YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution NAVJEEVAN INSTITUTE OF MANAGEMENT

- Name of the Head of the institution DR SHINDE SUVARNA RAHUL

- Designation I/C DIRECTOR

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 02532393827

- Mobile no 9604101118

- Registered e-mail navjeevan.mba@gmail.com

- Alternate e-mail navjeevan.mba@gmail.com

- Address Shivshakti Chawk, 4th Scheme, CIDCO , Nashik

- City/Town Nashik

- State/UT Maharashtra

- Pin Code 422008.

2.Institutional status

- Affiliated /Constituent Affiliated

- Type of Institution Co-education

- Location Urban

- Financial Status **Self-financing**

- Name of the Affiliating University **Savitribai Phule Pune University**
- Name of the IQAC Coordinator **Dr Nutan Pawar**
- Phone No. **02532393827**
- Alternate phone No. **9604101118**
- Mobile **9823555580**
- IQAC e-mail address **nutan.sai@gmail.com**
- Alternate Email address **nutan_2753@rediffmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) https://navjeevanmba.com/aqar-ay-2021-2022/

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://navjeevanmba.com/academic-calender/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**Nil**	**71.05**	**2004**	**03/05/2004**	**03/05/2009**
Cycle 2	**B++**	**2.86**	**2019**	**08/02/2019**	**08/02/2024**

6.Date of Establishment of IQAC **22/06/2012**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year   3

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

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

1) IQAC arranged 30 hours Ms Excel workshop for the MBA I/II Students 2) IQAC have sent 10 student for Two Month Training programme of NIMA (Nashik Industry Manufacturing Association) 3) IQAC revised HR Policy 4)IQAC encouraged students during the year for higher progression , certificate courses 5) Standard Operating procedure (SOP) was developed for various events and activities

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
MS Excel workshop	More than 60 students successfully attended and cleared MS Excel workshop and its exam
SOP (Standard Operating Procedure)	Efficiency in various activities and events
NIMA Exhibition	10 students successfully completed 2 month rigorous training
Industrial Visit	Industrial visit at Sahyadri Farm
Participation of staff at various bodies of SPPU	Dr Suvarna Shinde, Director was elected as Board of studies , HRM at SPPU
FDP / Research Publication/ Book	4 Research paper of faculties were accepted and published in UGC care listed journal and 1 book was published by faculty.

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	10/06/2023

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	**NAVJEEVAN INSTITUTE OF MANAGEMENT**
• Name of the Head of the institution	**DR SHINDE SUVARNA RAHUL**
• Designation	**I/C DIRECTOR**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**02532393827**
• Mobile no	**9604101118**
• Registered e-mail	**navjeevan.mba@gmail.com**
• Alternate e-mail	**navjeevan.mba@gmail.com**
• Address	**Shivshakti Chawk, 4th Scheme, CIDCO , Nashik**
• City/Town	**Nashik**
• State/UT	**Maharashtra**
• Pin Code	**422008.**
2.Institutional status	
• Affiliated /Constituent	**Affiliated**
• Type of Institution	**Co-education**
• Location	**Urban**
• Financial Status	**Self-financing**
• Name of the Affiliating University	**Savitribai Phule Pune University**
• Name of the IQAC Coordinator	**Dr Nutan Pawar**

• Phone No.	**02532393827**
• Alternate phone No.	**9604101118**
• Mobile	**9823555580**
• IQAC e-mail address	**nutan.sai@gmail.com**
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4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://navjeevanmba.com/academic-calender/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Cycle 2	**B++**	**2.86**	**2019**	**08/02/2019**	**08/02/2024**

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

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• Upload latest notification of formation of IQAC	<u>View File</u>
9.No. of IQAC meetings held during the year	**3**
• Were the minutes of IQAC meeting(s)	**Yes**

and compliance to the decisions have been uploaded on the institutional website?		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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27-05-2024 02:15:19

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MS Excel workshop	More than 60 students successfully attended and cleared MS Excel workshop and its exam
SOP (Standard Operating Procedure)	Efficiency in various activities and events
NIMA Exhibition	10 students successfully completed 2 month rigorous training
Industrial Visit	Industrial visit at Sahyadri Farm
Participation of staff at various bodies of SPPU	Dr Suvarna Shinde, Director was elected as Board of studies , HRM at SPPU
FDP / Research Publication/ Book	4 Research paper of faculties were accepted and published in UGC care listed journal and 1 book was published by faculty.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	10/06/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	23/12/2022

15.Multidisciplinary / interdisciplinary

Institute is affiliated to the Savitribai Phule Pune University and adheres to the curriculum given by the University. The syllabus is revised every three years, now we are following 2019 pattern for MBA (II year) and 2022 pattern for MBA (I year). A

discussion among the faculty members were initiated on the key principles of NEP such as diversity for all curriculum and pedagogy with technological innovations in teaching and learning, encouraging logical decision making and innovation, critical thinking and creativity. Academic programmes are redesigned by the Savitribai Phule Pune University will provide Multidisciplinary /Interdisciplinary courses as electives. When a learner successfully completes the courses provided in an academic program at a certain level, he/she is allowed to transfer his/her credits in some of these courses to another same-level academic program having these courses in common.

16.Academic bank of credits (ABC):

NIM being affiliated to SPPU,Pune have made it mandatory for all students to get registed for ABC. So as per directives of SPPU our all MBA I/II year students are registered for ABC.

17.Skill development:

Our MBA programme is designed in such a way to mould future managers thoroughly conversant with the application of tools and techniques of modern management practices in order to align with industry needs. This new pattern of MBA syllabus adopted curriculum and the training imparted will help our management programme aspirants to get fully trained in accordance with the industry requirements. We strive to enhance the employability for our graduates as per the industry's current human resources requirements. The MBA program has specialization in marketing, finance, human resources, business analytics and operation -supply chain management. We have introduced add-on and certificate courses like personality development, Advanced MS Excel, Entrepreneur Development, Mindfulness at workplace etc for improving management skills.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

We understand the cultural values permeated by the literary works in Marathi. We celebrate Marathi bhasha Din and Maharashtra Day to promote the preservation and protection of our Marathi language. We also celebrate days like Shivraj Abhishek Sohala where in students perform various events like lati game, dance on traditional songs, speeches on great warriors etc. The affiliating University curriculum is framed with mandatory courses like Professional ethics and human values, human rights, Constitution of India, Essence of Indian Traditional Knowledge, as a small step to inculcate constitutional obligations among the

students. We celebrate national constitution day on 26th November every year, wherein we take oath to abide by constitutional norms, we as citizen must have rights and duties, and those are shared with the students and all staff members on the occasion on the constitution day.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

MBA programme is offered as outcome-based education (OBE) which is designed by the Savitribai Phule Pune University. We follow the guidelines regarding Graduate attributes (GA), programme outcomes (PO), programme specific outcomes (PSO) and course outcomes (CO)given by the University. All courses are designed with outcomes based on cognitive abilities (Blooms taxanomy) namely Remembering, Understanding, Applying, Analyzing, Evaluating and Creating. Apart from the domain specific skills, learning outcomes at all levels ensure social responsiveness and ethics, as well as entrepreneurial skills so that student contributes proactively to economic, environmental and social well-being of the nation.

20.Distance education/online education:

We had conducted online classes during the Covid -19 pandemic. We know that educational institutions in the country has increasingly involved in using the digital platforms for engaging classes, conducting conferences and meetings. For online classes and webinars, we use platforms like Zoom Meet and Google meet.

Extended Profile

1.Programme

1.1   1

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   171

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2   **75**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	[View File](#)

2.3   **43**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **10**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **10**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**1**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**171**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**75**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**43**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**10**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	10

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	6
4.2 Total expenditure excluding salary during the year (INR in lakhs)	7223085
4.3 Total number of computers on campus for academic purposes	60

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

NIM is an MBA institute affiliated to SPPU, recognized by AICTE and approved by DTE (Govt. of Maharashtra). Institute offers a full time 2 years MBA program offering multiple specializations. Program follows SPPU syllabus which is regularly revised.

Institute have setup various committees like IQAC, Examination committee, which especially governs, plans and monitors academic curriculum and activities.

At the start of Academic year, well-planned Academic Calendar is prepared and monitored by Coordinator for effective delivery of curriculum. For efficient curriculum delivery, faculties were allotted their respective subjects from the SPPU syllabus, and accordingly the teaching plan, relative concurrent evaluation and CO-PO's were mapped. NIM in association with SPPU offers various certificate courses to students periodically. Topics relevant to syllabus and career oriented are covered by

conducting seminars, Guest lectures and workshops for their overall development. Personality & communication development aspects are developed in the students through various extension activities like Cultural activities, Management activities and Sports Activities.

In each semester the feedback of curriculum was taken from the various stakeholders and analyzed thoroughly and then the action was taken accordingly. Also major suggestions were conveyed by the director to the various University committees.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://navjeevanmba.com/academic-calender/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Commencement of Academic year takes place as per the guidelines of Savitribai Phule Pune University (SPPU).

Before the commencement of Academic year, Navjeevan Institute of Management (NIM) prepares an academic calendar based on the schedule shared by Savitribai Phule Pune University (SPPU) to facilitate planning for staff, faculty and the students.Once the calendar is verified and approved by the Director of the institute. the same is displayed on the notice board and is shared on theinstitute's website. The detail discussion about Academic Calendar is also done in an Inductionprogram conducted for students for their better understanding of academic activities.

Academic Calendar comprises of 5 parts viz. Curricular Activities,Co-Curricular Activities, Extra-Curricular Activities, Supportive Activities and Administrative Activities.

- Curricular activities mainly include workshops, orientation program, class tests & tutorials, internal exams, Project Viva internal, etc.
- Co-curricular activities mainly include management games, competitions, Professional Development lectures, etc.
- Extra-curricular activities mainly include industrial

- visits, cultural & sports activities, alumni meet, etc.
- Supportive activities mainly include workshop supporting curricular aspects, social activities, industry interactions, etc.
- Administrative activities mainly include preparing lecture plans, tutorial & classes schedule, student evaluation reports, University compliance reports, etc.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[https://navjeevanmba.com/academic-calender/]()

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File]()
Any additional information	[View File]()

1.2 - Academic Flexibility

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

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

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

3

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

138

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

1.3 - Curriculum Enrichment

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

Institute follows SPPU Curriculum Courses integrating issues related to Professional Ethics: The courses like Indian Ethos &business ethics, Business communication, Life Skill, Personality Development, Legal Aspects of Business, Labor Laws, Employment Relations, etc. spotlight on building up with Professional Ethics in students. Also, various guest lectures

&soft skill development programs are planned by the institute. Institute also has designed certificate course for students.

Human Values: Indian Ethos and business ethics, OB, Startup & New Venture Management, HRM, etc. are courses that deal with students about human values and behavior. This course helps students recognize how they behave, respect each other, self-discipline, patience, kindness, lasting values, and relationships of trust.

Environment & Sustainability: Courses such as Economic Analysis for Business Decisions, Strategic Management, Startup and New Venture Management, Management for Sustainability, etc. are offered. We also organize programs such as tree-planting trips, electronic waste fundraising, and Svaccha Bharat Abhiyan to raise local awareness and fulfill our social responsibilities.

Gender: Courses such as Human Rights-I, Human Rights-II, and Global HR are included in MBA programs that specifically focus on gender and human rights issues. The Institute also organizes various programs such as health check camps, International Women's Day, and celebrations on Human Rights Day.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

67

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://navjeevanmba.com/aqar-ay-2022-2023/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://navjeevanmba.com/aqar-ay-2022-2023/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

171

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

75

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

An Induction Program is arranged by NIM every year for the MBA I students where First year Course Curriculum/Examination

structure,Academic Calendar, Passing criteria, grading pattern, reexamination, Code and conduct is discussed.

The institute continued to assess the learning levels of the students during the tough times of covid pandemic in the following manner.

At Entry level (Semester-I): Graduation Marks and Computer Literacy & General Knowledge Test were considered to access learning level of the student. During the Semester (All Semesters): Mentor is alloted to the group of 15 to 20 students. During mentorship session, students were asked to carry out their own SWOT analysis and discuss the problems with mentor. At End of the Semester: Students performance was evaluated using University Exam Results.

In these manner students learning levels were identified through continuous monitoring. In addition to this, various inputs were given to students as per their learning levels such as

For advance learners

- Research Papers
- Participation in Webinars/Online workshops etc.
- Online IPR sessions & Case study workshops
- Online Assignments and online tests

For Slow learner

- Remedial lectures
- Online Slow and repetitive teaching
- Online Question Bank
- E-Notes, PPTs
- Aptitude Test, Mock GD & PI
- Participation in webinars

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/academiccalender/
Upload any additional information	View File

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

Number of Students	Number of Teachers
180	9

File Description	Documents
Any additional information	[View File](#)

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

1) Experiential Learning: Excel Lab sessions are conducted to learn about representation of pie charts graphs etc. Students undertake dissertation & summer internship project work to understand the contemporary issues in management. This leads them to mining data from different sources and approaches to the issue at hand.

2)Participative Learning: The Institute uses many methods for participative learning like Group Discussions, Presentations, Management Games, webinar conferences etc. We make every effort to complete the syllabus, go beyond what is prescribed in the syllabus. The internal assessment includes case study, role play, group work, assignments, presentations and team building activities which are very crucial for their professional development so that student can hone their skills with respect to application of knowledge, analysis and solving of problems and coming up with innovative alternatives to address the pain points of the business world. Students participate and organizes competitions related to business, sports and culture.

3) Problem Solving Methodologies: Student should learn to identify problems and use innovative thinking to solve problems faced by business organizations. Activities such as include - Case Analysis and Discussions, Research Projects etc.

4) ICT Enabled Teaching-Learning: NIM use a diverse set of ICT tools to create, communicate, circulate, store and manage information. Faculty members used Google meet or Zoom to conduct tests and for lecture delivery. At NIM we have two Smart classrooms, each with audio and video facility. Digital library in NIM is equipped with E-Resources like DELNET, Swayam, MOOC and NDL.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	[https://navjeevanmba.com/academic-calender/]()

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

NIM uses various ICT tools to create, communicate, disseminate, store and manage information.NIM has blended its Traditional teaching and Learning tools, typically considered as the boards and charts along with the modern ICT tools like social media, virtual communication platforms and classrooms equipped with projectors and computers.Faculty used various ICT enabled tools to enhance quality of teaching learning like 1. Faculty members used Google meet or Zoom forlecture delivery. Also used interactive methods like PPT with animations, Video, Use of online resources from NPTEL, YouTube links, Virtual labs etc. 2. NIM used WhatsApp group for any announcements, address queries, and share information 3. In problem solving subjects faculty have used Google sheets in Google meet, Recorded video. 4. For sharing notes google classroom by faculties were created 5. Online tests and assignments are given through Google forms. 6. Webinars, Workshops, Guest lectures, Project presentation, Debates, Group discussions, mentoring were conducted through Google meet or Zoom platforms. 7. NIM has well equipped computer centre with desktop computers, printers, Server, application software. 8. For the extra curriculum courses students are advised platforms like Swayam, Research Gate, Google Scholar etc. For the communication, networking and relationship management, Social Media Platforms like Facebook, Linked in, Instagram are used.

File Description	Documents
Upload any additional information	[View File]()
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File]()

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the

latest completed academic year)

2.3.3.1 - Number of mentors

6

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

9

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

3

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

9

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

REFORMS IN CONTINUOUS INTERNAL EVALUATION (CIE) SYSTEM AT THE INSTITUTIONAL LEVEL

Navjeevan Institute of Management is affiliated to the Savitribai Phule Pune University, Pune and adheres to the syllabus prescribed by the SPPU.

There shall be University evaluation for each full credit course as per the time table announced by the University. The evaluation by the University for Full Credit Courses shall comprise of two parts:

a) Internal Examination for 50 marks.

b) Written Examination (subjective – concept plus case study / application oriented type) for 50 marks.

Internal Assessment

Institute has designed Concurrent Internal Evaluation for the Internal Assessment. All faculty members carry out the evaluation as per the guidelines of Savitribai Phule Pune University.

External Paper

The syllabus for each course is organized in 5 units. The end-

semester University evaluation cover the entire syllabus prescribed for the course. For University evaluation (Written Examination – subjective type of 50 marks) of each full credit course.

Link for Grievance: - https://docs.google.com/forms/d/e/1FAIpQLS eZS7abP4-T_oz5cZBpbkmxu-Wwj0rfWTkbf5q0oJmy1vnMow/viewform

File Description	Documents
Any additional information	[View File](#)
Link for additional information	[https://navjeevanmba.com/examinationguide line/](#)

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

At Institute Level: -

- Navjeevan Institute of Management, as per the guidelines of Savitribai Phule Pune University have appointed Chief Examination Officer to handle all the roles & responsibilities of Internal and External Examination related matters.
- The grievance related with the examination is being handled by the Chief Examination Officer, NIM at the first stage.
- Aggrieved students having any grievance related to examination shall contact CEO or can raise grievance through link https://docs.google.com/forms/d/e/1FAIpQLSeZS 7abP4-Toz5cZBpbkmxu-Wwj0rfWTkbf5q0oJmy1vnMow/viewform displayed on website.
- After understanding all the facts, CEO will provide the solution to the student.
- The motive of the Institute while handling the grievance is that issue should be resolved or settled promptly at the first stage itself.
- But, if the issue still remains unsolved, the aggrieved student/s can take his/her grievance to Director, NIM.
- Final Decision of the Director, NIM will be final & binding on all the parties.
- The grievance resolved and action taken is been recorded

by CEO, NIM.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://navjeevanmba.com/examinationguideline/

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.

Savitribai Phule Pune University has clearly stated course objectives, course outcomes (COs) for all courses in the revised MBA curriculum in year 2019. The institute has displayed and communicated PEOs, COs, POs, PSOs, to the students and teachers in the following ways:

- **PEOs, COs, POs, PSOs are displayed on the institute's website**
- **PEOs, COs, POs, PSOs are discussed with students during the syllabus orientation programme separately arranged for teachers and students.**
- **Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students**

The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and Academic monitoring Committee meeting

The students are also made aware of the same through lectures.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://navjeevanmba.com/curriculum/
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

NIM committee members discuss every year's objectives of Institute in the meeting which happens before the start of the Academic Year with the Managing Trustees.

Programme Outcomes (POs): To describe what students of the programme are expected to know and be able to perform or attain by the time of completion of their 2 Years Full-Time MBA Program.

PROGRAM SPECIFIC OBJECTIVES (PSOs)

To perform or attain by the time of completion of their MBA Program.

1. Bridging the gap between Campus offering and Corporate requirement.
2. Healthy Learning Environment.
3. Core Competence Enhancement.
4. Effective Communication Development.
5. Improving Decision-Making ability.
6. Enhancing Leadership & Team working Qualities.

Course Outcomes (COs)

Upon completion of the MBA Program, students will:

- Demonstrate Professionalism, self-awareness, leadership, and effective communication skills.
- Possess the skills required to work & lead effectively in any corporate environment.
- Demonstrate the Problem-solving ability and offer creative solutions.
- NIM ensures to do Continuous Internal Evaluation (CIE) of all the 1st and 2nd Year students of MBA Course.

Every teacher while doing the internal evaluation of any General and Specialization subject, refer to the Course Outcomes expected from students and follow the standardized internal process of evaluation of students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://navjeevanmba.com/curriculum/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

43

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://navjeevanmba.com/result/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://navjeevanmba.com/aqar-ay-2022-2023/

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 year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

NIM has established the "Startup and Innovation Cell." The

institute promotes methods for establishing an "environment forinnovation" that is focused on "knowledge production and transfer."Pillars of 'Environment for Innovation':

Pillar 1] Working of Startup and Innovation Cell: This cell has been established to enhance the born entrepreneurial skills among the students as well as to upgrade those students who have lack of these skills.

Pillar 2]Rural Entrepreneurship Development(RED cell): With a Mission to inculcate Entrepreneurship among students in Rural India, Navjeevan Institute of Management (NIM) has constituted Rural Entrepreneurship Development (RED) Cell under Mahatma Gandhi National Council for Rural Education (MGNCRE), Ministry of Education, Government of India.

Pillar 3] Organizing Webinars, Seminars and Guest Lectures: The outcomeof Webinars and Seminars Students and staff of NIM get the opportunity to interact with resource persons from Industries and other institutes.

Pillar 4] Library as 'Knowledge Repository':NIM library is a repository of reference books, reputed journals, business magazines, dictionaries, newspapers, project reports, and various e-resources.

Entrepreneurship Development, Design thinking, preparing a business Plan were the broader topics on which sessions were conducted. Experience shared and guidance given by Alumni entrepreneurs through regular interaction also encouraged students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[Nil](#)

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

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

3

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	[NA](#)
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	[View File](#)

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

8

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

1

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Navjeevan Institute of Management has enrolled and registered to National Service Scheme (NSS) under Savitribai Phule Pune University from September 2019 which encourages its stakeholder, to actively participate in various extension activities carried out in the neighborhood community, sensitizing students to social issues, for their holistic development. The key extension activities in the neighborhood community are as follow:

- World environment day celebrated with Navjeevan World Peace and Research Foundation
- Blood Donation
- Tree plantation
- Womens Day

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

150

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

2

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

13

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

Navjeevan Institute of Management (NIM) has adequate infrastructure facility as per AICTE guidelines to facilitate effective teaching and learning. Each classroom has elevated

platform, so that the teacher and board is visible to all the students. The institution has well equipped computer lab with 40 computers with internet broadband connectivity of 200 Mbps and 200 Mbps. The entire lab has a power backup to ensure continuous uninterrupted connectivity for students and staff. The library hall, book section, attached reading room is well furnished for the holistic development of students and faculty members. Seminar hall along with all the classrooms have Wi-Fi facility to connect LCD projectors for PPT presentations. We have 2 water coolers and 2 purifiers in our college for drinking water and are cleaned every week. A separate purchasing committee in consultation with IQAC looks after the needs of the infrastructure of the institute.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://navjeevanmba.com/administration/

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

NIM is having Seminar Hall where all Cultural activities and indoor games are arranged.Classrooms and Seminar Hall have Wi-Fi facility to connect LCD projectors for PPT presentations. This also helps to utilize an Audio-Visual experience while conducting cultural events and cultural games. Many outdoor games like volleyball, cricket, football, kabadi,tug of war, etc keep the students fit and has become basic for regular physical activity. Not only this, our committee also offers many indoor games like chess, carom, Table-Tennis; to develop intellectual mindset and sports spirit in students. Purchasing committee in consultation with IQAC looks after the needs of the infrastructure of the institute and the budget for conducting the cultural and sports events. Budget is allocated for Cultural and sports events based on internal discussion and then the approval from Management. The institution ensures optimal allocation and utilization of the available financial resources for maintenance of the facilities in consultation with the Governing Body and the Management.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://navjeevanmba.com/aqar-ay-2022-2023/

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

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://navjeevanmba.com/aqar-ay-2022-2023/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

228123

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

`Initially Library Manager Software (Partially Version 2.0.0)was installed in the year 2010 In the current year i.e 2023 the LMS was Upgraded with E- Library Manager Software (Partially Version:2019 )/ Cloud based online.`

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://elibrarymanager.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

`A. Any 4 or more of the above`

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

`113571`

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data

for online access) (Data for the latest completed academic year)

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

93

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

- The institution has well equipped computer lab withcomputers having internet fibre optic connection of 200 Mbps and 200 Mbps plan separately.
- The entire lab has a power backup to ensure continuous uninterrupted connectivity for students and staff.
- Due to availability of sufficient Wi-fi and power backup, NIM Teaching members also started Online Classes from Institute as per guidance of Savitribai Phule Pune University (SPPU) through online platforms like Zoom, Google Meet, Cisco Webex, etc. to ensure that the syllabus will be completed within the stipulated time as per SPPU schedule and Academic Calendar.
- Maintenance of the computers, Photocopy machine, printers are carried out by specialized person which take cares of installing software's, operating systems and other applications on all the computers of the institute.
- Seminar hall along with all the classrooms have Wi-Fi facility to connect LCD projectors for PPT presentations. This also helps teachers to utilize an Audio-Visual experience in learning of the students.

Following aspects are upgraded every year.

- INTERNET PLAN UPGRADE.
- ANTIVIRUS UPDATE, UPGRADE PATCHES, RENEWAL.
- PHI LEARNING (EBOOKS).
- DELNET-DEVELOPING LIBRARY NETWORK.
- MY CLASSBOARD (MCB SOFTWARE ONLINE FEES & MORE FACILITY FOR FACULTY, STUDENTS & PARENTS.
- TALLY SOFTWARE FOR SMOOTH FUNCTIONING OF FINANCE DEPT
- CHANGES IN WIFI SETTINGS FOR SECURITY PURPOSE.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution   A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

2693763

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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.

- **There are spacious class rooms and computer lab withsufficient ventilation.**
- **Each classroom has elevated platform, so that the teacher andboard is visible to all the students.**
- **The institution has well equipped computer lab with 40 computers with internet broadband connectivity of 200 Mbps and 200 Mbps.**
- **Maintenance of the computers, Photocopy machine, printers are carried out by specialized person which take cares of installing software's, operating systems and other applications on all the computers of the institute.**
- **Our library has reference section as well as the periodical section to help students understand the subjects in detail. Seminar hall along with all the classrooms have Wi-Fi facility to connect LCD projectors for PPT presentations.**
- **The college has a dedicated room for Internal Quality Assurance Cell.**
- **We have 2 water coolers and 2 purifiers in our college for drinking water and are cleaned every week.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[Nil](#)

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

132

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

132

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://navjeevanmba.com/naac/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

138

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

138

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

43

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

2

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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 year

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Navjeevan Institute of Management's (NIM) students actively participate in various institutional activities. Coordination in

conducting seminar, lectures, etc. Coordination in organizing Cultural events Coordination in organizing Sports & Games for the students Coordination in arranging Industrial Visits for the students Coordination in communicating the information between students and Teaching faculty Coordination in inviting the external guest speakers and organizing the Seminars & Workshops. Students organize and celebrate various days at Institute level like NSS, Industrial visits, Library events, social service activities, etc. NIM provides necessary support to the council members in organizing & coordinating the events. Student members in this council can become competent managers in future by learning all necessary skills.

Below are the different academic & administrative bodies/committees of the institution where students are representing Institute are as below: Internal Complaints Committee (ICC) Anti-Ragging Committee Governing Body Student Council Committee College Development Committee Admission Committee Internal Quality Assurance Cell (IQAC) Students Welfare Committee Research And Development Committee Examination Committee Cocurricular Activities Committee Entrepreneurship Development Committee Alumni Committee Placement Committee Industrial Visit Committee Social Media Coverage Committee Website Development Committee IT Infrastructure Committee Library Advisory Committee Sports Committee Discipline Committee RTI Committee Purchase Committee

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/committees
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

10

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

NIM was establised in the year 1994. NIM has been serving the Management Courses to it's students to make them Industry ready by minimizing the Industry-Academia Gap in every possible way. Alumni form very important part of this mission as NIM Alumni contribute in terms of offering Free Guest Lectures, Mentoring, Internship & Job opportunities to NIM 1st and 2nd Year MBA students from time to time. NIM Alumni Association is in progress.

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/about-nim-alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

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

The Management team of Navjeevan Institute of Management believes in decentralization and participative management to bring in excellence in overall working of the institute by structured organizational system.

VISION:

To be India's leading University-based Business School, offering the holistic development of the people who are going to shape the World in 21st century with their transformational ideas.

MISSION:

We are committed to educating and developing tomorrow's leaders and builders of the world, who create value for their stakeholders and Society at large, by providing them the highest Quality and life-transformational learning experience.

OUR CORE VALUES

- Ethical Standards
- Transparency
- Excellence
- Commitment
- Unity in Diversity

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/about-us/
Upload any additional information	View File

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

Director offers effective leadership by sharing the values, Vision and Mission of the institute with Core Team members to set up decision making process for effective Institutional Management.

DECENTRALIZATION: Director along with the stakeholders of NIMhave designed a mechanism for delegating authority and providing operational autonomy to the IQAC/Core team to work towards decentralized governance system. The Director works

closely with Core team comprising of faculty members, IQAC coordinator & senior teachers. The statutory bodies are formed and their meetings are conducted regularly.

1. Director/Principal Level: The Governing Body headed by the Director of NIM delegates all the academic and operational decision making to the IQAC team to fulfill the vision and mission of the institute.

2. Faculty Level: Faculty members involved in IQAC Team are encouraged to develop leadershipskills by being in charge of various academic, co-curricular, and extracurricular activities. IQAC Team conducts industrial tours and tie-up with industry experts and organizes Seminars/workshops/conferences/FDPs.

3. Student Level: Students are empowered to play an active role as Students' Representative in IQAC Meetings and other associations, cocurricular, extracurricular activities.

4.Participative Management : The feedback from Students, Alumni, Parents and Teachers also is gathered to improve the overall performance of the institute.

File Description	Documents
Paste link for additional information	http://navjeevanmba.com/about-us/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Trustees and Director have prepared strategic plan for development for next 10 years for Navjeevan Institute of Management (NIM). It addresses the issues from the stake holder's perspective and takes steps to fulfill their requirements ensuring the overall development of NIM. The Institute has following Strategic plans for next 10 years:

- Re-Accreditation by NAAC.
- Accreditation by NBA.
- Approval as a Research Center by the affiliating University.
- Center for excellence to serve for corporate social responsibility.

- **Development of established Incubation Center.**
- **Center for Career Counseling & Social Awareness.**
- **Campus Development Program.**
- **Increasing Industry Linkages for the purpose of better placements, MDPs/FDPs.**
- **Foreign Language Training Center.**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://navjeevanmba.com/wp-content/uploads/2022/03/NIM-STRATEGIC-PLAN-2020-21.pdf
Upload any additional information	View File

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

Curriculum Development: Curriculum designing and development is decided by the affiliating university i.e Savitribai Phule Pune University. Once in a week faculty assembles and discusses different aspects of teaching and learning to keep themselves updated with practices and latest trends in Industry . Affiliating University conducts Semester End examination. Institute conducts internal assessment of students which is done on the basis Concurrent Evaluation framed by University. Management and Director of the institute encourage faculty to indulge in Active research. Library resource is updated with EBSCO and various national and International Journals. Our Institute's Library has been updated hugely with new journals, magazines, books and online database to establish an academic consistency. Teaching faculties are given Duty Leave to participate in national and international conferences. PF were made compulsory as a welfare practice among employee. Admission of students is done completely on the basis of Admission process in Navjeevan Institute of Management for two years Masters in Business Management (MBA) program is through Centralized Admission Process (CAP) of Directorate of Technical Education (DTE), Government of Maharashtra. The student has to appaer for MAH-CET conducted by DTE or any exam equivalent to MAH-CET(CMAT/CAT/XAT/MAT/ATMA etc.)

For more information on admissions please visit: http://www.dte.org.in

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/admission-process/
Link to Organogram of the institution webpage	http://navjeevanmba.com/wp-content/uploads/2022/08/Organogram-of-NIM.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Navjeevan Institute of Management was established in 1994.There are number of welfare measures taken by the institute for teaching, nonteaching staff and for students as well.

Teaching:Financial Assistant in academic Development of faculty,PF,Medical Leave, Maternity Leave, Duty Leave, Loan Facility Navjeevan Credit Society, Health Insurance, Canteen Facilities.

Non-Teaching:PF,Medical Leave Maternity Leave, Duty Leave,Loan Facility form Navjeevan Credit Society, Health Insurance, Canteen Facilities. Students:Fees Payment available in installment, NSS Unit for Self- Development of Students, Student Welfare Board Conduct Various Programs and welfare scheme like

**Earn Learn Scheme, Personality Development,Workshops, etc.
Canteen Facilities, EBC Scholarship, Government of India Post
matric Scholarship Free ship.**

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/aqar-ay-2022-2023/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

1

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

NIM, a premier business school established in 1994 by Navjeevan Education Society (NES), is affiliated to SavitribaiPhule Pune University (SPPU) and is recognized under AICTE (New Delhi).NIM

has been accredited by NAAC in 2nd Cycle with B++ Grade in February 2019. Navjeevan Institute of Management has become the First MBA Institute in Nashik District to offer National Service Scheme (NSS) to Management students. To evaluate the Performance of Teaching and non-teaching staff of NIM, the Performance Appraisal Forms have been developed for transparent evaluation of yearly performance without any favours or biases.

- Placement related activities
- NAAC related work done
- Internal Exam Work
- University Exam work
- Research Papers publication
- Faculty Development Programmes attended
- Seminars/Webinars/Conferences attended
- Alumni Meet related work
- Admission related work
- Student Welfare Activities
- National Service Scheme related work
- Academic Research related work
- Cultural Programs arranged

- While the non-teaching staff is evaluated based on relevant inputs such as –
- Job related knowledge
- Technical Skills
- Work Quality
- Work Consistency
- Cooperation to other members
- Initiative
- Work Relations
- Punctuality
- Attendance
- Communication Skills
- The Performance Appraisal System has been verytransparent and helpful for the Institute to promote the right talents required for the betterment of the Institute.

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/naac/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

NIM is governed by Savitribai Phule Pune University (SPPU) and abides by the terms of the university. NIM maintains complete transparency in its financial, academic, administrative and auxiliary functions. NIM has an internal auditor who audits all the accounts yearly. External audit is carried out by CA firm once in a year. External Auditor verifies all receipts & expenses, bills, payments of the Financial Year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

NIM has its own Financial Resource Mobilization Policy. Objective of the policy is "To ensure the mechanism for resource mobilization and effective use of institutional resources." Our Institute is private unaided institute approved by the Government.

The resources for the institutional funding are as follows:

- Students Fees (Regular and Dual Specialisation) Scholarship and freeship provided by the Govt. Fees collected through scrutiny centre , SPPU grants and remunerations. Funds provided by the Savitribai Phule Pune University for examination work.

Financial Funds are mobilized under in the following manner.

- Salary Expenses, Co-curricular Expenses, Extra Curricular Expenses, and Administrative Expenses. Administrative expenses include Advertisement, vehicle and building Insurance, electricity, Professional tax, courier, repairs and maintenance etc.
- Academic/Co curricular expenses includes affiliation fee, AICTE fee, SS Samitee Fee, hosting charges etc. industrial visits and tours, students activities, FDP expenses, Placements, webinar conferences expenses.
- Extracurricular expenses includes Function Expenses, cultural and sports event expenses, festival celebration expenses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Navjeevan Institute of Management has a dedicated room for Internal Quality Assurance Cell (IQAC) to ensure the quality in all the documentation and word done at institute level. IQAC arranges frequent meetings and discussions for the betterment of an Institute. Minimum 3 meetings per Academic Year is done by IQAC. Plan of Action is prepared at the start of every academic year by IQAC members. A separate purchasing committee in consultation with IQAC looks after the needs of the infrastructure of the institute. The purchasing committee and IQAC list out the various requirements of the institute at thebeginning of the Academic year. Director along with the

stakeholders of NIM have designed a mechanism for delegating authority and providing operational autonomy to the IQAC/Core team to work towards overall governance of the Institute The Director works closely with Core team comprising of faculty members, IQAC coordinator and senior teachers. IQAC committee monitors every academic activity of the institution as per Academic Calendar prepared and circulated among the students at the start of the Academic year.

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/naac/
Upload any additional information	View File

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

The IQAC has been instrumental inimplementingacademic reforms since its establishment. IQAC meetings are conducted on regular basis to review teaching-learning process,and learning outcomes from the activities organized by the institute. Following are the two examples of reviews of the teaching-learning process.

Teachers' Action plan Review by IQAC:

- IQAC allocates duties and responsibilities to all teaching staff at the beginning of every academic year. All teachers prepare action plan in the prescribed format and submit plans to IQAC. The action plan consists of the name of the activity, date and duration, and budget (if any). IQAC through regular monitoring crosschecks whether or not the activities are conducted as per the action plan provided by the teachers. This helps in the planning and execution of extra and co-curricular activities in the institute.

Course files reviewed by IQAC:

- Every semester, every teacher prepares and maintains course file for their respective subject. Course file consists of individual time table, course framework, teaching plan, syllabus copy, attendance sheets, concurrent evaluation sheet, study material etc. Course

framework has CO-PO Mapping mechanism. IQAC through regular meeting review the status of completion of course file. This activity helps the faculty members in effective course delivery.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://navjeevanmba.com/aqar-ay-2022-2023/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

NIM organized various online gender equality and sensitivity events such as Guest Lecture on Human Rights, Constitution Day, and International Women's Day to empower the women".

Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security:-

NIM establishedCommittees such as Anti sexual harassment Committee, Womens' Grievance Committee, Grievance Redressal Committee, Anti-Ragging Cell to avoid activities like ragging, Sexual Harassment in the campus area.

For safety CCTV Cameras are installed at all prime locations.

ID cards are issued to the students and staff to prevent the entry of outsiders into the college premises.

The first aid box is available & Fire Safety device is fixed for the safety of the students.

2. Counseling:-

NIM has formally constituted a Grievance Redressal, Mentor Mentee and Appraisal Committee.Students are mentored and personally counseled by faculty Mentors for their personal or academic related issues. Special care is taken for slow learners identified through counseling

3. Common Room

Separate Common rooms are provided for girls and boys. Rooms are provided with necessary facilities like first aid box, rest room, cots, beds, mirror, chair, table, washbasin, dustbin, etc. These rooms are well ventilated, spacious for relaxation.

File Description	Documents
Annual gender sensitization action plan	https://navjeevanmba.com/aqar-ay-2022-2023/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://navjeevanmba.com/aqar-ay-2022-2023/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

`D. Any 1 of the above`

File Description	Documents
Geo tagged Photographs	[View File]
Any other relevant information	[View File]

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

`To reduce waste in the institute, recycling efforts must be improved and organic recycling services must be provided. The basic philosophy of the institute is focused on environmental conservation and reduces or eliminates waste wherever possible.`

`1. Solid waste management Some of the common solid waste obtained includes daily garbage such as white used paper, card sheets, rubber waste, and plastics, cardboard material etc. These materials are collected and disposed off. Dustbins are located on various floors at various locations. This separated waste is then collected by the corporation garbage collecting van outside the Institute campus. Other solid waste such as old newspapers, old journal volumes, outdated brochures etc. are sold to scrap vendor.`

`2. Liquid Waste Management Liquid and semisolid waste mainly consist of is disposed off through corporation garbage collecting van and also disposed off through sewerage system having a network of underground pipes by Nashik Municipal Corporation.`

`3. E-Waste Management The e-waste generated in the Institute comprises of battery, UPS, discarded input devices like mouse devices, key boards, printers etc. The e-waste is reused whenever possible by repairing. The unrepairable ewaste is donated to e-waste collection of Nashik Municipal Corporation Centre located near the institute.`

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 200 words).

To develop the emotional and religious feelings among the studentsand the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony. NIM and its teacher and staff jointly celebrate the cultural and regional festivals, like New-year's day, Fresher Party, teacher's day, orientation and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, festivals like Diwali celebration, Holi celebration, New Year celebration, Lohri celebrations, etc. religious ritual activities are performed in the Campus. Motivational lectures of eminent people from the various fields are arranged. Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

To create awareness and responsibilities among students, institute organizes various programs and initiatives on fundamental rights, values and responsibilities of citizens.

- All students, Teachers & support staff are expected to follow rules & regulations so as to ensure the smooth functioning of the Institution.
- There are various courses in MBA prgoramme which highlights fundamental rights, values and responsibilities of citizens and hence faculties take all efforts to make them realize their responsibility towards nation.

- Blood Donation Camp- The institute organizes a blood donation camp every year. This camp helps the institute

for its contribution in social work as well as a help towards people in medical need.

- Food and Cloth Donation Drive- Every year the institute has organized a Donation Drive
- E-waste - Institute collects e-waste i.e. common discarded electronic products including computers, stereos, copiers, and fax machines from institute campus, students, etc. and is discarded in proper way.
- Swachha Bharat Abhiyaan- Institute has organized cleanliness drive under Swachh Bharat Abhiyan Programme. This drive was conducted by the teachers and the students.
- Tree Plantation-Tree plantation activity conducted by the institute.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://navjeevanmba.com/aqar-ay-2022-2023/
Any other relevant information	https://navjeevanmba.com/aqar-ay-2022-2023/

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The organization enthusiastically plans National Festivals and the birth anniversaries of notable Indian figures. Through the exhibitions and programmes held on these days, famous Indian leaders are seeded in the young people's brains. Through such initiatives, the staff and students are made aware of the value of national integrity. The institute observes Republic Day and Independence Day annually. These days are commemorated in order to honor and express gratitude to the freedom fighters who participated in the freedom wars. By planning these kinds of activities, the institute contributes to instilling awareness and patriotism in the future generation. Every two years on October 2nd, the institute observes Gandhi Jayanti to honor the life and legacy of the "Father of the Nation," Mohandas Karamchand Gandhi.

To commemorate the birth of Chhatrapati Shivaji Maharaj, the greatest fighter of his era, the institute also observes Shivaji Jayanti on February 19th. Shivaji Maharaj is honoured on this day by paying respects and dressing traditionally. On occasion of "International Women's Day" college committee of NIM celebrated Women's day.The Institute gladly observes various holidays each year, including Teacher's Day, Marathi Language Day, Ganesh Chaturthi, Navratri, Diwali, and Dussehra.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice - 1

Title of the practice: Activity based learning through House Activities

Objectives:. To implement innovative teaching pedagogy and to enhance students' learning experience through activity based learning. The Practice: As per SPPU norms a student can persue MBA in HR, Marketing, Finance, Operations and Business Analytics. As a part of Innovative teaching pedagogy, the institute has formed various specilisation houses so that students get core practical exposure through activity based learning. Faculty and students coordinators are appointed for conducting various house activities. Students enthusiastically take part in all house activities such as Guest Lectures, Management Games, Field Visits, B-Plans, Role Plays, field visits, webinars, industrial visits, market surveys, Presentations, and Group Discussions etc.

Best Practice-2 Objectives: To motivate students and staff for publishing research papers and books.

The Practice: Students and Faculty were encouraged to write research papers , articles and books. For this institute is providing all type of financial and non financial assistance. Due to encourgament our faculties have published research paper in UGC care listed Journal. 1 books were authored by our faculty.

File Description	Documents
Best practices in the Institutional website	https://navjeevanmba.com/aqar-ay-2022-2023/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

NIM, a premier business school established in 1994 by Navjeevan Education Society (NES), is affiliated to SavitribaiPhule Pune University (SPPU) and is recognized under AICTE (New Delhi). NIM has been accredited by NAAC in 2nd Cycle with B++ Grade in February 2019. Navjeevan Institute of Management has become the First MBA Institute in Nashik District to offer National Service Scheme (NSS) to Management students. Navjeevan Institute of Management has enrolled and registered to NSS under Savitribai Phule Pune University from AY 2019-20. Navjeevan Institute of Management has become the First MBA Institute in Nashik District to offer Distance Learning MBA under School of Open Learning (SoL) of Savitribai Phule Pune University from AY 2019-20. NIM is located in the center of the city Nashik which makes it easily accessible for local students. We do this by working on the basics as Overall Personality development of the students through relevant knowledge, skills, practical labs, extra-curricular activities & major competitive events. NIM believes in holistic development of professionalwho are socially responsible towards environment &resources available to human beings. We believe that having a relevant Knowledge & Skills along with the right Attitude is the KEY to be Successful in Professional & Personal Life.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

NIM is an MBA institute affiliated to SPPU, recognized by AICTE and approved by DTE (Govt. of Maharashtra). Institute offers a full time 2 years MBA program offering multiple specializations. Program follows SPPU syllabus which is regularly revised.

Institute have setup various committees like IQAC, Examination committee, which especially governs, plans and monitors academic curriculum and activities.

At the start of Academic year, well-planned Academic Calendar is prepared and monitored by Coordinator for effective delivery of curriculum. For efficient curriculum delivery, faculties were allotted their respective subjects from the SPPU syllabus, and accordingly the teaching plan, relative concurrent evaluation and CO-PO's were mapped. NIM in association with SPPU offers various certificate courses to students periodically. Topics relevant to syllabus and career oriented are covered by conducting seminars, Guest lectures and workshops for their overall development. Personality & communication development aspects are developed in the students through various extension activities like Cultural activities, Management activities and Sports Activities.

In each semester the feedback of curriculum was taken from the various stakeholders and analyzed thoroughly and then the action was taken accordingly. Also major suggestions were conveyed by the director to the various University committees.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://navjeevanmba.com/academic-calender/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Commencement of Academic year takes place as per the guidelines of Savitribai Phule Pune University (SPPU).

Before the commencement of Academic year, Navjeevan Institute of Management (NIM) prepares an academic calendar based on the schedule shared by Savitribai Phule Pune University (SPPU) to facilitate planning for staff, faculty and the students.Once the calendar is verified and approved by the Director of the institute. the same is displayed on the notice board and is shared on theinstitute's website. The detail discussion about Academic Calendar is also done in an Inductionprogram conducted for students for their better understanding of academic activities.

Academic Calendar comprises of 5 parts viz. Curricular Activities,Co-Curricular Activities, Extra-Curricular Activities, Supportive Activities and Administrative Activities.

- Curricular activities mainly include workshops, orientation program, class tests & tutorials, internal exams, Project Viva internal, etc.
- Co-curricular activities mainly include management games, competitions, Professional Development lectures, etc.
- Extra-curricular activities mainly include industrial visits, cultural & sports activities, alumni meet, etc.
- Supportive activities mainly include workshop supporting curricular aspects, social activities, industry interactions, etc.
- Administrative activities mainly include preparing lecture plans, tutorial & classes schedule, student evaluation reports, University compliance reports, etc.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://navjeevanmba.com/academic-calender/

1.1.3 - Teachers of the Institution	A. All of the above

participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

3

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

138

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

1.3 - Curriculum Enrichment

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

Institute follows SPPU Curriculum Courses integrating issues related to Professional Ethics: The courses like Indian Ethos &business ethics, Business communication, Life Skill, Personality Development, Legal Aspects of Business, Labor Laws, Employment Relations, etc. spotlight on building up with Professional Ethics in students. Also, various guest lectures &soft skill development programs are planned by the institute. Institute also has designed certificate course for students.

Human Values: Indian Ethos and business ethics, OB, Startup & New Venture Management, HRM, etc. are courses that deal with students about human values and behavior. This course helps students recognize how they behave, respect each other, self-discipline, patience, kindness, lasting values, and relationships of trust.

Environment & Sustainability: Courses such as Economic Analysis for Business Decisions, Strategic Management, Startup and New Venture Management, Management for Sustainability, etc. are offered. We also organize programs

such as tree-planting trips, electronic waste fundraising, and Svaccha Bharat Abhiyan to raise local awareness and fulfill our social responsibilities.

Gender: Courses such as Human Rights-I, Human Rights-II, and Global HR are included in MBA programs that specifically focus on gender and human rights issues. The Institute also organizes various programs such as health check camps, International Women's Day, and celebrations on Human Rights Day.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

67

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://navjeevanmba.com/aqar-ay-2022-2023/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://navjeevanmba.com/aqar-ay-2022-2023/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

171

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

75

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

An Induction Program is arranged by NIM every year for the MBA I students where First year Course Curriculum/Examination structure, Academic Calendar, Passing criteria, grading pattern, reexamination, Code and conduct is discussed.

The institute continued to assess the learning levels of the students during the tough times of covid pandemic in the following manner.

At Entry level (Semester-I): Graduation Marks and Computer Literacy & General Knowledge Test were considered to access learning level of the student. During the Semester (All Semesters): Mentor is alloted to the group of 15 to 20 students. During mentorship session, students were asked to carry out their own SWOT analysis and discuss the problems with mentor. At End of the Semester: Students performance was evaluated using University Exam Results.

In these manner students learning levels were identified through continuous monitoring. In addition to this, various inputs were given to students as per their learning levels such as

For advance learners

- Research Papers
- Participation in Webinars/Online workshops etc.
- Online IPR sessions & Case study workshops
- Online Assignments and online tests

For Slow learner

- Remedial lectures
- Online Slow and repetitive teaching
- Online Question Bank
- E-Notes, PPTs
- Aptitude Test, Mock GD & PI
- Participation in webinars

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/academiccalender/
Upload any additional information	View File

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

Number of Students	Number of Teachers
180	9

File Description	Documents
Any additional information	View File

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

1) Experiential Learning: Excel Lab sessions are conducted to learn about representation of pie charts graphs etc. Students undertake dissertation & summer internship project work to

understand the contemporary issues in management. This leads them to mining data from different sources and approaches to the issue at hand.

2)Participative Learning: The Institute uses many methods for participative learning like Group Discussions, Presentations, Management Games, webinar conferences etc. We make every effort to complete the syllabus, go beyond what is prescribed in the syllabus. The internal assessment includes case study, role play, group work, assignments, presentations and team building activities which are very crucial for their professional development so that student can hone their skills with respect to application of knowledge, analysis and solving of problems and coming up with innovative alternatives to address the pain points of the business world. Students participate and organizes competitions related to business, sports and culture.

3) Problem Solving Methodologies: Student should learn to identify problems and use innovative thinking to solve problems faced by business organizations. Activities such as include - Case Analysis and Discussions, Research Projects etc.

4) ICT Enabled Teaching-Learning: NIM use a diverse set of ICT tools to create, communicate, circulate, store and manage information. Faculty members used Google meet or Zoom to conduct tests and for lecture delivery. At NIM we have two Smart classrooms, each with audio and video facility. Digital library in NIM is equipped with E-Resources like DELNET, Swayam, MOOC and NDL.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://navjeevanmba.com/academic-calender/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

NIM uses various ICT tools to create, communicate,

disseminate, store and manage information.NIM has blended its Traditional teaching and Learning tools, typically considered as the boards and charts along with the modern ICT tools like social media, virtual communication platforms and classrooms equipped with projectors and computers.Faculty used various ICT enabled tools to enhance quality of teaching learning like 1. Faculty members used Google meet or Zoom forlecture delivery. Also used interactive methods like PPT with animations, Video, Use of online resources from NPTEL, YouTube links, Virtual labs etc. 2. NIM used WhatsApp group for any announcements, address queries, and share information 3. In problem solving subjects faculty have used Google sheets in Google meet, Recorded video. 4. For sharing notes google classroom by faculties were created 5. Online tests and assignments are given through Google forms. 6. Webinars, Workshops, Guest lectures, Project presentation, Debates, Group discussions, mentoring were conducted through Google meet or Zoom platforms. 7. NIM has well equipped computer centre with desktop computers, printers, Server, application software. 8. For the extra curriculum courses students are advised platforms like Swayam, Research Gate, Google Scholar etc. For the communication, networking and relationship management, Social Media Platforms like Facebook, Linked in, Instagram are used.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

6

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

9

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

3

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

9

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

REFORMS IN CONTINUOUS INTERNAL EVALUATION (CIE) SYSTEM AT THE INSTITUTIONAL LEVEL

Navjeevan Institute of Management is affiliated to the Savitribai Phule Pune University, Pune and adheres to the syllabus prescribed by the SPPU.

There shall be University evaluation for each full credit course as per the time table announced by the University. The evaluation by the University for Full Credit Courses shall comprise of two parts:

a) Internal Examination for 50 marks.

b) Written Examination (subjective – concept plus case study / application oriented type) for 50 marks.

Internal Assessment

Institute has designed Concurrent Internal Evaluation for the Internal Assessment. All faculty members carry out the evaluation as per the guidelines of Savitribai Phule Pune University.

External Paper

The syllabus for each course is organized in 5 units. The end-semester University evaluation cover the entire syllabus prescribed for the course. For University evaluation (Written Examination – subjective type of 50 marks) of each full credit course.

Link for Grievance: - https://docs.google.com/forms/d/e/1FAIp
QLSeZS7abP4-T_oz5cZBpbkmxu-Wwj0rfWTkbf5q0oJmy1vnMow/viewform

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://navjeevanmba.com/examinationgui deline/

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

At Institute Level: -

- **Navjeevan Institute of Management, as per the guidelines of Savitribai Phule Pune University have appointed Chief Examination Officer to handle all the roles & responsibilities of Internal and External Examination related matters.**
- **The grievance related with the examination is being handled by the Chief Examination Officer, NIM at the first stage.**
- **Aggrieved students having any grievance related to examination shall contact CEO or can raise grievance through link https://docs.google.com/forms/d/e/1FAIpQLS eZS7abP4-Toz5cZBpbkmxu- Wwj0rfWTkbf5q0oJmy1vnMow/viewform displayed on website.**
- **After understanding all the facts, CEO will provide the solution to the student.**
- **The motive of the Institute while handling the grievance is that issue should be resolved or settled promptly at the first stage itself.**
- **But, if the issue still remains unsolved, the aggrieved student/s can take his/her grievance to Director, NIM.**
- **Final Decision of the Director, NIM will be final & binding on all the parties.**
- **The grievance resolved and action taken is been recorded by CEO, NIM.**

File Description	Documents
Any additional information	View File
Link for additional information	https://navjeevanmba.com/examinationgui deline/

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.

Savitribai Phule Pune University has clearly stated course objectives, course outcomes (COs) for all courses in the revised MBA curriculum in year 2019. The institute has displayed and communicated PEOs, COs, POs, PSOs, to the students and teachers in the following ways:

- **PEOs, COs, POs, PSOs are displayed on the institute's website**
- **PEOs, COs, POs, PSOs are discussed with students during the syllabus orientation programme separately arranged for teachers and students.**
- **Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students**

The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and Academic monitoring Committee meeting

The students are also made aware of the same through lectures.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://navjeevanmba.com/curriculum/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the

institution.

NIM committee members discuss every year's objectives of Institute in the meeting which happens before the start of the Academic Year with the Managing Trustees.

Programme Outcomes (POs): To describe what students of the programme are expected to know and be able to perform or attain by the time of completion of their 2 Years Full-Time MBA Program.

PROGRAM SPECIFIC OBJECTIVES (PSOs)

To perform or attain by the time of completion of their MBA Program.

1. Bridging the gap between Campus offering and Corporate requirement.
2. Healthy Learning Environment.
3. Core Competence Enhancement.
4. Effective Communication Development.
5. Improving Decision-Making ability.
6. Enhancing Leadership & Team working Qualities.

Course Outcomes (COs)

Upon completion of the MBA Program, students will:

- Demonstrate Professionalism, self-awareness, leadership, and effective communication skills.
- Possess the skills required to work & lead effectively in any corporate environment.
- Demonstrate the Problem-solving ability and offer creative solutions.
- NIM ensures to do Continuous Internal Evaluation (CIE) of all the 1st and 2nd Year students of MBA Course.

Every teacher while doing the internal evaluation of any General and Specialization subject, refer to the Course Outcomes expected from students and follow the standardized internal process of evaluation of students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://navjeevanmba.com/curriculum/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

43

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://navjeevanmba.com/result/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://navjeevanmba.com/aqar-ay-2022-2023/

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 year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

NIM has established the "Startup and Innovation Cell." The institute promotes methods for establishing an "environment forinnovation" that is focused on "knowledge production and transfer."Pillars of 'Environment for Innovation':

Pillar 1] Working of Startup and Innovation Cell: This cell has been established to enhance the born entrepreneurial skills among the students as well as to upgrade those students who have lack of these skills.

Pillar 2]Rural Entrepreneurship Development(RED cell): With a Mission to inculcate Entrepreneurship among students in Rural India, Navjeevan Institute of Management (NIM) has constituted Rural Entrepreneurship Development (RED) Cell under Mahatma Gandhi National Council for Rural Education (MGNCRE), Ministry of Education, Government of India.

Pillar 3] Organizing Webinars, Seminars and Guest Lectures: The outcomeof Webinars and Seminars Students and staff of NIM get the opportunity to interact with resource persons from Industries and other institutes.

Pillar 4] Library as 'Knowledge Repository':NIM library is a repository of reference books, reputed journals, business magazines, dictionaries, newspapers, project reports, and various e-resources.

Entrepreneurship Development, Design thinking, preparing a business Plan were the broader topics on which sessions were conducted. Experience shared and guidance given by Alumni entrepreneurs through regular interaction also encouraged students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[Nil](#)

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

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

3

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	NA
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

8

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

1

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Navjeevan Institute of Management has enrolled and registered to National Service Scheme (NSS) under Savitribai Phule Pune University from September 2019 which encourages its stakeholder, to actively participate in various extension activities carried out in the neighborhood community, sensitizing students to social issues, for their holistic development. The key extension activities in the neighborhood community are as follow:

- **World environment day celebrated with Navjeevan World Peace and Research Foundation**
- **Blood Donation**
- **Tree plantation**
- **Womens Day**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

150

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

2

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

13

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	[View File](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

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.

Navjeevan Institute of Management (NIM) has adequate infrastructure facility as per AICTE guidelines to facilitate effective teaching and learning. Each classroom has elevated platform, so that the teacher and board is visible to all the students. The institution has well equipped computer lab with 40 computers with internet broadband connectivity of 200 Mbps and 200 Mbps. The entire lab has a power backup to ensure continuous uninterrupted connectivity for students and staff. The library hall, book section, attached reading room is well furnished for the holistic development of students and faculty members. Seminar hall along with all the classrooms have Wi-Fi facility to connect LCD projectors for PPT presentations. We have 2 water coolers and 2 purifiers in our college for drinking water and are cleaned every week. A separate purchasing committee in consultation with IQAC looks after the needs of the infrastructure of the institute.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://navjeevanmba.com/administration/

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

NIM is having Seminar Hall where all Cultural activities and

indoor games are arranged.Classrooms and Seminar Hall have Wi-Fi facility to connect LCD projectors for PPT presentations. This also helps to utilize an Audio-Visual experience while conducting cultural events and cultural games. Many outdoor games like volleyball, cricket, football, kabadi,tug of war, etc keep the students fit and has become basic for regular physical activity. Not only this, our committee also offers many indoor games like chess, carom, Table-Tennis; to develop intellectual mindset and sports spirit in students. Purchasing committee in consultation with IQAC looks after the needs of the infrastructure of the institute and the budget for conducting the cultural and sports events. Budget is allocated for Cultural and sports events based on internal discussion and then the approval from Management. The institution ensures optimal allocation and utilization of the available financial resources for maintenance of the facilities in consultation with the Governing Body and the Management.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://navjeevanmba.com/aqar-ay-2022-2023/

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

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://navjeevanmba.com/aqar-ay-2022-2023/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

`228123`

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

`Initially Library Manager Software (Partially Version 2.0.0)was installed in the year 2010 In the current year i.e 2023 the LMS was Upgraded with E- Library Manager Software (Partially Version:2019 )/ Cloud based online.`

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://elibrarymanager.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

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

113571

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

93

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

- **The institution has well equipped computer lab withcomputers having internet fibre optic connection of 200 Mbps and 200 Mbps plan separately.**

- The entire lab has a power backup to ensure continuous uninterrupted connectivity for students and staff.
- Due to availability of sufficient Wi-fi and power backup, NIM Teaching members also started Online Classes from Institute as per guidance of Savitribai Phule Pune University (SPPU) through online platforms like Zoom, Google Meet, Cisco Webex, etc. to ensure that the syllabus will be completed within the stipulated time as per SPPU schedule and Academic Calendar.
- Maintenance of the computers, Photocopy machine, printers are carried out by specialized person which take cares of installing software's, operating systems and other applications on all the computers of the institute.
- Seminar hall along with all the classrooms have Wi-Fi facility to connect LCD projectors for PPT presentations. This also helps teachers to utilize an Audio-Visual experience in learning of the students.

Following aspects are upgraded every year.

- INTERNET PLAN UPGRADE.
- ANTIVIRUS UPDATE, UPGRADE PATCHES, RENEWAL.
- PHI LEARNING (EBOOKS).
- DELNET-DEVELOPING LIBRARY NETWORK.
- MY CLASSBOARD (MCB SOFTWARE ONLINE FEES & MORE FACILITY FOR FACULTY, STUDENTS & PARENTS.
- TALLY SOFTWARE FOR SMOOTH FUNCTIONING OF FINANCE DEPT
- CHANGES IN WIFI SETTINGS FOR SECURITY PURPOSE.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

2693763

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

- **There are spacious class rooms and computer lab withsufficient ventilation.**
- **Each classroom has elevated platform, so that the teacher andboard is visible to all the students.**

- **The institution has well equipped computer lab with 40 computers with internet broadband connectivity of 200 Mbps and 200 Mbps.**
- **Maintenance of the computers, Photocopy machine, printers are carried out by specialized person which take cares of installing software's, operating systems and other applications on all the computers of the institute.**
- **Our library has reference section as well as the periodical section to help students understand the subjects in detail. Seminar hall along with all the classrooms have Wi-Fi facility to connect LCD projectors for PPT presentations.**
- **The college has a dedicated room for Internal Quality Assurance Cell.**
- **We have 2 water coolers and 2 purifiers in our college for drinking water and are cleaned every week.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[Nil](#)

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

132

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

132

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	https://navjeevanmba.com/naac/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`138`

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`138`

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

`A. All of the above`

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

43

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

2

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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 year

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Navjeevan Institute of Management's (NIM) students actively participate in various institutional activities. Coordination in conducting seminar, lectures, etc. Coordination in organizing Cultural events Coordination in organizing Sports & Games for the students Coordination in arranging Industrial Visits for the students Coordination in communicating the information between students and Teaching faculty Coordination in inviting the external guest speakers and

organizing the Seminars & Workshops. Students organize and celebrate various days at Institute level like NSS, Industrial visits, Library events, social service activities, etc. NIM provides necessary support to the council members in organizing & coordinating the events. Student members in this council can become competent managers in future by learning all necessary skills.

Below are the different academic & administrative bodies/committees of the institution where students are representing Institute are as below: Internal Complaints Committee (ICC) Anti-Ragging Committee Governing Body Student Council Committee College Development Committee Admission Committee Internal Quality Assurance Cell (IQAC) Students Welfare Committee Research And Development Committee Examination Committee Cocurricular Activities Committee Entrepreneurship Development Committee Alumni Committee Placement Committee Industrial Visit Committee Social Media Coverage Committee Website Development Committee IT Infrastructure Committee Library Advisory Committee Sports Committee Discipline Committee RTI Committee Purchase Committee

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/committees
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

10

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

NIM was establised in the year 1994. NIM has been serving the Management Courses to it's students to make them Industry ready by minimizing the Industry-Academia Gap in every possible way. Alumni form very important part of this mission as NIM Alumni contribute in terms of offering Free Guest Lectures, Mentoring, Internship & Job opportunities to NIM 1st and 2nd Year MBA students from time to time. NIM Alumni Association is in progress.

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/about-nim-alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

The Management team of Navjeevan Institute of Management believes in decentralization and participative management to bring in excellence in overall working of the institute by structured organizational system.

VISION:

To be India's leading University-based Business School, offering the holistic development of the people who are going to shape the World in 21st century with their transformational ideas.

MISSION:

We are committed to educating and developing tomorrow's leaders and builders of the world, who create value for their stakeholders and Society at large, by providing them the highest Quality and life-transformational learning experience.

OUR CORE VALUES

- Ethical Standards
- Transparency
- Excellence
- Commitment
- Unity in Diversity

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/about-us/
Upload any additional information	View File

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

Director offers effective leadership by sharing the values, Vision and Mission of the institute with Core Team members to set up decision making process for effective Institutional Management.

DECENTRALIZATION: Director along with the stakeholders of NIMhave designed a mechanism for delegating authority and

providing operational autonomy to the IQAC/Core team to work towards decentralized governance system. The Director works closely with Core team comprising of faculty members, IQAC coordinator & senior teachers. The statutory bodies are formed and their meetings are conducted regularly.

1. Director/Principal Level: The Governing Body headed by the Director of NIM delegates all the academic and operational decision making to the IQAC team to fulfill the vision and mission of the institute.

2. Faculty Level: Faculty members involved in IQAC Team are encouraged to develop leadershipskills by being in charge of various academic, co-curricular, and extracurricular activities. IQAC Team conducts industrial tours and tie-up with industry experts and organizes Seminars/workshops/conferences/FDPs.

3. Student Level: Students are empowered to play an active role as Students' Representative in IQAC Meetings and other associations, cocurricular, extracurricular activities.

4.Participative Management : The feedback from Students, Alumni, Parents and Teachers also is gathered to improve the overall performance of the institute.

File Description	Documents
Paste link for additional information	http://navjeevanmba.com/about-us/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Trustees and Director have prepared strategic plan for development for next 10 years for Navjeevan Institute of Management (NIM). It addresses the issues from the stake holder's perspective and takes steps to fulfill their requirements ensuring the overall development of NIM. The Institute has following Strategic plans for next 10 years:

- Re-Accreditation by NAAC.
- Accreditation by NBA.
- Approval as a Research Center by the affiliating

University.

- Center for excellence to serve for corporate social responsibility.
- Development of established Incubation Center.
- Center for Career Counseling & Social Awareness.
- Campus Development Program.
- Increasing Industry Linkages for the purpose of better placements, MDPs/FDPs.
- Foreign Language Training Center.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	http://navjeevanmba.com/wp-content/upload s/2022/03/NIM-STRATEGIC-PLAN-2020-21.pdf
Upload any additional information	[View File](#)

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

Curriculum Development: Curriculum designing and development is decided by the affiliating university i.e Savitribai Phule Pune University. Once in a week faculty assembles and discusses different aspects of teaching and learning to keep themselves updated with practices and latest trends in Industry . Affiliating University conducts Semester End examination. Institute conducts internal assessment of students which is done on the basis Concurrent Evaluation framed by University. Management and Director of the institute encourage faculty to indulge in Active research. Library resource is updated with EBSCO and various national and International Journals. Our Institute's Library has been updated hugely with new journals, magazines, books and online database to establish an academic consistency. Teaching faculties are given Duty Leave to participate in national and international conferences. PF were made compulsory as a welfare practice among employee. Admission of students is done completely on the basis of Admission process in Navjeevan Institute of Management for two years Masters in Business Management (MBA) program is through Centralized Admission Process (CAP) of Directorate of Technical Education

(DTE), Government of Maharashtra. The student has to appaer for MAH-CET conducted by DTE or any exam equivalent to MAH-CET(CMAT/CAT/XAT/MAT/ATMA etc.)

For more information on admissions please visit: http://www.dte.org.in

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/admission-process/
Link to Organogram of the institution webpage	http://navjeevanmba.com/wp-content/upload s/2022/08/Organogram-of-NIM.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Navjeevan Institute of Management was established in 1994.There are number of welfare measures taken by the institute for teaching, nonteaching staff and for students as well.

Teaching:Financial Assistant in academic Development of faculty,PF,Medical Leave, Maternity Leave, Duty Leave, Loan Facility Navjeevan Credit Society, Health Insurance, Canteen Facilities.

Non-Teaching:PF,Medical Leave Maternity Leave, Duty Leave,Loan Facility form Navjeevan Credit Society, Health Insurance, Canteen Facilities. Students:Fees Payment available in installment, NSS Unit for Self- Development of Students, Student Welfare Board Conduct Various Programs and welfare scheme like Earn Learn Scheme, Personality Development,Workshops, etc. Canteen Facilities, EBC Scholarship, Government of India Post matric Scholarship Free ship.

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/aqar-ay-2022-2023/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

1

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

NIM, a premier business school established in 1994 by

Navjeevan Education Society (NES), is affiliated to SavitribaiPhule Pune University (SPPU) and is recognized under AICTE (New Delhi).NIM has been accredited by NAAC in 2nd Cycle with B++ Grade in February 2019. Navjeevan Institute of Management has become the First MBA Institute in Nashik District to offer National Service Scheme (NSS) to Management students. To evaluate the Performance of Teaching and non-teaching staff of NIM, the Performance Appraisal Forms have been developed for transparent evaluation of yearly performance without any favours or biases.

- Placement related activities
- NAAC related work done
- Internal Exam Work
- University Exam work
- Research Papers publication
- Faculty Development Programmes attended
- Seminars/Webinars/Conferences attended
- Alumni Meet related work
- Admission related work
- Student Welfare Activities
- National Service Scheme related work
- Academic Research related work
- Cultural Programs arranged

- While the non-teaching staff is evaluated based on relevant inputs such as –
- Job related knowledge
- Technical Skills
- Work Quality
- Work Consistency
- Cooperation to other members
- Initiative
- Work Relations
- Punctuality
- Attendance
- Communication Skills
- The Performance Appraisal System has been verytransparent and helpful for the Institute to promote the right talents required for the betterment of the Institute.

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/naac/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

NIM is governed by Savitribai Phule Pune University (SPPU) and abides by the terms of the university. NIM maintains complete transparency in its financial, academic, administrative and auxiliary functions. NIM has an internal auditor who audits all the accounts yearly. External audit is carried out by CA firm once in a year. External Auditor verifies all receipts & expenses, bills, payments of the Financial Year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

NIM has its own Financial Resource Mobilization Policy. Objective of the policy is "To ensure the mechanism for resource mobilization and effective use of institutional resources." Our Institute is private unaided institute approved by the Government.

The resources for the institutional funding are as follows:

- Students Fees (Regular and Dual Specialisation) Scholarship and freeship provided by the Govt. Fees collected through scrutiny centre , SPPU grants and remunerations. Funds provided by the Savitribai Phule Pune University for examination work.

Financial Funds are mobilized under in the following manner.

- Salary Expenses, Co-curricular Expenses, Extra Curricular Expenses, and Administrative Expenses. Administrative expenses include Advertisement, vehicle and building Insurance, electricity, Professional tax, courier, repairs and maintenance etc.
- Academic/Co curricular expenses includes affiliation fee, AICTE fee, SS Samitee Fee, hosting charges etc. industrial visits and tours, students activities, FDP expenses, Placements, webinar conferences expenses.
- Extracurricular expenses includes Function Expenses, cultural and sports event expenses, festival celebration expenses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Navjeevan Institute of Management has a dedicated room for Internal Quality Assurance Cell (IQAC) to ensure the quality in all the documentation and word done at institute level. IQAC arranges frequent meetings and discussions for the betterment of an Institute. Minimum 3 meetings per Academic Year is done by IQAC. Plan of Action is prepared at the start of every academic year by IQAC members. A separate purchasing committee in consultation with IQAC looks after the needs of the infrastructure of the institute. The purchasing committee and IQAC list out the various requirements of the institute at thebeginning of the Academic year. Director along with the stakeholders of NIM have designed a mechanism for delegating authority and providing operational autonomy to the IQAC/Core team to work towards overall governance of the Institute The Director works closely with Core team comprising of faculty members, IQAC coordinator and senior teachers. IQAC committee monitors every academic activity of the institution as per Academic Calendar prepared and circulated among the students at the start of the Academic year.

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/naac/
Upload any additional information	View File

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

The IQAC has been instrumental inimplementingacademic reforms since its establishment. IQAC meetings are conducted on regular basis to review teaching-learning process,and learning outcomes from the activities organized by the

institute. Following are the two examples of reviews of the teaching-learning process.

Teachers' Action plan Review by IQAC:

- IQAC allocates duties and responsibilities to all teaching staff at the beginning of every academic year. All teachers prepare action plan in the prescribed format and submit plans to IQAC. The action plan consists of the name of the activity, date and duration, and budget (if any). IQAC through regular monitoring crosschecks whether or not the activities are conducted as per the action plan provided by the teachers. This helps in the planning and execution of extra and co-curricular activities in the institute.

Course files reviewed by IQAC:

- Every semester, every teacher prepares and maintains course file for their respective subject. Course file consists of individual time table, course framework, teaching plan, syllabus copy, attendance sheets, concurrent evaluation sheet, study material etc. Course framework has CO-PO Mapping mechanism. IQAC through regular meeting review the status of completion of course file. This activity helps the faculty members in effective course delivery.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://navjeevanmba.com/aqar-ay-2022-2023/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

NIM organized various online gender equality and sensitivity events such as Guest Lecture on Human Rights, Constitution Day, and International Women's Day to empower the women".

Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security:-

NIM establishedCommittees such as Anti sexual harassment Committee, Womens' Grievance Committee, Grievance Redressal Committee, Anti-Ragging Cell to avoid activities like ragging, Sexual Harassment in the campus area.

For safety CCTV Cameras are installed at all prime locations.

ID cards are issued to the students and staff to prevent the entry of outsiders into the college premises.

The first aid box is available & Fire Safety device is fixed for the safety of the students.

2. Counseling:-

NIM has formally constituted a Grievance Redressal, Mentor

Mentee and Appraisal Committee.Students are mentored and
personally counseled by faculty Mentors for their personal or
academic related issues. Special care is taken for slow
learners identified through counseling

3. Common Room

Separate Common rooms are provided for girls and boys. Rooms
are provided with necessary facilities like first aid box,
rest room, cots, beds, mirror, chair, table, washbasin,
dustbin, etc. These rooms are well ventilated, spacious for
relaxation.

File Description	Documents
Annual gender sensitization action plan	https://navjeevanmba.com/aqar-ay-2022-2023/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://navjeevanmba.com/aqar-ay-2022-2023/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

To reduce waste in the institute, recycling efforts must be improved and organic recycling services must be provided. The basic philosophy of the institute is focused on environmental conservation and reduces or eliminates waste wherever possible.

1. Solid waste management Some of the common solid waste obtained includes daily garbage such as white used paper, card sheets, rubber waste, and plastics, cardboard material etc. These materials are collected and disposed off. Dustbins are located on various floors at various locations. This separated waste is then collected by the corporation garbage collecting van outside the Institute campus. Other solid waste such as old newspapers, old journal volumes, outdated brochures etc. are sold to scrap vendor.

2. Liquid Waste Management Liquid and semisolid waste mainly consist of is disposed off through corporation garbage collecting van and also disposed off through sewerage system having a network of underground pipes by Nashik Municipal Corporation.

3. E-Waste Management The e-waste generated in the Institute comprises of battery, UPS, discarded input devices like mouse devices, key boards, printers etc. The e-waste is reused whenever possible by repairing. The unrepairable ewaste is donated to e-waste collection of Nashik Municipal Corporation Centre located near the institute.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 200 words).

To develop the emotional and religious feelings among the

studentsand the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony. NIM and its teacher and staff jointly celebrate the cultural and regional festivals, like New-year's day, Fresher Party, teacher's day, orientation and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, festivals like Diwali celebration, Holi celebration, New Year celebration, Lohri celebrations, etc. religious ritual activities are performed in the Campus. Motivational lectures of eminent people from the various fields are arranged. Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

To create awareness and responsibilities among students, institute organizes various programs and initiatives on fundamental rights, values and responsibilities of citizens.

- All students, Teachers & support staff are expected to follow rules & regulations so as to ensure the smooth functioning of the Institution.
- There are various courses in MBA prgoramme which highlights fundamental rights, values and responsibilities of citizens and hence faculties take all efforts to make them realize their responsibility towards nation.

- Blood Donation Camp- The institute organizes a blood donation camp every year. This camp helps the institute for its contribution in social work as well as a help towards people in medical need.
- Food and Cloth Donation Drive- Every year the institute

has organized a Donation Drive
- **E-waste - Institute collects e-waste i.e. common discarded electronic products including computers, stereos, copiers, and fax machines from institute campus, students, etc. and is discarded in proper way.**
- **Swachha Bharat Abhiyaan- Institute has organized cleanliness drive under Swachh Bharat Abhiyan Programme. This drive was conducted by the teachers and the students.**
- **Tree Plantation-Tree plantation activity conducted by the institute.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://navjeevanmba.com/aqar-ay-2022-2023/
Any other relevant information	https://navjeevanmba.com/aqar-ay-2022-2023/

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

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The organization enthusiastically plans National Festivals and the birth anniversaries of notable Indian figures. Through the exhibitions and programmes held on these days, famous Indian leaders are seeded in the young people's brains. Through such initiatives, the staff and students are made aware of the value of national integrity. The institute observes Republic Day and Independence Day annually. These days are commemorated in order to honor and express gratitude to the freedom fighters who participated in the freedom wars. By planning these kinds of activities, the institute contributes to instilling awareness and patriotism in the future generation. Every two years on October 2nd, the institute observes Gandhi Jayanti to honor the life and legacy of the "Father of the Nation," Mohandas Karamchand Gandhi.

To commemorate the birth of Chhatrapati Shivaji Maharaj, the greatest fighter of his era, the institute also observes Shivaji Jayanti on February 19th. Shivaji Maharaj is honoured on this day by paying respects and dressing traditionally. On occasion of "International Women's Day" college committee of NIM celebrated Women's day.The Institute gladly observes various holidays each year, including Teacher's Day, Marathi Language Day, Ganesh Chaturthi, Navratri, Diwali, and Dussehra.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

```
Best Practice - 1

Title of the practice: Activity based learning through House
Activities

Objectives:. To implement innovative teaching pedagogy and to
enhance students' learning experience through activity based
learning. The Practice: As per SPPU norms a student can
persue MBA in HR, Marketing, Finance, Operations and Business
Analytics. As a part of Innovative teaching pedagogy, the
institute has formed various specilisation houses so that
students get core practical exposure through activity based
learning. Faculty and students coordinators are appointed for
conducting various house activities. Students
enthusiastically take part in all house activities such as
Guest Lectures, Management Games, Field Visits, B-Plans, Role
Plays, field visits, webinars, industrial visits, market
surveys, Presentations, and Group Discussions etc.

Best Practice-2 Objectives: To motivate students and staff
for publishing research papers and books.

The Practice: Students and Faculty were encouraged to write
research papers , articles and books. For this institute is
providing all type of financial and non financial assistance.
Due to encourgament our faculties have published research
paper in UGC care listed Journal. 1 books were authored by
our faculty.
```

File Description	Documents
Best practices in the Institutional website	https://navjeevanmba.com/aqar-ay-2022-2023/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

NIM, a premier business school established in 1994 by Navjeevan Education Society (NES), is affiliated to SavitribaiPhule Pune University (SPPU) and is recognized under AICTE (New Delhi). NIM has been accredited by NAAC in 2nd Cycle with B++ Grade in February 2019. Navjeevan Institute of Management has become the First MBA Institute in Nashik District to offer National Service Scheme (NSS) to Management students. Navjeevan Institute of Management has enrolled and registered to NSS under Savitribai Phule Pune University from AY 2019-20. Navjeevan Institute of Management has become the First MBA Institute in Nashik District to offer Distance Learning MBA under School of Open Learning (SoL) of Savitribai Phule Pune University from AY 2019-20. NIM is located in the center of the city Nashik which makes it easily accessible for local students. We do this by working on the basics as Overall Personality development of the students through relevant knowledge, skills, practical labs, extra-curricular activities & major competitive events. NIM believes in holistic development of professionalwho are socially responsible towards environment &resources available to human beings. We believe that having a relevant Knowledge & Skills along with the right Attitude is the KEY to be Successful in Professional & Personal Life.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- **To submit the AQAR for Academic Year**

- To work out a Strategic Plan for filling in Admissions for MBA for AY 2024-25.
- To promote faculty members for Higher Education and Research to enhance Alumni engagement
- To start preparation for NIM to get accredited by NBA, New Delhi.
- To conduct periodic IQAC meetings.
- To increase the industry-linkages by forming more Memorandum of Understanding (MoUs) with Industry.
- To conduct Annual Academic and Administrative Audit (AAA) involving external experts.
- To organize seminars, workshops, conferences and symposiums.
- To increase the number of Certification courses offered by the Institute.
- To encourage and guide more students for entrepreneurship through Startup & Innovation Cell.
- To use ICT tools for regular teaching, learning and evaluation related activities by all the teachers.
- To encourage faculty members to complete their doctoral degrees and to continue research activities through quality publications and research projects.
- To promote activities such as physical exercise, meditation.