowledge with practical knowledge.

By considering the above objectives the institute has decided to plan industrial visits every year. It gives an exposure to understand current work practices and theoretical knowledge being taught at the institute. The industrial visits are planned in the first year of MBA.

The planning of industrial visits is done by faculties and students. Student initiate for making arrangements of visit. With the suggestions and discussion of higher authorities visits are planned before starting of new academic year. Faculty coordinator is appointed to take care of proper execution of the visit. The institute tries to give an opportunity to different faculties for coordinating industrial visit to ensure participative management. The arrangement of transport is taken care by students with guidance of faculties. It gives students lessons of team management and time management. During actual visits students explore the plant to be visited and enthusiastically, students try to correlate the things with their management learning's. They ask

questions to a concern person and help the faculties to prepare the report of visit. Practical learning is the good experience for students. It helps students to understand actual functioning of organization. Industrial visits gives live experience of management planning, coordination, implementation, execution of actual work in organization.

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

**Response:**

#### **Organizational structure of the institution including governing body, administrative setup, and functions of various bodies:-**

Local management committee/ College Development Committee is the apex governing body of the institute headed by the chair person responsible for policy making and budget approval. The institutional decisions are made by the Principal in the consultation with management. Faculty and various committee/cell in-charges are directed by Principal.

The institute has constituted committees as per the norms of regulating authorities and also additional committees for internal coordination and monitoring of the activities. Principal monitors functioning of every committee for smooth conduction of academic and administrative activities.

The various institutional level committees formed for the smooth functioning are listed as follows:

1. IQAC
2. Anti-Ragging Committee
3. Committee for SC/ST
4. Women Internal Complaint Committee/Women Development Cell
5. Grievance Redressal and Anti Sexual Harassment Committee
6. Training and Placement Cell

7. Student Council
8. Cultural Committee
9. Sports Committee
10. Extension Activity/ NSS Cell
11. Library Committee

### **Services Rules, Procedures, Recruitment & Promotional Policy:-**

Our Institute namely RIMR is affiliated to the RTMNU, Nagpur and regulated by AICTE, Delhi. So we follow the statutory norms and guidance of AICTE, and RTMN University, Nagpur in academic as well as administrative functional areas.

University through its local Inquiry Committee (LIC) conducts the inspection of academic and administrative procedures of the institution and submits the report to the university

authorities. On the basis of positive LIC report university grants the affiliation. So, it is mandatory for the institution to observe and follow the regulatory authority, AICTE and affiliation authority, Nagpur University.

The institute strictly follows the statutory norms and procedures in recruitment and promotion of academic and administrative staff. The recruitment and promotional policies are designed by regulatory authority and affiliating authority i.e. University. It is mandatory for the institution to follow the recruitment and promotion policy of these bodies. For recruitment institution gives advertisement for faculty positions in the newspaper which has national coverage. After expiry of period notified in the advertisement, institution receives the application and invites eligible candidate for the interview. The institute informs the University and the Vice Chancellor constitutes the selection committee for interview. The duly constituted selection committee by vice chancellor takes the interview and selects the candidates on the basis of merit and performance. So, institution has no independent role in the selection process of candidate.

The institute follows the statutory norms and direction of promotional policy directed by regulatory authority and affiliating authority, Nagpur University.

The institute follows the grievance redressal mechanism as per the guidelines prescribed by RTM Nagpur University.

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

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

- A. All 5 of the above**
- B. Any 4 of the above**
- C. Any 3 of the above**
- D. Any 2 of the above**

**Response:** A. All 5 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

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

**Response:**

The activity which is successfully implemented based on the Minutes of the meetings of NSS Cell is **“Organization of Various Community Welfare Programs For Academic Year 2018-19”**

Major activities undertaken are like tree plantation, blood donation, health checkup, cleanliness drives, awareness about higher education, etc.

Highlights of the extension activities conducted:

Sr. No.	Particular	2018-19
1	Number of Activities	08
2	Number of Awards/ Recognitions	03
3	Number of Students Participated	136
4	Number of Faculty Participated	12



### 6.3 Faculty Empowerment Strategies

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

##### Response:

Institute implements following welfare measure for faculty and non-teaching staff.

##### Faculty:

- Motivates and deputed faculty for pursuing higher education.
- Encouragement for the faculty for attending workshops, conferences, seminars, short term courses and faculty development program.
- Encourages the faculty to become members of professional bodies and to participate in the activities organized by them.
- Encourages the faculty to undergo industrial training and visit the industry of their domain.
- Encourages the faculty to receive research grants for their projects and provides support.
- Promotes and motivates the faculty to use the ICT tools in their teaching-learning process.
- Encourages the faculty for publication of research papers in reputed Journals/conferences.

##### Non-Teaching Staff

- Institute organizes training programs as per the need for skill development of non-teaching staff.
- They are encouraged to participate in the organization of technical events.

##### The other welfare provisions made for both faculty and staff as described as below:

1. Leaves (Casual, Earned, Medical, Vacation) as per University norms.
2. Maternity leaves for female faculty and staff.

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

**Response:** 21.67

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	1	8	1	2

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

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

**Response: 2**

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

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

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

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

**Response: 19.58**

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	3	2	2	2

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

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

**Response:**

Performance appraisals are done by considering the different parameters.

**For teaching staff:**

The performance appraisal is done in 3 steps. In first step each employee filled the self - appraisal form. In next step Principal assesses the individual performance based on his observation. It is based on self appraisal form and the overall achievement, work and behavior of the employee throughout the year. In last step the Principal and Management jointly take decision regarding the progress of employee based on performance score obtained in appraisal form for appraisal / increment is to be done or not.

**For non teaching staff:**

Performance of non-teaching staff is observed and evaluated on the basis of behavior, sincerity towards work, regularity, job knowledge, attitude towards students & Co-workers etc.

**For support staff:**

Regarding the other supporting staff engaged on works like gardening, cleaning, repairs, maintenance etc. there is no specific form, but, the supervisor gives the oral feedback to the Principal about them and their responsible behavior on the work. Based on the feedback received, the annual increments/incentives are granted to the concerned employees.

## **6.4 Financial Management and Resource Mobilization**

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

**Response:**

The budget estimates and audited statements are prepared regularly. The internal and external audits are carried out to ensure effective and efficient use of financial resources. There is a proper allocation and utilization of the annual budget.

**Institution Internal Audit**

Internal financial audit is not carried at the institute but we are in process to set up system for the same.

**Institution External Audit**

Every year a group of external auditors comprising a team of chartered accountants perform the auditing of the institutes financial records and book as per guidelines of the income tax department. For external audit Management has appointed chartered accountant firm who takes care about external audit at the end of every financial year.

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

**Response:** 0

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

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

**File Description****Document**

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)

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

**Response:**

Since the Institute is permanently Un-aided Private Institute, there is only one and one income source for the Institute, i.e. fees collected from students. The amount of fee is regulated by Fee Regulating Authority, formerly known as Shikshan Shulka Samiti. The fee amount is based on total admissible expenditure divided by number of students. The Fee Regulating Authority has formed certain norms and regulations beyond which the Institute cannot charge any more amounts. The Institute collects appropriate fees from students of categories indicated in GR. These fees are getting reimbursed by Department of Social Welfare, Director of Technical Education and Tribal Board. The major part of fees collected is utilized towards salary of Teaching Staff and part percentage is utilized for salaries of Non-teaching Staff. All other expenses are also incurred from collected fees only.

**6.5 Internal Quality Assurance System**

**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the**

### **quality assurance strategies and processes**

#### **Response:**

#### **Two practices institutionalized as a result of IQAC initiatives:**

##### **Practice I**

- **To increase bandwidth of internet connection.**

It was brought to the notice of IQAC that access to the net and the functionality of the Wi-Fi is not very smooth due to lesser bandwidth issue of internet connection available in RIMR. Hence, it was emphasized to increase the band width of internet connection so as also to comply with the feedback/suggestions from students and faculty. It is, therefore, decided to increase the bandwidth of internet connection. Responsibility of same is given to the Prof. Pritam Lanjewar for materializing the issue, doing the necessary follow up and get the work done in the fastest possible manner.

#### **Evidence of Success:**

Bandwidth of internet connection is increased from 10 Mbps to 50 Mbps.

##### **Practice II**

- **To take membership of e-ShodhSinghu and Shodhganga**

#### **Resolution:**

It was brought to the notice of all IQAC members that membership of e-ShodhSinghu and Shodhganga is required to enable faculty and students e-resources available related to library.

Thorough discussion was made and it was decided to take membership of e-ShodhSinghu and Shodhganga. This responsibility is given to Librarian for taking membership of e-ShodhSinghu and Shodhganga and instructed to submit report to IQAC.

#### **Evidence of Success:**

Institute level membership of e-ShodhSinghu and Faculty level membership Shodhganga is taken.

### **6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

#### **Response:**

#### **Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC:-**

**Example I****Agenda: Modification in Course file content.****Resolution:**

Prof. Yogita Jain, proposed that there is need of addition of some extra points in course file content. She has suggested that this approved format of IQAC must be used by all faculty to maintain similarity in teaching learning process and its evaluation.

Thorough discussion was made and it was decided that course file content must be updated and Dr. Rajashri Admane has been given the responsibility to modify/add contents in course file.

**Evidence of Success:**

Modified course file format is used from Academic Year 2019-20 odd semester.

**Example II****Agenda: Restructuring stakeholder feedback mechanism.****Resolution:**

Prof. Suchitra Labhane proposed that there is need of restructuring feedback mechanism for collecting stakeholder feedback as per NAAC Manual i.e. there is need of inclusion of curriculum/ syllabus related questions in the feedback form.

Thorough discussion was made and it was decided that feedback mechanism at institute level must be restructured for collecting, analyzing and implementing feedback of all stakeholders. Prof. Shriya Kalbande has been given responsibility to modify existing feedback forms and come up with new mechanism.

**Evidence of Success:**

Feedback mechanism is modified by changing existing feedback forms of all stakeholders and feedback is sought in new format from Academic Year 2018-19 even semester end.

**6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year****Response: 0.4**

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

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

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>

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

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

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

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

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

**Response:**

##### Criterion 1: Curricular Aspects:

- University has implemented Choice Based Credit System (CBCS) implemented from Academic Year 2016-17 with elective subject.
- Value added programs and life skills programs for students have been conducted every year.
- The faculty members are also encouraged to attend and participate in orientation programs/

activities organized by University.

- Students undergone summer internship programs every year as part of curriculum.
- The institute has restructured feedback mechanism from all stakeholders including Students, Alumni, Parents, Employer and Teachers.

#### **Criterion 2: Teaching- Learning and Evaluation:**

- The institute has admitted students from various reserved categories as per the reservation policies of competent authority.
- The institute has catered to the learning needs of students of different backgrounds and abilities.
- The institution has recruited proficient and devoted faculty members from diverse backgrounds.
- The institution utilizes student-centric methods and experimental learning approaches.
- The institution has ensured use of outcome based Education by calculating attainment levels of outcomes by direct and indirect assessment techniques.
- The institute has adopted and followed Continuous Internal Evaluation (CIE) prescribed by university to achieve academic excellence.

#### **Criterion 3: Research, Innovation and Extension:**

- The institute has put the sincere efforts to promote research culture amongst the faculty and students by motivating and encouraging them to publish their work in reputed journals and conferences.
- To upgrade the knowledge of faculty and students institute has organized various seminars and guest lectures.
- Extension Activities Cell/ NSS has organized various activities such as Tree plantation, Blood donation, etc. are organized and received awards/appreciation from renowned agencies in surrounding.
- MoUs are signed with the industries/ corporate houses/ firms to develop industrial allied activities.

#### **Criterion 4: Infrastructure and Learning Resources:**

- The institution has infrastructure with well-equipped computer laboratory, classrooms, library, seminar hall, ICT tools, Sports and Cultural facilities as per AICTE norms.
- The institution has motivated students to participate in various extra-curricular activities.
- Institution has central library automated with software
- Institution has Computer lab, Language lab and IT Infrastructure facilities as per AICTE norms.

#### **Criterion 5: Student Support**

- The students of institute were benefitted by scholarship and free-ship scheme provided by Government as well as institute to needy students.
- Student grievances are addressed through committees such as Grievance Redressal, Anti-Ragging & Women Internal complaint or Anti sexual harassment.
- Training & placement cell have arranged various training programs and placement drives on-campus as well as off-campus.
- The student actively participated in sports/cultural activities organized at inter-college and intra-college competitions.
- The institute maintained strong and healthy interaction with alumni through alumni meets



organized.

#### **Criterion 6: Governance, Leadership and Management**

- The strategic plan is prepared and its effective implementation is done for attainment of Vision and Mission of the institute.
- E-governance system is used for planning and development, administration, finance, student admission and examination.
- Administration takes care of key attributes such as budgetary provisions, financial support, and Infrastructure development for smooth functioning of institute as well as faculty and non-teaching staff empowerment.
- The institute has performance appraisal system to judge the performance of teaching and non-teaching staff members.

#### **Criterion 7: Institution Values and Best Practices**

- The institute has girls and boys common room as common facility and separate provision for facilities of differently abled (Divyangjan) students.
- Institute follows green practices such as tree plantation, plastic free campus, paperless work, bus transport to achieve an environmental consciousness and sustainability.

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

**Response:** 20

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	5	4	3	2

#### File Description

#### Document

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

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

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

**Response:**

##### • Safety and Security:-

1. Round the clock security measures are in place like Security Guards, CCTVs etc.
2. The campus is fortified by high compound walls and the entry gates are guarded by security guards.
3. The Institute has installed CCTV cameras for 24/7 for surveillance.
4. College campus has ample lighting for safety at night.
5. The Institute maintained separate toilets for both ladies and gents in each floor.
6. The Institute has MOUs with Doctors on call based facility for girls and boys independently.
7. For attending minor medical problems, First aid box equipped with medicines has been kept in first aid room. Similarly for girls in order to take care about their health issue supplementary facilities like Stock of Sanitary Napkin is provided.

##### • Counseling:

The institute provides counseling to students of the both genders as and when required by Mentee: Mentor Scheme.

- **Common Room:**

The Institute has separate common rooms for boys and girls.

### 7.1.3 Alternate Energy initiatives such as:

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

**Response:** 0.4

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

Response: 0.4

7.1.3.2 Total annual power requirement (in KWH)

Response: 100

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 12.5

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 0.5

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 4

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

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

**Response:**

The institute is very much conscious about the waste management to keep the campus clean and eco friendly. The waste management in the campus is as briefed below.

- **Solid Waste Management:**

The solid waste collected from the campus is dropped into compost pit. The manure so produced is utilized for plants and trees located in the campus. As well as canteen authority has been instructed to separate canteen waste into 2 separate dustbins one for wet waste and other for dry waste.

- **Liquid Waste Management:**

The liquid waste generated from the campus goes directly to the drainage system created by the local authorities in the vicinity of the institute.

- **E-waste:**

The Institute has MOU for Collecting and Disposing e-waste generated in campus. Under this MOU, e-waste collected is given to supplier in turn he gives buy back or discount on new purchases.

#### **7.1.6 Rain water harvesting structures and utilization in the campus**

**Response:**

Understanding the importance of conservation of water, Institute has implemented Rain Water Harvesting Scheme. Under this scheme, the adequate piping is done to collect entire rainwater from terrace and which is directed to well present in the campus. The water collected in well helps in increasing the water table of the institutional area thereby increasing the water level in the surrounding premises of the institute.

The college has maintaining a garden of area, where maximum possible rain water is effectively used for maintaining green environment in the campus in most appropriate manner.

#### **7.1.7 Green Practices**

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

**Response:**

The institute has all-weather approach road accessible for bicycles, public transport vehicles and pedestrian friendly as well.

- Parking slots are made available in the Institute.
- Institute has pedestrian friendly roads around the campus with vehicle movement within the Institute.

#### **Plastic-free Campus: -**

Institute initiates to make the campus plastic free by giving instructions to all within the campus. Use, Consumption of plastic materials in any form is totally banned within the campus.

#### **Paperless office:-**

A paperless office is a work environment in which the use of paper is greatly reduced. For this purpose, the institute uses the digital techniques such as reducing the number of printing pages by changing the printer setting to make it mandatory to print on both the sides. Used rough papers are again utilized for any printing to reduce the page consumption. Institute using whatsapp groups, text message and mail for maximum communication, thus reducing paper usage.

#### **Green landscaping with trees and plants: -**

Institute has lush green campus having trees, plants and lawn.

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

**Response:** 3.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
2.89	2.59	2.63	0.87	0.92

<b>File Description</b>	<b>Document</b>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

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

#### **1. Physical facilities**

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>

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

**Response:** 15

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

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

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

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

**Response:** 10

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

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

#### 7.1.12

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

**Response:** Yes

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

**Response:** Yes

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

**Response:** Yes

#### **File Description**

#### **Document**

Details of activities organized to increase consciousness about national identities and symbols

[View Document](#)

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

**Response:** Yes

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

**Response:** Yes

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

**Response:** 38

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	8	8	7	7

<b>File Description</b>	<b>Document</b>
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

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

#### Response:

Institute celebrates the birth/death anniversaries of the great Indian personalities. A few of such programs are tabulated below:-

Sr. No.	National Festivals and Birth Anniversaries	Date	Frequency
1.	Dr. Sarvepalli Radhakrishnan Birth Anniversary (Teachers' Day)	05th September	Every Year
1.	Gandhi Jayanti	02nd October (Because of holiday we celebrate on 3rd October)	Every Year
1.	Dr. Babasaheb Ambedkar Birth Anniversary	14th April (Because of holiday we celebrate on 15th April)	Every Year

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

#### Response:

Institute believes in transparency in all academic, administrative as well as financial activities:



### **Financial Transparency**

The Institution is self-financed and the fee is decided as per the guidelines of Fee Regulatory Authority (FRA), Government of Maharashtra. Institute accepts the fees from the students through various modes like cash, DD, cheques etc.

The institution conducts statutory audit from external auditor at the end of the financial year. A report of external auditor along with audited balance sheet, income and expenditure accounts are available for reference as per government rules.

### **Administrative Transparency**

The institute has constituted committees as per the norms of AICTE, University and other regulating authorities. Faculty and Students are representing the committees related to academic and student support. Transparency is maintained by involving stakeholders in decision making through various committees.

### **Academic Transparency**

Continuous Internal Evaluation (CIE) is done by following university guidelines and transparency is maintained by displaying/ sharing results of CIE.

Feedback is sought from students and based on feedback, appropriate actions are taken and action taken report is made available on notice board and website.

## **7.2 Best Practices**

### **7.2.1 Describe at least two institutional best practices (as per NAAC Format)**

#### **Response:**

**1. Title of the Practice: Aptitude and Communication Skills Training Programs imparted by the institute**

**2. Objectives of the Practice:** Train the students to meet the growing demands of corporate sector. So institute has decided to start Aptitude and Communication Skills training in the institute to increase the employability of the students through campus placement.

**3. The Context:**

The Institute is affiliated to RTMNU, Nagpur and follows its curriculum and academic structure designed by the University. We observed that pace of updating the syllabus in response to the needs of industry is slower than required.

Institute identified where improvement was needed:

- a. Students lack in aptitude skills.
- b. Students are weak in communication skills.
- c. Student fail in Group Discussion and Personal Interviews

#### 4. The Practice:

The policy consisted of the methodology and schedule of imparting various inputs to the students in order to improve the performance of students in recruitment drives. The inputs were subdivided into systematically design training modules catering to aptitude and communication skills and GD & PI.

Institute has MOU with Rubrics Softcon Pvt. Ltd. Pune, Which is training partner of the institute to take care of above mentioned modules. Following table shows number of students enrolled and completed training for previous five years.

Academic Year	Number of Students completed Training
2014-15	98
2015-16	120
2016-17	83
2017-18	111
2018-19	136

**5. Evidence of Success:** The success rate in aptitude test / screening test was found improved in recruitment drive of various companies. Following Table shows the placement percentage increased imparting Value Added Training Programs.

Academic Year	Number of Students Appeared for Interviews/ Final year students	Number of Students Placed	Placement Percentage

<b>2014-15</b>	27	17	62%
<b>2015-16</b>	60	44	73%
<b>2016-17</b>	23	18	78%
<b>2017-18</b>	29	21	72%
<b>2018-19</b>	44	32	72%

### Best Practice – II

#### 1. Title of the Practice: Community Engagement through Extension/NSS Activities

#### 2. Objective of the Practice:

- To promote extension activities in the neighborhood community
- To develop among students a sense of responsibility towards society.

#### 3. The Context:

To provide the opportunities to inculcate the qualities among the students to understand social consciousness and problems of communities. These activities sensitizing the students to social issues and develops belongingness to the welfare activities towards the society.

#### 4. The Practice:

Institute Conducts various activities related to environmental protection, cleanliness drive, tree plantation, higher education awareness, health awareness etc.

Academic Year	Number of Activities
<b>2014-15</b>	<b>5</b>
<b>2015-16</b>	<b>5</b>
<b>2016-17</b>	<b>8</b>
<b>2017-18</b>	<b>8</b>
<b>2018-19</b>	<b>8</b>

**5. Evidence of Success:** It is observed by performing various activities in the neighborhood society, Institute has got appreciation by renowned government and non-government agencies in terms of awards, appreciation letters and momentous. It is worthwhile to mention that, local media also covered many of the activities mentioned under this practice.

Academic Year	Number of Activities	Awards/ Appreciation Received

2014-15	5	3
2015-16	5	3
2016-17	8	4
2017-18	8	5
2018-19	8	3

## 6. Problems Encountered and Resources Required:

- Funding is the major issue for doing activities on large scale.
- Involvement of government and non-government agencies needs proper documentation and permissions.

## 7.3 Institutional Distinctiveness

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

#### Response:

- **Mr. Shankarrao Barde, Chairman of Real Institute of Management and Research, has been selected as an ICON of India by Lokmat.**
- The primary objective of the institution is the pursuit of Academic Excellence and Placements.
- The institute also aims at vitalizing the learning skills with a focus on futuristic demands, vitalizing teaching learning process, ICT, Human Values, and functional relationship with all the stakeholders for the holistic development of the individual and society.
- Institute also strives to create virtuous, meritorious personalities and to prepare professional, creative, and humane students to serve the humanity by setting a commendable tradition of initiative and imagination.
- The institution stands apart from all other colleges by placing greater emphasis on producing professional students by providing value-based education and enabling the students to face challenges in modern life.
- The institute aims at instilling a sense of self-discipline and accountability among students and developing a respect for democratic, ethical, and moral values.
- Institute provides the best amenities required for students to enhance their Managerial skills, Academics, and Extra-curricular activities and brings out the best in them.
- The placement cell is an integral part of our institution, ensures that the students are well trained and prepared to face their campus interviews effectively.
- Various conferences, guest lectures, workshops are organized throughout the year, by which the students are exposed to the outside world work ethics and all the recent developments and innovations.
- To bring out the concealed talents of the students every year the institution conducts Annual Cultural and Sports event, This event throws light on various arts and thus pushes the students to excel in Co- Scholastic areas as well.
- The institution has provided the best possible facilities in terms of infrastructure for teaching, learning and sports activities to make a student, complete in all dimensions.

- The Classrooms, Laboratories, Group discussion halls, Library and Administrative office are highly conducive to the overall academic environment.
- The institution hosts fully equipped grounds for outdoor games/ sports and indoor game room. As a result, few students have performed well in state and national level sports events.

NAAC

## 5. CONCLUSION

---

### **Additional Information :**

Institute has a dream of creating a benchmark in imparting quality education and Institute aims to produce Quality citizens through extensive training and continuous all round activities.

The Institute involve all stakeholders by organizing parents, alumni and employer/HR meeting. As well as all stakeholders are invited on various committees either to contribute in Academic or Non-Academic affairs to keep students upgraded with latest happenings in respective fields. Faculty and staff also has representation on various committees where they contribute in decision making.

In nut shell, Institute is working for betterment of society by involving all stakeholders.

### **Concluding Remarks :**

We cordially invite NAAC peer team to visit Real Institute of Management & Research, Nagpur and evaluate, asses for accreditation process.