



YEARLY STATUS REPORT - 2020-2021

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	Director (in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0253-2379848
• Mobile no	9604101118
• Registered e-mail	suvarna.barge@gmail.com
• Alternate e-mail	drshindesuvarna@gmail.com
• Address	SHIVSHAKTI CHOWK, 4TH SCHEME, CIDCO,
• 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 (SPPU)				
• Name of the IQAC Coordinator	AMOL ARVIND MARATHE				
• Phone No.	02532379848				
• Alternate phone No.	02532379848				
• Mobile	8329132831				
• IQAC e-mail address	navjeevan.mba@gmail.com				
• Alternate Email address	nutan.sai@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://navjeevanmba.com/aqar				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://navjeevanmba.com/academic-calender/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B++	2.86	2019	08/02/2019	07/02/2024
Cycle 1	B	71.05	2004	03/05/2004	02/05/2009
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	
NA	NA	NA	NA	0	
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	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1 Support in Admission Process of MBA Students for AY 2020-21. 2 Sharing the details of FDPs and various Seminars, Conferences, Workshops for students and faculty. 3 Academic Administrative Audit (AA</p>		
		<p>1 Support in Admission Process of MBA Students for AY 2020-21. 2 Sharing the details of FDPs and various Seminars, Conferences, Workshops for students and faculty. 3 Academic Administrative Audit (AA</p>
		<p>12.Plan of action for Quality Enhancement</p>



Plan of Action	
Admission Student	
Sharing the various S Worksho	
Academic (AAA)	
Increasing more co	
AQAR 2019	
Designing AY 20	
Startup & than 20	
Regular Quality A	
Academic (AAA) con	
NAAC Commi b	
13. Whether the statutory body	
	<ul style="list-style-type: none"> • Name of

	G
14. Whether ins	
Year	
15. Multidiscipl	
16. Academic ba	
17. Skill develop	
18. Appropriate using online co	
19. Focus on Ou	
20. Distance edu	



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

2.1 119

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

2

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

54

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

6

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

6

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	119
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	2
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	54
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	6
File Description	Documents
Data Template	View File

3.2	6
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	7
Total number of Classrooms and Seminar halls	
4.2	28.69
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	44
Total number of computers on campus for academic purposes	

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

- We, at Navjeevan Education Society's Navjeevan Institute of Management (NIM), follow the Curriculum designed by Savitribai Phule Pune University (SPPU). Semester pattern is being implemented for MBA curriculum.
- NIM provides the essential infrastructure and many support facilities to compliment the efforts of our teaching staff.
- Plan of Action is prepared at the start of every academic year by IQAC members.
- A well-planned Academic Calendar is maintained and monitored by Coordinator for effective delivery of curriculum.
- NIM offers Value added Career Oriented Programs to students and staff members periodically. This is achieved by conducting seminars and workshops on relevant topics for their overall development.
- NIM Startup & Innovation Cell under the guidance of Centre for Innovation, Incubation & Linkages, Savitribai Phule Pune University (SPPU) is working towards encouraging the

Innovation and Creativity among the students.

- Personality & communication development aspects are developed in the students through various extension activities like Cultural activities and Sports Activities.
- The feedback forms have been designed to take the required feedback from students, Alumni and staff members for overall improvement of offering by NIM.
- Navjeevan Institute of Management, Nashik has defined Programme Outcomes (POs) for MBA syllabus at Institutional level.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

- Before the commencement of every Academic year, Navjeevan Institute of Management (NIM) prepares an academic calendar based on the schedule shared by Savitribai Phule Pune University (SPPU).
- 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.
- Academic year starts from 1st July every year and ends on 30th June of next year as per the guidance of Savitribai

Phule Pune University (SPPU).

- The calendar is verified and approved by the Director of the institute.
- Academic calendar is displayed on the notice board and on institute's website.
- Also, the detailed discussion is done on Academic Calendar in an orientation program conducted for students for their better understanding and academic activities and to facilitate planning for staff, faculty and the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

B. Any 3 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)

2

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

2

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 Svachha 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

58

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

58

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://navjeevanmba.com/naac/
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
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://navjeevanmba.com/naac/

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

65

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

47

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 Orientation Program is arranged by NIM every year for the First-Year students.

1. First year Course Curriculum/Examination structure
2. Academic Calendar
3. Passing criteria, grading pattern, re-examination
4. Rules & Regulations

Process of Assessment of learning levels of the students:

- Before commencement of classes, the students are required to fill in the SPED Form. With the help of SPED Form & Personal Counseling Session, students are classified as low/Advanced Learners.
- This helps NIM to not only consider the Academic Performance of students but to understand overall personality of the student to succeed in his/her career.

Strategies for Slow Learners:

- Special attention is given to Slow learners to help them succeed in their Academic as well as Professional Life.
- Strategies for Advanced Learners:
 - They are usually made the class representatives for proactive leadership by designing their own development plan.
 - Advanced Books Reading Plan is shared with Advanced Learners to widen their horizon.
 - Data Analysis and documentation:

The corrective actions are initiated and monitored by head of the departments and used for further strategic planning.

The details are documented for future reference.

File Description	Documents
Paste link for additional information	NIL
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
119	6

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

- We, follow the Curriculum designed by Savitribai Phule Pune University (SPPU). Semester pattern is being implemented for MBA curriculum.
- Plan of Action is prepared at the start of every academic year by IQAC members.
- Academic Calendar is maintained and monitored by Coordinator for effective delivery of curriculum.
- NIM offers Value added Career Oriented Programs to students and staff members periodically.
- NIM formed Startup & Innovation Cell under the guidance of Centre for Innovation, Incubation & Linkages, Savitribai Phule Pune University (SPPU).
- Personality & communication development aspects are developed in the students through various extension activities like Cultural activities and Sports Activities.
- Value added courses such as Personality Development to succeed in your Job, Business and Life and Mindfulness in the Workplace are offered .
- Summer Internship Project (SIP) is mandatory for 2nd Year students as per the Specialization chosen.
- Workshop On Research Methodology, Cyber Security and Human Rights are also arranged for students.
- The feedback forms have been designed to take the required feedback from students, Alumni and staff members.
- 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.

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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

In today's world, it is essential for the students as well as teachers to learn and master the latest technologies as per the changing work environment. Teachers are playing crucial role in this transformation by combining technology with traditional mode of instruction to engage students in long term learning. Institute uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education to students for their holistic development.

- Teachers in Navjeevan Institute of Management, Nashik have been using different ICT enabled tools for effective teaching-learning process.
- There are mainly two ICT tools used by all the teachers while teaching Management lessons to students.
- First is use of information on Internet while offering lectures. This is offer better perspective to the students with more supporting data on the internet and videos on YouTube.
- Second being the use of Projectors in classrooms. This arrangement helps even the backbenchers in the class to properly see the desktop and hence the data or videos that are being displayed.
- E-resources and techniques used by teachers while teaching are
- Use of ebooks while offering lectures
- Use of online platforms like Swayam, etc.
- Use of online case studies in classes

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

6

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

35

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.

NIM has designed its Concurrent Internal Evaluation Policy (CIE) on the basis comprehensive concurrent evaluation of Savitribai Phule Pune University.

Full Credit Course

(3 Credits)

Half Credit Course

(2 Credits)

Skill Based Courses

(1 Credits)

Written Home Assignments

Written Home Assignments

Term End Examination

Term End Examination

Term End Examination

Hand on / Practical Examination with viva

*Any other concurrent Evaluation

Any other concurrent Evaluation

Due to Covid 19 pandemic above concurrent evaluation was done online considering SPPU, UGC and Govt. of MH Guidelines

The Institute prepares academic calendar which includes internal evaluation schedule and is explained to the students during the Induction Program. The Chief Examination Officer (CEO) is appointed by the Director to execute overall exam duties.

CEO considering SPPU schedule and Director's direction prepares notice regarding scheme of concurrent evaluation. Notices are displayed on notice board & forwarded on official WhatsApp group.

After assessment the internal marks are displayed on notice board & students are allowed to meet & discuss their performance in internal evaluation.

The faculty members are given choice to select evaluation components. The internal assessment is conducted on continuous basis. Final marks are uploaded on university portal.

File Description	Documents
Any additional information	View File
Link for additional information	http://navjeevanmba.com/curriculum/

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

At Institute Level: -

- The grievance related with the examination is being handling by the Chief Examination Officer.
- Students having any grievance shall contact first to respective subject faculty and if not solved the grievance will be handled by CEO.
- The motive of the Institute while handling the grievance is that should be settled promptly at the first stage itself.
- The problem should be defined by the student properly. Sometime wrong complaint is given.
- After understanding of all the facts, CEO will provide the solution of it.
- If the CEO fails to provide a solution, the aggrieved student/s can take his grievance to Director.

University Level: -

- Grievance regarding semester examinations conducted by Savitribai Phule Pune University is handled as per the University guidelines.
- The student can apply for the Re-verification, Photo-copy and revaluation as per the University schedule mentioned by the University.
- The university examination related issues such as Absence of Subject Code, Change of subject code in the student hall ticket etc, are communicated through Senior Supervisor of the examination.
- For any malpractices, misbehave or any arguments related to the examination, such cases shall be handled by the Senior Supervisor communicated with Director and resolved it soon.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

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.

- We follow the Curriculum designed by Savitribai Phule Pune University (SPPU). Semester pattern is being implemented for MBA curriculum.
- SPPU has shared the Pedagogy which defines Programme Outcomes (POs) and Course Outcomes (COs) of the MBA Course 2019 CBCS Pattern.
- Plan of Action is prepared at the start of every academic year by IQAC members.
- A well-planned Academic Calendar is maintained and monitored by Coordinator for effective delivery of curriculum.
- NIM offers Value added Career Oriented Programs to students and staff members periodically. This is achieved by conducting seminars and workshops on relevant topics for their overall development.
- NIM encourages Entrepreneurship Development in MBA students by offering personal guidance to succeed.
- NIM formed Startup & Innovation Cell under the guidance of Centre for Innovation, Incubation & Linkages, Savitribai Phule Pune University (SPPU).
- Personality & communication development aspects are developed in the students through various extension

activities like Cultural activities and Sports Activities.

- The feedback forms have been designed to take the required feedback from students, Alumni and staff members for overall improvement of offering by NIM.
- NIM believes in defining and achieving programme and course outcomes to continuously gauge the level of performance and success.

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

45

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	NIL

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/naac/>

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	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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)	No File Uploaded
Any additional information	No File Uploaded
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 signed MOUs with Industry to provide the information on entrepreneurship to the student and faculty.
- An Incubation Center is established in NIM campus in collaboration with to inculcate the idea of Entrepreneurship and Start up in student.
- Entrepreneurship Development Cell is established
- NIM has formed Startup & Innovation Cell under the guidance of Centre for Innovation, Incubation & Linkages, Savitribai Phule Pune University (SPPU).
- Every year Start-up and Idea Competition is arranged at Institute, Cluster and University level to encourage students and faculty to present innovative ideas in the competition.
- There are monetary benefits offered to these startup ideas as well by Savitribai Phule Pune University (SPPU), Pune, Maharashtra.
- The continuous support and guidance are offered to students by faculty at Institute as well as at university levels.
- 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.
- Placement and Internship
- Personality
- Technology
- Entrepreneurship and
- Rural Engagement

- Online and offline lectures are arranged under RED Cell for students to understand the rural ecosystem.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://navjeevanmba.com/startup-innovation-cell-registered-with-sspu

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

1

File Description	Documents
URL to the research page on HEI website	NIL
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	
2	
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	
2	
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	
<p>Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the years. Sr. No Title of the Activiti es Organising unit/ agency/ collaborating agency Date Year of the activity Number of teachers participated in such activities Number of students participated in such activities</p> <p>1 Tree Plantation at Nirhale, Dist: Nashik Navjeevan World Peace and Research Foundation 07-04-2020 2020-21 8 15 2</p> <p>COVID-19 Awareness Program Navjeevan Institute of Management Under NSS 03-03-2021 7 18 3</p> <p>Women's Day Celebration Navjeevan Institute of Management 03-08-2021 8 21 4</p> <p>Covid-19 Vaccination Awareness Program Navjeevan Institute of Management 06-07-2021 7 53 5</p> <p>Organ Donation Program Navjeevan Institute of Management 19/06/2021 8 51</p> <p>6 Environment Day Navjeevan Institute of Management Under NSS 06-05-2021 5 23</p>	

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

2

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

7

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

3

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

12

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

12

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 62 computers with internet broadband connectivity of 100 Mbps and 80 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.

In Covid-19 times since March 2019,

- NIM followed the LOCKDOWN Guidelines given by Government.
- The policy continued in AY 2020-21 as well due to Covid-19 regulations imposed by Indian and State Governments as well as by SPPU.
- All Teaching, non-teaching members and supporting staff have been compulsorily wearing face Masks / Shields / Gloves.

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.
- Under Covid-19 conditions, Institution has ensured the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Sports, Canteen, Parking Area, etc. for the safety of students and faculty while conducting the events.

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

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

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL
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)

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)

Name of the ILMS software: Library Manager Software

Nature of automation (fully or partially): Partially

Version: 2.0.0

Year of automation: 2010

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NIL
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)	
0.77	
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	
33	

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 with 62 computers with internet broadband connectivity of 100 Mbps and 80 Mbps.
- 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.

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

4.3.2 - Number of Computers

44

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)	
12.65	
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.	
<ul style="list-style-type: none"> • There are spacious class rooms and computer lab with sufficient ventilation. • 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 62 computers with internet broadband connectivity of 100 Mbps and 80 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.
- In Covid-19 times since March 2019, NIM followed the LOCKDOWN Guidelines given by Government.
- The office management has facilitated work from home.
- NIM Teaching members also started Online Classes from home through online platforms like Zoom, Google Meet, Cisco Webex, etc.
- NIM faculty also did lot of Online Faculty Development Programs (FDP) and Webinars.

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

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

91

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted 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/
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	
33	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
33	

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

29

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

1

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	No File Uploaded
Any additional information	No File Uploaded
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	No File Uploaded
Any additional information	No File Uploaded
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
- Co-curricular 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	http://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

1

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 established 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 not registered yet.

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	No File Uploaded

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.

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

File Description	Documents
Paste link for additional information	http://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 NIM have 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 co-ordinator and 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 leadership skills 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, co-curricular, extracurricular activities.

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.
- Increasing Students' strength from 60 to 120.
- 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.

The institute has well established institutional bodies for effective decision making and efficient

Name of Authority Distribution of work

Authority

Distribution of work

Director

Academic, Administrative and financial planning

IQAC

Implementing Quality Initiatives

HOD

Distributes portfolios, subject allocation, monitoring of mentorship.

Faculties

Teaching, mentoring, course files, time tables , SIP guidance, coordination of academic activities.

Chief Finance Officer

Fees related matters, purchases, payment and receipts, banking, Provide information to CA

Office Superintendant

All Administrative work

Jr. Accountant

fees related matters, purchases, payment and receipts, banking,

System Administrator

Overall computer lab responsibility

Librarian

Perform all library-related functions

Various Bodies and their functions

Name of statutory Body

Functions

Governing Body

- To approve a budget, income expenditure and audit report of the institute
- To pass the resolutions made by the CDC

CDC

- Prepare an overall development plan of the institute

IQAC

- To develop a quality conscious system

Anti Ragging Committee

- Create Anti ragging awareness

Women's Grievance Committee / ICC

- To resolve grievances

Grievance Redressal Cell (GRC)

- Handling grievance of the student

NIM follows the appointment and service rules norms prescribed by AICTE and SPPU from time to time.

File Description	Documents
Paste link for additional information	http://navjeevanmba.com/about-us/
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, non-teaching 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	Nil
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

0

File Description	Documents
Upload any additional information	No File Uploaded
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**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
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**

4

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

- The institute has a system to evaluate the performance of teaching and nonteaching staff at the end of every year.

Performance Appraisal of Teaching staff:

At NIM performance appraisal is carried out annually to provide positive feedback as well as to identify areas for improvement for all staff. All promotional decisions are taken on the appraisal as per recommendations of The Director.

Performance appraisal is done based on the Performance Appraisal Report (PAR) submitted by the faculty members.

Parameters for Performance Appraisal :

- Result analysis of subject taught by concerned faculty members
- Duties performed at University level by faculty members
- Duties performed and activities organised as Co-ordinator by faculty members
- Research papers published by the faculty members
- Seminar/Conference/FDPs/Workshops attended by faculty members
- Books published and chapters written by faculty members
- Participation in social activities.
- Confidential report by the Director

- The suggestions are given to faculty by Director to improve performance on the basis analysis.

Performance Appraisal of Non-Teaching Staff:

Every year Performance Appraisal of non-teaching staff is also conducted along with teaching staff. Various parameters are considered for the appraisal of non-teaching staff like completion of work allocated to them, punctuality, helping nature and up-gradation of required skills.

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	No File Uploaded
Any additional information	No File Uploaded
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

"To ensure the mechanism for resource mobilization and effective use of institutional resources a policy exist"

NIM is private unaided self financed institute approved by the Government. Finance committee prepares budget in the beginning of every year.

The Director puts up the budget to the management. The management reviews the budget and approves it after required changes if any.

The resources for the institutional funding are as follows:

- Students Fees (Regular and Dual Specialisation)
- Scholarship and freeship provided by the Government
- Fees collected through FC (Institute is approved Facilitation Centre by DTE, GoM)
- Funds provided by the Savitribai Phule Pune University for research grants. (QIP grants for organizing seminar conferences etc.)
- Funds provided by the Savitribai Phule Pune University for examination work.
- The Institute encourages faculty members to apply for research grant to University and other sponsoring agencies.

Utilization of financial resources.

- Appropriate funds are allocated for infrastructure development like computers, other equipments, books for the

library etc.

- Salary Expenses
- Administrative Expenses
- Advertisement, building Insurance, electricity, Professional tax, courier, repairs and maintenance, affiliation fee, AICTE approval fee, Shikshan Shulk Samitee Fee,
- Web hosting charges etc.
- Educational & Function Expenses, industrial visits, Students activities, FDPs, Placements, Seminar conferences expenses etc.

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 work done at institute level.
- IQAC arranges frequent meetings and discussions for the betterment of an Institute.
- 2 meeting per semester or 4 to 5 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 the beginning 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

- We, at Navjeevan Education Society's Navjeevan Institute of Management (NIM), follow the Curriculum designed by Savitribai Phule Pune University (SPPU). Semester pattern is being implemented for MBA curriculum.
- Plan of Action is prepared at the start of every academic year by IQAC members.
- A well-planned Academic Calendar is maintained and monitored by Coordinator for effective delivery of curriculum.
- NIM formed Startup & Innovation Cell under the guidance of Centre for Innovation, Incubation & Linkages, Savitribai Phule Pune University (SPPU).
- Personality & communication development aspects are developed in the students through various extension activities like Cultural activities and Sports Activities.
- The feedback forms have been designed to take the required feedback from students, Alumni and staff members for overall improvement of offering by NIM.

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.

Navjeevan Institute of Management, Nashik has defined Programme Outcomes (POs) for MBA syllabus at Institutional level.

Navjeevan Institute of Management, Nashik has set Program Specific Objectives to describe specialization-wise expectations from students.

NIM has defined the expected Course Learning Outcomes from the students for their overall development.

File Description	Documents
Paste link for additional information	https://navjeevanmba.com/curriculum/
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
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File Description	Documents
Paste web link of Annual reports of Institution	http://navjeevanmba.com/iqac/
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

- Internal Complaints Committee (ICC), installing CCTV cameras & by providing round the clock security.
- Safety of girls is a top priority at every college campus.
- 24X7 CCTV surveillance is maintained in Navjeevan Institute of Management, Nashik.
- Restricting unwanted entry, proper boundary wall with fencing have been constructed.
- Female staff is appointed without any bias to contribute

positively towards the growth of the Institute.

- The ICC ensures that posters promoting gender equity & sensitization are placed on the Notice Boards.
- A Complaint Box is placed outside the office.
- Telephone numbers of ICC Chairperson & members are available on Notice Board of office & Website.
- ANTI RAGGING COMMITTEE is formed to ensure the safety and positive mindset of girl students to excel in their academics.
- There is a Discipline Committee in the institution to take care of safety and security of the students.
- Female students are accompanied by female faculty members during the visits or programme organized outside the college campus.
- Each faculty advisor looks after a group of 20-25 students.
- Separate common rooms for both female and male students.
- The female faculty members, staff and students are informed about various laws and rights available for their empowerment.

File Description	Documents
Annual gender sensitization action plan	https://navjeevanmba.com/naac/
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/naac/
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

Solid (Dry) & Liquid (Wet) waste management

- In Navjeevan Institute of Management, waste is segregated in the form of dry and wet waste.

Type of waste generated from various sources

Sr no.

Source

Type of waste generated

1

Classrooms

Paper, plastic, pen, pencil, charts, disposable cups, wrappers

2

Lab

Paper, Plastic, Pen, Pencil, Bottles

3

Staffroom

Paper, Wrappers, Plastic, Bottles

4

Office

Paper and plastic

5

Library

Paper and plastic

6

Toilets

Paper, plastic and sanitary napkins.

E-Waste management

- Institute works on awareness building about E-waste management.
- Policy of 3 Rs is accepted and disseminated through awareness building on Reduce, Reuse and Recycle.
- This is done through road show activities, display boards, and student projects.
- Awareness about proper e-waste management is also built among the students and especially among those departments teaching Computer Based Courses to minimize e- pollution on and off the campus.
- Navjeevan Institute of Management has centralized facility to collect e-waste from Colleges, housekeeping and disposal.
- E-wastes such as computers, laptops, scanner, printer etc. if generated are collected centrally & disposed off.
- Old monitors and CPUs are repaired, reused or scrapped based on the current condition.

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

B. Any 3 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**

A. Any 4 or All 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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

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

B. Any 3 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 students and 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 Mela 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.

Sr. No.

Number of initiatives taken to engage with and contribute to local community

Date

1

Environment Day

06.05.2021

2

COVID-19 AWARENESS PROGRAM

03.03.2021

3

TREE PLANTATION

07.04.2021

4

Covid Vaccination Awareness Program

06.07.2021

5

Organ Donation Program

19.06.2021

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

RULES & CODE OF CONDUCT FOR STUDENTS, TEACHERS& SUPPORT STAFF**1. GENERAL CODE OF CONDUCT:**

- All students, Teachers & support staff are expected to follow rules & regulations so as to ensure the smooth functioning of the Institution.

B. ACADEMIC RULES AND DISCIPLINE:

- No student can enter or leave the lecture session while the lecture session is in progress, without the permission of the concerned faculty.
- C. ADMINISTRATIVE DETAILS, RULES & REGULATIONS

a. Admission:

- Admission of student to NIM MBA Program will be confirmed upon payment of the first installment of fees and submission of necessary documents on or before the due dates prescribed by the statutory bodies.

b. Fees Payment:

- Students are expected to pay full fees or minimum first installment in the beginning of the academic year or at the time of admission.
- c. Fees Refund:
- As per the guidelines of Admission Regulating Authority & Fees Regulating Authority.

d. Readmission and Deferment:

- Students applying for additional specialization will be considered as a fresh admission.

e. Class Attendance:

- As per guidelines by SPPU, student must maintain minimum 75 % of the attendance in all semesters.

D. LIBRARY:

- LIBRARY RULES:

E. COMPUTER LABORATORY RULES:**. EXAMINATIONS: Rules & Regulations**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://navjeevanmba.com/wp-content/uploads/2022/03/NIM-Professional-Code-of-Conduct.pdf
Any other relevant information	Nil

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

D. Any 1 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

Some of the Commemorative days celebrate yearly are:

- The Independence Day and Republic Day is celebrated at large scale.
- Birthday Anniversary of Mahatma Gandhi, A.P.J. Abdul Kalam, Sardar Vallabhbhai Patel, Dr. Babasaheb Ambedkar, Chhatrapati Shivajimaharaj, Shubhash Chandra Bose etc is celebrated in campus.
- Events:
 - Teacher's Day is celebrated on occasion of Birth Anniversary of Dr. Sarvpalli Radhakrushnan.
 - International Women's Day Celebration
- Tradition of Celebrating Ganesh Festival, Navratri, Holi, Diwali festival is continued. Such a celebrations enhances the involvement of students in organizing the events ultimately improves their team work, event handling ability and confidence.
- Many other events conducted under NSS like Street Plays focusing on Social Causes (Road Safety, Swach Bharat Abhiyaan, and Mask wearing Awareness Program and NSS 7 Days Special Camp etc.).
- Institute Associations events include Fresher Party and Sendoff function for final year students etc. Marathi Bhasha Din and week is celebrated and various events like "Days Celebration with Sports Competition", Co-curricular activity such as Ad-Mad Show, Startup Competition, Entrepreneurship Development Competition are organized that encourages students in leadership, team management, improving social & ethical values, cultivating presentation skills, self-confidence and soft skills

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.

ACADEMIC YEAR 2020-21

INSTITUTIONAL BEST PRACTICES

BEST PRACTICE: 1 - ONLINE Value-Added Courses / Guest Lectures

- Title of Practice: Different ONLINE Value-Added Courses / Guest Lectures on latest Developments / Processes / Technologies have been arranged by NIM for students & Faculty members.
- Objective of Practice: To make Faculty & students aware and expert in the latest Developments /Processes / Technologies offered in India & in different parts of the World
- The Context: Students along with Faculty members need to be continuously updated about the latest trends regarding Technology and Processes.
- Evidence of Success: Overall improvement in thinking & analyzing ability of the students &faculty members. The Practice has helped many students to become an expert in those areas.

BEST PRACTICE: 2 - Covid-19 Masks Preparation and Circulation

- Covid-19 Masks have been prepared by students and faculty of Navjeevan Institute of Management in Covid-19 lockdown.
- These masks were circulated among the people in the nearby

community to help them fight against Covid-19.

- The students were introduced to the social responsibility aspects towards the society.

File Description	Documents
Best practices in the Institutional website	https://navjeevanmba.com/naac/
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 creating professionals who 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

Future Plans of action for next academic year -

- To submit the AQAR for Academic Year
- To work out a Strategic Plan for filling in Admissions of 60 students for MBA for AY 2021-22.
- To start preparation for NIM to get accredited by NBA, New Delhi.
- To conduct periodic IQAC meetings.
- To conduct special camps of National Service Scheme (NSS) for students under the guidance of Savitribai Phule Pune University (SPPU).
- 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 Distance Learning Program offered under School of Open Learning (SoL) of Savitribai Phule Pune University (SPPU) to reach target audience and to help them prosper in their career.
- To promote activities such as physical exercise, meditation.