



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ARIHANT INSTITUTE OF BUSINESS MANAGEMENT

ARIHANT EDUCATION FOUNDATION ARIHANT INSTITUTE OF BUSINESS
MANAGEMENT BAVDHAN TA.MULASHI DIST. PUNE

411021

www.arihantmbainstitute.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Arihant Education Foundation, our education partner is a public charitable trust, founded in year 2005. Arihant Institute of Business management (AIBM), is approved by AICTE, New Delhi, recognized by DTE, Govt. of Maharashtra & affiliated to Savitribai Phule Pune University. The fees of the institute is regulated by Shikshan Shulk Samiti and Pravesh Niyantaran Samiti. It works to deliver contemporary management education at the Institute's beautiful campus in Bavdhan area of Pune City. It envisions to facilitate exuberant learning environment that provides Academic Excellence, Innovation, Experiential Learning, Research and Employability to students and hence contribute to the growth and development of the Society.

The Institute strives to create and disseminate knowledge through research and practices in emerging areas of management. The institute develops socially conscious, competent and ethical business leaders capable of critical thinking, innovation and entrepreneurship being inclusive and focusing on both regional development and internationalisation.

The Institute provides quality education for holistic development of the students in a green and clean Eco-Friendly Campus. The campus is set in serene and verdant environments surrounded by hillocks & ergonomically designed buildings. It provides an excellent ambience for the student community for every kind of academic endeavor. In addition to all academic facilities, the campus also has multiple sports facilities, activity areas & hostel facilities at a stone's throw distance.

The campus is off the Pune-Mumbai highway on a beautiful virgin site, thus making Arihant, one of the most beautiful campuses anywhere. The Wi-Fi connectivity in the entire campus combines seamlessly the technology with aesthetics. Life at Arihant can simply be described as totally stimulating and soothing.

The varied activities conducted at AIBM have a purpose of reaching highest benchmark in Management arena under the aegis of our Institute with apt initiative to groom students.

AIBM works to facilitate management education as well as to impart specialized training to maximize employability skills in order to fill the industry-academia gap. In this regard, effective mentoring to students (who are equally divided under each mentor) are done and active participation of students are encouraged in all activities.

Vision

To facilitate exuberant learning environment that provides Academic Excellence, Innovation, Experiential Learning, Research and Employability to students and hence contribute to the growth and development of the Society.

Mission

The Institute strives to create and disseminate knowledge through research and practices in emerging areas of management. The institute develops socially conscious, competent and ethical business leaders capable of critical thinking, innovation and entrepreneurship being inclusive and focusing on both regional development and internationalisation

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institute provides quality education for holistic development of the students.

- Green and Clean Eco-friendly campus
- Experienced and highly qualified faculty members.
- Effective mentoring to students who are equally divided to respective
- Active participation of students is encouraged.
- Strong tie ups with Industry Partners.
- International exposure to students via Industrial visits.
- Certifications provided to students in various specialisations
- Renowned National and International speakers are called on campus for students' interaction.
- Rigorous training is provided to students to ensure quality Placement

Institutional Weakness

- A small percentage of mediocre quality students at the entry level.
- A few linkages with Foreign Universities for Research
- A few faculty awards at State, National and International Level

Institutional Opportunity

- Research Scope within the Campus
- Encouragement to students to pursue add-on courses in the advanced technologies w.r.t Industry 4.0
- Learning and upskilling of faculties through various self-learning portal access

Institutional Challenge

1. Seeking grants from Industry for Research and Innovation
2. Acquiring seed capital for start-ups and other entrepreneurial initiatives.
3. Delay in receiving Scholarships and Free ships provided by the State Govt.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

AIBM being affiliated institute to Savitribai Phule Pune University, Pune; avails the benefit of implementing

prescribed syllabus and recommended academic calendar for its curriculum planning. Institute strictly follow guidelines and schedules of SPPU in terms of developing its academic calendar and time tables in order to complete the syllabus delivery and conduct concurrent evaluations to synch with university exam schedule.

AIBM faculty frequently participate in various university exam and curriculum development activities which helps them to understand various dimensions for curriculum enrichment and hence AIBM offers various value added courses to students. Institute also strives to inculcate human values and life supporting skills in its student by delivering various related subjects and activities in curriculum. AIBM also addresses cross cutting issues related to social behaviour of its student by training them for gender equality, social work, discipline at work place and code of conduct of good citizen through various guest lectures and workshops.

AIBM always makes sincere efforts for 360 degree development of its students by helping them learning the life skills, personality skills, communication skills through individual student mentoring by AIBM faculty. Exclusive mentoring program integrated with curriculum implementation helps institute to create generous corporate citizen which addresses the vision and mission of the institute.

Teaching-learning and Evaluation

The MBA programme in AIBM prepares a student for a career in diverse sectors of the industry domestically and globally. The revised curriculum for MBA is developed keeping in mind the national priorities and international practices. It also attempts to align the programme structure and course contents with student aspirations & recruiter expectations. This syllabus also attempts to align with National Goal of “Make in India”, “Start – Up and Stand – Up India” and “Digital India”.

At AIBM, students admitted as per norms of the competent authority belong to diverse backgrounds and capabilities. Institute strives to support Slow Learners and Advance Learners through various activities for building their competitive skills. The institute focuses on student-centric teaching approach by designing comprehensive teaching-learning, planning and executing policies for their holistic development as per the SPPU design. Faculty utilizes a basket of content delivery methods, e-resources and ICT tools to enrich the learning experience of students. Teachers are self-motivated, keen to upgrade their knowledge and keep abreast with the latest developments. AIBM faculties strive to inculcate creativity, professional attitude and entrepreneurial approach amongst students. The teachers and students share a strong bond as a mentor and mentee. The mechanism of internal assessment is transparent and robust which covers all learning domains. The examination related grievances are addressed by the Examination committee in a time-bound and efficient manner. The CO & PO attainment of students is based on techniques like Internal Assessment, End-Semester Assessment and Feedback from the stakeholders.

Research, Innovations and Extension

Arihant Institute of Business Management, Pune has been known for its unwavering endeavour to prepare research scholars and amateurs of tomorrow, who can think beyond conventional R&D skills. In an ever-changing and competitive environment, where uncertainty always exists, changes in technology and the economy have made the world look like a small village. The institute has been preparing its students with quality education to become global citizens through innovative insight. The Institute is trying for grants from

Government and non-government agencies for research projects and endowments. SPPU has recognized faculties of AIBM, Pune as research guides.

AIBM, Pune has actively focused its attention to enable students to get first-hand experience in promoting innovation-driven activities at the institute and provide a comprehensive and integrated range of support including mentoring, training programs, etc.

Workshops/ Seminars have been conducted from time to time on Research Methodology and entrepreneurship in the Institute premises. Teachers have actively involved themselves in writing research papers and getting in published in UGC-recognized Journals. New teachers are accommodating themselves into the conducive environment of research. They have also been contributing their write-ups in edited volumes/books, and papers published in national/international conference proceedings.

Extension activities such as Swachh Bharat Abhiyaan, visit Old Age Homes, Blood Donation Camps, etc have been frequently carried out in the neighbourhood community, sensitizing students to social issues, for their holistic development and impact thereof. AIBM, Pune has signed MOUs with several industries and corporate houses to undertake future collaborative and extension activities for research, faculty exchange, student exchange/internship programs.

Infrastructure and Learning Resources

The Institute has adequate infrastructure facilities and resources to conduct the curricular, co-curricular, extracurricular, and research activities. The Institute has the ICT enabled classrooms, One well equipped Computer Lab, well stacked library, administrative office, and well – furnished multipurpose hall. Apart from this, the Institute is committed to innovate, modernize. The Institute library has the total expenditure towards books, e-books, journals, e-journals in the past five years and it contains text books, reference books, e-books, e-journals, CD, National and International Journals. Separate reading hall is provided in the library for students and teachers. Every department is equipped with a Computer having internet connectivity and all computers are connected in LAN. The Institute is equipped with LCD projectors to facilitate the Modern teaching methods to be adopted. Wi-Fi facility is made available throughout the campus. ICT resources has been sufficiently strengthened in the institution.

The Institute has started policy for utilization and maintenance of physical and academic facility hardware technician and electrician is appointed. A Firewater Pumping System, Fire Fighter Equipment and Smoke Detector have been set up that covers the entire Institute.

RO drinking water facility is made available in the Institute building to ensure the health of the students. There is also a canteen in the college premises, providing hygienic breakfast, vegetarian lunch, coffee, tea, snacks and refreshments at nominal cost. Uninterrupted electricity supply is ensured in the campus with the help of Gen set and many inverters and UPS systems

Student Support and Progression

Through government schemes, the institution distributes scholarships to worthy and distinguished students. The

institution encourages capacity building and skill development, as well as vertical mobility, career counselling and guidance, placement support, and competitive test preparation. AIBM targets at students' holistic improvement and progression. We make honest efforts to expand students professionally and ethically via diverse activities. Their expert and educational enhancement is discovered via a based mentoring programme on the institute. To foster personal relationships and a network of alumni, the institute has established an alumni association. The Institute's alumni hold top positions in a variety of reputable organisations. In an academic year, we organize 3-4 corporate conclaves, inviting top corporate executives for these events.

Corporate Conclave with managerial and leadership code is one of the event helmed in current challenging practices of Business domain. It is a promising and fostering event which paves path for profit-making through marketing-focused superordinate goals.

Objectives of the Value added activities:-

- 1.To have an Industry- Academia dialogue about addressing unique and prominent cluster of Business concepts, strategies and knowledge sharing by corporates.
2. To have an ideation for materializing an extremely important undertaking of imparting knowledge amid management aspirants as well as creating awareness about recent marketing practices prevailing in marketing-oriented and profit-driven organizations

Students get an opportunity to understand industry dynamics and business strategy. Its always an enriching experience for students to hear from the news makers of the corporate world. Few alumni have gone on to become successful entrepreneurs and start their own businesses. Grievance-Redress, Anti-Sexual Harassment, and Anti-Ragging are all statutory committees at the Institute. In addition, various student cells, forums and clubs contribute to academic excellence. Students got an opportunity to nourish their Leadership Skills, Business Management and Personal Management Skills during the entire Lockdown period. 75 + Eminent Personalities from the Corporate World, State Administration, Political World, Defence Services and Top Motivational Speakers shared their valuable Experience and Knowledge on various relevant topics and key areas for growth and success. The placement team has successfully pursued an enterprising direction through online mock tests, aptitude tests, and mock interviews.

Governance, Leadership and Management

The aim of the institute is to provide holistic education and prepare students to be committed to the nation and strengthen the society and its morals. The institute is focused on the overall development of the student to face challenges of life and desire to grow more. Education is the key to sensitive awareness of local, national and global needs which is dire need today and institute's mission is that only. The vision of the institute is efficiently governed through inspired leadership.

AIBM believes in decentralization of authority which involves various committees with different staff member are constituted under CDC which overview the proper execution. The governing body and CDC committees play of leading role in functioning of the institute. Academic council, Research & development committee, Exam committee, Training & Development committee etc. are the backbone who works simultaneously for the success story of institute. QAC and college development committee help in effective planning and

implementation of institutional policies.

With the change in technology AIBM is using LMS (learning management system) by Verifer Edtech Pvt Ltd for students' attendance record. The admission call is generated by the college website and admission is done through centralized DTE process. AIBM is approved by AICTE and fees are regulated by Shikshan Shulka Samiti, it's totally an online process. The question paper is sent by SPPU with a secured login. For government scholarships students can apply through Maharashtra Government Scholarship and the process is handled through Maha DBT login.

AIBM recognizes all the employees as the family and provides proper care, supporting environment to grow with full potential. Welfare measures for teaching & non teaching staff are: EPF, Leaves, Publication incentives etc. which is always taken care by the AIBM norms.

An audit of Cash Book, Ledgers and Subsidiary Books etc. is also conducted by the auditor. AIBM is an SPPU-affiliated self-funded institution. Fees obtained from students are the Institute's primary source of revenue. It is used for employee salaries, infrastructure, books and journals purchases, maintenance, and other expenses as determined by the approved budget.

Institutional Values and Best Practices

Gender sensitivity is a clear global problem that affects both industrialised and developing countries. Students at Arihant Institute of Business Management are taught to value equality, inclusivity, and diversity. The institute is well prepared to confront and respond to gender-sensitive issues, as well as to establish an environment in which students, staff, and faculty members can feel safe and respected. We provide numerous amenities and particular attention to the students in order to create gender equality and a sense of security among them. AIBM commemorates national and international remembrance days in order to instil constitutional responsibilities and foster patriotism. The AIBM Institute is committed to educating students to be constitutionally conscious citizens who are cognizant of their fundamental rights and responsibilities. Our college hosts a variety of programmes and events to encourage civic duty and values.

The Institute recognises the importance of environmental sustainability and makes extra efforts to preserve an environmentally pleasant atmosphere by implementing a well-structured solid, liquid, and electronic waste management system. The Youth Voices for Climate Action (YV4CA) campaign serves as an inclusive platform for youth in the Asia-Pacific region and beyond to make their voices heard on climate action. By making your voice heard on this critical issue, you can inspire others to do the same and make policymakers in your country to accelerate climate action.

AIBM is committed to the complete development of all students. The programmes are intended specifically to deliver Advanced Employability and Leadership Development is one of the best practices at our institute. Personality Development & General Awareness, Aptitude Training & Testing, MS Excel Proficiency, and many other topics are covered in this specially prepared programme for our students. Corporate connect has been one area of distinctiveness in the ARIHANT philosophy. Senior corporate executives contribute significantly to the value delivery of our institute through guest sessions, seminars, and valuable contributions to the teaching-learning process.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ARIHANT INSTITUTE OF BUSINESS MANAGEMENT
Address	Arihant Education Foundation Arihant Institute of Business Management Bavdhan Ta.Mulashi Dist. Pune
City	Pune
State	Maharashtra
Pin	411021
Website	www.arihantmbainstitute.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Amit Arun Medhekar	020-67902404	9850757247	020-	aibm@arihantacs.edu.in
IQAC / CIQA coordinator	Ramya Manoj Nair	020-67902405	8007238181	020-0	qacaibm@arihanta cs.edu.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Certificate.pdf
If Yes, Specify minority status	
Religious	Jain Religious Minority
Linguistic	NIL
Any Other	NIL

Establishment Details				
Date of establishment of the college	30-06-2010			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Maharashtra	Savitribai Phule Pune University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	07-07-2021	12	NIL

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1637913634.pdf
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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Arihant Education Foundation Arihant Institute of Business Management Bavdhan Ta.Mulashi Dist. Pune	Rural	0.84	3549.76

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
PG	MBA,Commerce And Management	24	Graduation	English	180	173

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	2				2				14			
Recruited	1	1	0	2	1	1	0	2	5	9	0	14
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

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

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	1	0	1	1	0	0	0	0	4
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	9	0	14
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	2	0	0	0	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	0	0	2
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	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
UG	0	0	0	0	0	0	0	0	0	0

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	21	74	0	0	95
	Female	15	63	0	0	78
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	2	3	4
	Female	2	5	5	0
	Others	0	0	0	0
ST	Male	0	0	1	0
	Female	1	1	1	0
	Others	0	0	0	0
OBC	Male	6	6	8	8
	Female	2	3	1	0
	Others	0	0	0	0
General	Male	193	178	180	183
	Female	148	146	132	87
	Others	0	0	0	0
Others	Male	0	0	0	1
	Female	0	1	1	0
	Others	0	0	0	0
Total		352	342	332	283

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
327	327	442	442	442
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
173	177	179	177	159
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
14	6	5	16	4

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
168	111	92	140	92

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	19	19	19

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	19	19	19

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 03

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	39.91	38.92	26.53	34.89

4.3

Number of Computers

Response: 90

NAAC

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:

Arihant Institute Of Business Management adheres to the curriculum developed by Savitribai Phule Pune University pertaining to its one and the only MBA programme. AIBM provides state of the art infrastructure for effective curriculum delivery and to create the conducive learning environment.

Institute makes planning of curriculum delivery through academic calendar prepared in line with annual academic schedule prescribed by SPPU, Pune. The academic coordinator prepares academic calendar, time tables and other academic plans in consultation with faculty members and HOD followed by the approval of institute director. Considering faculty at core for effective curriculum delivery, institute leadership ensures the timely, fair and mutually accepted subject allotment well in advance before the commencement of each semester. Allotment of courses is also done considering the comfort, compatibility and experience of the faculty.

Academic coordinator prepares the weekly time table and communicate it to the students and faculty through notice board. Every faculty member prepares the course files for their respective subjects which consist of session plan, actual course completion report, detail concurrent evaluation plan, sample notes and PPT's etc. along with the evaluation report and result analysis for respective subject. Faculty also documents the course attainment level and mapping of Course Objectives (CO) and Programme Objective (PO) to Programme Education Objective (PEO). Academic coordinator ensures the timely communication of concurrent internal evaluations to students through notice board.

AIBM leadership offers conducive atmosphere for faculty to practice the teaching pedagogy of their comfort and encourages the use of modern teaching methods like ICT, LCD Projectors, supportive audio visual devices and interactive boards along with tradition chalk and talk methodology. Institute has the well-equipped computer lab and Wi-Fi enabled campus. The periodic review of curriculum delivery is ensured by institute director in faculty meetings and interactions with student's representatives and the same is being recorded in terms of minutes of meetings for effective academic planning. QAC also takes periodic review of institute's adherence to academic planning to ensure the effectiveness and efficiency of academic delivery.

AIBM inspires faculty members to participate in various FDP's and workshops related to effective delivery of curriculum organised by SPPU and other concern institutions. Frequent interactions with industry experts are planned in annual academic calendar itself which helps students and faculty community as well to understand the contemporary industry trends and practices.

Institute encourages student community to make the effective use of AIBM library. The students and faculty movement register is maintained in library for ensuring the intellectual capacity building of the major stakeholders. Various online and offline books, journals, periodicals, newspapers and databases are

made available to students and faculty for enriching their domain knowledge. AIBM also indulge into the MOUs with various professional bodies and corporates which helps providing exposure to students.

AIBM continuously strives to create the student centric ecosystem which considers the various aspects of student's versatile development with well-planned and effective curriculum delivery.

File Description	Document
Upload Additional information	View Document

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

Response:

AIBM strictly adhere to the curriculum structure prescribed by Savitribai Phule Pune University, Pune. The course structure, evaluation pattern and types of Concurrent internal evaluations are implemented as per the guidelines of SPPU. Institute develops academic calendar and class time table at the beginning of academic sessions containing subject wise schedule and session plans for all curricular activities.

Implementation of various Concurrent internal evaluations is done by faculty members for their respective courses through assignments, presentations, role plays, learning diary etc. for better understanding of subjects. Course files are maintained by respective faculty provides details of all internal evaluations. Academic coordinator monitors and ensures the fair and transparent evaluation and marking of all Concurrent internal evaluations interacting with faculty members. Institute mandatorily displays the result of Concurrent internal evaluations on notice board within the stipulated time after every CIE exercise with the director's approval.

Academic coordinator includes all the evaluation in annual calendar and weekly time tables in consultation with respective course faculty. Academic calendar imitates university time frames for curriculum delivery, examinations and internal evaluations timelines along with co- curricular and extracurricular activities. The academic calendar forms the basis of conducting internal midterm and term end examinations with required time slots. Academic calendar has signifies the remedial classes and additional session based on the results obtained in Concurrent internal evaluations.

Institute director ensures the adherence of faculty members to academic calendar and time tables through frequent faculty meetings and student interactions. Midterm and end term review meetings helps AIBM team to take the stock of the situation against the plan developed for effective curriculum delivery through academic calendar.

File Description	Document
Upload Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

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

Response: D. Any 1 of the above

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

1.2 Academic Flexibility

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

Response: 100

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

Response: 1

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 14

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	2

File Description	Document
List of Add on /Certificate programs	View Document
Link for Additional information	View Document

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

Response: 74.18

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

2020-21	2019-20	2018-19	2017-18	2016-17
108	138	142	144	111

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

1.3 Curriculum Enrichment

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

Response:

Institute vision, mission and values forms the foundation for inculcating cross cutting issues in students like professional ethics, gender, human value, environment and sustainability through the curriculum. Human values are backbone to make students more responsible towards being good citizen of the country and great corporate citizen. Institute organizes various events like workshops, guest lectures and interacts with industry experts for first hand learning to address cross cutting issues. The institute focuses on providing training of professional ethics which helps students to develop widely applicable skills in communication, reasoning and reflection. AIBM strives to inculcate professional ethics from the subjects like Indian Ethos, organizational behavior, cyber law and security, personality development

communication, life skill etc.

AIBM believes gender equality means equal status between men and women and empowering each other at every level. Women Empowerment cell at AIBM ensures the social values and respect of woman in institute culture. The cell works in empowering women for protecting, maintaining and strengthening their dignity by developing capabilities through quality education by subjects like woman entrepreneurs, labor law, employee relations etc. and leads them to work for betterment in society. A woman is not just a lady, she covers many role- a wife, mother, daughter and institute every year celebrates Women's day by organizing workshop and guest lectures. The security and safety of women staff is given highly importance and POSH (Prevention of Sexual Harassment) standards are met at AIBM. We have a full-fledged Anti ragging committee which make sure that no student should overrule it. Anti-ragging undertaking is taken from all the students and posters are displayed at every floor.

Institute follows a very unique concept of Mentor- Mentee relationship which leads them in guidance to be wise human being. As a part of practicing human values, institute organizes activities like blood donation camp, Go clean India etc. Human rights and social issue awareness program by NGO's- Lokajat, Nelda and Door step School. Institute conducts human rights workshop which leads students towards their responsibilities and rights. AIBM offers subjects like Human resource management, Indian Ethos, emotional intelligence and managerial effectiveness lab, Conflict and Negotiation management etc. for integrating human values with programme curriculum.

Environmental concern is inculcated in students through the subjects like Environment and law, CSR & Sustainability etc. AIBM encourages the efficient use of electricity, plastic items and frequently organizes tree plantation drives involving students for creating environment friendly learning culture.

Institute insures inculcating Environmental values in students through various activities like:

- Workshop on global warming.
- Closely work on Sustainable Development Goal (SDG's) by United Nation.
- Student participation in Global Environment Awareness Program
- Advocacy on climate change.
- Volunteering with UN climate Action goal.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years**Response:** 9.89**1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
22	22	53	53	53

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year**Response:** 95.95**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 166

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

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

Response: B. Any 3 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

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

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

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

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 96.11

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

2020-21	2019-20	2018-19	2017-18	2016-17
173	177	179	177	159

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
180	180	180	180	180

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

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

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
14	6	5	16	4

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

Identification of the slow learner and advanced learners is a continuous process at AIBM. Slow learners and advanced learners are identified through following methods:

1. Students' scores of Qualifying Entrance test which they appeared to get enrolled into the institution.
2. Students' performance is analysed through Continuous Internal Evaluation for all the courses.
3. Students' performance in University's examinations is analysed thoroughly.

Based on the comparative performance of the students through the above methods institute, identifies slow learners and advanced learners.

Irrespective of being the slow or fast learner, Elementary Sessions are conducted for all the students. As students from diverse graduation background take admission for MBA, we need to bring them on same platform because science background students are unaware of Accounts, commerce background students are unaware of Mathematics & Stats and same case could be with Arts background students. So to overcome this, the institute provides Elementary Sessions of Accounts, Economics, Mathematics & Stats, along with basic Communication Skills. We provide 10 hours sessions for each above mentioned subject.

The student who take more time to grasp the concepts and have performed very average in the monthly and semester-end assessment are termed as **Slow Learners**.

The following activities are conducted to improve the performance of the students who are classified as **slow learners**:

1. Counselling Sessions: Slow learners are counselled by respective Mentor Faculty to improve their performance. The Mentor Faculty analysis all parameters to check the performance of the student. SWOT analysis is also explained to them so that they can also do self-assessment and find out the area of improvements.
2. Communication Skills: The students whose performance is poor in English language test are identified and monitored giving individual attention during Communication skills training sessions which helps them to improve their English language proficiency. English being the official language, it is mandatory for the students to be well-versed in it. We provide extra sessions for the slow learners those who have weak communication skills. Students weak in communication are identified by the respective mentors and trainers.
3. Remedial Coaching: Once the syllabus is delivered as per the SPPU syllabus then some remedial sessions for each subject are conducted based on the request given by the students. Overall briefing of all the topics are done in the remedial sessions this helps as revision for the students. This serves the purpose of doubt clearing sessions.

The students who can grasp the concepts very quickly and have performed exceptionally well in Unit test and Mid-term examination, are termed as **Advanced Learners**.

Activities conducted for the advanced learners:

The Institute also motivates and supports advanced Learners to perform better in their respective programs. Business Quiz and Research Competition – Advanced learners are sent for the quizzes and research competitions like IIM Kozhikode Business Quiz and Research competition. They are also supported to write and present research papers in academic conferences.

File Description	Document
Past link for additional Information	View Document

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

Response: 9:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

The students are often given exposure, to make them familiar with the real corporate world. From the pool of corporate resource persons, people are invited to share their experience with the students and to highlight the expectations from the students. These are semiformal interactions with the students, which are very much insightful, from the perspective of building a career in corporate enterprise. Such interactions at times include a panel discussion also. It is termed as “Educate to Creation”.

The students are given group activities by the faculties, which build the team spirit. Data collection based on a specific theme, Scrap Books are prepared by the students and information, and news articles are pasted in the scrap book.

The professionals from the companies are routinely invited to the institute to review the students about the recent trends of the corporate.

Student Centric Methods

Student Centric Methods

Experiential Learning Methods: These activities make learners reflect on their experience of doing something, so as to gain conceptual insight as well as practical expertise

Objectives:

To give students hands-on experience for solving real-world problems. To help students to learn theoretical concepts by reflecting on their experiences during internship projects. To support students to enhance their presentation skills.

Participative Learning Methods: Engage students by making them to actively participate in group activities.

Objectives:

To help students to fill their skill gaps by learning from other students. To learn the importance of effective team work. To develop leadership qualities amongst students.

Problem Solving Methods: students learn through the experience of solving Assignments problems.

Objectives:

To inculcate research acumen amongst students. To develop managerial aptitude among the students. Collaborative Learning Methods: is an educational approach to teaching and Think-pair-share learning that involves groups of students working together to solve a problem, complete a task.

Objectives:

To make each student conscious of the fact that individual accountability matters to effectively achieve group goals. To develop social, interpersonal and group skills amongst students.

Student centric methods make learning interesting. Through such methods, students get opportunities to learn current trends in their discipline which are beyond the Curriculum.

- **Impact of Experiential Learning Methods:** Experiential learning methods provide realistic, hands on experience to correlate theoretical concepts in business settings. The activities conducted in this

method expose the students to the real world functionalities.

- **Impact of Participative Learning Methods-** These activities develops teambuilding and leadership skills among students. Participative learning activities stimulate reflective thinking of students through exchange and sharing of views. Listening and Communication Skills are also enhanced through such activities.
- **Impact of Problem Solving Methods-** These methods help in developing decision making abilities of students.
- **Impact of Collaborative Learning Methods-** These methods help students develops their Managerial skills such as Planning and Execution.

File Description	Document
Upload any additional information	View Document

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

Response:

AIBM teachers always try to make the best use of the technology in their teaching process. Teachers have the knowledge and skills to use new digital tools to help all students achieve high academic standards. ICT has enabled better and swifter communication; presentation of ideas in an effective and relevant way. It is an effective tool for acquiring information from multiple sources to help students to enhance their knowledge database.

The College has a Wi-Fi Enabled Campus which helps the teachers and students to stay connected to the internet and learn and teach the updated information. The college has ICT Enabled Classrooms having Desktops, Laptops, and Projectors (SMART CLASS) which helps in the e-learning process. Some teachers use and share E-books which are very useful for the students as they are handy and save the cost of buying the physical books. Teachers use microphone connected speakers to enable them to reach to all the students in the classroom effectively. As management course is more based on practical exposure AIBM teachers also make assessment on the bases of students performance out of which one category is based on using ICT resources, which is presentation and management games.

The library provides reference books. This provides resources to enable them to do research. The library also provides newspaper to students daily. The college has well equipped Computer Labs. The teachers take practical classes when and where required.

Teachers make and present PowerPoint presentations in the classrooms which help them have an interactive conversation with the students. Presentations are the best way to make notes as they can be updated with the latest changes in the knowledge, presenting diagrams, charts, etc. Teachers have started taking lectures online on Google Meet, Zoom, Microsoft Teams, etc. FDPs are conducted to enable/familiarize the teachers with these online platforms. Besides using the e-books in the e-classrooms, educational podcasts and videos, such as Ted Talks, YouTube Content, etc which further adds quality to lecture delivery. Teachers share reading materials, short notes, e-books over different media like Google Classroom, E-Mail, College Portal, Blogs, WhatsApp, etc. Teachers most often use ICTs for 'routine tasks' (lesson plan development, information presentation, basic information searches on the Internet, record

keeping and so on). Faculty is adapting to the usage of ICT tools to provide quality education to the students.

There are mentor-mentees bond at the institute, where each mentor will take care of their mentees in terms of academic growth and co-curricular activities. During mentoring sessions few activities were given to the students to perform, like preparing a pre induction project report, preparing an assignment on management jargons.

E-learning resources also used in terms of case study analysis and presentations, during the year 2020 and 2021 because of pandemic all the classes were conducted as per the norms on LMS platform. Assessment, Quizzes and other practices were conducted on online mode like by the way of using Google platform.

File Description	Document
Upload any additional information	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 10:1

2.3.3.1 Number of mentors

Response: 18

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

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**Response:** 22.11**2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	5	5	4	3

File Description**Document**

List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)

[View Document](#)

Any additional information

[View Document](#)**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)****Response:** 3.53**2.4.3.1 Total experience of full-time teachers**

Response: 67

File Description**Document**

List of Teachers including their PAN, designation, dept and experience details(Data Template)

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

Evaluation of student's performance is an essential part of teaching-learning. The Institute follows the syllabus prescribed by the University. The institute follows the university guidelines regarding internal assessment (Concurrent Evaluation) and inform the students regarding the same during orientation programme.

Internal assessment is done for external subjects & internal subjects. The Internal marks for external & internal subjects are 50. Internal subjects are exclusively evaluated by the Institute.

The assignments are given in the class by the respective faculties. Also the instructions & related to assignments are given in the class along with format. The evaluations of the assignments are done within 7 days and answer keys are discussed in class by the respective faculties. Any query or grievance is resolved with discussion in the class.

For case studies & field work, students are given statement of objectives & reporting formats. Students are informed about marks loss for non-submission of any assignments. This is to inculcate sense of discipline, punctuality & respect for deadlines.

As per SPPU three assignments/tests are required to be conducted for all subjects carrying 3 credits while 5 assignments are required in case of Internal Subjects. Evaluation methods are varied in line with subject requirements and desired learning objectives and outcomes. Some of the evaluation methods given by the SPPU are:

- Case Study / Caselets
- Class Tests
- Open Book Test
- Field Visit / Study tour and report of the same
- Small Group Project & Internal Viva-Voce
- Scrap Book
- Group Discussion
- Role Play
- Thematic Presentation
- Written Home Assignment
- Industry Analysis
- Literature Review / Book Review
- In-depth Viva
- Quiz (Business and Academic)
- Newspaper reading

Different types of assignments are designed to help achieve desired outcomes. For example: Reports on Industrial visits help students connect theory to the practical world, Case studies build analytical skills, Group discussions and Presentations assess and enhance ability to organize and effectively present content, home assignments encourage self-study, while written exams assess memorization.

Assignment mix, assignment questions, coverage of content, marking schemes, model answers are vetted by HOD and Director before the start of the semester.

The HOD considers following aspects:

1. Is the assignment fit for achieving the learning objective?
2. Does the assignment clearly state what is expected of a student; are instructions proper and are students given checklists for field reports etc.
3. Are different units of study covered through assignments?
4. Is the teacher using a variety of evaluation methods in suggested assignments?

5. Students are informed about Internal Grievances Committee where they can complain about their grievances and get it resolved in a fair and transparent manner.

Appointment of Internal Exam coordinators by the Institute to conduct an internal examination, such as monthly or mid-term and semester-end exam. Semester-End exam are conducted as per external exam of SPPU..

Thought	Discussion, Interaction, Group performance, Question & answers
Skill	Project, assignments, practical, project report
Knowledge	Test, quizzes, competition

In short for evaluation we are generally following Dr. Benjamin Bloom's Taxonomy approach.

File Description	Document
Any additional information	View Document

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

Response:

1. Students are made aware of continues assessment scheme for lab work, project work, and seminars as per the evaluation criteria. Team work marks are displayed on notice board. Any discrepancy in continues assessment resolved at department level
2. The grievances during the conduction of the university online / theory examination and discrepancies in the mark sheets are addressed and discussed in the consultation with the College examination officer and if necessary, the student write the application addressed to the director, of board of examination and evaluation, Savitribai Phule Pune Univerity Pune.
3. College examination officer forwarded the application of students to the University for the Future Action.
4. Savitribai Phule Pune University declares the schedule for revaluation and demand of photocopy of corrected answer sheet after the declaration of the results. Assistance is provided by the examination section of the institute to apply for the same to the director of board of examination section of the institute to apply for the same to the director of board of examination and evaluation, SPPU Pune.
5. The outcome of the process is conveyed to the students by the examination section.
6. All the above process is time bound as per the schedule of the Savitribai Phule Pune University.
7. Strict invigilation is done by the invigilators.
8. No malpractices are entertained.
9. Students need to remove shoes, socks, any footwear outside the exam hall.
10. The exam is conducted for 2.15hrs and in between water is provided to the students.
11. For any nature call, students are accompanied by the peons

Revaluation of Marks:

ACADEMIC YEAR 2019-2020

ACADEMIC YEAR 2019-20							
Sr. No	STUDENT NAME	CLASS	SEAT NO	SUBJECT NAME & SUBJECT CODE	PREVIOUS MARKS	MARKS AFTER VERIFICATION	
1	ABHINANDAN PRAKASH CHAVAN	MBA	20797	232 Financial Management	25	30	
2	ADITI PRAVIN JOSHI	MBA	20865	234 Decision Science	27	32	
3	DISHA BHATTACHARYA	MBA	20892	231 Marketing Management	15	24	
4	DISHA BHATTACHARYA	MBA	20892	236 Management Information Systems	16	23	
5	BASHARAT BASHIR BHAT	MBA	21013	234 Decision Science	06	10	
6	PRITI DAMODAR BHAMA	MBA	21034	234 Decision Science	08	24	
7	ASMITA CHATTERJEE	MBA	21048	433 Services Marketing	08	21	
8	TANIYA DUTTA	MBA	21119	433 Indirect Taxation	22	26	
9	AMIT KUMAR MANNA	MBA	29467	135 Organizational Behaviour	11	16	
10	ANKUR SRIVASTAVA	MBA	29472	135 organizational behaviour	16	20	
11	DHRUVIT DEEPAK PATEL	MBA	29498	135 organizational behaviour	13	18	
11	TRISITA TRESA SARKAR	MBA	29619	135 Organizational Behaviour	14	17	
12	MUNE ANUJ ANILKUMAR	MBA	29729	335	20	23	

				contemporary marketing research		
Total Application Received - 56				Grievance solved by SPPU University		
File Description				Document		
Link for additional information				View Document		

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

Arihant college of Business Management (AIBM) is affiliated to Savitribai Phule Pune University and The MBA program is based on the syllabus prescribed by SPPU. The Program outcomes (PO's), Program specific outcomes (PSO's) and Course Outcomes (CO's) are noticeably defined, including the learning objectives are mentioned in MBA program syllabus.

At the beginning of the academic year the course outcomes and its objectives are discussed by the resource persons. As well as the competent faculty is assigned with the subject in their interested and specialization areas. Each faculty is responsible to make detailed session/teaching plan at the time of commencement of academic year. Such lecture/session plan should include handwritten notes on sub topics, Power point presentations, Case study, Articles from Magazines and Newspapers related to topics etc.

At the time of first lecture of the term the respective teacher introduces the course syllabus in detail with expected learning outcomes. Thrust areas of the course and mode of assessment are also explained to students. Assignment and tutorials are also given to the student on various sub topics.

In during of the academic year industrial visits are organized for the students to deliver them practical knowledge about the course. Group Discussions are conducted on various sub topics to share their views and thoughts on that particular topic.

The Program outcomes and course outcomes are displayed on the website along with course syllabus.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document

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

Response:

The program outcomes and course outcomes are communicated through induction programme at the beginning of every academic year and also displayed on website. Each course have different outcome. The faculty members prepare draft for basis of assessment and evaluation tools well in advance. The measurement of attainment of program outcomes is an important tool which provides a standard to visualize how far an institution has succeeded in delivering what it visualized.

The program outcomes are quantified by using various tools like continuous internal evaluation (CIE), Case study, Industrial visit, Home assignment, Quiz, Power point presentation on various topics, group discussions, project work, student participation in activities and various other surveys/feedback. The college conducts various activities like Conference/seminars, guest lecture to achieve the planned program outcomes

The college aims to help students to reach their probable through the provision of a supportive and challenging learning environment.

For Summer Internship Project and Dissertation the criteria of evaluation are based on Actual work undertaken by the student, Student's knowledge about the organization and business Environment, Outcome of the project, usefulness of the project to the business, Basic analytical capabilities The Standard of passing is minimum 40 per cent or equivalent

In Evaluation of the students some parameters are undertaken as follows

Reading & Listening Skills, Problem explanation & Problem Solving Skills, Application of Technical Tools, Awareness about Cross-Functional skills, Awareness about Cross-Cultural skills, Awareness about universal perspectives , Peer-based Learning - Working in groups, Learning by application– Experiential learning, Team building basics and its orientation.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 72.96

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

2020-21	2019-20	2018-19	2017-18	2016-17
168	111	92	140	92

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

2020-21	2019-20	2018-19	2017-18	2016-17
170	180	154	165	154

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process**

Response: 3.11

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

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

Response: 10.53

3.1.2.1 Number of teachers recognized as research guides

Response: 2

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem**3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge****Response:**

The Institute maintains an ecosystem that enables the students to maintain a culture for innovation and research and development in areas of their interests. Students with creative ideas approach the teachers who guide them in their work and later their work is presented in competitions held at the university level. The institute organizes National level Seminars, workshops. The Institute provides a facility available to carry out their research: Wi-Fi is available throughout the campus. Internet facility of 32 Mbps is available to students and staff. A fully air-conditioned, Digital seminar hall with a seating capacity of over 200 audiences, serves as an excellent hall for seminars, guest lectures, technical paper/project presentations, and screening of informative educational movies.

Institute has formed an eco-system for transformative initiatives for innovations including an incubation center. The other inventiveness is for creative conception, also Transfer of knowledge Response: The institute has created Entrepreneurship development cell and research & development cell for creation of sound innovative eco-system to transfer the corporate insights as well as research lore among the students. The ED cell is created for honing the enterprising skills among the students. We have decided to organize Entrepreneurship awareness Encampments, Entrepreneurial enhancement, and Faculty Development Programs to talk to students and teachers. Consequently, it was finalized that we should conduct investigative research endeavors and conduct surveys through students for recognizing placement opportunities. An institutional framework has been made for providing various services for stimulating, nascent student entrepreneurs. The optimistic Entrepreneurial philosophy is being formed in the Institution. The exertions are made to call the resource persons to improve talent and proficiencies to promote placement opportunities through the students' precision and accuracy. The vision was shared among students to create a yardstick of distinctive excellence for entrepreneurship development to create new entrepreneurs.

AIBM Research and Innovation, is in a continual process of concentrating on research activities like inspiring faculty to write research articles, research papers and formulate the major and minor research proposals, Research cell at AIBM has created a devoted section of research for endorsing and simplifying research among students and faculty. AIBM enables researchers to accomplish authority in their work, and ultimately, transpire the vision of the creation of knowledge for the benefit of Society into pragmatism. AIBM faculty members are vigorous and consistently participating in national & international conferences. They present research papers in internationally acclaimed journals and UGC-approved care journals for the upgrading of their research insight and erudition.

AIBM trusts in making available the monetary, academic, and pro-people resources for apt decision making and contribution towards research. Through opportune administrative endeavors, the institute empowers faculty to submit research papers and contact funding agencies for marshaling resources for research. The institution provides remuneration for research paper publishing. The faculties are empowered to take up research activities utilizing the existing facilities. The institution encourages its staff to engage in initiating research-related activities.

File Description	Document
Upload any additional information	View Document

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

Response: 13

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	5	7	0

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

3.3 Research Publications and Awards

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

Response: 0

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years**3.3.1.2 Number of teachers recognized as guides during the last five years**

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

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**Response:** 1.21**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
8	5	3	4	3

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

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 1.05**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	8	7	4	1

File Description	Document
List books and chapters edited volumes/ books published	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Extension activities

- Learning activities have a visible element for developing sensitivities towards **community problems, gender inequalities, social injustice** etc. and in inculcating values and commitment to society.

In keeping with the Vision, Mission and core value of the Institute, there is an endeavor to groom the students to become responsible citizens of our country. Thus, we plan and organize a host of social activities to promote the values of philanthropy, brotherhood, patriotism, concern for the needy and for the holistic development of the students.

Some extension activities organised are:

•
• Blood Donation Camp
• Entrepreneurial Day
• Visit to National defence Academy
• CarpeDiem 2K16-17
• TREE PLANTATION
• Blood Donation Camp
• Visit to National Defense Academy
• OLD AGE HOME VISIT
• DRUG FREE INDIA CAMPAIGN
• Kerala Flood Relief
• Aarambha 2018

These outreach and extension activities have not only made students socially mindful of several socioeconomic and cultural problems affecting the everyday lives of people. Extension activities not only instill a sense of communal responsibility, but also effectively sensitize youth of our college towards important social issues.

Objectives:

- To encourage the students to participate in various activities which provide awareness to social issues and challenges of the society.
- To promote better social, natural recreational intellectual and spiritual file among the Students.
- To open new opportunities for developing talents, knowledge, skills, customs, traditions, beliefs, values and leadership quality for the students to become future managers.

The Institute sensitizes students to social issues by conducting different extension activities in the neighborhood community:

On the occasion of Environmental day, Students and Staff participate in tree plantation drive.

As a Special extension activity the Institute conducts sessions for students about first-aid and firefighting awareness.

3. Every year Teachers' Day is celebrated on 5th September to appreciate and acknowledge the efforts and hard work of the teachers.

4. Institute celebrates International Women's Day (March 8) as a global day for the social, economic, cultural and political achievements of women.

Under the Banner of Road safety, our students demonstrated to the citizens of PCMC area through street play, Poster display for safety awareness and following no vehicle day.

6.The revision in admission procedure of the regulating authorities every year is informed through training sessions to students from rural background from the various regions of Maharashtra.

7.International Yoga day is celebrated on 21st June every year to sensitize the students about health and wellness.

Swatch Bharat and cleanliness drive is conducted at Durga Tekdi and Akurdi Railways Station for generating the awareness amongst the students and to understand the social responsibility.

The Institute organizes various activities to sensitize the students on Spiritual and Human Values aspects.

Outcome: The outcome of the extension activities is measured in terms of the changes brought in attitude, behavior and adoptability of the students, and not merely in terms of their respective achievements

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 14

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	3	4	2

File Description	Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

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

Response: 38.26

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
28	105	92	45	62

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 5

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	2	0	1

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

Arihant Institute of Business Management, Pune has constantly endeavoured to provide quality education and ensure all round development of the students in order to create aware, responsible and empowered women. Set in the backdrop of an extensive green cover, the college has an aesthetic landscape which is architecturally striking. The institution has a well maintained, user friendly and resilient infrastructure conducive to teaching, learning and comprehensive development of students. The Institution is located on 3,125.30 sq. m of land. The Institute have Well-equipped infrastructure, spacious building, computer laboratory.

ICT-enabled classrooms, Seminar Halls, Cafeteria, sports ground, parking for two-wheeler and 4 wheelers parking for Students and faculties.

1. The Teaching Block has well-appointed and spacious classrooms, tutorial rooms, department rooms. The classrooms are equipped with projectors so that ICT can be used for strengthening academic discourse.
2. There are one computer labs available for the students. These labs have adequate computer equipment, internet connectivity and projectors to support practical sessions.
3. The campus is Wi-Fi enabled for the benefit of students and faculty.
4. The well-stocked institute Library is located on second floors. Wi-Fi enabled and has a seating capacity of around **100** users. The library has a circulation counter, librarian's room, Online Public Access and Stacks, Reference Section, Book Bank, computer access. Reading room for faculty and students is available.
5. The Administrative Block of the institute consists of the Director Office, the Accounts Office, and the Exam centre Office, and Placement cell, which is fully ICT enabled.
6. The magnificent Multi-Purpose Hall with an Auditorium, Academic events like conferences, seminars, talks etc. and student activities are hosted in the auditorium. The room receives optimal natural light, it can accommodate up to 300 people, giving students a live multimedia experience.
7. The institute has a Photocopy unit providing services to the students.
8. The library is rich in its repository; the college library has required books and Journals to meet the academic needs of the students and teachers. This reading room is open to college staff and students.
9. In the year 2014-15, there were only SIX classrooms where as now, the college has TWENTY numbers of classrooms and improved academic infrastructure. The growth of the infrastructure keeps pace with the academic growth of the college. The college also encourages students to undertake and participate in various community cantered activities.

The following facilities are available for curricular and co-curricular activities.

Sr. No	Facility	Purpose
1.	Seminar hall	To conduct seminars, quiz competitions, group discussion, Guest lectures, debates, Cultural programs, Meetings and placement activities etc.
2.	Classrooms	Regular teaching and learning
3.	Technology enabled learning places	Computer labs for practical
4.	Library and reading hall	Library and reading hall
5.	Examination Department	For Examination related work
6.	Canteen	For all staff and students.
7.	Pantry Room	For all staff.

File Description	Document
Upload any additional information	View Document

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

Response:

The Arihant Institute of Business Management is committed to offering resourceful infrastructure for holistic growth of students. It provides adequate facilities for cultural activities, indoor and outdoor sports as well as other student and faculty support amenities. A spacious Amphitheatre, fully equipped and air-conditioned Auditorium, Common Room and Multi-Purpose Hall are available for the students to organize and participate in co-curricular, recreational and cultural activities.

The Institute has spacious ground to organize various sports activities for the students. In the institution, indoor sports facilities are made available for the students which help in developing their skills as well as help them to relax and entertain themselves in their leisure time. The College has adequate space to organize various indoor and outdoor sports activities for the students such as Carrom, Chess, and Table tennis, Volleyball, Basketball, Cricket and Badminton. Occasional events like Yoga Day, National Sports day are celebrated every year in the Institute.

In order to promote cultural activities, the AIBM Institute has a separate seminar hall for all cultural programs such as Drama, Dance, Music, Singing, etc. The facilities include a sound system, music system etc. The cultural activities are supervised by the cultural committee with the active participation of the Cultural Department.

Health and Hygiene:

1. Institution takes care of cleanliness, proper disposal of wastewater and making available adequate

drinking water to the students and staff. It refers to all the activities that are carried out to preserve, maintain and improve good health.

2. The cleaning of campus, classrooms, and toilets is made on daily basis.
3. The work of cleaning of offices, Library and cabins is made daily by institution peons.
4. Pest control in office, library, and other relevant places is made regularly with the help of out sourced agencies.
5. Water purifiers / filters are installed to provide hygienic drinking water for the students and staff on the campus.
6. In each department first aid boxes are made available and maintained.

File Description	Document
Upload any additional information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 03

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 6.58

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	4.72	2.9	2.07	2.03

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document

4.2 Library as a Learning Resource

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

Response:

- The Arihant Institute of Business Management Library is Wi-Fi enabled and Reading Hall has a seating capacity of 100 users. Additionally, 5 computers have been installed for the faculty.
- The Library uses Koha LMS software, version 3.20.02.000 which was partially in 2020.
- The Online Public Access Catalogue module of the software allows library database searching by entering preferred terms and is mainly used for information retrieval.
- The Circulation module of the software covers all the operations of circulation right from creating member records to printing of reminders for outstanding books. The key features of the module are single screen Issue, Return and Renewal with total details of members, membership records with photo and statistical reports on membership.
- The Open source CALIBER Database Maintenance module covers all operations of database creation and maintenance.

We also have supplementary equipment like Barcode Scanner. Reprographic machine is also available in the Library. Issue and return of Books of students and Faculties is records by manually. Availability of Books and Journals can be accessed through WEBOPAC. Users have provided remote access to library database. Students have access to Journals in Reading Room.

Hence, with all this AIBM are partially automated, Computer/ Internet Labs with high Speed servers running on a variety of Platforms to suit every requirement supporting the entire network.

Library in addition to regular text book/ reference books, provides access to a wide range of information sources that include leading national and International Business periodical periodicals in addition to an impressive collection of business database, corporate annual reports and CDs, profile leading national and transnational organisations, leading national magazines etc. The library is fully computerized and accessible on the campus LAN and operates on specialized KOHA library software.

Initiatives taken by the Institute is given below:

1. Free WI-FI, internet access, free download have been provided.
2. Users can also submit their suggestions/ grievances through general interaction, making an application, and through e-mail which are forwarded to the Chairperson, Library Committee/Director Library Services for necessary action.

Name of ILMS software	Koha
Nature of automation	Partially
Version	3.20.02.000
Year of argumentation	2020

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

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

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

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

Response: 0.22

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0.11	0.22	0.77	0

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 6.77

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

Response: 13

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT infrastructure is a base part of the institution, Therefore our campus is upgraded with all the necessary IT facilities. The Institute has total 92 Computers and out of these, 50 computers are being used by the students in the computer laboratory with required software and antivirus and remaining are for academic and administrative purposes. The Institution has one computer Laboratory with internet facility. The computer lab is powered by UPS to ensure uninterrupted usage of power. The lab has LAN facilities to all the computers. The Institute has adequate IT facilities for strengthening the teaching and learning process. We have different ICT equipment's like Scanners, Printers, LCD projectors, Wi-Fi modems, Digital Cameras, Speakers and Wireless Microphone etc. to provide effective teaching and learning, the Institute campus is WI-FI enabled. The Faculties and the students can access Wi-Fi anywhere in the campus. ICT enabled all classrooms are provided projector and smart boards. 100 + CCTV Cameras are provided in the Institute campus for monitoring day to day activities, security & safety. To maintain the arrival and departure of faculty, Biometric machine i.e., thumb impression machines are installed. All the computers in Institute are provided with well UPS backup facilities. The Institute administrative office computer lab has LAN connectivity. The Faculty uses power point presentations, videos etc. in the classrooms to enhance teaching learning process. Scanners, printers, reprography facilities are available faculty and students.

The Internet facility is provided through LAN wired connection, there are five Internet switches with optical fibre connectivity support. In order to provide high quality speed of the network, the Institute has Lease line Internet connection with 32 Mbps bandwidth.

The website of our Institute is being updated with essential and basic elements. The Library has installed with freeware Koha Library Software. The library is using DSPACE and Calibre software as in institutional repository in which digitized material is provided to the students as well as faculty. It is

initiated and work is in progress.

Server Room

- 1) **Dell Server** - Use for Domain Server & We have make a Virtual Server for N-Computing as a Verde Server for Computer lab n computing systems
- 2) **Sophos Firewall Device** - Use for route the internet lines & security purpose.
- 3) **Network Switch** - Manageable switches for managing the network for all departments & users.
- 4) **NVR/DVR** - Use CCTV systems for whole building surveillance purposes.
- 5) **Matrix EPABX** - Use for Telephone line propose & internal communication.
- 6) **UPS** - Use for electric backup

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 2:1

File Description	Document
Upload any additional information	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: B. 30 MBPS – 50 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 40.42

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	15.0	15.59	13.31	25.92

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document

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

Response:

The institution has defined policies and procedures for the maintenance of physical, academic and support facilities their utilization. We have a well-defined system and staff for this purpose. The maintenance department is vigilant about the requirements of maintenance of all facilities in order to ensure optimum utilization and financial resources allocated for maintenance. Timely requisitions for repair and maintenance works. Heads of all the departments prepare requisitions for repair works and it is processed properly which will be later on sent to the in-charge of repair and maintenance.

The requisite sanction is given by the Director and the repair works is undertaken by the required technicians. The financial provision is made and proper approval is taken by the management committee and a payment for the same is made. The maintenance in-charge looks after whether the available resources are optimally used according to the priority.

The institution has Annual Maintenance Contracts for elevators, generators, Fire Extinguisher, RO water plant and intercom.

Classrooms:

- The Institute has a separate Teaching Block with ICT enabled, well-functioning and maintained classrooms and tutorial rooms.
- Floor in-charges on every floor of the Classroom Building help students with ICT related work and report to the full time Care Taker with respect to maintenance of the classrooms.
- Servicing of Class Projectors' Lenses and Filters is done annually.
- A team of efficient workers is responsible for keeping the Institute premises clean.

Library:

- A Library Committee comprising of the Director, Librarian and TICs of all Departments meets to discuss improvement / update of facilities provided by the library.
- The Library is maintained by 2 staff members headed by the Librarian. Daily dusting of books is done and occasionally.
- A team of Faculty members and the entire Library staff conduct stock verification involving the counting of books and matching the numbers with official records every year.
- Students are allowed to use the library for their regular studies and reference work.
- The teaching staff and administrative staff can use the library facilities.
- The Faculty can use the library for their Research work.
- The Library is available for students and staff between 9:00 a.m. and 7:00 p.m. on all working days.
- The students can get two books issued for home lending on the library cards provided to them.

Services given by library staff are in the following ways:

1. Orientation for entry-level students.
2. Question Papers
3. Syllabi
4. Maintenance of newspaper clipping files.
5. SDI and CAS Service
6. Business Standard and The Economic Times Newspaper distributed
7. E Resources service provided to Students and Faculty.

IT Infrastructure:

There are total Eighty three computers at the Institute, out of which fifty computers are for student's purpose and remaining are for academic and administrative purposes. Maintenance of computer is done regularly as per requirement and major work is done during the vacation. He looks after the maintenance job, such as updating of operating system, antivirus, software, hardware and technical problems, etc. In case of physical damage we call expert from related agencies. Power backup is provided to the computer systems to use them optimally. The Institute has leased line Internet connection with 32 Mbps bandwidth. LAN and internet connectivity is regularly tested. LCD projectors, the audio-visual system is set up in the classrooms and seminar hall. The Institute website is maintained regularly.

Sports:

- The institution has indoor sports facilities like Table Tennis, Badminton, chess and carom etc. and In house Outdoor games facilities such as volleyball, throw Ball, Basketball.
- The institute organizes the outdoor games activities such as cricket, Kabaddi & Athletics in

Bavdhan Grampanchayat Ground nearby Institute. We have play-ground which are well maintained and used optimally.

Physical, Academic and Support facilities:

- The Institute has enough space to accommodate all the requirements. There are enough classrooms for routine classes with spacious library, administrative office and other basic facilities as per the university affiliation norms.
- Internal cleaning of the Institute building is equally distributed among all the support staff. Garbage Van (Ghanta Gadi) of Municipal Corporation of Bavdhan, regularly collects it. Toilets are also regularly cleaned with proper hygiene.
- Furniture if any, damaged is replaced by new ones. Black boards and Smart boards if broken are changed urgently. Broken glass panels of windows are replaced once in a year. We have 20 classrooms. Classroom cleans daily by 4 Maushi and Peon.

Canteen:

- The canteen was restructured into an open-kitchen canteen.
- The food is prepared and served hygienically by workers who wear aprons, head covers, service hand gloves etc.
- The Canteen has opened a fruits and fresh juice corner to cater to the nutritional needs of students.
- The Canteen promotes consumption of steamed food over fried food and less usage of spices.
- It is properly cleaned every day with pest control done every three months.
- The following are some of the guidelines of Food Safety and Standards Authority of India followed by the Institute Canteen :

- 1.Raw materials used in the kitchen are listed and approved by FSSAI.
- 2.Processed material is purchased from identified vendors. Food contact surfaces are smooth for cleaning and without any pits, corrosion or foreign matter.

Institute Lawns:

- The Institute has a team of efficient and experienced gardeners to maintain.
- The Institute Premises Almond, Indian gooseberry, Guava, Indian Blackberry fruit plant also available and maintained by gardeners.
- The Institute Premises Hibiscus, Rose and Champa Flower Plant available and maintained by gardeners.

Other Information:

- The Institute water tanks are cleaned twice in yearly
- The Institute also has an RO water Plant installed by Kasturi Solutions Company.
- A Firewater Pumping System, Fire Extinguisher and Smoke Detector have been set up that covers the entire Institute.
- An annual contract with KONE Elevator (I) Pvt. Ltd. Company ensures maintenance a lift.
- The Institute has a power generator, serviced annually.

File Description	Document
Upload any additional information	View Document

MAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 11.79

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
19	30	31	2	20

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

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

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	View Document

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

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

Response: E. None of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document

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

Response: 68.58

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

2020-21	2019-20	2018-19	2017-18	2016-17
191	219	132	62	0

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

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances

including sexual harassment and ragging cases

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

Response: A. All of the above

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

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years**

Response: 39.64

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

2020-21	2019-20	2018-19	2017-18	2016-17
38	50	44	58	38

File Description	Document
Upload any additional information	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 0

5.2.2.1 Number of outgoing student progression to higher education during last five years

File Description	Document
Details of student progression to higher education (Data Template)	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/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 university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document

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

Response:

- The college fosters community responsibility by organising blood donation camps regularly. In every camp, around 100 volunteers donate blood. They also organise book, food and clothes donation programmes regularly. Collection desks are set-up in college and collected items are distributed amongst the people from unprivileged background.
- The college renders national service by organising road-safety awareness programmes routinely. Students are informed about traffic rules and regulations and instil the importance of safeguarding human life.
- To promote a sustainable environment, Swachh Bharat campaigns and Tree Plantation drives are organised. As part of the campaigns, environmentally safe practices such as plastic ban, water conservation, waste segregation, cleanliness and anti-pollution campaigns are implemented regularly. More emphasis is given to paperless work to save trees.
- Human Chain to protest against social evil like rape last year students chain was formed to protest against rape victim Dr.Priyanka Reddy.
- Old age home visits are also scheduled for students and faculties like Mother Teresa old age home visit was kept last year and several activities to their benefits were organised.
- **Kerala Flood Relief in collaboration with the Art of Living (NGO)**

On 8th August 2018, severe floods affected the south Indian state of Kerala, due to unusually high rainfall during the monsoon season. It was the worst flood in Kerala in nearly a century. Over 483 people died, and 14 are missing.

In this context AIBM, Pune has **Donated 100 kg of material to the Kerala People which suffices the need of at least 10 families for a month.**

- **Human rights and Cyber security:**

To make students aware about the rights of the citizens of our country Mr.Tushar Raisa takes series of sessions on human rights every year and Dr Deepti Iel takes sessions on Cyber security which make

students aware about cyber laws .Tree plantation campaign is run to celebrate World Environment Day on 5th June

- The college promotes the sovereign and democratic values of our nation by commemorating the Independence Day and the Republic Day annually

As our institute is affiliated with Pune University the Birth Anniversary of Savitribai Phule is celebrated with great honour and enthusiasm. As Savitribai Phule is symbolic of revolutionary social reformation not only for Maharashtra but for the entire Nation. Late. Savitribai Phule played a symbolic role in changing the life of women through spreading awareness regarding women literacy.

File Description	Document
Paste link for additional information	View Document

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

Response: 17.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
21	20	18	18	10

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

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The institute has alumni Association which was formed on to create personal relationship and

network of alumni. Alumni of the Institute are working in high positions at various reputed organizations.

Few alumni are successful entrepreneurs and started their own company.

Objectives of the alumni association

- To encourage the Alumni to take an active role in the development of the institute
- To provide a platform for regular interaction through alumni meets
- To utilize the experience and wisdom of alumni through interactive sessions with current batch of the institute
- To guide students for career development and placement

Significant contribution of the Alumni to the development of the institute.

1. Alumni meet: the institute organizes “Alumni Meet”, in alumni meet alumni share their valuable experience for the corporate world and provide inputs to the ongoing batch of the students.

2. Alumni representation on College Development Committee. Alumni representative is appointed on this committee who plays an important role in the development of Institute by giving valuable inputs.

3. Alumni Association meeting: The alumni Association meeting organized in the starting of every semester. During the meeting faculty members interact with alumni and discuss various initiatives for achieving academic excellence and enhancing Industry connect.

4. Alumni representation on IQAC. Alumni representative gives valuable inputs with respect to industry trends and its current requirements. Based on inputs of the alumni Institute take necessary course of action to enhance employability of the students.

5. Support in Placement activity: As many alumni are working on the higher positions they help to arrange the placement drive in their companies.

6. Alumni actively contribute for evaluating the student’s industry project.

7. Feedback from Alumni: the institute collects feedback from alumni which help in improving quality of education.

8.Alumni are also invited to perform at cultural activities organized by the students.

9.Alumni Sponsors for the cultural events conducted at the institute.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

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

Response:

Arihant Institute has vision and mission which are futuristic in nature. They satisfy the needs of society by providing leading-edge technology, experienced faculties, industry orientation, excellent infrastructure facility, industry education, etc. Arihant Institute envisions not only to build a world class institution, but also to become a pioneer in

It has fully dedicated itself in creating high quality education and offers conducive academic environment for various courses. It envisions to consistently inspire students to perform and achieve goals by imparting ample training. It helps students to become professionals by creating ample opportunities through excellence in education and churn out conviction driven students. The Institute aims to create an education system that is more student centric, giving them their passion while at the same time enhancing their skills. The Institute believes in promoting a culture of delegating policies.

Institute aims to embed employability into initiatives through the curriculum (e.g. entrepreneurship course), co-curriculum (e.g. volunteering activities) activities that encourages networking that enables the students to interact with the corporate world. By the employability initiatives the institute directs the students towards an environment of uncertainty in the corporate world.

At present, the Outcome Based Education or the OBE system is being widely used by leading institutions across the world. The institute has curiosity to understand the reason behind the ongoing learning transformation. The OBE system has proven to be a challenge for the Institute to measure their learning outcomes and at the same time enabling students to develop new skills that prepare them for their counterparts around the world.

Parameter		Outcome Based Education	
Curriculum Planning and Designing		The curriculum is designed and planned as per the needs of the industry	
Teaching Process		Mentors are focused on guiding students to acquire the required skills and develop the desired skills	
Curriculum, Co-Curriculum & Extra Curricular (Post Teaching Process)		Mentoring plays a vital role in growth of the students so each faculty is treating students with the mentoring sessions that motivates them and make them market ready.	

Final Outcome Assessment	The assessment is done at different levels throughout the duration to track their learning, skills and attainment level of the desired outcomes.
The Director of the Institute is assisted by HODs, Academic Coordinators, Administrative heads, Section in charge, and various cells in decision making process at the Institute. Faculty and staff are assigned with the roles and responsibilities in a transparent environment with complete transparency.	
File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

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

Response:

The institution practices decentralization and participative management:

The Institution always believe in the practice of decentralisation and participative management. It reflects the policies in teaching, learning, and administration, and office management. The Institution enhances the quality at various levels - Management, Quality Assurance Cell (QAC), Various Committees, Administrative, Non-teaching Staff, and all the stakeholders are working together for the betterment of the Institution.

1. Management: The Institution promotes a culture of decentralisation and participative management involving all stakeholders in the process of decision making.
2. Administration: Administration is the backbone of the Institution. It ensures the smooth functioning in all areas like Finance, Record Keeping, Evaluation, Supervision, and Maintenance.
3. Faculty Members: Faculties maintain a healthy relationship with students, peers, and community. The faculties deliver the programs accurately and constructively.
4. Departments: The primary role of the department is to provide the academic excellence in all activities. The Head of the Department performs his role and responsibilities initiated with the vision and mission of the college.

5. Non-Teaching Staff: In administration, non-teaching staff play a crucial role in managing the day-to-day work.

Case Study Showing Decentralisation and Participative Management

The Top management gives generous freedom and flexibility to the Director together with the academic team to lead the college. They regularly meet and take necessary steps to formulate and implement the perspective plan of the institution.

As part of quality improvement and quality initiative the institution and its concern, QAC, and Committee continue to work for quality improvement.

In the beginning of academic year, all faculty members conduct a meeting and discuss the smooth functioning of the institution. Committees are constituted and responsibilities are assigned to them.

They get the feedback from all the stakeholders of the institution and take steps for further improvements as far as possible and recommend the management for further corrective action.

The Administrative and academic duties are controlled by the Director of the Institution. Every faculty member is assigned academic and administrative or committees.

Quality Assurance Cell monitors the academic and administrative activities. Mentorship is introduced in all the departments and monitored by the Director.

Outcome: The Management of the Institution conduct regular meets and discuss the issue and challenges with deans of the institute, thereby encouraging the teachers, students and non-teaching staff, alumni and co-ordinators to share their suggestions through the proper channel. The input received from various committees and feedback analysis are considered for decision making.

Under the vast experience and able guidance of Director, following Cells have been formed: -

- Placement Cell
- Alumni Cell
- Cultural Committee
- Sports Committee
- Press & Media Committee
- Technical Committee
- Hostel & Food Committee
- Exam Committee
- Discipline Committee
- Research & Extension Committee
- Grievances Redressal Committee

File Description	Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

After the brainstorming discussion of the academic committee consisting Chairman, Directors and senior professors of institute and by relying on the vision, mission and core values, they established strategic plan. The plan is very structured and well defined the objectives of institute for effective resultant in future.

The policies which are made by the seniors they are successfully implemented with strategic measures for improving academic performance through training. The department focused on the overall skill development of the students as well as faculties. The specific strategically dates are already mentioned in the starting so that the faculty members can take the responsibilities and complete it.

Institute authored various skill enhancement events which lead to cover diversified management practices. These management activities will encourage students to explore business problems, critical thinking and decision making process. The activities consist of TEDex Talks (Role playing), Reports and case study analysis and many more. In order to develop innovative practices and knowledge development, the activities like Business quiz, Business plan, wealth out of waste and unique selling proposition are initiated. Know your career (KYC) and industrial visits are the overall projection of lifelong practices.

Plan of action for effective academic semester proceedings

Semester commencement is the vital process of the institute and focuses on the personality development. The institute focuses on the semester commencement with the course selection form faculty members 2-3 weeks prior the semester. After that the courses are allotted by the HOD based on faculty expertise and specialization. The time table is prepared by the academic coordinator which is solely uploaded and informed to the students so that they will be ready for the semesters. Course files are collected from the faculties for their respective courses which will be helpful in drafting the course actions. Instructions of preface to the students which will provide orientation about the subjects. After the completion of 3 units with theoretical concepts of the related subjects and classroom activities for personality development. Question papers are collected from the subject faculty and sent to exam branch through HOD. Conducting workshops to enhance the soft skills of students and improve presentation skills. After the 5 units completion with case study analysis based pedagogy for understanding the theoretical concepts. Preparation of holidays is also part of the action plan which will let the students to be known. Last but not the least having university exams which will be an evaluation sheet for the students. Lastly address by the HOD to the students regarding the upcoming academic of the next semester.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

Government Body:

The governing bodies are the roots of the institute. Governing body is constituted as per the guidelines given by AICTE. It consists of experts from corporate, education and philanthropist too. Their experiences and knowledge always helps the institute to grow on the right path.

Administrative Set Up: The Secretary and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal who is the Joint Secretary shares this work and vets all financial projects before the latter endorses the same. The Principal is vested with the day-to-day running of the college. She has her team of Departmental Heads, the QAC Coordinator, the Teachers' Council Secretary and the Head Clerk to assist her in the discharge of this work.

College Development Committee (CDC):

They work under governing body. The main role that they have to play is to develop the standard of the institute with up gradation in the constitution. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and Enable College to foster excellence in curricular, co-curricular and extracurricular activities. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval.

QAC Internal Quality Assurance Cell:

The QAC plays a key role in improving and maintaining the quality of education of an institute. The Cell has been functioning actively of our Academic and Administrative activities. "Quality Policy" is the major objective of our QAC through continuous monitoring and constant follow-up of undergoing activities. "The prime task of the QAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence."

Advisory Board:

The advisory board complements the knowledge and skills of the institute board. Advisory board members provide guidance, knowledge, skills and feedback to the government board, typically as it pertains to a specific area of expertise. Advisory boards can be a critical link in partnering with board members and the administration in research and community collaborations.

Institutional level Functions of Various Bodies:

The academic committee, Research development committee, Library committee, student/staff committee, exam committee, training & placement committee etc. take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college hostel. There is also the Teachers' Council and the Association of the Non-teaching staff.

HOD and MBA faculty members are the backbone of the institute who teach and write many success stories of students. Accounts department, Scholarship section, establishment section are the area where you can find out the flow of money and building construction part.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Staff plays a vital role in success story of the college. It is the reason why institute gives importance to effective welfare measures. The institute recognizes all the employees as the family and provides proper care, supporting environment to grow with full potential. The institute expected to contribute and participate effectively in accomplishment of institute mission and vision. The following highlights are there for the welfare of staff:

EPF (Employee Provident Fund) and ESI scheme

Institute follows the existing norms of Central government, EPF (Employment Provident Fund) and ESI schemes are implemented for the teaching and non teaching staff both. Appointment of employee is till 60 years but after attaining the age of 48 years, is not entitled to EPF.

LEAVE FOR STAFF MEMBERS

CASUAL LEAVE

- Employees are getting casual leaves and not to be treated absent from duty and his pay will not be interrupted. The maximum no. of casual leaves in a calendar year are 5 for staff in probation and 18 for all staff who completed one year of experience.
- Casual leave cannot be clubbed with any other kind of leaves.
- The Balance casual leaves will be converted into earned leaves as the amount is paid to staff.

DUTY LEAVE (ON DUTY)

- The Institute can permit on duty to any staff member to take special assignments with other institutions or industrial units for any official purpose.

- On duty may also be granted to visit faculty programs, observer duty etc. on the behest of the management of the institution.

PUBLICATION INCENTIVES

In institute employees will be able to receive publication incentives only for Papers published by nonpayment of charges. 'Publication incentives' of the University upper limit for the payment is Rs. 10,000 for journals.

RECRUITMENT POLICY

Recruitment and Selection will be done as per the Institute HR department guidelines.

1st Round: Telephonic Round where the candidate brief about his/her information through the electronic medium.

2nd Round: Demo by the candidate in front of selection committee. The candidate gives a demo class with specialization and expertise.

3rd Round: Personal interview with the selection committee where the candidate has to showcase the best he/she have.

BIRTHDAY CELEBRATIONS

AIBM celebrates birthdays of the employees every month. A common celebration at Last Saturday of every month is done in the auditorium. Faculty and non-teaching staff gather together and cut the cake in the presence of the Director

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:** 0**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**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**Response:** 0.2**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**Response:** 0**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation /**

Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff**Response:**

AIBM undertakes Performance Appraisal for its teaching and non teaching faculty separately according to their nature of works and designation.

Performance Appraisal for Teaching Staff –

Following steps are include in the performance appraisal system for teaching faculty –

- **Feedback Form from Students** – At the end of every academic year feedback form are filled by the students to rate the performance of the respective teachers according to their subjects. It includes various parameters as follows-

- **Usage of ICT Platforms**
- **Punctuality**
- **Knowledge, Information, Resources**
- **Usage of Examples**
- **Overall**

The Feedback forms are filled by the students and collected by the office afterwards analyzed by the head of the departments and report to the Principal.

- **Self Appraisal Form** – The self analysis and rating is done by the teachers according to various parameters by filling Self Appraisal Form at the end of every academic year. It includes following parameters-

- **Preparation of Subject Content**
- **Presentation Ability**
- **Discipline**
- **Nature of taking Responsibility**
- **Other factors like cooperation, participation in various committees, Co-curriculum activities,**

Social Awareness, Research Aptitude etc.

Teachers rates themselves according to their performance in the context of various factors this rating contains marks as follows-

•	○	•	•	○	Employer's score
•	○	•	•	○	

After collecting self appraisal form from teachers these are rated and analyzed by the HODs or Principal and according to final score increments are decided by the Management.

Performance Appraisal for Non Teaching Staff-

- Non Teaching Staff performance is checked and analyzed by the Office Superintendent and report sent to the Principal. Non teaching staff includes Admin staff as well as peons. Regular Performance is observed by Office Superintendent and Principal it includes following parameters-

- **Work Accomplishment**
- **Discipline**
- **Punctuality**
- **Behavior**
- **Cooperation with others. Etc**

The Performance of Non teaching staff is observed and analyzed accordingly Promotions and Increments are decided by Management.

This Performance Appraisal System is helpful to Motivate and Inspire the all Faculty to enhance their Performance by increasing Strength and overcome weakness. This system is helpful to achieve the organizational goals, visions and boost towards success

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization**6.4.1 Institution conducts internal and external financial audits regularly****Response:**

The institute conducts external audit regularly.

External Audit:

External audit is conducted every financial year to meet the statutory requirements and to ensure that

accounting records maintained by the institute are correct and accurate. M/s. Sanjay S. Rathi & Company (Chartered Accountant Firm) has conducted the external audit from financial year 2016-17 to 2020-21.

The Firm appointed as external auditor, conducts external audit, and certify the financial statements viz. Balance Sheet and Income and Expenditure Statement. An audit of Cash Book, Ledgers and Subsidiary Books etc. is also conducted by the auditor. Questions and objections of any kind raised during the audit process were promptly addressed by presenting relevant documents to the auditors. The auditor reports the discrepancies found out to the management and accordingly, a report is prepared and submitted to the management.

Data on students' enrolment and total amount of fees collected by the students etc. were provided to the auditor for the smooth conduct of the audit process and the auditor relied upon on the data provided. The auditor also relied on management approval for fees recorded in the current year, advance fee received for next year and outstanding fees in books of account.

The last audit of books of accounts was done for the financial year 2019- 2020. Every effort was put in to maintain transparency in the financial records, and to maintain corresponding documents of every financial transaction. Upon meeting the norms, the institute was then presented with the signed audit report. However, the current year's (2020-2021) updation is in process.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

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

Response:

Policy and procedure of resource mobilization of the institution:

AIBM is an SPPU-affiliated self-funded institution. Fees obtained from students are the Institute's primary source of revenue. It is used for employee salaries, infrastructure, books and journals purchases, maintenance, and other expenses as determined by the approved budget. The college makes every attempt to mobilise resources to overcome financial constraints. The Institute has a strategy in place for making the best use of financial resources for academic, administrative, and developmental activities, which aids in the realisation of the Institute's Vision and Mission.

Strategies for mobilization of funds:

- Our strategy is to collect maximum fees possible, therefore office bearers and faculty members keep track of student fees and take follow up from the students.

For optimum use of funds the institute adopts the following strategies:

For optimum utilization of funds, the Institute always prepares the budget for every academic year in the month of June and the same is approved by the CDC. Tentative plan of academics, industrial visits, field trips, guest sessions, curricular and co-curricular activities etc. serve as the basis for the budget.

For all purchases and other expenses, there is a standard procedure in place. If any additional funds are required for contingencies, Management approval is sought from the same.

Fees collected from students are used to fund the institute's development, staff salaries, physical and academic facilities for students, library services, IT infrastructure and sports programs. Guest Sessions, field trips and industry visits are also organized for the students.

The institute has a maintenance department, which ensures that everything is maintained in a systematic and cost-effective manner.

If necessary, the parent institute AEF provides funds for expenditures.

Strategies for mobilization of resources:

- Sale of admission forms.

Strategies for optimum utilization of resources:

- Time-table is prepared in such a way to make utmost use of the available infrastructure.
- Holding different classes in the same classroom at different slots of time.
- Upgrading computers rather than abandoning them as junk.
- Stock checking prior to issuing purchase orders.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

QAC is one of the major policy making and implementing unit at Arihant. It strives hard for upgrading the Institute's infrastructure and all support facilities to meet the standards of higher education and growing need of students. It assesses and suggests the parameters of quality education. On approval from QAC, an Orientation Program as well as Seminars were organized at the premises for the students.

However, following may be two examples of best practices institutionalized:

1. **Orientation Program:** In the beginning of the first year, students need to be made acquainted to their surroundings in the campus. This includes introductory sessions, giving them an overview of the university life; the rules and regulations mandated for each student in a particular college/faculty. It is an essential period at the beginning of the college session, which allows the students to get settled in their new environment.

Teacher coordinator of every stream sets a model of introductory orientation programme that includes academic as well as social activities.

Eminent lecturers and experts in various fields are introduced to the new students, to mentally prepare them for awaited professional life they have set out to achieve.

An Orientation programmes at Arihant was organized also, to give opportunities to students where they can self-evaluate their aptitude level, by participating in the workshops and discussion sessions. Attending Orientation enables students to make important connections with the collegiate environment, academic studies, peers, and network with the campus community.

1. **Seminars:** Arihant Institute is committed to provide quality education to every student pursuing his/her studies under the Institute. Quality education needs wide coverage - much beyond the teaching-learning process in the classrooms where topics are discussed as a part of the syllabi designed through the process of curriculum development.

In classrooms, the teachers involve themselves in covering topics on different subjects within stipulated time and there is little scope (for paucity of time) for discussing in details on any relevant topic of academic interest. Mere classroom teaching results in incomplete learning and needs to be complemented

in certain forms so that the students are properly educated with requisite knowledge on essential subjects.

As a part of the academic activity, Arihant Institute has been conducting various guest lectures and seminars for its students. In the league of premier B-Schools in the country, Arihant Institute invites experts from all the fields of the industry to come to the institute and offer their valuable insight and opinions on current and pertinent topics in addition to providing information to the students about their areas of specialization. Such sessions are conducted for the students on a weekly basis thus enabling them to acquire relevant knowledge about the market and management issues through interactions with the leaders of the industry.

At Arihant, the Institute conducted many such seminars and workshops, where renowned scholars were invited to address the students on their areas of expertise.

File Description	Document
Upload any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

1. Quality Assurance Committee:

2. The idea of organizing workshop related to Teaching and Learning (only for faculties) was placed before QAC. The QAC believes that a faculty is the single most important strategic resource of a business school. The quality and commitment of the faculty are important ingredients of a dynamic institution of higher learning. The faculty development program highlights the pivotal role of the faculty. Also, it offers suggestions on the three main responsibilities of a faculty member: teaching, research, and service.

After their approval, a workshop was organized, highlighting the pivotal role of faculty along with suggestions on the three core responsibilities of a faculty member: teaching, research, and service. The program offered guidelines for planning and development of faculty members and concludes with some thoughts on evaluation of the impact aimed to discuss the best practices of governance across the globe to enhance quality of faculty and business education for an efficient coordination of faculty policies and faculty management.

Faculty development has become a priority for all business schools as a way to improve the quality of academic programs and to respond to emerging faculty, student, program, and industry needs.

The workshop was intended to deliver among its participants the gist of the rich experience of trainers having vast experience of working with the faculty of accredited Business Schools nationally and internationally.

The workshop content was developed in such a way that it made participants aware about their responsibilities to deal with the faculty of business schools of different challenges involved in this highly complex and sensitive domain. Detailed discussions were held regarding the understanding the roles and expectations of faculty members, student development, Institution, Program and Course Development, External Linkages, Creation and Dissemination of Knowledge and Collective Vision of Business Education, connecting the institutional/organizational culture with faculty development culture, design and implement a variety of programs to meet diverse needs and student development.

The consultants also shared the best practices and an array of acknowledged and provided solutions that may work within a particular set of circumstances. It was discussed to create effective faculty development programs, it's important to get the faculty members' perspectives on what is needed. Without this input and the opportunity for faculty to collaborate and engage in growth and dialogue around common topics of interest, the essence of faculty development is lost.

Information and Communication Technology: In this 21st century, the term “technology” is an important issue in many fields including education. This is because technology has become the knowledge transfer highway in most countries. Technology integration nowadays has gone through innovations and transformed our societies that has totally changed the way people think, work and live. At Arihant, a meeting was held with the QAC, addressing the importance of ICT tools as an integral part in teaching-learning process. The discussion focussed on how the Institute preparing students to live in “a knowledge society”, need to consider ICT integration in their curriculum. Integration of Information, Communication, and Technology (ICT) in education refers to the use of computer-based communication that incorporates into daily classroom instructional process. In conjunction with preparing students for the current digital era, Professors are seen as the key players in using ICT in their daily classrooms. This is due to the capability of ICT in providing dynamic and proactive teaching-learning environment. While the aim of ICT integration is to improve and increase the quality, accessibility, and cost-efficiency of the delivery of instruction to students, it also refers to benefits from networking the learning communities to face the challenges of current globalization. Process of adoption of ICT is not a single step, but it is ongoing and continuous steps that fully support teaching and learning and information resources. ICT integration in education generally means technology-based teaching and learning process that closely relates to the utilization of learning technologies in B-Schools. Since students are familiar with technology,

and they will learn better within technology-based environment, the issue of ICT integration in schools, specifically in the classroom is vital. This is because, the use of technology in education contributes a lot in the pedagogical aspects in which the application of ICT will lead to effective learning with the help and supports from ICT elements and components

3.

The QAC emphasised and encouraged teachers to utilize these tools in classroom teaching and laboratories. QAC along with the team members prepared the plan to include the use and enrichment of ICT infrastructure expecting from each department.

The QAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically, QAC has ensured that teachers and non-teaching staff do get trained to use ICT by arranging different workshop i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument, etc. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and use of ICT facilities.

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

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

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Gender sensitivity is a blatant global issue which is faced by all developed and developing countries in the world. Arihant Institute of Business Management emphasizes on inculcating values of equality, inclusivity, and diversity into students. The institute is well prepared to address and respond to gender-sensitive issues and create the surroundings where students, staff, faculty members integrate with a sense of personal security and dignity. To promote gender equality and the sense of security among the students we provide them with various amenities and individual focus.

1.Safety and Security:

1.To ensure safety and security, Institute has facility of registered security Security which provides security guards 24/7 in Institute premises.

2.Fire Extinguisher is installed on each floor of the Institute and Institute has multiple entry and exit doors.

3.An Identity card is mandatory for faculty and students while entering into the Institute premises.

4.Institute has taken preventative measures through the installation of CCTV. Electronic surveillance through CCTV is available at different locations like at entrance gate, computer labs, library, classrooms, corridors, parking, etc.

7.The Internal Complaint Committee and grievance redressal committee functions actively in the Institution to resolve the complaints of the faculties and students in the campus

8.Institute has a sick room facility for students. Handicap chair, two beds, weighing machine, first aid box, and some common medicines are available in sick room.

9.General Physician is available at the campus, and in case of a medical emergency, students and staff are taken to a nearby hospital in the college vehicle.

11. Female Student Representatives are appointed for each division for every academic year. They represent the interests and voice of female students on the issues they face. They are also responsible for supporting, coordinating and conveying messages to the relevant committees.

2.Counseling

1. Mentors -Mentees protocol is followed in the institute that is a forum where students can discuss their problems and profound counselling is done

2. Counselling Session By experts: Apart from regular counselling session, the Institute also gives special counselling to needy students by external professional counsellor Dr. Deepti Lele

3. Common Room:

1. Institute has separate common room for boys and girls where in girls common room is equipped with vending machine of sanitary pads, chairs, beds ,medical kit ,mirror and changing room facility.

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

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

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

Response: B. 3 of the above

File Description	Document
Any other relevant information	View Document

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

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

Response:

1.Solid Waste Management

- Housekeeping staff clean the Institute on a daily basis and collect solid waste like paper waste, wrappers, food waste, and garbage which is taken away by PCMC garbage vehicle.
- Dustbins are placed in the Institute premises at various spots such as faculty room, library, Computer labs, classrooms, administration office, server room, corridors, washroom, common room, etc.
- The institute encourages minimal use of papers and promotes “save paper save trees” motto
- Institute has a green campus and promotes eco- friendly campus.
- Institute makes the use of decomposed plants like dry leaves ,food waste etc to make fertilizer.
- Faculty and office staff use two-sided pages to take printouts to promote paper free campus

2. Liquid Waste Management

Water is one of the most significant and crucial resource in the environment. Hence waste water is recycled through sewage water treatment plant. An activated sludge process of Moving Bed Bio Reactor has been implemented for the treatment of the liquid waste. The recycled water is used for gardening purpose.

- Wastage of drinking water is restricted by creating awareness through sign boards.
- All water pipes and taps are maintained from time to time to prevent water leakage
- Rainwater which is accumulated on internal roads is properly channelized and redirected to maintain the greenery in the campus as well as to provide an ecologically aesthetic environment
- Reverse Osmosis (RO) drinking water facility is made available on every floor of the building.

3. E -Waste Management

Institute has developed systematic process for E-Waste Management. Bins are placed department wise to collect e-waste like computer spares, electronic boards, electrical switches, etc. This helps to create awareness among staff and students to appropriately collect E-Waste in order to dispose of it through authorized agencies engaged in dismantling and recycling.

- The UPS batteries and damaged Computers are systematically written off from the dead stock and disposed of through external agencies.
- The low configured computers are replaced and also the awareness sessions on E-waste management are conducted at the institute.

File Description	Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

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

Response: B. 3 of the above

File Description	Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles

3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

Response: D. 1 of the above

File Description	Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Arihant Institute of Business Management has implied various measures to make this college an inclusive campus.

- AIBM as a minority institution values collaborative practices at multiple levels including its admission policy, where students from diverse cultures are admitted. AIBM has various scholarships and awards to encourage inclusion and diversity. All festivals like Diwali, Eid, Onam, Christmas etc. are celebrated with equal exuberance. Cosmopolitan Campus though our Institute is jain minority

Linguistic Diversity Initiatives:

The Institute has an English Language Lab: It has PDGA club which runs the activities related to Personality development and General Awareness. It also focuses on the enhancement of English language.

- **SC club:**

Institute has a social club which conducts ample of social welfare activities which includes blood donation camps, human chain for protesting against rape, old age visit ,say no to drugs, child labour ,save water and to fight against other social evils. Many activities are held to help the people affected in the natural calamities.

- **Cultural committee :**

Different artforms of dance are performed of various regions and various occasions like cultural day and traditional day. Versatile performances are performed by the students

- **Leader's Club:**

A leadership activity entitled "Aspiring Minds the management extravaganza of AIBM. The students were exposed to keynote speakers and panel discussions involving renowned industry leaders from different regions and cultures.

- **Friday's for future:**

Raising funds and creating mass awareness for the common public interest. Events under this banner are:

1. AIBM for sustainability
2. Social awareness campaigns

Case Study

Aarambha 2018 – Run for the Specially Abled

Aarambh” was Marathon for the mentally challenged on 21st Oct 2018 at Deccan, Pune Right from Autistic to Mute. The idea is to spread awareness among the masses. The focus is on the society, that society needs to change, accept and learn. The event was inaugurated by Dy GST Commissioner Pradeep Ranpise and Mayor Mukta Tilak and MP Anil Shirole.

The students of our institute volunteered the whole event and awarded with certificates for their astonishing efforts. All over strength of thirty-eight students took part. There were also very prominent people of the city who cheered for the participants.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

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

Response:

AIBM Institute has been dedicated to educate the students as constitutionally aware citizens and sensitized to their Fundamental Rights and Duties. Various programmes and activities are organised by our college to promote responsibility and values of the citizens.

Programmes instilling citizens' responsibilities

- The college fosters community responsibility by organising blood donation camps regularly. In every camp, around 100 volunteers donate blood. They also organise book, food and clothes donation programmes regularly. Collection desks are set-up in college and collected items are distributed amongst the people from unprivileged background.
- The college renders national service by organising road-safety awareness programmes routinely. Students are informed about traffic rules and regulations and instil the importance of safeguarding human life.
- To promote a sustainable environment, Swachh Bharat campaigns and Tree Plantation drives are organised. As part of the campaigns, environmentally safe practices such as plastic ban, water conservation, waste segregation, cleanliness and anti-pollution campaigns are implemented regularly. More emphasis is given to paperless work to save trees.
- Human Chain to protest against social evil like rape last year students chain was formed to protest against rape victim Dr.Priyanka Reddy.
- Old age home visits are also scheduled for students and faculties like Mother Teresa old age home visit was kept last year and several activities to their benefits were organised.
- **Kerala Flood Relief in collaboration with the Art of Living (NGO)**

In this context AIBM, Pune has **Donated 100 kg of material to the Kerala People which suffices the need of at least 10 families for a month.**

- **Human rights and Cyber security:**

To make students aware about the rights of the citizens of our country Mr. Tushar Raisa takes series of sessions on human rights every year and Dr Deepti lele takes sessions on Cyber security which make students aware about cyber laws .

- Tree plantation campaign is run to celebrate World Environment Day on 5th June
- The college promotes the sovereign and democratic values of our nation by commemorating the Independence Day and the Republic Day annually

As our institute is affiliated with Pune University the Birth Anniversary of Savitribai Phule is celebrated with great honour and enthusiasm. As Savitribai Phule is symbolic of revolutionary social reformation not only for Maharashtra but for the entire Nation. Late. Savitribai Phule played a symbolic role in changing the life of women through spreading awareness regarding women literacy.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

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

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document

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

Response:

Gender Sensitivity: Institution shows gender sensitivity in providing facilities such as:

1.Safety and Security

2.Counselling

3.Common Room

Gender sensitivity is a blatant global issue which is faced by all developed and developing countries in the world. Arihant Institute of Business Management emphasizes on inculcating values of equality, inclusivity, and diversity into students. The institute is well prepared to address and respond to gender- sensitive issues and create the surroundings where students, staff, faculty members integrate with a sense of personal security and dignity. To promote gender equality and the sense of security among the students we provide them with various amenities and individual focus.

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File Description	Document
Link for any other relevant information	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practice 1

1. **Title of the Practice:- The Leader Builder** (Advanced Employability & Leadership Development Programme)

2. Objectives of the Practice

The core objective of having 500 hours of Soft Skills training is :

1.To boost the confidence of the students

2.To master the Soft Skills along with the functional or technical skills as we deal with humans at the end of the day.

3.To understand the importance of Soft Skills in the Corporate so a great emphasis is laid on developing and enhancing same.

3. The Context

A good and meaningful Placement is the desired outcome of any Management Programme and we at AIBM don't leave any stone unturned when it comes to hitting the bull's eye. Placement preparation is a long and continuous process till finally the dream comes true for the students. With the world of business and trade changing from regular paper work and posts to the usage of software, systems, ERPs, MIS and other IT tools like Excel, Tally, Digital Marketing, SAP, MIS, IoT and AI etc. The need for a management student to learn and develop IT Skills has risen. Companies require the management students with IT skill sets. Students with such proficiency are considered as valuable assets for the organization.

committed to bridge this gap. Hence, as per the requirement of the industry, we provide Advanced Employability & Leadership Development Program. AIBM offers the following IT skills development modules to the students:-

Basic & Advance Excel, Basic and Advance Digital Marketing and SAP (Marketing, HR & Finance related Modules) as additional and functional modules

4. The Practice

AIBM believes in holistic development of all the students. The programs are specifically designed to provide Advanced Employability and Leadership Development Programme. This uniquely designed programme for our students focuses on Personality Development & General Awareness, Aptitude Training & Testing, MS Excel Proficiency and many more. The sessions are developed with the intent to groom the overall personality of the student. The sessions also focus on Personal Interview & Group Discussion techniques. The JD (Job Description) specific sessions help students to get the insight of the company's requirements and prepare them to get the best of the career opportunities.

5. Evidence of Success

As one of the major criteria in selection process, all the students regardless of the specializations must be proficient in the aptitude. Most of the renowned brands start their campus placement process with Aptitude testing so yearlong inputs on various topics are provided to students with regular mock tests to evaluate their performance. AIBM understands that requirement of the corporate and provide comprehensive aptitude training to the students. Our Corporate panel ensure extensive networking with corporate for maximum opportunities for our available talent pool. This cell has put in unending efforts in getting significant placements for students. It was due to its focus approach, continued efforts and several new

initiatives that our Institute was able to bring reasonable placements on campus and has maintained a continuous placement record of 82% in the last 5 years.

6. Problems Encountered and Resources Required

Student who are weak in communication skills required more attention and interaction.

Mentoring activity and coordination helped to understand the SWOT analysis of the individual student.

Resources Required:- Trainers for various module, Industry experts, Mentors and Placement team

7. Notes (Optional)

Hands on and learning by observation is one of the best forms of learning. Our Industry partners offer short projects for 5-20 days where students are engaged in on-going projects of the companies which help students to learn in Live work environment under the supervision of experts.

Best Practice 2

1. Title of the Practice :- X-culture (Global Collaboration Project)

2.Objectives :

X-Culture is a Global Collaboration Course involving theoretical training and two months of practical experience as a member of a Global Virtual Team. The objectives are:-

- 1.To develop high-quality business plans for multinational companies
- 2.To provide a practical approach along with the theoretical learning
- 3.To motivate and guide the students' work on real-life situations and globalization
- 4.To understand the challenges faced by international companies and provide practical solutions.

3.The Context

X-culture Collaboration Project has an association with 100+ universities or institutions from 40+ countries of 6 continents.It puts students into international teams of about 7: usually 7 students, 7 countries. They

work as a global virtual team for two months on a business project. The performance of the students is monitored and evaluated either individually or in a group. And based on the evaluations, feedback and guidance is provided.

4. The Practice

AIBM provides the opportunity to the students to learn the Business Expansion Strategies through participating in Global Collaboration Project. It is always said that you can learn International Business by doing International Business. X-culture is one such platform for the same. Through XCulture every student improves cultural intelligence, international and virtual collaboration skills, problem-solving skills and interest in cross-cultural interactions. In terms of the Research and publication, XCulture is an excellent research platform providing multi-level longitudinal data from high quality

5. Evidence of Success

In consecutive two semesters of 2020, students of AIBM have won the X-culture Best Team. In Sem-I Ms. M. Divya & her virtual global team has won the Best Team Certificate. Total 1047 teams comprised of 5,674 students from 150 universities in 78 countries on 6 continents participated in Sem-I 2020. In Sem-II Ms. Debasmita Das & her virtual global team has won the Best Team Certificate. A total of 1277 teams comprised of 5,955 students from 150 universities in 78 countries on 6 continents participated in this semester.

6. Problems Encountered and Resources Required

Challenges Encountered:-

- Change in the Time Zone
- Language barrier
- Time constraints

The resources required are the Students, XCulture Team and Faculty coordinators, Laptop and Internet.

7. Any other notes:

Xculture involves the International Business Learning which helps the student to understand more about International business. Through the XCulture team, new global tools for collaboration and training are being introduced and implemented in the sessions. It involves theoretical training and two months of practical experience as a member of a Global Virtual Team developing high-quality business plans for multinational companies. It was a great challenge for few students to work with the groups from different countries. The students had a wonderful opportunity to deal with varied cultures and different style of working on the projects.

File Description	Document
Link for any other relevant information	View Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

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

Response:

The motto of the Arihant Education foundation is to spread the light to imparting quality education and give all-inclusive education system. We at AIBM strictly follow this tradition. The vision of the institute focuses on developing virtuous leaders and thus we are committed to create future flag bearers of industry. To fulfil this objective we concisely create an atmosphere where our students are exposed to the challenges of corporate life, by making them interact with industry stalwarts.

Quite a few of them have established their own businesses and progressing in their professional life. Very effort is made to sync vision and mission for the overall development of the students so that they can replicate the success story of their seniors and super-seniors. The most effective method of inching towards this objective is through Academia Industry meet as well as fruitful interactions with successful alumni through Alumni Meet, Guest lectures.

Mentor – Mentee concept is in practice where each faculty gets some 8 to 9 students from each batch. It provides a platform for interactions and compatibility among the teachers and the students. The faculty interacts with each of the mentee allotted to them and try to address their problems, if any.

Domain-specific Modules: - The programme enriches the students with general and domain-specific concepts and practices which will prepare them to pursue specialisation in the III and IV semesters.. However, with the emergence of multi disciplinary knowledge industries and blurring of boundaries between knowledge domains, the key to remain contemporary and competitive lies in creating a road map for the student that enhances their adaptability and agility quotients. To handle the domain/function related questions during the Interviews, we impart domain capsule sessions via our Practicing Functional Experts who provide the contemporary knowledge and trends in the domain and discuss practical applications of various core concepts.

Corporate Conclave The Corporate Conclave has a purpose of reaching highest benchmark in Management arena under the aegis of AIBM with apt initiative to groom the students. The conclave is an impactful platform that will bring together an inspirational array of cutting-edge entrepreneurs, academicians, students, corporates stalwarts and social leaders. The scope of conclaves revolves around the development of faculty members and students on business acumen and its recent facets. The objectives of corporate conclave are to bring together thought leaders from various domains to share their views on emerging trends that are shaping the future of Industry and to develop the student's skills and ability by exposing them to the forum addressed by experts.

Corporate connect is one of the strongest focus area of our philosophy. The unique way to sensitize students through attaining corporate acumen. Senior corporate executives play a vital role in our institute's value delivery by way of guest sessions, workshops and valuable contribution to teaching-learning process.

In an academic year, we organize 3-4 corporate conclaves, inviting top corporate executives for these events. Students get an opportunity to understand industry dynamics and business strategy. Its always an enriching experience for students to hear from the news makers of the corporate world. Corporate Connect is a platform where our Students get an opportunity to hear, interact and discuss the Management problems with the practicing functional experts from Industry. AIBM invites minimum 100+ Corporate guests across sectors and portfolios year on year for the student development. This platform also helps to increase functional knowledge, learn contemporary trends of various sectors, create professional network, discuss career and growth prospects in particular sectors and profiles. The Guests represents various sectors like FMCG, Retail, IT, Real Estate, Consulting, Banking, Financial Services, Telecom, E-Commerce, EdTech to name a few. Corporate Connect includes guest speeches,panel discussions,corporate conclaves,webinars, industry visits and industry mentorship.

India's largest b-school live webinar during lockdown (Savant Speak - Corporate Leadership Web Talk Series 2020)

Savant Speak is one of the proud Initiative of Arihant Institute of Business Management which gave students an opportunity to nourish their Leadership Skills, Business Management and Personal Management Skills during the entire Lockdown period. 75 + Eminent Personalities from the Corporate World, State Administration, Political World, Defence Services and Top Motivational Speakers shared their valuable Experience and Knowledge on various relevant topics and key areas for growth and success.

Student Centric Pedagogies : AIBM is a firm believer and practitioner of Student Centric Learning methodologies and styles when it comes to Instructional methods. The benefits which are observed by practicing Student-centric methods are vast and long term when compared to Teacher centric methods. Few outcomes and benefits are self-learning, critical thinking, self-actualization, improved quality of learning. Students are more receptive during the sessions, knowledge is imparted effectively across a spectrum of learners, and the development of higher cognitive skills in students to name a few.The methodologies adapted to train students are discussion based,case based,collaborative learning,presentations,brain storming and role playing.

JD (Job Description) Specific Talks : It is very important for all the students to learn more about the profile of the specific company before going for the interview. The purpose of JD Specific talks is to make students aware with what they are applying for and how they are going to achieve the success. Students get the opportunity to speak to the industry experts and get their doubts clear.JD specific talks explain the significance of a concept with respect to the job profiles. It also explains areas where the concepts will be applied in practical scenarios.JD specific talks help students to understand how the concepts are aligned with their placement objectives.

IIM Tour : Students are taken to the Premier Management Institute of India to provide an exposure and get a glimpse into the life of an MBA student at IIM Bangalore,Indore, and Kolkatta since 2017.The

campus tour is followed by an interaction with Professor,Dr Kamal Jain where he addressed and engaged the Students in a case-solving session.

File Description	Document
Link for appropriate web in the Institutional website	View Document

NAAC

5. CONCLUSION

Additional Information :

The Institute takes care of all developmental needs of students through additional modules, designed and delivered by outstanding Faculties belonging to IITs/IIMs/Prominent Government organisations / Defence forces, etc. It has strong tie-ups with various industry partners who intend to provide national and international exposure to students via industrial visits and internship programs. Certifications are also provided to students in various specialisations. In order to provide more exposure to students, renowned National and International Speakers are invited on campus for students' interaction. Focus on placement is also ensured through rigorous training to students.

Corporate conclave on Customer centricity is specially organized to give to the students a real life exposure on the said topic. Hence students are shared with the discipline specific and applications of related managerial aspects. It is possible for students to hone their domain related skills so as to make the transition from college to corporate smoothly. The learning curve can be heightened through such endeavour by Industry experts insights and opportune guidance.

Following aims and objectives were spelled out for the program

1. Through this effort We at AIBM inculcate the best business lore which engenders new efficient business leaders instilled with right competencies.
2. We would like to sculpt true integrative and cross-functional approach to be learnt and understood well amid AIBM students from Marketing related specializations.
3. The functional Club can attain high standard by fusion of Business adroitness blended with knowledge-building exercise.

Benefits of the Conclave:-

1. Provides knowledge about recent practices in Industry
2. Creates a skill-based approach that would help them to make significant impact in professional life
3. Imbues the confidence and enrich capabilities in them
4. Create an essential managerial attitude that strengthened into a budding manager with an ability of mature decision making

Concluding Remarks :

Arihant Institute of Business Management (AIBM) is a student-centric organization with a vision to impart knowledge to tomorrow's budding managers. A student-friendly environment attracts students to the Institute. The management and faculty members ensure to provide a positive environment where students can develop the right approach towards gaining the lore of management effectively. Students are important stakeholders who are given supreme care. AIBM Ensures strong cohesiveness towards existing and past students. The other stakeholders are also catered to with utmost effort.

Alumni are at the helm so as to share with the new students with recent practices. This relationship is manifested and strengthened through alumni, students' and parents' references, and their outstanding support at all times to AIBM. Our faculty members are highly dedicated to students' overall growth. For better learning, we provide extra-lectures to students by industry experts and entrepreneurs through corporate connect and corporate conclave. We give special attention to slow learners by arranging extra lectures for them. In addition, we try to make our students ready to face the world by motivating Global competence as they learn to apply important strategies to everyday business operations.

We look personally into getting them better Summer Internship Program opportunities and Placements, giving them placement assistance until they need it. We cater to students with special placement assistance through the endeavours of the training and placement department, which has created an ever-lasting bond of trust between the students with the Institute. Moreover, we continually try to instruct and make the imbued with high integrity and a morally actuating Value-system amongst our students, make them community-oriented through conduction of various events and encourage them to contribute towards Nation building endeavours.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
2.4.3	<p>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</p> <p>2.4.3.1. Total experience of full-time teachers Answer before DVV Verification : 12 Answer after DVV Verification: 67</p> <p>Remark : DVV has made the changes as per shared teachers experience report by HEI.</p>																				
4.1.3	<p>Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)</p> <p>4.1.3.1. Number of classrooms and seminar halls with ICT facilities Answer before DVV Verification : 23 Answer after DVV Verification: 03</p> <p>Remark : DVV has made the changes as per shared report of geotagged photos in extended profile 4.1</p>																				
4.1.4	<p>Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)</p> <p>4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs) Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>3.82</td> <td>4.72</td> <td>2.9</td> <td>2.07</td> <td>2.03</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>4.72</td> <td>2.9</td> <td>2.07</td> <td>2.03</td> </tr> </tbody> </table> <p>Remark : Report for 2020-21 has not shared by HEI.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	3.82	4.72	2.9	2.07	2.03	2020-21	2019-20	2018-19	2017-18	2016-17	0	4.72	2.9	2.07	2.03
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0	4.72	2.9	2.07	2.03																	
4.2.3	<p>Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)</p> <p>4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs) Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17															
2020-21	2019-20	2018-19	2017-18	2016-17																	

0.87	0.20	1.82	1.43	1.17
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Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0.11	0.22	0.77	0

Remark : DVV has made the changes as per shared report of audited statement by HEI.

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

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

Answer before DVV Verification : 66

Answer after DVV Verification: 13

Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
8.56	11.9	14.61	13.3	10.85

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	15.0	15.59	13.31	25.92

Remark : DVV has made the changes as per shared report of Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary and given the 0 in 2020-21 as report has not shared by HEI.

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

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

	<p>4. ICT/computing skills</p> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: E. None of the above Remark : DVV has not consider shared report by HEI.</p>
7.1.5	<p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D. 1 of the above Remark : DVV has made the changes as per shared photo by HEI.</p>
7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has made the changes as per shared report of Built environment with ramps/lifts for easy access to classrooms by HEI.</p>

2.Extended Profile Deviations

ID	Extended Questions										
1.1	<p>Total number of classrooms and seminar halls</p> <p>Answer before DVV Verification : 23 Answer after DVV Verification : 03</p>										
1.2	<p>Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>99.12</td> <td>101.21</td> <td>114.41</td> <td>107.42</td> <td>102.21</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p>	2020-21	2019-20	2018-19	2017-18	2016-17	99.12	101.21	114.41	107.42	102.21
2020-21	2019-20	2018-19	2017-18	2016-17							
99.12	101.21	114.41	107.42	102.21							

2020-21	2019-20	2018-19	2017-18	2016-17
0	39.91	38.92	26.53	34.89

NAAC