SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

PRAMOD RAM UJAGAR TIWARI SAKET INSTITUTE OF MANANGEMENT

SAKET VIDYANAGARI MARG, KALYAN EAST, DIST. THANE (MAH), INDIA-421 306
421306
www.prutsim.edu.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

June 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Saket Gyanpeeth is a Registered Public Charitable Trust, established in the year 1994 with a vision to provide value-based quality education to rural area students in Kalyan. Saket Gyanpeeth is founded by Honourable Lion Dr. Ram Ujagar Tiwari eminent Educationalist and Social Worker. It was his vision and dream to empower and educate rural area students and provide them facilities for higher education. Saket Gyanpeeth is dedicated to the cause of quality education starting from PG (Play Group) right up to PG (Professional Studies) situated in Kalyan.

Saket Gyanpeeth's Pramod Ram Ujagar Tiwari Saket Institute of Management, incepted in the year 2009 is one of the promising B-Schools in Central Suburbs Mumbai. It is approved by All India Council for Technical Education (AICTE), Directorate of Technical Education (D.T.E)- Government of Maharashtra and Affiliated to the University of Mumbai. It has also a Ph.D Research Centre Affiliated to University of Mumbai.

Pramod Ram Ujagar Tiwari Saket Institute of Management (PRUTSIM) offers Two Years full time Masters in Management Studies (MMS) programs of University of Mumbai. The MMS programs aim at disseminating Management in the most contemporary form.

At PRUTSIM, we look into the holistic development of Students by providing value added programs which enhance their skills. To bridge the gap between Academia & Industry requirement institute conducts Guest Sessions from Industry Experts along with Industry visits & Visit to Regulatory bodies. The Institute creates zeal in our students to take up challenging assignments. This develops the right mix of managerial skills to perform effectively in various domains.

In a short span, PRUTSIM has achieved many milestones with its students performing well in their academics as University rank holders as well as corporate leaders.

Dedicated and highly experienced faculty, State of art Infrastructure, and a conducive learning environment, all make Pramod Ram Ujagar Tiwari Saket Institute of Management (PRUTSIM) an institute that gives its students the edge to face the corporate world. Well-designed add on courses, a gamut of activities, excellent corporate interface, are some of the aspects that make Pramod Ram Ujagar Tiwari Saket Institute of Management (PRUTISM) stand apart from the rest.

Vision

"To became a pioneer in Management Education by creating global leaders with strong ethical and social commitment"

Mission

- To provide quality value based education
- To metamorphose budding talent into managers par excellence

- To instill a sense of social responsibility so as to create ethical leaders
- To provide students with competitive edge in dynamic/ global business environment/ scenario
- To enrich students with pragmatic knowledge
- To facilitate personality development of the students
- To offer a platform for student community to develop professionally

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Supportive Administration and Management,

2. State of Art Infrastructure,

3. Students of weaker sections are admitted as per reservation policy and get the benefit of Scholarship schemes in large numbers,

4. The outstanding performance of the CSR Committee,

5. Remarkable result of the final year,

6. Quality teaching by highly competent faculty,

7. Student Mentoring.

Institutional Weakness

1. Lack of autonomy in curriculum designing,

2. No minor or major research projects in the last 5 years,

3. No provision of alumni funding,

4. No Funding from individuals, philanthropists,

5. No copyrights and Patents,

6. Lack of Institute Membership of Professional Bodies.

Institutional Opportunity

1. Fetching research grants from government and non-government agencies,

2. Registering alumni associations and seeking support from alumni for the development of the institute,

3. Doing MoUs with industries and institutes of good repute,

4. NIRF Participation,

5. NBA Accreditation,

6. Best Incubation & Entrepreneurial Cell.

Institutional Challenge

1. Financial crisis due to delay in disbursement of scholarship amount by the government,

2. Attracting students to participate in sports and cultural activities,

3. Funded research projects with the collaboration of government and private organizations,

4. Improvement in students' progression for competitive examinations and higher education,

5. Maintaining faculty cadre ratio.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- Curricular planning and implementation is done as per the University of Mumbai, Mumbai
- The academic Calander is prepared as per the academic calendar of Affiliating University.
- The identified gaps in the curriculum are bridged by value-added programs conducted by the institute and training programs conducted by the training and placement cell.
- The students undergo internships during their tenure of study as a mandatory curricular requirement as well as field visits/ study tours are also organized.
- The institute addresses and integrates issues relevant to gender equity, environment and sustainability, human values, and professional ethics in the curriculum prescribed by the university.
- The institute has structured feedback mechanisms to collect feedback from all stakeholders including students, alumni, parents, employers, and faculty on the academic performance and ambiance of the institution.

Teaching-learning and Evaluation

- The admission process of the institution is in accordance with the DTE, Government of Maharashtra, and affiliating university guidelines. The institute admits students from various reserved categories as per the reservation policies of the competent authority.
- The institution has proficient and devoted faculty members from diverse backgrounds.
- The institution utilizes student-centric methods and experiential learning approaches.

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- The faculty adopt ICT tools and e-resources to enrich the learning experiences of the students.
- The institute has adopted Continuous Internal Evaluation (CIE) mechanism prescribed by the affiliating university to achieve academic excellence.
- The mechanism of internal assessment is transparent and robust, covering all the learning domains.
- Examination-related grievances are addressed at the institute as well as the university level in a well-defined, time-bound, and efficient manner.
- The institution ensures good performance from students through outcome-based education by calculating the attainment of various outcomes.
- The institute has remarkable final year results.

Research, Innovations and Extension

- The institute puts in sincere efforts to promote research culture amongst the faculty and students by motivating and encouraging them to publish their work in reputed journals and conferences.
- The institute organizes various seminars, workshops, conferences, and guest lectures to upgrade the knowledge of faculty and students.
- CSR Committee, Cultural and Sports Committee, etc. have already been established in the institute to provide a platform for various extracurricular activities of the students.
- Many of the activities received awards/appreciation from renowned government and non-government agencies in the surrounding area.
- The institute organizes faculty exchange, student exchange, research related programs to promote interaction between industries and the institution via collaborations.
- MoUs are also signed with industries/ corporate houses/ educational institutions for the benefit of stakeholders.

Infrastructure and Learning Resources

- The institution has an adequate infrastructure with well-equipped classrooms, a computer laboratory, a library, and a seminar hall as per the requirement of the AICTE and Affiliating University.
- The institution motivates students to participate in various co-curricular and extra-curricular activities.
- Facilities for outdoor and indoor sports are available for the students.
- Yoga Centre is also available on campus. The institute is having a tie-up and the sessions are taken by the experts from the 100 years old Yoga Institute.
- The institution has a well-stocked library that is automated with software. The library has a good collection of books and e-books for students use.
- For effective internet access, the institute provides high internet speed and dedicated computing facilities.
- The institute has a well-defined maintenance procedure to take care of the maintenance of infrastructure including computer laboratory, classrooms, and student support facilities.

Student Support and Progression

- The students are benefitted from scholarships and free-ship schemes provided by the government and non-government organizations.
- The institute provides capability enhancement and development programmes such as guidance for

competitive examinations, soft skills development, personal counselling, yoga/meditation, and remedial coaching for students.
- Student grievances are addressed through committees such as Grievance Redressal, Anti-Ragging Committee and Internal Complaint Committee/ Anti Sexual Harassment Committee.
- Institute organizes various training programmes and placement drives on-campus as well as off-campus to provide internship & placement opportunities to first year and final year students.
- The students actively participate in sports/cultural activities and competitions organized at inter-college, intra-college, university, state, national and international levels.
- The institute also maintains strong and healthy interactions with alumni through alumni meets organized every year.
- Alumni interacts with students through Guest sessions and as visiting faculty

Governance, Leadership and Management

- The decisions and policies of the management are implemented through the Director and the coordinators of various committees.
- The stakeholders have representation on decision-making committees.
- The strategic plan is prepared and its effective implementation is carried out for the attainment of the vision and mission of the institute.
- The E-governance system is used for planning and development, administration, finance, student admission, and examination.
- Administration takes care of key attributes such as budgetary provisions, financial support, and Infrastructure development for the smooth functioning of the institute.
- For the betterment of the faculty and staff welfare measures are in place.
- The institute has a 360 degree performance appraisal system to judge the performance of teaching and non-teaching staff members.
- Fund mobilization strategies are in place as well as internal and external financial audit is conducted every year.
- The Director implements the action plan to improve the quality of the teaching-learning process of the institute as per the recommendations of the IQAC cell.
- The IQAC cell is functional and regular meetings are held, audits are done, and NAAC supporting work is carried out under the guidance of IQAC.

Institutional Values and Best Practices

- The Institute takes adequate measures to organize programs related to gender equality promotion, social responsibilities, national festivals, and birth/death anniversaries of great personalities.
- The institute has renewable energy usage, a water conservation facility, and waste management processes.
- Institute follows green practices such as tree plantation, a plastic-free campus, and paperless work to promote environmental consciousness and sustainability.
- Institute has facilities for physically handicapped students such as Ramp, Rail, Toilets, Wheel Chair and Scribe for the examination.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	PRAMOD RAM UJAGAR TIWARI SAKET INSTITUTE OF MANANGEMENT
Address	Saket Vidyanagari Marg, Kalyan East, Dist. Thane (MAH), India-421 306
City	Kalyan
State	Maharashtra
Pin	421306
Website	www.prutsim.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director(in-charge)	P. Sanoj Kumar	0251-2250469	9920600376	-	director@prutsim.edu.in
IQAC / CIQA coordinator	Shrikesh Poojari	-	9820295895	-	shrikesh@prutsim.edu.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

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Recognized Minority institution	
If it is a recognized minroity institution	Yes
If Yes, Specify minority status	
Religious	
Linguistic	Yes
Any Other	

Establishment Details

State	**University name**	**Document**
Maharashtra	University of Mumbai	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	15-05-2023	12	

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	Saket Vidyanagari Marg, Kalyan East, Dist. Thane (MAH), India-421 306	Urban	1.73	2532

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	MMS,Management	24	Graduation	English	120	100

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				3				8
Recruited	0	0	0	0	0	0	0	0	2	0	0	2
Yet to Recruit				2				3				6
Sanctioned by the Management/Society or Other Authorized Bodies				2				3				9
Recruited	1	0	0	1	1	0	0	1	3	6	0	9
Yet to Recruit				1				2				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	8	5	0	13
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	1	0	0	0	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	6	0	11
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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

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Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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**	**Others**	**Total**
	0	0	0	0

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

Programme		**From the State Where College is Located**	**From Other States of India**	**NRI Students**	**Foreign Students**	**Total**
PG	Male	59	0	0	0	59
	Female	41	0	0	0	41
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	24	6	15	16
	Female	15	8	14	6
	Others	0	0	0	0
ST	Male	1	0	0	2
	Female	0	1	0	2
	Others	0	0	0	0
OBC	Male	5	0	4	5
	Female	2	2	1	2
	Others	0	0	0	0
General	Male	43	26	58	33
	Female	24	8	26	16
	Others	0	0	0	0
Others	Male	3	2	2	3
	Female	3	1	0	3
	Others	0	0	0	0
Total		120	54	120	88

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Multidisciplinary/ interdisciplinary subjects were present in the syllabus of affiliating university. The institute has conducted Value Added Programs to make students prepared with the latest happenings in the industry and society.
2. Academic bank of credits (ABC):	Recently University of Mumbai, Mumbai has asked for creating login IDs of the students for ABC.
3. Skill development:	The institute focuses on the skill development of the students, and for the same many capability enhancement programs are conducted.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using	During the pandemic, all the events were conducted online along with a regular teaching-learning process.

online course):	For the integration of Indian Knowledge System various days are celebrated and cultural events are conducted.
5. Focus on Outcome based education (OBE):	The institute has defined various outcomes and formulated a mechanism for calculating attainment of various outcomes.
6. Distance education/online education:	During the pandemic teaching-learning process is carried out in online mode only but institute is yet to take steps regarding distance/ online education.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	No
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	No
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Nil
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Nil
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Nil

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
174	174	208	185	130

File Description	Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 12

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	12	12	12

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
78.54	58.94	76.78	59.59	55.91

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The Pramod Ram Ujagar Tiwari Saket Institute of Management (PRUTSIM) is affiliated to University of Mumbai, Mumbai and follows the syllabi prescribed by the University of Mumbai from time to time. With the provision of academic flexibility in delivering the course work by the University, careful and systemic planning is done to ensure effective delivery while maintaining the quality of work as detailed below.

Academic Calendar: The Academic Calendar is being prepared before commencement of each academic year, outlines major events and timelines inclusive of commencement and end of semesters, examinations and other related activities in line with university calendar.

Course Allotment: Courses are allotted to the faculty at the beginning of each semester. This is done by the Director in consultation with Dean Academics and respective faculty based on the expertise of each faculty.

Time-table: Depending on the number of hours stipulated for each subject, a time-table is prepared for each semester.

Lecture Plan: Each faculty is required to submit a lecture plan in the prescribed format. As such, the faculty is given flexibility in terms of pedagogy to make lectures interesting and inspiring for the students.

Guest Lectures: Eminent personalities from Academia and Industry are invited for Guest Lectures to give first-hand knowledge of contemporary business practices to students. Such sessions are planned and held on a regular basis. The main purpose is to match the "Student Profile" with the "Job Profile".

Continuous internal assessment: The internal marks are assigned as per scheme prescribed by affiliating university considering timely submission, neatness in presentation and attendance.

Curricular Feedback: A 360 degree feedback is taken from all the stakeholders on curricula and analysis is made and corrective actions are initiated. Moreover, students' feedback on teachers is formally taken in online mode and communicated to the concerned faculty member highlighting the areas of strengths and improvement.

1.2 Academic Flexibility

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during

the last five years)

Response: 20

File Description	Document
Institutional data in the prescribed format	[View Document](#)

1.2.2 *Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years*

Response: 100

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
174	174	208	185	130

File Description	Document
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The Institute implements curricula framed by the University of Mumbai and thereby strives to integrate the above-mentioned issues wherever possible. Moreover, efforts are undertaken to integrate cross -cutting issues relevant to gender, Environment and Sustainability, Human Values and Professional Ethics by conducting various awareness programs for the students and faculty through Seminars, Workshops, Symposiums, Discussions and other activities driven by students.

Gender Sensitization

The Institute is conscious towards gender issues and practices gender equality in the way work is done on day-to-day basis. The setting up of a Women's Development Cell is a step in this direction. The same has been done in order to provide a safe, dignified and congenial working environment for women faculty, students and supporting staff. Guest's Talks are organized pertaining to issues related to women. International Women's Day is celebrated every year and students are encouraged to participate in theme selection, planning and implementation.

Environment and Sustainability

Sustainability skills and environmental awareness are a priority in many corporate placements. The students are made aware about this important aspect through activities like tree plantation drive and Swachch Bharat Abhiyan. The study tours and field visits expose the students to sustainable business practices.

Human Values

Courses related to human values are imparted to the students so that they turn out to be good human beings and corporate citizens. The list of courses include; Entrepreneurship, Business Etiquettes, Public Speaking, social media Habits and Etiquettes, Environment and Ecology, Time Management and Yoga and Meditation

Professional Ethics

The students are made aware of professional ethics through regular interactions with persons from diversified fields who are invited to interact with students. In view of recent cases of frauds, scams and other unethical practices being reported, it has become mandatory to sensitize the students.

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 100

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 174

File Description	Document
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website*

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 80

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2021-22	2020-21	2019-20	2018-19	2017-18
120	54	120	88	98

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
120	120	120	120	120

File Description	Document
Institutional data in the prescribed format	[View Document](#)

2.1.2 *Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

Response: 53.33

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2021-22	2020-21	2019-20	2018-19	2017-18
53	20	36	39	12

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

2021-22	2020-21	2019-20	2018-19	2017-18
60	60	60	60	60

File Description	Document
Institutional data in the prescribed format	[View Document](#)

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 14.5

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

PRUTSIM believes in learner-centric active teaching strategies as an effective learning tool. The techniques used are broadly applicable and easily modifiable to suite the course goals.

Experiential Learning

Project Based Learning

Students work on a live or capstone project for a semester. They demonstrate their assimilated knowledge and skills by developing a presentation for the audience. As a result, students develop deep content knowledge as well as critical thinking, creativity, and communication skills in the context of doing an authentic project.

Company Visit

Students visits various companies that allows students to learn about the work environment. This allows them to meet individuals who may serve as positive role models, help make their studies more meaningful, and provide them with useful tools for their career. It also provides an opportunity to get a foot in the door and broaden their network of contacts.

Study Tours

Study Tours are arranged to give exposure of real company environment and make the students learn practice on the ground, besides overall functioning of the company.

Presentation

To improve public speaking and communication skills, students are asked to prepare on a specific topic for a presentation either individually or in group.

Role Play

In Role play students either put themself into somebody else's shoes, or stay in their own shoes but put themself into an imaginary situation. It becomes a fun and motivating activity.

Participative Learning

Debate

Regular sessions of debate are conducted which helps students to defuse in rapidly escalating situation. Debating also helps students to develop essential critical thinking skills – the ability to make reasoned and well thought out arguments in addition to questioning the evidence behind a particular conclusion.

Group Discussion

Group Discussion is another technique used to ensure that every student contributes to the discussion. This way every student is made to think and react so that their analytical abilities and communication skills are shaped and sharpened.

Problem Solving

Case Studies

Multidisciplinary case studies are used, which allow application of theoretical concepts on the case situation bridging the gap between theory and practice and help in improving critical thinking.

Faculties use ICT enabled tools to deliver effective teaching learning to all students irrespective of their teaching learning abilities. Use of ICT in teaching learning has enhanced the necessary technical skills of the teachers and the students. Teachers use licensed and trusted online applications and Learning Management tools over and above the traditional ways of teaching learning to enhance students' learning abilities. The Institute is Wi-Fi enabled and has an internet connection with 100 Mbps facilitates access to various e-resources by teachers and students. Teachers and students are able to access resources which are available online on the Institutes registered drives.

Following ICT tools provided by the Institute are adopted in the teaching learning process:

Institute has ICT enabled classrooms equipped with necessary ICT tools to facilitate lecture delivery using PowerPoint with other visual aids. Faculties uses tools to make the lecture sessions more engaging and interactive as follows –

- Videos

- Animations
- Demonstrations of software tools
- Microsoft/Google forms etc for quiz and feedback
- Access to recorded lecture sessions through Microsoft Teams

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 92.31

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
13	13	13	13	13

2.4.2 *Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)*

Response: 13.33

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2	2	2	1	1

File Description	Document
Institution data in the prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

PRUTSIM has taken various efforts to improve the performance of students by framing significant reforms for continuous internal evaluation at institutional level. Students are made aware of the evaluation process

through Orientation Program at the beginning of the semester during induction program. The main objective of this orientation is to give a clear vision and understanding to students about current examination system including internal evaluation having 40% weightage and external evaluation consisting of 60% weightage, so that they can prepare accordingly. At PRUTSIM, Continuous internal evaluation consists of 40 marks. These 40 marks are distributed into four parts as follows:

1. Mid-term Test consisting of 10 marks, conducted after 50% completion of syllabus
2. 10 marks are reserved for Attendance and Class Room Participation
3. For remaining 20 marks faculty conducts any two of the activities among the Group Presentations, Role Plays, Case Studies, Assignments, Projects and Quizzes having weightage of 10 marks each

In internal 40 marks assessment, if student is not satisfied with evaluation, student discusses one to one with concern faculty. Faculty explains area of improvement to student which helps them to overcome his/her limitations. If a student is not satisfied with marks allotted to him/her, he/she approaches exam head and discuss the problem. The Examination Head, after verifying the facts ask the students to give in writing areas where he/she feels that he/she deserve more marks. Concerned faculty re-counts and re-verifies answer. Any rectification in marks is communicated to student. Examination committee tries to resolve issues within a reasonable time period. Examination committee preserves sample main answer sheets for the period of one year. This practice helps to resolve any issue that may arise related to examination within academic tenure of students.

Examination committee helps in the administration of University of Mumbai examinations including examination form filling, hall ticket distribution, displaying seating arrangement etc. In the matter of grievance related to the hall ticket, mark sheet like printing of wrong name, the Examination Cell immediately looks into the matter and takes necessary actions. The examination related issues of the students are dealt with high priority and solved as soon as possible. If required, the committee contacts the concerned authorities of the University and tries to resolve issues on priority.

In the case of re-verification or re-counting of University of Mumbai result, the University of Mumbai needs to be contacted, a standard fee is collected by the University of Mumbai. Upon receiving the fee, the institute in-charge follows the issue with University of Mumbai till it is resolved. The University of Mumbai then re-evaluates the student's performance and communicates their decision. All grievances are, therefore, solved with utmost care to the student's satisfaction. The institute is dedicated to provide students with time-bound, transparent and efficient solutions for their examination related grievances.

2.6 Student Performance and Learning Outcomes

2.6.1 *Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website*

Response:

Vision and Mission statements are displayed on the institute website and various places like entrance of the Institute, Corridor, Director Cabin, Chairman Cabin, Library, Classrooms, Computer Lab, Boys and Girls

Common room, Placement Office, etc.

Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) have been defined by Institute. PEOs, POs and PSOs are disseminated on institute website, at the entrance of the Institute, Corridor, Director Cabin, Chairman Cabin, Library, Classrooms, Computer Lab, Boys and Girls Common room, Placement Office, etc.

The course outcomes are defined by the respective faculty member. All the faculty members are maintaining COs in their course files. COs are discussed by faculty members in the classrooms during introductory lecture of respective Subject /Course. Question papers are also designed by taking into account cognizance level of COs.

2.6.2 *Attainment of POs and COs are evaluated.* **Explain with evidence in a maximum of 500 words**

Response:

Method of Measuring PO, PSO, and CO Attainment:

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

1. Planning

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

2. Implementation

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

3. Evaluation

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

4. Action Taken

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

2.6.3 Pass percentage of Students during last five years (excluding backlog students)

Response: 91.08

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

2021-22	2020-21	2019-20	2018-19	2017-18
52	101	70	47	26

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

2021-22	2020-21	2019-20	2018-19	2017-18
53	105	71	66	30

File Description	Document
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per 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 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 in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The institute has been trying to create conducive ambiance, infrastructure, resources, confidence for enhancement of the capability of students and teachers in research and innovations. Various activities are conducted to nurture and nourish youth's minds. This helps students to understand various problems and enables them to resolve the same. The Institute Plans and implements several activities like.

(i) To facilitate and monitors the progress of the research undertaken by the faculty and students.

(ii) To Take efforts in cultivating scientific temper, research culture and aptitude among the faculty as well as the students.

(iii) To encourage the faculty members to pursue higher studies such as Ph. D., update their academic knowledge, study the contemporary issues, and publishes research papers in reputed research journals and to undertake major/minor research projects. Similarly, financial assistance and duty leave is given to the faculty attending workshops, seminars, conferences, refresher and orientation course at university, State, and National level.

(iv) The faculty is also motivated to present research papers in the conferences and seminars.

For effective teaching-learning and research, the institute has well equipped classrooms with ICT facilities. The academic calendar is prepared at the beginning of every academic year for effective planning of annual activities. Accordingly, teaching plans are prepared and followed scrupulously by the faculty.

The institute also takes efforts to create research awareness among the students. Various research activities are organized in the institute to inculcate research culture and increase research aptitude among the students. The institute has introduced many Short Term Value Added Programs / Certificate Courses for the enhancement of the skills and employability of the students. All these efforts result in as incubation in different areas.

Recently management has sanctioned funds as well as allocated infrastructure for the setting of the Incubation Center. In the near future, PRUTSIM is planning to produce entrepreneurs by providing state of the art infrastructure, guidance, and support.

The University of Mumbai has also given permission to resume the Ph.D. research center in the forthcoming academic year, 2 teachers have applied for Ph.D Guideship.

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

Response: 20

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

2021-22	2020-21	2019-20	2018-19	2017-18
5	5	4	3	3

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 5

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	12	12	12

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.3.2 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: 5

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	12	12	12

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.4 Extension Activities

3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

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

The institute tries to create awareness, social responsibility, and Environmental consciousness through talks, group discussions, rallies, debates, speeches, seminars, slogan-making, awareness drives, survey programs, workshops, and adult education programs.

A list of the CSR activities performed by the institute under, the institute - neighborhood-community network includes the Awareness on Importance of Higher Education, Voter Awareness, Tree Plantation Drive, an Awareness program on Prohibit use of Tobacco, etc. Students come in closer contact with society, the community, and the environment. Interaction with such a diversified social group helps students gain more self-confidence and develop critical thinking skills. These programs create

environmental consciousness, a sense of social responsibility, and awareness about one's health and hygiene. These programs not only help the students in their holistic development but also infuse in their leadership, equality, the feeling of oneness and cooperation, and the idea of giving back to society.

In short, the aim and objectives of the institute are to serve society, either as a source of formal education for the students or as an informal mode of education for the neighboring society.

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Sr.No	College Name	Date
1	Pragati College Of Arts & Commerce, Dombivali	2/4/2019
2	Swayam siddhi Degree College ,Bhiwandi	9/23/2019
3	Swayam siddhi Degree College ,Bhiwandi	9/28/2019
4	S.E.S Swami Hansmuni Maharaj Degree College of Commerce	1/31/2020
5	St.Paul College	3/15/2022
6	Bharati Vidyapeeth's Institute of Management Studies & Research	3/23/2018

3.4.3 *Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

Response: 56

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
11	11	11	12	11

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.5 Collaboration

3.5.1 *Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

Response: 20

File Description	Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

PRUTSIM is situated in a beautiful landscape and has a well-equipped computer laboratory, spacious classrooms, a tutorial room, and required infrastructure facilities.

Teaching-Learning Facilities:

- **Classrooms**

All the classrooms in the institute are furnished, capacious and well ventilated. All the classrooms are equipped with Desks, bench, Platform, Fans, Tube lights, green board, LCD Projector/ LED Screens, and LAN/Wi-Fi connectivity thus creating a conducive environment for teaching-learning.

- **Computer Laboratory**

Laboratory facilities are as per the AICTE norms satisfying the requirements of furniture, carpet area, lighting, and ventilation and 40 Computers.

- **Seminar Halls**

Institute has well-equipped seminar halls with adequate seating capacity, with facilities like LCD projectors, white boards, raised platforms, and a public-address system with an internet facility to make it suitable for substantial gatherings.

- **Library**

The central library is enriched with books reference, syllabi-based, motivational, competitive examinations, journals, and e-journals of all disciplines of Management Studies. English, Hindi, and Marathi newspapers are made available in the library.

Other Facilities:

- **Training and Placement Cell**

Training and Placement Cell is established to foster the needs of students. It is equipped with interview rooms, GD rooms and well-equipped seminar hall to carry out the placement drives and skill development

activities.

- **Faculty Rooms**

Individual/shared faculty rooms are available along with the required furniture and LAN/ Wi-Fi connection.

- **Washroom and Drinking Water Facility**

Adequate Gent's and Lady's washrooms are available on every floor along with water purification and cooler facility.

- **Sports**

The institute has a spacious and well-equipped indoor sports room, where students can play games. A sufficient area is allocated to outdoor sports and games with adequate facilities.

- **Cultural**

Seminar Hall is provided with the required PA Systems and other facilities to conduct various cultural activities.

Add on Facilities:

- Facilities like Canteen, Gymnasium, Yoga Centre, Parking, Reprographic Centre, First Aid, Ambulance, and Doctor on Call are also available on the campus.

4.1.2 *Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

Response: 55.61

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
39.47	30.78	38.13	42.36	32.63

File Description	Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Integrated Library Management System (ILMS): -

The Institute library is automated with e-Granthalaya Software. It is a user-friendly software developed to work under client–server environment. Users can search the library collection by Title, Author, Publisher, and Accession Number.

The software is featured with the following 6 modules to facilitate all the essential functions of the library in a computerized environment.

a.   Acquisition

b.   Catalogue

c.   Circulation

d.   OPAC

e.   Serials controls

f.   Administration

Subscription to e-resources: -

1.e-journals: DELNET

2.e-ShodhSindhu: Institute Level Membership

3.Shodhganga Membership: Faculty Level Membership

4.e-books: Free e-books Available

5.Databases: Available in Hard and Soft Copy

6.Remote access to e-resource: e-library tab created on the institutional website.

Amount spent on the purchase of books, and journals: -

In last 5 years, approximately 5% amount is spent on purchase of books, journals, and other allied library activities excluding salary.

Per day usage of the library: -

Daily more than 30 students and 5 faculty members use the library.

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection *Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

Response:

Institute provides computing facility with required configuration with 50 computer systems and laptops. These are distributed among the various departments for academic and administrative work.

The institute has high speed internet of 100 Mbps to cater the need of academics as well as allied processes.

Key Features:

• Separate computer centre, to facilitate internet access for all the students, staff and faculty members. This facility enables users to access meaningful information available online.

• Exclusive Language Laboratory having sufficient computers with software which enable the students to learn life skills by improving pronunciations with proper accent which in turn helps them in overall personality development.

• E- Governance system by use of ERPs is implemented in Administration office, Exam Section for providing efficient service to the students, staff and faculty members.

• LCD Projectors, Smart Boards, Printers, Scanners, CCTV, Wi-Fi, LAN and Internet facility etc. are also available for effective teaching learning process.

• Digital section in Central Library with high speed internet connection helps the students and faculty to browse NPTEL videos, e-journals, e-magazines, e-newspapers etc.

• Google Classroom for effective Teaching-Learning is implemented recently.

• Institute has open source software which are easily available and also purchased many software to pertain academic requirement.

• Institute has appointed dedicated team to maintain and update the IT facilities in the Institute which includes maintenance of computers, LCD Projectors, Printer, Scanner and other peripherals.

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

Response: 3.48

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 50

4.4 Maintenance of Campus Infrastructure

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

Response: 28.74

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)**

2021-22	2020-21	2019-20	2018-19	2017-18
22.82	21.4	15.86	22.82	11.86

File Description	Document
Institutional data in the prescribed format	[View Document]

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 *Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

Response: 73.48

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
171	156	177	88	48

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.1.2 *Following capacity development and skills enhancement activities are organised for improving students' capability*

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

Response: A. All of the above

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 100

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

2021-22	2020-21	2019-20	2018-19	2017-18
174	174	208	185	130

File Description	Document
Institutional data in the prescribed format	View Document

5.1.4 *The institution adopts the following for 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

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 66.22

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
44	54	49	33	16

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
52	101	70	47	26

File Description	Document
Institutional data in the prescribed format	View Document

5.2.2 *Percentage of students qualifying in state/national/ international level examinations during the last five years*

Response: 100

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

2021-22	2020-21	2019-20	2018-19	2017-18
1	5	32	32	30

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1 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) during the last five years

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

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

Response: 6.8

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
7	8	6	6	7

File Description	Document
Institutional data in the prescribed format	[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:

It is our pride to share that our alumni have held various positions Eminent postions in the various prestigious companies as in major MNCs, public sector, and government organizations on a national, regional and state level.

The institute do not have registered Alumni Association, but we are in process of registering the same.

To strengthen the alumni network by bringing all graduates together to share their experiences, offer support, and provide guidance to students. Alumni are connected to each other and teachers in various parts of world through social media sites.

Every year, the institute hosts the alumni meet. The event attracts 30 to 30 alumni on an average. During the meeting, alumni share their memories as student, experience as alumni, bond with teachers, attachment and also express their ideas for improving the institute's overall success.

Alumni effectively contribute by visiting to the institute to provide guidance through guest lectures, seminar and workshops. Now a days, they guide students using online platforms also. Students interested in pursuing higher education abroad contact alumni and get guidance from alumni who have completed higher education or pursuing higher education. Teachers act as mediators between alumni and students. This extended support helps a lot to students who are pursuing higher education in foreign countries especially. Students communicate with Alumni via phone, email, and social media.

Alumni provide input through feedback forms on the institute's infrastructure and other academic processes, as well as suggest gaps in the curriculum based on current industry demands.

In short, our alumni instil confidence in the students by relating their own journey, extending their support for extensive career and social responsibilities.

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 *The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

Response:

Governance and Leadership:-

Vision:- "To became a pioneer in Management Education by creating global leaders with strong ethical and social commitment"

Mission:-

- To provide quality value based education
- To metamorphose budding talent into managers par excellence
- To instill a sense of social responsibility so as to create ethical leaders
- To provide students with competitive edge in dynamic/ global business environment/ scenario
- To enrich students with pragmatic knowledge
- To facilitate personality development of the students
- To offer a platform for student community to develop professionally

As far as the effective leadership being in tune with the vision and mission of the institute is concerned, the Institute Development Committee takes care of planning, sanctioning, monitoring and evaluating academic and administrative wings' working. The working of College Development Committee is made more transparent and effective as representatives in it are the members from the staff and different stakeholders. Major decisions like sanctioning of budget, introducing new courses, appointment of faculty, implementation and evaluation of teaching learning process are taken by College Development Committee.

The head of the institution plays the major role in executing the decision taken by the College Development Committee with the help of IQAC.

The institute governance tries to attain the vision and mission through:-

a) Perspective Plan: Long term development to be implemented in the form of Future plan of the institute.

b) Academic Quality: To achieve academic excellence, the institute put in the assessment process which ensures the enhancement in quality of academics.

c) Students' Participation: Emphasis has been laid on the student centric approaches by involving more and more students in day to day activities of the institute.

d) Implementation of Government Schemes: GOI scholarships, State Govt Scholarship, are in practice for the welfare of the students.

e) Organizing curricular, co-curricular, and extracurricular Activities: Round the year students are exposed to curricular, co-curricular and extracurricular activities.

f) Amenities and infrastructure: Keeping pace with the increasing number of students in the institute, new material is being added to the infrastructure.

Decentralization and Participative Management:-

As mentioned in the previous section the institute governance and management operate at three levels – the overarching Trust/ Management, Director and the various committees and cells. Roles and responsibilities are distributed across these three levels, with the lower levels looking after more specific and smaller aspects of governance and management than the higher ones.

The management system of the institution is highly decentralized and participatory in nature. The higher level of management allows considerable autonomy, but also provides adequate support, to the lower level in its functioning.

The institute works on the principles of teamwork, collective responsibility, and participatory management. For various aspects of the daily work of the institute, there are committees and sub-committees to look after the work. There are similar mechanisms for overall coordination and monitoring.

6.2 Strategy Development and Deployment

6.2.1 *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

Response:

The management of the institute, Director, College Development Committee (CDC), Governing body, along with the IQAC, design the develop plans for the institute.

The governing body, College Development Committee CDC, and IQAC have members from the industry, academia, education departments who contribute to the designing of policies that satisfy the requirement of the current needs of education. Before the beginning of each academic year, the IQAC prepares the plan of action/strategic plan for the upcoming academic year. The short-term goal of the plan is to exploit the strengths and improve upon the weaknesses of the institute. The long-term goal of the plan is to attain the vision and mission of the institution.

The institute well defined organizational structure and decision-making processes. At the top of the organizational structure, there is a parent trust and College Development Committee (CDC) and Governing Body (GB). The strategic plans and decisions are taken by these bodies. The Executive Body comprises of President, Vice- President, Secretary, Treasurer, and Executive Members. Institute Development Committee works Under the Executive Body which includes Chairman, Director as a member secretary, and nominated representatives from Teaching and Non-Teaching faculty. College Development Committee reviews progress and gives approvals to various institute activities. Teaching and Non-Teaching

representatives in the College Development Committee act as an interface between staff and management, thus ensuring smooth functioning and timely implementation of policies.

The next in the hierarchy is the Director of the PRUTSIM who is responsible for academics and administrative activities.

Organization Structure:-

Academic Staff:- Director, Professor, Associate Professor, Assistant Professor.

Office:- Office Superintendent with Administrative Officer, Senior Clerks, Junior Clerks, Computer Operators, Peon, Driver, Gardner

Library:- Librarian, Library Attendant

Recruitment Procedure:-

Recruitment is done by the following norms laid out by the University of Mumbai and other regulatory bodies.

Promotion:-

There is a promotional procedure determined by the University of Mumbai and AICTE which is duly followed by the institution.

Grievance redressal mechanism:-

There is a grievance redressal committee at the institute and also at the university which resolves grievances of stakeholders.

6.2.2 *Institution implements e-governance in its operations*

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

Response: A. All of the above

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

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

Faculty:

• Motivates and deputes faculty for pursuing higher education.

• Encouragement for the faculty for attending workshops, conferences, seminars, short term courses and faculty development program.

• Encourages the faculty to become members of professional bodies and to participate in the activities organized by them along with financial support.

• Encourages the faculty to undergo training and visit the industry of their domain.

• Encourages the faculty to receive research grants for their projects and provides support.

• Promotes and motivates the faculty to use the ICT tools in their teaching-learning process.

• Encourages the faculty for publication of research papers in reputed Journals/conferences along with financial support.

Non-Teaching Staff:

• Institute organizes training programs as per the need for skill development of non-teaching staff.

• They are encouraged to participate in the organization of technical events.

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

1. Provident Fund

2. Fees concession and priority in admissions to the wards of faculty and staff.

3. Leaves (Casual, Earned, Medical, Vacation) as per University norms.

4. Maternity leaves for female faculty and staff.

5. Medical Facility/ First Aid.

6. Group Medical Insurance.

7. Gratuity as per government norms.

Performance Appraisal System for Teaching and non-teaching staff:-

The institute adopts a self-assessment appraisal system to monitor the performance of faculty and staff. Academic Performance Indicator (API) forms are filled out by all faculty and staff members. There are three different API forms for faculty, technical staff, and supporting staff members.

The information in the faculty API form includes general information, Academic background, qualification up-gradation, STTP, FDP, Workshop, Conference, Orientation Program attended during the year, Co-curricular and Extra-curricular activities, research and publications, and other academic contributions. The API from provides self-assessment, assessment by Director.

Self-assessment of technical staff is based on Laboratory responsibilities, Administrative responsibilities, Assistance in Teaching Learning Evaluation (TLE) methodology, HOD's report, and Director's report.

Self-assessment of supporting staff includes information related to Administrative responsibilities handled, official report, Director's report.

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

Response: 100

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**

2021-22	2020-21	2019-20	2018-19	2017-18
12	12	12	12	12

File Description	Document
Institutional data in the prescribed format	[View Document](#)

6.3.3 *Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

Response: 100

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
27	26	28	19	21

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
15	14	16	7	9

File Description	Document
Institutional data in the prescribed format	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The institute is self-financing and the main source of the income is tuition fees and development fees. As per the annual requirement, proposed budget is prepared by Director and accountant considering previous year actual expenditure and future plans. Proposed budget are finalized in meetings with College Development Committee. The deficit, if any, is taken care of by management through bank loans or other provisions.

The process for mobilization policy is given below:

•Institute detailed budget.

•Institutional receipt (Tuition and Development fee as per FRA) are properly deposited and utilized for institute's salary and non-salary expenditure. This complete process is monitored by account officer and Director.

•As per the requirements of different departments, laboratory, central library, store and student support and infrastructure facilities, quotation are invited from the suppliers/dealers/contractors. The comparative statements are prepared and Director forward the recommendations in consultation with the concerned in-charges, Head of Departments to the management. Order is placed by the office to respective agencies.

Mechanism of Internal and External Financial Audit:-

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

Institution Internal Audit:-

Internal financial audit is a continuous process and accountant mainly handle it. Internal audit is carried out annually.

Institution External Audit:-

Every year a group of external auditors comprising a team of chartered accountants perform the auditing of the institute's financial records and book as per guidelines of the income tax department. For external audit, Management has appointed chartered accountant M/S Attar and Co. who takes care of external audit at the end of every financial year.

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Pramod Ram Ujagar Tiwari Saket Institute of Management undergoing for the first cycle of NAAC, As an IQAC we initiated various agendas by keeping in a point of view of NAAC quality mandate which are as follows:

Criterion 1: Curricular Aspects:

• Every year Value-added programs and life skills programs for students have been conducted.

• The institute has restructured the feedback mechanisms for all stakeholders including Students, Alumni, Parents, employers, and Teachers.

Criterion 2: Teaching- Learning and Evaluation:

• The institute has catered to the learning needs of students of different backgrounds and abilities.

• The institution utilizes student-centric methods and experimental learning approaches.

• The institution has ensured the use of outcome-based Education by calculating attainment levels of outcomes by direct and indirect assessment techniques.

Criterion 3: Research, Innovation, and Extension:

• The institute has put sincere efforts to promote research culture amongst the faculty and students

by motivating and encouraging them.

• To upgrade the knowledge of faculty and students institute has organized various seminars and guest lectures.

• CSR activities are conducted through CSR Committee, and various activities such as Tree plantation, Blood donation, etc. are organized and received awards/appreciation from renowned agencies in the surrounding.

• MoUs are signed with the GOs, NGOs, Industries, and educational institutes for allied activities.

Criterion 4: Infrastructure and Learning Resources:

• Budget is allocated and expenses are made for Infrastructure Augmentation and Repairs and Maintenance Every Year.

• Upgradation and Maintenance of IT facilities have been carried out every year.

Criterion 5: Student Support

• The students of the institute benefitted from scholarships and a free-ship scheme provided by Government and Institute.

• Student grievances are addressed through committees such as Grievance Redressal, Anti-Ragging & Women Internal Complaint, or Anti sexual Harassment Committee.

• The institute maintained strong and healthy interactions with alumni through alumni meets organized.

Criterion 6: Governance, Leadership and Management

• The strategic plan is prepared and its effective implementation is done for the attainment of the Vision and Mission of the institute.

• IQAC is functional and contributes in enhancing quality culture of college.

Criterion 7: Institution Values and Best Practices

• The institute has Girls' and Boys' common room as common facilities and separate provisions for facilities of differently abled (Divyangjan) students.

• Institute follows green practices such as tree plantation, a plastic-free campus, paperless work, and outside campus parking to achieve environmental consciousness and sustainability.

6.5.2 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. *Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

Response:

Promotion of gender equity:-

To understand the importance of gender equality in students and employees, institute pays attention to provide equal chances to all for the activities which include their personal developments, Higher education, extra-curricular and co-curricular activities, female students and staff has given equal representation on various committees formed at department as well as institute level. Institute has formed woman's grievance cell to sort-out the issues raised. Awareness talks by various experts arranged throughout the year.

Security and Safety:

• Institute is very much serious about security and safety. 24*7 high security is provided by security team to all staff members and students in institute campus. Outsiders are not allowed in institute premises until and unless they maintain their entry in security register.

• IDs are issued to all students and staff members and it is to be verified by security officer frequently.

• CCTV cameras are installed near the office and Exam cell which ensure safety of students, staff and facilities provided in institute.

• Institute is also having floor wise fire extinguishers at appropriate places.

• Anti-Ragging committee and Women Development Cell is formed to resolve student problems.

• Girls and boys together take parts in various events.

• Cultural events/festivals like Traditional Day, Navratri festival, and Fresher party etc. are conducted, which also create an awareness and make the students to understand the gender equality.

• Institute gives equal chance to both girls and boys to participate in institute as well as inter collegiate activities.

• Sanitary napkin vending machine as well destroyer is provided to maintain the hygiene of all.

Counselling:

• Faculties are appointed as mentors to the group of students who take care of growth and safety of

their students.

Common Rooms:

• Well-furnished and specious common rooms for Girls and Boys is allotted separately.

Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals:-

National and international commemorative days:

1. Independence Day

2. Republic Day

3. International Women's Day

4. Teachers Day (Dr. Sarvapalli Radhakrushnan Birth Anniversary)

5. Library Day (Dr. S. R. Ranganathan Birth Anniversary)

6. Engineers Day (Sir M Visvesvaraya Birth Anniversary)

7. Yoga Day

8. Youth Day

Birth/ Death Anniversaries:

1. Gandhi Jayanti

2. Ambedkar Jayanti

3. Shiv Jayanti

Events:

1. Annual Sports

2. Annual Cultural

3. CSR Activities

4. Technical Events

Festivals:

The holiday is given to celebrate-

1. Diwali

2. Navratri

3. Christmas

4. Makarsankanti

5. Eid

7.1.2 The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: A. All of the above

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of

citizens (Within 500 words)

Response:

The Institute provides education to all students irrespective to their culture, region communal socio economy and gender. The Institute has faculty and staff members from different culture, region and community. The Institute provides same platform to all students, irrespective to their culture, region and community. All students participate together in all activities of the institute like Sport, Cultural and Extension/ NSS activities.

The Institute organizes various activities in the campus for inculcating values for being responsible citizens as reflected in the Constitution of India. Some of the events celebrated every year are as follows:-

• The Institute celebrates Independence Day on 15th August and Republic Day on 26th January every year. On this occasion, a program comprising of speeches on national importance, patriotic songs and dances used to be organized with full patriotic enthusiasm.

• Various types of Pledge taking activities, as per Government directives, are also organized from time to time in the Institute.

• The Institute also used to organize Integrity Pledge Day on 31st October every year on the birthday of Sardar Vallabh Bhai Patel as the symbol of Unity Day.

• The Institute organizes Swachh Bharat Campaign for the awareness about Swachhata in the neighbourhood on the occasion of Gandhi Jayanti.

• Programs imbibing Human Values and Professional Ethics are also organized regularly in the Institute under extension activity cell.

• Institute used to pay respectful homage to Missile Man and Former President of India Dr. APJ Abdul Kalam on his birth and death anniversaries.

• Road Safety Awareness Programs were conducted every year in the Road Safety Week, where students take out rally to educate society about importance of helmet.

• For every Local, Vidhan Sabha and Lok Sabha election holiday was given for the students and staff to caste the vote, as well awareness of voting is also spread in neighbourhood.

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 – I

Title of the Practice: Value-Added Training Imparted by the Institute

Objectives of the Practice:

Train the students to meet the growing demands of the corporate sector. So institute has decided to start value-added training programs in the institute to increase the employability of the students through campus placement.

The Context:

The Institute is affiliated with Mumbai University, Mumbai, and follows its curriculum and academic structure designed by the University. Obviously, the pace of updating the syllabus in response to the needs of the industry cannot be maintained. Most of the students admitted to the institute are lacking in communication skills and soft skills. All this contributed to lower selection rates in recruitment drives of various companies.

The Practice:

The policy consisted of the methodology and schedule of imparting various inputs to the students in order to improve the performance of students in recruitment drives. The inputs were subdivided into systematically designed Value Added Programs catering to communication skills, domain knowledge, and soft skills.

Evidence of Success:

Increase in average placement percentage in recruitment drives of various companies is seen.

Year	VAPs Conducted	Number of Eligible for Placements	Number of Students Placed	Average Per
2021-22	4	52	44	84.61
2020-21	4	101	54	53.46
2019-20	4	70	49	70
2018-19	4	47	33	70.21
2017-18	4	26	16	61.53

Problems Encountered and Resources Required:

One of the major problems faced was the availability of time. Giving these extra inputs as per the planned schedule was difficult to adjust in the academic schedule.

Best Practice – II

Title of the Practice: Effective use of pedagogical tools to enrich teaching learning process.

Objective of the practice:

- Catering to the needs of the diverse category of the learners
- Reaching out to the bottleneck of the class
- Making learning interactive and long-lasting process
- Making the teaching learning process effective.

The Context:

Teaching to millennial generation is very complex and ambiguous process as most of the learning happens out of the class in terms of internet, blogs, video platforms and social media. This put forth a great challenge to the teaching fraternity to engage with the students and make them attentive and retain their interest in the courses offered by the curriculum.

The Practice:

One of the practices adopted by the institute is making use of the diverse pedagogical tools which ensures that sincere efforts are made by the faculty members to enrich the process teaching learning process. Following list indicates pedagogical tools adopted along with the conventional methods by the faculty members of the institute

- PPT Presentation: For most of the courses this tool is mostly preferred.
- NPTEL/SWAYAM/MOOCs Courses: Students are advised to take up the course on the online platforms. Computer lab with internet is made available for the students.
- Webinar: This tool is suitable for the courses in which contemporary topics are included for e.g. Quality Management, Technology Management etc.
- Seminar/Workshop/Conference: Students are encouraged to attend the seminars and workshop to understand recent developments.
- Field Visit: For the students to corelate theory knowledge gained in classroom with industry specially for marketing.
- Assignments: During the semester students are given the assignments.
- Internship: Internships is mandatory as per affiliating university to add value to the resume also they can connect theory with practical exposure.
- Publication of Research Paper: Faculty guides student to write a research paper on the contemporary topic which gets published in the journals and/or seminars
- Industrial Visit: Every year industrial visit is arranged by the college which helps students to experience the working environment of the industry.
- Group Assignments: Group assignments given by the faculty encourages team participation and leadership qualities development.
- Open Book Class Test and Surprise Test: This tool seems effective for the courses which involves concept based questioning.
- Smart search on Smart Phone: For research oriented courses faculty encourage students to use of mobile handsets in the classroom to improve the quality of the discussion.

Evidence of success:

By the use of pedagogical tools to enrich teaching learning process, we have observed that pass percentage of students is incremental.

	Number of students appeared in the final year examination	Number of students passed in the final year examination	Average Percentage
2021-22	53	52	98%
2020-21	105	101	96%
2019-20	71	70	98%
2018-19	66	47	71%
2017-18	30	26	86%

Problems Encountered and Resources Required:

One of the major problems faced was physical asset requirements & budgetary allocations.

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:

Extension Activities through Corporate Social Responsibility Committee.

The objective of the Practice: To promote extension activities in the neighborhood community

The Context: To provide opportunities to inculcate the qualities among the students to understand social consciousness and the problems of communities. These activities sensitize the students to social issues and develop belongingness to the welfare activities of society.

The Practice: The CSR Committee conducts various activities like environmental protection, cleanliness drive, tree plantation, health awareness rallies, etc.

Evidence of Success: Institute is appreciated by benefitted community through recognition letters received as well as activities got covered in newspapers and local media.

Problems Encountered and Resources Required: It finds difficult to arrange funds and appropriate resource persons for the conduction of activity on a large scale.

5. CONCLUSION

Additional Information :

The institute has a dream of creating a benchmark in imparting quality education and it aims to produce quality graduates through extensive teaching, learning, and continuous all-round activities. The Institute involves all stakeholders by organizing parents, alumni, and employer meetings. Moreover, the stakeholders are invited to various committees either to contribute to academic or non-academic affairs or to keep students upgraded with the latest happenings in their respective fields. Faculty and staff also have representation on various committees where they contribute to decision-making. In a nutshell, the institute is working for the betterment of society by involving all stakeholders.

Concluding Remarks :

We cordially invite the NAAC peer team to visit our institute and evaluate or assess the institute for the accreditation process.