Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**MATRIX SCHOOL OF MANAGEMENT STUDIES**
Name of the head of the Institution	**Satish Shrawanrao Ubale**
Designation	**Director**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**020-24356637**
Mobile no.	**9689883421**
Registered Email	**directormsms@matrixpune.com**
Alternate Email	**shilpak@matrixpune.com**
Address	**Survey No. 9/1/5, 9/2/4, 9/1/4, Off, Westernly Bypass Road, Next to Sinhgad Science College, Vadgaon, Ambegaon (Bk.)**
City/Town	**Pune**
State/UT	**Maharashtra**

Pincode	**411041**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Dr Anand Padle**
Phone no/Alternate Phone no.	**02024356637**
Mobile no.	**9588602346**
Registered Email	**anandp@matrixpune.com**
Alternate Email	**directormsms@matrixpune.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.msmspune.com/Accreditations.html

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.msmspune.com/Academic.html

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**2.63**	**2019**	**09-Aug-2019**	**08-Aug-2024**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**03-Oct-2017**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Regular Meetings of IQAC	10-Aug-2018 01	12
Academic and Administrative Audit	18-May-2019 01	12
AISHE Certificate	23-Jan-2019 01	12
Session on Contemporary Trends in HR for Management Students	02-Nov-2018 01	107
FDP on Application of Soft skills in Classroom Teaching	02-Nov-2018 01	8
FDP on Human Values and Morals	13-Dec-2018 01	12
Three days Workshop on Holistic Development	22-Jan-2019 03	45
Two days workshop on Industry	01-Jan-2019 02	105
Two days State Level Seminar	22-Feb-2019 02	97
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institute	Quality Improvement Program	Savitribai Phule Pune University	2019 02	100000
Institute	Quality Improvement Program	Savitribai Phule Pune University	2019 01	100000
Institute	Quality Improvement Program	Savitribai Phule Pune University	2019 01	500000
Institute	Industry Institute Interface	Savitribai Phule Pune University	2019 02	20000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the	4

year :	
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Academic Excellence

Innovations and Start-ups

Infrastructure

Training and Placement

Institute Social Responsibility

[View File](#)

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

Plan of Action	Achivements/Outcomes
Lecture on Intellectual Property Rights	**Session on Intellectual Property Rights (Copyright) was conducted on 16/03/2019**
State Level Seminar	**02 day State Level Seminar on Impact of Industry – Academia Interface on the development of Management Education in the current scenario on 22/02/2019 & 23/02/2019**
Guest Lectures by Industry experts	**02 day workshop on Industry – Academia Interface was conducted on 01/02/2019 & 02/02/2019**
Workshop on Holistic Development	**03 day Workshop on Holistic Development was conducted on 22/01/2019 – 24/01/2019**
Alumni Meet	**Alumni Meet was organised on 12/01/2019**
Guest lecture on Human values	**FDP on Human Values and Morals Necessary For Life Skill Set organised on 13/12/2018**
Guest lecture on Entrepreneurship	**Session on Entrepreneurial**

Development	Opportunities for MBA Students with Herbalife was conducted on 08/12/2018
Organising Faculty Development Program	FDP on Application of Soft skills in Classroom Teaching was organised on 02/11/2018
Guest Lecture on HRM	Session on Contemporary Trends in HR for Management Students was conducted by Dr Anil Mehta on 02/11/2018
Induction Program	Induction Program was organised on 3rd 4th August 2018
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Institute Governing Body	02-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**23-Jan-2019**

17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Planning Development Academic monitoring system is developed in house by our student used for timetable, birthday reminders, classes, assignment and announcements. MCQ's can be developed by the faculties and may give that to students for solving. Efficiencies and efficacy are ensured through this system. Administration Administrative systems and practices have been stream lined to meet expectations of all internal and external stakeholders. To handle administration work Institute uses Academic monitoring system where admission form, student documentation, marks, result percentage, transfer certificate, bonafide certificate and many other useful features are**

available. Finance Accounts To manage finance and accounts of the institute Tally ERP 9 is used where all the daily transaction is updated daily, vouchers and bills are also maintained. Reports are generated using the Tally ERP 9 software system. This is to ensure transparency and error free work. Student Admission and Support All admission processes are online and centrally administered by the State Government. To maintain student records Academic Monitoring System is used at the time of admission and is stored in the software. Reports in different forms are generated as required. Examination Academic monitoring system software is used to manage the profile of the student, Marks in different semester, generation of result analysis and total progress of the student during two years.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Matrix School of Management studies, affiliated to Savitribai Phule Pune University offers MBA program recognised by DTE, Government of Maharashtra and approved by AICTE, New Delhi. The curriculum for the program is designed by university. At the beginning of each academic session, under the guidance of director, Academic Monitoring committee (IQAC) institute prepares academic calendar according to the notices and circulars received from the affiliating university, which is uploaded on the website. Students are informed about the academic calendar of the college notifying the probable teaching dates, dates of internal examinations, curricular, extension related and co-curricular activities. The Director of the Institute conducts meeting with the Academic Monitoring Committee and all faculty to discuss subject allotment, workload, guest lectures, industrial visits etc. In the meeting subject preference is taken from the faculty and subjects are allocated to the faculty as per the specialization and their experience in that subject. Once subject is allotted to the faculty the lesson plan with teaching pedagogy is prepared and Director checks and approves it. Class time tables are prepared by the Academic Coordinator. To update the knowledge and skills of the faculty the Institute regularly deputes them to faculty development programs and orientation programs organized by the Savitribai Phule Pune University or other prominent management Institutes. The Institute in this regard provides financial assistance to faculties to attend conferences, seminars and faculty development programs. The Institute also regularly conducts in-house Faculty Development Programs for the faculties. Experts are invited from academics and industry to guide the faculty on effective delivery of curriculum. University Examination result analyses is prepared for every semester and action is taken on that basis whereas for Internal Evaluation the performance of the students are continuously assessed with the help of internal exams, assignments, presentations, case studies, open

book tests, industrial reports etc. The Institute has initiated Mentor Mentee practice where mentors conduct meetings with the mentees and understand their expectations from the Institute and Institute's expectation from them. Feedback is taken from the students for each subject and action plan is prepared for further improvement if required. The subject records maintained by the entire faculty are assessed by the IQAC. The academic activities are further delegated to teacher's committee, student's welfare committee and IQAC. Each committee owns the responsibility of planning and execution of task allotted. Co-curricular is delegated to nine different committees. Each committee owns the responsibility of planning and execution of task allotted. These committees are Library committee, Exam Committee, Placement Committee, Sport and Cultural committee, Grievances Redressal Committee, Anti-Ragging Committee, Women Grievances Committee, SC/ST Committee, and Internal Complaint Committee. If any major issue arises while planning and execution of the curriculum Director seeks the advice of board of management

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Personality Development	NIL	10/09/2018	6	Focus on emp loyability	Analytical Skills
Intellectual Property Rights	NIL	10/09/2018	6	Focus on emp loyability	Analytical Skills
Research Methodology	NIL	10/01/2019	6	Focus on emp loyability	Analytical Skills
Digital Marketing	NIL	10/01/2019	6	Focus on emp loyability	Analytical Skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MBA	Marketing, Finance, HRM, IT, Supply Chain, International Business,Operations	01/08/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	268	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled

Human Rights	27/08/2018	77
Soft Skill	27/08/2018	60
Gender Sensitivity	21/01/2019	71
Corporate Social Responsibility	21/01/2019	60
	[View File](#)	

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Marketing, Finance, Human Resource, Information Technology, Supply Chain, Operations, International Business	121
	[View File](#)	

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback from Students, Teachers, Parents, and Alumni are collected for understanding the effectiveness of the teaching-learning process based on a structured questionnaire which is approved by the IQAC of the institute. The questionnaires are uploaded on the website. The received feedback is then analyzed by the IQAC and uploaded to the college website and it is also forwarded to the Head of the institution with necessary suggestions based on this feedback. Suggestions and comments given by the parents are also taken into account for the development. Institute prepares the strategic plans based on the feedback received from its stakeholders. The different areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in Governing Body of the institute for necessary action. The action taken report is then displayed on the website.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	MBA	120	77	77
		[View File](#)		

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	0	77	0	15	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
15	15	11	5	1	10

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The main aim of the mentoring program is to inculcate the best attributes of a true "Matrician", there by developing holistic personality to face the challenges of life. This help the students, identify a career path through a program designed to link students with an advocate from the similar profession, who will provide honest insights as students explore and evaluate their potential, educational and career options. Further such type of system expose the students to the experienced industry professionals, alumni and faculty at 'MATRIX' on a one-to-one basis to understand the art of making ethical and informed decisions in their professional life and to improve problem solving, communication, leadership, research and entrepreneurship skills of mentee. Mentors and mentees work together to make a fruitful and long lasting mentoring relationship with mutual respect for each other. Mentoring is significant aspect of a student's life and helps them to understand the spirit of life. Mentor-Mentee System is an invaluable program of MATRIX where each student of the Institute is nurtured holistically. It becomes the students endeavor to understand the intricacies of the life both professionally and personally on these grooming platforms provided by the Institute. From placement point of view all the students are guided not only by the respective mentors to choose their specializations but also by industry experts giving them practical insights of the latest opportunities and challenges in the corporate field. The interaction between mentor-mentee counseling has created positive attitude among students to look at life which is a remarkable achievement to boost about. The way of understanding problems and situations and taking quick decisions have helped them to groom their personality in a better way. The records shows that students academics have been improved with continuous counseling. The progress of the mentees is mapped from first semester to final semester and results are brought to the notice of mentees and their parents by the mentors. The emotional and moral support of mentors has helped some students to come out from their introvert, shy zone and as a result these students have participated in intercollegiate competitions and have won trophies.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
138	15	1:15

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	12	0	3	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)			
Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	MBA	2018	14/05/2019	06/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institute follows the concurrent evaluation pattern of the Savitribai Phule Pune University. Three parameters are considered for the evaluation of core courses (full credit courses) and five parameters for elective courses (half credit courses). Apart from these regular courses the University has introduced extra credits courses and the Institute follows evaluation structure prescribed by the University. An internal evaluation is an integral part of the teaching-learning process. This evaluation is done through tests, assignments, project reports and internal viva. This comprehensive internal evaluation is the total responsibility of teachers teaching the course. The evaluation is done by teachers for external subjects and internal subjects as per syllabus. The students undergoes four semesters teaching learning process in two years. Every semester comprises of internal subjects and external subjects. The evaluation system has two components continuous internal evaluation (CIE) and end semester examination by SPPU. The ratio of weightage is 30 for continuous internal evaluation, 20 for online evaluation (online tests) and 50 for end semester examination. The online and end term examination is conducted by University. The internal marks obtained by the students in core courses and elective courses are displayed on the notice board. In case of any query regarding marks or evaluation parameters, the students can meet their mentor. Internal viva (50) is conducted by the Institute for Summer Internship in the third semester and Dissertation in fourth semester. External viva (50) for both is conducted by the Expert appointed by the University.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar is prepared by the academic coordinator and is sanctioned by the Director of the Institute. The academic calendar includes date wise planning of activities and events of semester which includes seminars, workshops, expert lectures, industrial visits, internal and external exams, presentations etc. Planned activities are conducted on the date mentioned in the academic calendar. In case any activity is rescheduled prior permission of the Director is taken. The external examination and online dates are declared by the Savitribai Phule Pune University and Institute plans all the activities/Programs/ syllabus completion well before these dates so that students will get preparatory leaves.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.msmspune.com/About%20Us.html

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MBA	MBA	MBA	61	50	82

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://msmspune.com/NAAC/2019/Student%20Satisfaction%20Survey.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	0	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Practical Training session on Import Export management	Management	21/08/2018
Session on Intellectual Property Rights (Patents)	Management	15/09/2018
Entrepreneurial Opportunities for MBA Students through Herbalife	Management	08/12/2018
Industry Academia Interface	Management	01/02/2019
State Level Seminar	Management	22/02/2019
Session on Intellectual Property Rights	Management	16/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

	View File

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Innovation Startup Cell	Anuja Chavan	Self	Anvees Cake Walkk	Cake Shop and Bakers	16/12/2018
Innovation Startup Cell	Tejas Padekar	Self	Hotel Sairaj	Hotel Business	11/03/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
2	1	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Management	4

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Management	1	7.36
National	Management	6	7.36

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Management	4

View File

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	4	5	14
Presented papers	5	4	2	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Plantation	Matrix School of Management Studies - Do Save Foundation	4	67
Post care activity of Tree Plantation	Matrix School of Management Studies - Do Save Foundation	4	69
Green Farewell - Ganpati Visarjan	Matrix School of Management Studies - Do Save Foundation	3	28
Poster Competition - Gender Equality	Matrix School of Management Studies	3	58
Matrix @ colors - Gandhian Philosophy Environmental Awareness	Matrix School of Management Studies	4	46
Green Walk	Matrix School of Management Studies	4	45
Swacchta Abhiyan	Matrix School of Management Studies	5	39
Tree Plantation	Matrix School of Management Studies - Sinhgad Law College	3	43
Poster Competition - Gender Equality	Matrix School of Management Studies	3	61
Session on Disaster Management	Matrix School of Management Studies	2	58

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited

0	0	0	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Environment Awareness	Matrix School of Management Studies / Do Save Foundation	Tree Plantation	4	67
Tree Care	Matrix School of Management Studies / Do Save Foundation	Post Care Activity of Tree Plantation	4	69
Environment Awareness	Matrix School of Management Studies / Do Save Foundation	Green Farewell – Ganpati Visarjan	3	28
Cleaning Awareness	Matrix School of Management Studies / Do Save Foundation	Swacchta Abhiyan	5	39
Environment Awareness	Matrix School of Management Studies / Do Save Foundation	Session on Harmful Effects of Plastic Waste	5	98

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Tree Plantation	71	Self Financed	1
Session on Personality Development	55	Self Financed	1
Post Care Activity of Tree Plantation	73	Self Financed	1
Green Farewell	31	Self Financed	3
Session on Healthcare Awareness	56	Self Financed	1
Swacchta Abhiyan	44	Self Financed	1
FDP on Human Values and Morals Necessary for Life Skill Set	12	Self Financed	1
Guest Lecture and One Act Play on the	46	Self Financed	1

Life of Savitribai Phule				
Tree Plantation	46	Self Financed		1
Harmful Effects of Plastic Waste	103	Self Financed		1

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Industry Academia Tie-Up	Agreement	Sampark Management Solutions, Pune	01/01/2019	31/03/2019	1
Industry Academia Tie-Up	Agreement	DDB Muda Pvt. Ltd.	01/01/2019	31/03/2019	1
Industry Academia Tie-Up	Agreement	HDFC Bank Ltd.	01/01/2019	31/03/2019	6
Industry Academia Tie-Up	Agreement	Bharti Airtel, Patna	01/01/2019	31/03/2019	1
Industry Academia Tie-Up	Agreement	Vasundhara Global Concepts	01/01/2019	31/03/2019	1
Industry Academia Tie-Up	Agreement	Crawclick Digital Business Solutions Pvt. Ltd.	05/01/2019	04/04/2019	2
Industry Academia Tie-Up	Agreement	Satyam Autolines	01/01/2019	31/03/2019	1
Industry Academia Tie-Up	Agreement	Anudip Foundation	01/01/2019	31/03/2019	1

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Fresenius Kabi India Pvt. Ltd.	22/01/2018	Guidance Activity –Seminar on issues	39

Pune		in Pharmaceutical Industry and its Management	
Cerveau Sys Strategic Consulting Pvt. Ltd. Pune	01/12/2018	Improving Employability Activity – Session on Industry Expectations from MBA Graduates	62
Do Save Foundation, Pune	05/08/2018	1. Tree Plantation 2. Post Care Activity of Tree Plantation 3. Green Farewell 4. Swachhta Abhiyan 5.Harmful Effects of Plastic Waste	322
Sinhgad Law College	23/01/2018	1. Social Awareness Tree Plantation 2. Faculty Development Activity- FDP on Human Values and Morals Necessary for Life Skill Set 3. Activity Guest Lecture and One Act Play on the Life of Savitribai Phule	99
Sinhgad College of Nursing	12/12/2018	Activity – Session on Personality Development	56
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
740000	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh)	Newly Added

during the current year	
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
[View File](#)	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
AutoLib	Partially	AutoLib NG	2010
AutoLib	Partially	AutoLib NG	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1432	501766	0	0	1432	501766
Reference Books	6006	2190487	0	0	6006	2190487
e-Books	280	0	384	0	664	0
Journals	48	57161	48	66740	96	123901
Digital Database	3	0	1	19470	4	19470
CD & Video	725	0	4	0	729	0
Library Automation	1	100980	0	0	1	100980
Weeding (hard & soft)	3	1130	4	788	7	1918
[View File](#)						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
[View File](#)			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	165	2	3	0	4	0	0	54	0
Added	0	0	0	0	0	0	1	0	0

Total	165	2	3	0	4	0	1	54	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

54 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Lecture Capturing system	http://www.msmspune.com/images_New/infra/Lecture_Recording_System.MP4

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1315000	1303658	740000	1051411

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Institute provides good facilities to its stakeholder and has a preventive maintenance policy for all type of facilities. It renews its contract on yearly basis after scrutinizing the efficiency of the contractor. Institute has annual maintenance contracts for following facilities: Campus environmental maintenance, Softwares, Computer labs, Housekeeping and cleaning, Fire extinguisher, Aqua guard ,Electricity repairs and maintenance, DG Genset, Xerox Machine Printers, CCTV Vigilance, etc. Maintenance of the physical property done on regular basis includes the following assets: 1. Classroom 2. Computer lab 3. Library Books 4. Physical property – Building, common area 5. Sport equipment and recreation (TV) room 6. Tutorial Room 7. Language lab 8. Incubation center 9. Placement cell 10. Rest room and material 11. CCTV Vigilance

http://msmspune.com/NAAC/2019/4.4.2.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**Matrix Scholarship**	2	49119
Financial Support from Other Sources			
a) National	**EBC,OBC, SBC, SC, VJNT, ST**	83	3742581.75
b)International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability	Date of implemetation	Number of students	Agencies involved

enhancement scheme		enrolled	
Practical Training session on Import – Export Management	21/08/2018	46	Matrix School of Management Studies
Industrial Visit (Harley Davidson Company)	01/09/2019	40	Matrix School of Management Studies
Session on Personality Development	12/09/2018	53	Matrix School of Management Studies / Sinhgad College of Nursing
Session on Intellectual Property Rights (Patent)	15/09/2018	102	Matrix School of Management Studies
Session on Healthcare Awareness	05/10/2018	53	Matrix School of Management Studies / Sinhgad College of Nursing
Alumni Meet	12/01/2019	77	Matrix School of Management Studies
Workshop on Holistic Development	22/01/2019	147	Matrix School of Management Studies
Industry – Academia Interface	01/02/2019	105	Matrix School of Management Studies
Session on Disaster Management	05/02/2019	37	Matrix School of Management Studies
State Level Seminar	22/02/2019	97	Matrix School of Management Studies
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 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Career Counselling activities	0	718	0	0
2019	Career Counselling activities	0	351	0	45
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 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal

| 0 | 0 | 0 |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
List attached	20	9	List attached	49	36

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	0	0	0	0	0

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Kite Flying Competition	Institute Level	45
Table Tennis	Institute Level	24
Chess	Institute Level	18
Carrom	Institute Level	32
Independence Day Celebration	Institute Level	95
Green Farewell Ganpati Visarjan	Institute Level	28
Poster Competition on Gender Equality	Institute Level	58
Guest Lecture and One Act Play on the life of Savitribai Phule	Institute Level	43
Swacchata Abhiyan	Institute Level	39
Republic Day	Institute Level	107

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	MANGALYA 7.0	National	4	0	MSMS2018-20/08	Siddheshwar Borudkar
2019	MANGALYA 7.0	National	3	0	MSMS2018-20/37	Ajit Kunjir
2019	MANGALYA 7.0	National	3	0	MSMS2018-20/19	Amit Gunjal
2019	MANGALYA 7.0	National	3	0	MSMS2018-20/60	Nikhil Patole
2019	MANGALYA 7.0	National	3	0	MSMS2018-20/24	Pooja Hegde
2019	MANGALYA 7.0	National	3	0	MSMS2018-20/32	Ramdas Khaire
2019	MANGALYA 7.0	National	2	0	MSMS2018-20/09	Ganesh Chole
2019	MANGALYA 7.0	National	2	0	MSMS2018-20/43	Pallavi Masan
2019	MANGALYA 7.0	National	2	0	MSMS2018-20/29	Pooja Jatar
2019	MANGALYA 7.0	National	2	0	MSMS2018-20/69	Pooja Shinde

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Role of the students cannot be imagined without their participation in academic administrative function. Institute has active student council and representation of students on various academic administrative committees of the Institution. Students play integral role in planning and implementation of various curricular, cocurricular, extracurricular activities in the institute through the various committees. The details of student council and representation of students on various committees is as follows- 1. Student's Council committee- 6 Students 2. College development committee- 2 Students 3. Cultural and sports committee- 2 Students 4. IQAC Cell- 1 Student 5. Placement committee- 2 Students 6. Student Development Cell – 4 Students 7. Innovation Start up Cell- 5 Students 8. Library Committee- 4 Students 9. Ant ragging committees- 2 Students 10. Internal Complaint Committee- 3 Students

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Matrix has a glorious history of meritorious students passing out under various management programs. Many of them have achieved respectable positions in the corporate world. As recognition of their achievements in various fields and to enlighten the current batch about practical corporate interface we have been hosting the alumni meet every year since 2013. The institute firmly believes in involvement of alumni which rests its foundation on the principle that the students take life long experience. The alumni association got its registration in the year 2018 with the name "Matrix School of Management Studies Alumni

Association" (MSMSAA) Alumni Meet: Though the Alumni Association started in the year 2013, the formal Alumni Association registration certificate was received in the year 2018. Alumni meet receives remarkable response and there is enthusiastic participation of the Alumni from different domains. The Institute believes in "Power of Networking" which needs to be exploited to nurture all the talents and resources of the alumni. Alumni Meet as an event enhances the relationship among the alumni and enables them to discuss on various issues. Matrix strives for strengthening the bond between the alumni of different years. Objectives of Alumni Association: To provide a platform to know and recognize their seniors. To take the opportunity to felicitate the achievers. To give a foundation for life long relationship wherein our alumni can provide encouraging and potential job opportunities to the students. It gives our alumni an opportunity to meet their batch mates and get an opportunity to interact with the current students. It is rendezvous phase where they can contribute towards the development of the Institute. The institute gives the alumni a platform wherein they can come, participate and share their experiences success with the enrolled students and their teachers. The alumnus can relive the moments as students. The institute aims to leverage the expertise, access and reach of Alumni to the institute's development. The institute sends an invitation to the alumni to attend various events, judge competitions and participate in it. Alumni portray themselves as a role model and offers practical guidance to students as they start their studies, career, and business avenues. To be a member of the alumni association students need to pay the prescribed fees of Rs.500/-. The non-financial contributions include, but not limited to conduct of referral interviews, academic or placement trainings. When alumni volunteer networks are officially recognized, they benefit by having access to matrix expertise and support in communications, marketing, events management, resources, and fundraising efforts. In order to ensure communications standards and best practices are adhere of all official communications to a broad group of alumni.

5.4.2 – No. of enrolled Alumni:

61

5.4.3 – Alumni contribution during the year (in Rupees) :

30500

5.4.4 – Meetings/activities organized by Alumni Association :

Interactive session with students, Guest lecture, placement workshop, Alumni Meet

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Matrix School of Management Studies believes in goal congruence by working towards the vision and mission of the institute. The Management, The Director, all the faculty members and non-teaching staff play an important role in the development of the organization. Management firmly thinks that every faculty member must possess good teaching and leadership skills. They should be the role models for their students. The institution practices decentralization process wherein various participative roles are interwoven. Practice 1 (Decentralization): Different committees are formed as per the guidelines of AICTE/ University rules/government norms like: • Management committee • Governing council committee • Internal Quality Assurance Cell (IQAC) • Students Welfare Committee • Alumni committee • Exam committee • Library committee •

Sports and culture committee • Anti-ragging committee • Grievance redressal committee • SC/ST committee • Women grievance redressal committee • Placement committee • College development committee • Internal complaint committee • Start up and innovation committee • Internal complaint committee (ICC), and the task is distributed to all the teaching faculties. The faculties are given authority to conduct seminars/workshops/ conferences/conferences/FDP. All these committees are given specific tasks and responsibilities to fulfill necessary processes and procedures of the institutional development thereby practicing decentralization and participative management. 2nd Practice (Participative management): The institution promotes the culture of participative management at all the levels like, strategic level, functional level and operational level. At Strategic level- Director, governing body, Teachers council and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc. In Functional level- The faculties are given freedom to design new teaching learning pedagogy. Faculty members share knowledge among students and staff members while working for a committee. Whereas at Operational level the Director interacts with government and external agencies, faculty members maintain interactions with the concerned departments of affiliating university and Students and office staff join hands with the Director and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities. In addition to this Director of the institute encourages teachers to participate in various seminars, conferences, faculty development programs for exchange of ideas, information, and self enhancement which encourages them to develop leadership skills by being in charge of that activity/event/program. The combination of the entire stakeholders helps in the upward movement of the organizations growth thereby following decentralization practices and participative management.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission is a centralized process which is strictly on the basis of merit in accordance to the CET Cell DTE policies. The admission process of 2018-2019 was online from application to the counseling round which has ensured a transparent process and students have been admitted on the basis of merit. After admission the student needs to upload his personal data in the Academic Monitoring System developed by the institute which helps us to compile the data easily.
Industry Interaction / Collaboration	Industry experts/representatives are invited to be members of different committees of the Institute. Seminars, workshops and sessions with experts from industry as resource persons are organized to seek guidance and suggestions which groom the students to

	face the corporate world, enhance their skills and giving practical insights of the latest opportunities and challenges in the corporate field. Further to bridge the gap between Academia and Industry the Institute has signed MOU's and Agreements with various Industries which has helped the Institute in organizing guest lectures of senior industry personnel, SIP and Dissertation placements and Final placements. Startup cell is instrumental in motivating and developing entrepreneurship skills in the students.
Human Resource Management	A diverse workforce of industry practitioners and academicians is maintained with gender equality as important HR policy. High focus on overall employee wellness and healthy environment is maintained. In its efforts to train, motivate and reward faculty, the institution encouraged members to attend conferences/ workshops/ seminars and training programs. Overall satisfaction among employees is indicative of fairly good practices. Medical Insurance and PF were made compulsory as a welfare practice among employee.
Library, ICT and Physical Infrastructure / Instrumentation	The IQAC monitors the updating of library resources. The students are given an orientation on effective use of library resources. Library has journals, magazines, e-books and online database to establish an academic rigour. Infrastructural requirements were reviewed in the beginning of academic session. Smart class room, LCD in all the classes, huge computer laboratories are provided to the students with the objective of improving e-learning.
Research and Development	The IQAC gives directions and monitors the activities of research to improve the quality of research initiatives in the institution. The faculty members are encouraged to engage in activities that promote research and strengthen consultancy services. In its efforts to train, motivate and reward faculty, the institution encourages members to attend courses/ conferences/ workshops/ seminars/training programs, etc, and to be research – oriented. Institute Motivates faculty members for research publications in peer reviewed journals

	with high impact factor and to present papers in International/National/State Level Seminars, workshops and to be a resource person.
Examination and Evaluation	The institute is affiliated to Savitribai Phule Pune University and all the examination are conducted as per its guidelines. The IQAC monitors and evaluate the activities of the Examination Cell periodically to ensure continuous and comprehensive evaluation of students and the timely conduct of examinations. The institute conducts internal external examinations as per timetable which is displayed on the noticeboard and students are also communicated through mail and what's app group. Examination marks are scrutinized and displayed to assess learning outcome and identify areas and strategies for improvement.
Teaching and Learning	Institute boosts best infrastructure by providing all facilities required for teaching-learning like classrooms, computer labs, seminar hall, and library, tutorial rams, ample of circulation areas, administrative area, canteen area green clean environment. This year institute made improvement of computer aided methods of teaching and learning by providing smart classroom which includes interactive board equipped with latest technology with improved displays, interactive tables, copy board, camera, touch screen much more. The institute organizes orientation programs for the freshers, provides mentoring, tutoring, counseling, remedial classes, and sponsorships to students from disadvantaged sections. Special programs are arranged to cater to the needs of advanced learners. The IQAC collects the feedback from stake holders to evaluate the teaching learning process at the institutional level and suggest measures for improvement.
Curriculum Development	Curriculum designing and development is decided by the affiliating university. Director and Faculty members interact with the university and provide their views related to curriculum development.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details

Planning and Development	Academic monitoring system is developed in house by our student used for timetable, birthday reminders, classes, assignment and announcements. MCQ's can be developed by the faculties and may give that to students for solving. Efficiencies and efficacy are ensured through this system.
Administration	Administrative systems and practices have been stream lined to meet expectations of all internal and external stakeholders. To handle administration work Institute uses Academic monitoring system where admission form, student documentation, marks, result percentage, transfer certificate, bonafide certificate and many other useful features are available.
Finance and Accounts	To manage finance and accounts of the institute Tally ERP 9 is used where all the daily transaction is updated daily, vouchers and bills are also maintained. Reports are generated using the Tally ERP 9 software system. This is to ensure transparency and error free work.
Student Admission and Support	All admission processes are online and centrally administered by the State Government. To maintain student records Academic Monitoring System is used at the time of admission and is stored in the software. Reports in different forms are generated as required.
Examination	Academic monitoring system software is used to manage the profile of the student, Marks in different semester, generation of result analysis and total progress of the student during two years.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Satish Ubale	Biennial Supply chain management Conference, Global Supply chain management	IIM Bangalore, K.J.Somaiya, IMSR Mumbai	10440

Year				
		conference		
2019	Dr. Satish Ubale	Empowering business through innovations technology, International multidisciplinary conference	PIMSE Pune, Panaji Goa, PIMSE Pune	6300
2019	Mr. Sachin Bhame	On line Admission Process for MBA	Admission Regulating Authority Mumbai	2000
2019	Dr. Satish Uable, Mr. Nilesh Awari, Dr. Anand Padle	FDP On Student Induction Programme	AICTE , Delhi	0
2019	Dr. Satish Uable, Mr. Nilesh Awari, Dr. Anand Padle	FDP On outcome Base Education	Savitrbai Phule Pune University, Pune	600
2019	Dr. Satish Ubale	Financial Management of Enterprises in emerging market economics in India, The Effect of New Approach to Globalization on Business	DYPCMR Pune Chronicle of Neville Wadia Institute of Management Studies, Pune	2800
2019	Mrs. Shilpa Dubey, Mr. Samadhan Jadhav	FDP On Finance Accounting	Raigad Institute of Management Research Pune	400
2019	Mr. N.P Awari	FDP on Marketing Management New Syllabus	Modern College Of Engineering ,Pune	200
2019	Dr. Anand Padle	FDP On New Syllabus on OB HRM	S.B.Patil Institute Of Management	200
2019	Dr. Satish Ubale, Dr. Anand Padle	FDP On New Syllabus on OB HRM	DY. Patil Institute of Management , Pune	400
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

	organised for teaching staff	organised for non-teaching staff				
2018	Pratical training Session on Import -Export Management		21/08/2018	21/08/2019	6	0
2018	Contemporary Trends in HR for Management students		02/11/2018	02/11/2018	7	0
2018	Application Of Soft skill in classroom Teaching		02/11/2018	02/11/2018	8	0
2018	FDP On Human Values Morals Necessary for life Skill set	FDP On Human Values Morals Necessary for life Skill set	13/12/2018	13/12/2018	12	6
2019	Workshop On Holistic Development	Workshop On Holistic Development	22/01/2019	24/01/2019	12	5
2019	State Level Seminar -Impact of Industry Academia Interface	State Level Seminar -Impact of Industry Academia Interface	22/02/2019	23/02/2019	10	1
			[View File](#)			

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
State level seminar on Competitive Advantage Through Service Differentiation	5	20/10/2018	21/10/2018	02
Global Supply Chain Management	1	14/12/2018	14/12/2018	01

Conference				
The Effect of New Approach to Globalization on Business	1	28/01/2019	29/01/2019	02
Empowering Business Through Innovations Technology	1	01/02/2019	02/02/2019	02
Quest-2019 Industry 4.0	1	08/02/2019	09/02/2019	02
Organizational Transformation through Industry 4.0	4	14/02/2019	15/02/2019	02
Industry 4. Ecological Ethical, Social Cultural Concerns	2	15/02/2019	16/02/2019	02
Financial Management of Enterprises Emerging Market Economies In India	1	15/02/2019	16/02/2019	02
International Multidisciplinary Conference	1	22/02/2019	22/02/2019	01
Faculty Development Program for student Induction	3	13/05/2019	15/05/2019	03

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
12	12	8	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident Fund , Gratuity , Accidental policy , Canteen Facility, Sick leave, Casual Leave, Maternity leave,and funds to attend seminar, conferences, short courses	Provident Fund , Gratuity , Accidental policy , Canteen Facility, Sick leave, Casual Leave, Maternity leave	Accidental Policy , Internet Facility, Wifi, Recreation room,

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institute Conducts Internal and external Audit regularly. All financial transactions are done through proper sanction of management. Internal Audit: - The College has systematic mechanism of internal audit for all the financial activities. The financial decision is put by accountant to the Finance manager and final decision is taken by management. The Accountant of the college maintains all the financial records in accounting software tally. All the vouchers and bills are duly audited by Chartered Accountant, at the end of the financial year .Balance Sheet is filed in Income Tax department and Charity Commissioner Office.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

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6.4.3 – Total corpus fund generated

8696745

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External	Yes	Director and IQAC Coordinator
Administrative	Yes	External	Yes	Director and IQAC Coordinator

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1) Parents Teachers meeting held annually to check their wards academic and overall progress. 2) Mentors are in touch with the parents after every semester. The progress of their ward is normally given to them through Phone. 3) Parents suggestion on additional improvement on their wards is taken.

6.5.3 – Development programmes for support staff (at least three)

1. FDP On Human Values Morals Necessary for life Skill set 2. Workshop On Holistic Development 3. State Level Seminar -Impact of Industry Academia Interface 4. Session on Inernet Awareness 5. Counselling Meditation Session 6. Training on Excel Worksheet

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. College had a Tie up with starting MOUs with 6 Industries namely, Action Technologies, Aum Universal Pvt. Ltd, Mumbai, Fresenius Kabi India Pvt. Ltd Pune, Webolution Pvt Ltd, Archsys Business Solution Pvt Ltd, Do Save Foundation Pune. 2. Faculty involvement in writing research papers. 3. The Director has participated in presenting research paper.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	State Level Seminar	22/02/2019	22/02/2019	23/02/2019	97
2019	Lecture on Intellectual Property Rights	15/03/2019	15/03/2019	15/03/2019	49
2019	Guest lecture on social cause	30/03/2019	30/03/2019	30/03/2019	98
2018	Regular Meetings of IQAC	10/08/2018	10/08/2018	25/06/2019	47
2018	Session on Contemporary Trends in HR for Management Students	02/11/2018	02/11/2018	02/11/2018	107
2018	FDP on Application of Soft skills in Classroom Teaching	02/11/2018	02/11/2018	02/11/2018	8
2018	FDP on Human Values and Morals	13/12/2018	13/12/2018	13/12/2018	7
2018	Guest lecture on E ntrepreneurs hip Development	08/12/2018	08/12/2018	08/12/2018	84
2019	Workshop on Holistic Development	22/01/2019	22/01/2019	24/01/2019	50
2019	Guest Lectures by Industry experts	01/02/2019	01/02/2019	02/02/2019	105
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Poster Competition Gender Equality - Ist Year	27/09/2018	27/09/2018	18	40
Poster Competition on Gender Equality- II nd Year	26/01/2019	26/01/2019	14	47
Certificate course on " Gender Sensitization"	21/01/2019	30/04/2019	21	50

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
? Institute has planned to install Rooftop Solar System for Alternate Energy initiatives to meet the power requirement of the institute by renewable energy sources such as solar energy. (Note:- The solar system is already working from the A.Y. 2019-20) ? Institute has also proposed for installing LED lights in and around the campus to reduce the electricity power consumption required for the institute. ? Institute is under process for the installation of rain water harvesting plant for environmental consciousness policy. (Note:- The rain water harvesting plant is already working from the A.Y. 2019-20)

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	Yes	1
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

	and disadvantages	contribute to local community					
2018	0	1	21/06/2018	1	Tree Plantation	Environmental awareness	71
2018	0	1	15/09/2018	1	Post care activity of Tree Plantation	Tree Care	73
2018	0	1	17/09/2018	3	Green Farewell – Ganpati Visarjan	Environmental awareness	31
2018	1	0	29/09/2018	1	Green Walk	Environmental awareness	49
2019	0	1	05/01/2019	1	Swachhta Abhiyan	Cleaning Awareness	44
2019	1	0	25/01/2019	1	Tree Plantation	Environmental awareness	47
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct Handbook	18/06/2018	Students follow up is taken from class coordinator, whereas faculty follow up is taken from HOD/Director and the defaulters (if any) are informed orally to strictly follow the code of conduct.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Celebration	15/08/2018	15/08/2018	95
Vachan Prerana Divas (Reading Day) World Students Day	15/10/2018	15/10/2018	54
Rashtriya Ekta Diwas	31/10/2018	31/10/2018	56
Marathi Bhasha Sanvardhan Pandharvada	01/01/2019	15/01/2019	113
Workshop on Holistic Development	22/01/2019	24/01/2019	50

Republic Day Celebration	26/01/2019	26/01/2019	107
Lokshahi Pandharvada	26/01/2019	10/02/2019	80

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? Rain water harvesting plant.
? Solar energy system.
? Use of LED lights in and around the campus.
? Tree plantation on regular basis.
? Plastic Free Campus.
? Use of bicycles public transport facilities.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Mentor-Mentee Cell: Developing professional capabilities through academic milestones. The main aim of the mentoring program is to inculcate the best attributes of a true "Matrician", there by developing holistic personality to face the life challenges. ? To help student identify a career path through a program designed to link students with an advocate from the similar profession, who will provide honest insights as students explore and evaluate their potential, educational and career options. ? To expose the students to the experienced industry professionals, alumni and faculty at 'MATRIX' on a one-to-one basis to understand the art of making ethical and informed decisions in their professional life. ? To improve problem solving, communication, leadership, research and entrepreneurship skills of mentee. Mentoring relationships like partnerships started developing over time. Both mentors and mentees worked to make a fruitful and long lasting mentoring relationship with mutual respect for each other. Mentoring is significant aspect of a student's life and helps them to understand the spirit of life. Mentor-Mentee System is an invaluable program of MATRIX where each student of the Institute is nurtured holistically. It becomes the students endeavor to understand the intricacies of the Life both professionally and personally on these grooming platforms provided by the Institute. From placement point of view all the students are guided not only by the respective mentors to choose their specializations but also by industry experts giving them practical insights of the latest opportunities and challenges in the corporate field. The interaction between mentor-mentee counseling has created positive attitude among students to look at life which is a remarkable achievement to boost about. The way of understanding problems and situations and taking quick decisions have helped them to groom their personality in a better way. The mentor mentee cell shows records of students where their academics have been improved with continuous counseling. The progress of the mentees is mapped from first semester to final semester and results are brought to the notice of mentees and their parents by the mentors. The emotional and moral support of mentors has helped some students to come out from their introvert, shy zone and as a result these students have participated in intercollegiate competitions and have won trophies. 2. Matrix Gelignites: 'MATRIX GELIGNITES' is a student centric and student driven program displaying their presentation skills, managerial skills and entrepreneurial skill sets through projects. The objective of the program is ? To recognize excellent projects done by students from various management institutes by calling them under one roof of Matrix to share their practical experience from industry. ? To encourage management students to conduct

innovative, high summer internship projects. ? To create an interactive environment between management students and company experts from placement point of view. ? To understand the feedback and insights given to students to prepare them better to face the future challenges of the industrial and corporate world. This activity of 'Matrix Gelignites' is completely carried out by 2nd year management students with the help of assigned faculty members. The students invite various colleges for presenting their SIP reports. First year students watch and participate in helping their seniors, as they have to carry out this inter collegiate activity next year. There are two rounds in this event where first round comprises of display of their projects in chart form or a model form with time slot of 15 minutes. The institute invites corporate and academic experts to judge the whole event. The short listed candidates have to do their final presentation in front of judges in 15 minutes. The entire event is charged with healthy competitive spirit with trophies and certificates given to winners. The participation of students, faculty members, industry experts, academicians under one roof of Matrix energize the entire environment with positive vibrations, knowledge sharing, and team building atmosphere

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://msmspune.com/NAAC/2019/7.2.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Creation of 'EDU PACK' Institute is not known for merely enrolling students in the college but is more recognized for creating satisfaction amongst students. Matrix School of Management Studies firmly believes in deep- rooted well grounded, holistic, in-depth development of management youth. Through its 'Vision' and 'Mission' statements, it carries a clear message of giving academic excellence and exhibits it through plethora of its functioning. The institution continuously thrives for excellence in their discipline. Matrix is running MBA curriculum, which is a postgraduate program so the institute has found it necessary to bridge the gap between rural and urban youths as a result creation of 'EDU PACK' was developed under institute social responsibility. Constant efforts are taken every year by the college to spread social responsibility and to take onus of the actions acting as catalyst of change. As it is very well said "Nine tenths of education is encouragement." Management takes keen interest in spreading awareness of higher education in rural areas in order to remove the backwardness in their academic and living style by broadening their horizon of thinking. The area of distinctiveness built over past years is the creation of 'EDU PACK'. The objectives of EDUPACK are as follows: ? To spread knowledge of management education and its career in rural areas. ? To conduct sessions on communication, skill development workshops ? To undertake activities to improve socio-economic conditions of the society. ? To create awareness of the opportunities and challenges in urban areas. ? To make them conscious of their potentials and motivate them for higher education for better job opportunities ? To empower students from weaker financial backgrounds to climb higher ladders of education as they stop their career at graduate levels. ? Encouraging girls from rural areas to aspire for their dreams and educate them by equipping with higher degrees and salaries, having a better lifestyle and supporting their parents and not falling into marriage rituals at the early age. ? To imbibe confidence and positive attitude in rural youth as they speak in vernacular medium and are not good in speaking English. Under social responsibility, the institute takes responsibility of forming a team of faculty members tapping various colleges in rural areas. The faculty members of Matrix along with the college staff coordinates with the principal

of various colleges for the sessions, which are essential for their students to be conducted in their colleges. The workshops covered are on various topics like "Careers in Management", "Skill Development", Communication skills, "Interview techniques for better job", "Quiz competition", "Gender Sensitization" "Personality development" likewise. With these activities through EDU PACK the rural youth gets aware with the latest happenings in the outside world and gets better equipped to pull on his/her socks for future career journey.

Provide the weblink of the institution
http://msmspune.com/NAAC/2019/7.3.pdf

8.Future Plans of Actions for Next Academic Year

Future plans of the institute are primarily aiming at scaling the intellectual environment of the institute. This includes ? Enhancing the network with the stakeholders of the institution like alumina, parents, academicians/industry expert ? Sign functional MOU with the networking partners ? Encouraging the faculty members to write research paper ? Introducing the NPTEL courses to students and faculties ? To motivate faculty for starting their own consultancy in their area of interest. ? Making tie ups with NGOs regarding social responsibility and community development ? Empowering the rural students by arranging the lectures at their place on regular basis ? Apply for permanent affiliation to Savitribai Phule Pune University. ? To register Alumni association with charity commissioner and transfer fund in separate account. ? Apply for 2f approval to UGC and after getting permanent affiliation reapply for 12B approval. ? Organize workshop, seminar and job oriented services by the Career Counseling and Placement Unit.