



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

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																		
<b>2. Institutional Status</b>																			
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																		
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)	<a href="http://msmspune.com/NAAC/2019/AQAR%202018-2019%20MATRIX%20SCHOOL%20OF%20MANAGEMENT%20STUDIES.pdf">http://msmspune.com/NAAC/2019/AQAR%202018-2019%20MATRIX%20SCHOOL%20OF%20MANAGEMENT%20STUDIES.pdf</a>																		
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.msmspune.com/NAAC/2020/Academic%20Calendar%2019-20.pdf">http://www.msmspune.com/NAAC/2020/Academic%20Calendar%2019-20.pdf</a>																		
<b>5. Accreditation Details</b>																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>2.63</td> <td>2019</td> <td>09-Aug-2019</td> <td>08-Aug-2024</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	B+	2.63	2019	09-Aug-2019	08-Aug-2024
Cycle	Grade	CGPA	Year of Accreditation	Validity															
				Period From	Period To														
1	B+	2.63	2019	09-Aug-2019	08-Aug-2024														
<b>6. Date of Establishment of IQAC</b>	03-Oct-2017																		
<b>7. Internal Quality Assurance System</b>																			
<div>Quality initiatives by IQAC during the year for promoting quality culture</div>																			

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Session on Women Empowerment	17-Feb-2020 1	79
State Level Seminar on Digital Transformation and the Future	14-Feb-2020 2	83
Session on Disaster Management	20-Jan-2020 1	60
Matrix Gelignites Intercollegiate SIP Presentation Competition	10-Oct-2019 1	82
Regular Meeting of IQAC	07-Mar-2020 1	12
Regular Meeting of IQAC	16-Dec-2019 1	11
Regular Meeting of IQAC	14-Sep-2019 1	12
Regular Meeting of IQAC	26-Jun-2019 1	12
<a href="#">View File</a>		

**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
NIL	NIL	NIL	2020 0	0
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	4
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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

1. Academic Excellence 2. Alumni Contribution 3. Innovations and Startup 4. Infrastructure 5. Institute and 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
Session on IPR	A session on Intellectual Property Rights (Copyrights) was conducted 11092019 by Prof. Mrudula Risbud
Induction Programme	Induction Programme was conducted for the students of MBA I on 16th & 17th September 2019
Gelignites (Summer Internship Project)	Inter-collegiate Summer Internship Project competition (Gelignites) was organised in the Institute on 10-10-2019
Guest lecture on Expectations of Industry from MBA graduates	Mr Nyanesh Gajre took a guest lecture on Industry Expectations from MBA graduates on 07-11-2019
Session on Winners Don't Quit	The Founder Secretary of the Institute, Dr Shilpa Kulkarni conducted a session on Winners Don't Quit 16-11-2019
Alumni Meet	Annual Alumni Meeting was conducted in the Institute on 11-01-2020
Session on Disaster Management	A session on Disaster Management was taken by Prof. (Dr) Anil Dandekar on 20-01-2020
Guest Lecture on Studies and Up-skilling	Mr Vaibhav Kamble conducted a session on Studies and Up-skilling on 22-01-2020
State Level Seminar	02 days State Level Seminar was organised on Digital Transformation in future on 14-02-2020 & 15-02-2020
Session on Women Empowerment	A session on Women Empowerment was conducted by Mr Karl Mascarenhas on 17-02-2020

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

Yes

Name of Statutory Body	Meeting Date
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Institute Governing Body	03-Oct-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	2020
Date of Submission	17-Jan-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>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</p>

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 the University. On the basis of notices and circulars received from the affiliating university, Academic Monitoring Committee (IQAC) of the Institute prepares academic calendar under the guidance of the Director at the commencement of academic session. The same is uploaded on the website for reference of all the students. The Director of the Institute, Academic Monitoring Committee and all the faculty members, together discuss about subject allocation, work load of faculties, various curricular activities and extra-curricular activities to be undertaken during the academic session. Subject allocation is carried out on the preference given by faculties, their specialization and also their experience and expertise. Faculties are expected to submit their lesson plan along with teaching pedagogy to the Director and seek his approval. The tasks of extra-curricular activities are shared amongst the faculty members and the faculties are granted the necessary authority and responsibility to accomplish them. The Institute is always at the forefront in upgrading the knowledge and skills of faculty members by motivating them to participate in various faculty development programs (FDPs) and orientation programs organized by the Savitribai Phule Pune University by providing financial assistance to faculties for attending conferences, seminars and faculty development programs. Students are regularly assessed through internal assessment process by conducting internal exams, open book tests, presentations, organizing competitions, quizzes, etc. The results analysis are shown to the students for improvement and analysis is carried out for every semester after University examinations and appropriate necessary action is taken on the basis of the analysis. The institute also emphasizes on enhancing various skill sets of students by conducting base programs which include personality development, news reading, debates, group discussions, improving soft skills, personal interview techniques, etc. The Institute has initiated Mentor - Mentee practice, wherein, the mentors act as friend, philosopher and guide to all of their assigned students throughout the course. The mentors conduct regular meetings with the mentees to check their performance.. Feedback is obtained from the students about each subject and alterations, modifications and improvements are made, if necessary. The academic activities are further delegated to teacher's committee, student's welfare committee and IQAC. Co-curricular activities, also, are delegated to nine different committees. Each committee has the responsibility of planning and execution for fulfilling the prerequisite tasks. In case of any major issue while planning and execution of the academic curriculum, the 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	NIL	01/10/2019	33	Focus on e mployability	Analytical Skill

Development					
Advance Excel: Beginners Course for financial modelling	NIL	02/09/2019	10	Focus on e mployability	Analytical Skill
Research Methodology	NIL	10/01/2020	10	Focus on e mployability	Analytical Skill
Digital Marketing	NIL	10/01/2020	12	Focus on e mployability	Analytical Skill

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
<a href="#">View File</a>		

### 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, SCM, IB, BA, OM, HM, DMC	01/08/2019

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

	Certificate	Diploma Course
Number of Students	265	Nil

## 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
Soft Skill	19/08/2019	64
Gender Sensitivity	08/01/2020	66
Corporate Social Responsibility	09/01/2020	63
<a href="#">View File</a>		

### 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, HRM, IT, SCM, IB, BA, OM, HM, DMC	119
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	Yes
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

The Institute believes in trying to upgrade and meet the expectations of its stakeholders through feedback mechanism. Structured questionnaire is framed for all the stakeholders, viz. Students, Teachers, Parents, Alumni and employers which is approved by the IQAC of the Institute. The questionnaires are accessible on the website. The feedback received from these stakeholders is analysed by the IQAC. The Director after discussion with IQAC makes suggestions to bridge the required gaps in order to satisfy the queries or implement the suggestions put forth. The different areas where improvements are required are discussed in respective committees/departments meetings. 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	72	72
<a href="#">View File</a>				

### 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
2019	Nil	72	Nil	16	Nil

### 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	Number of smart classrooms	E-resources and techniques used
16	16	11	5	1	13
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

One of the best practices developed by the Institute is its Mentor Mentee System. In this practice at the start of



academic year mentors are allotted to newly admitted students. The role of a mentor is to guide the mentees on academics/cultural/personal/developmental fronts. This creates a strong bond in teacher student relationship thereby enabling a feeling of care, motivation and confidence building in a student. Mentors help students in identifying right career path as they provide honest insights into students potential and career options. Further this system exposes 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. The interaction between mentor-mentee counseling has created positive attitude among students and has helped them to groom their personality. The records show that students performance in academics have been improved with continuous counseling and efforts taken by mentors. In this system the progress of 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 or shy zone. 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.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
135	16	1:8

## 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	16	Nil	4	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
Nil	NIL	Nil	NIL
<a href="#">View File</a>			

## 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	2019-20	14/05/2019	06/07/2019
<a href="#">View File</a>				

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institute is affiliated to Savitribai Phule Pune University. The University's MBA curriculum is based on CBCS (Choice Based Credit System) and OBE (Outcome Based Education). To monitor the progress of student the course teacher prepares the scheme of Comprehensive Concurrent Evaluation before commencement of the term. The scheme of Comprehensive Concurrent Evaluation states the linkages of each CCE with the Course Outcomes. The revised curriculum has three CCE for core courses (Full credit courses) and two CCE for elective or internal courses (half credit courses). Apart from these core and elective courses the University has introduced extra credits courses which are

also evaluated as per University guidelines. An internal evaluation is an integral part of the teaching- learning process. This evaluation is done through tests, assignments, project reports and internal viva. The students undergoes four semesters teaching learning process in two years. Every semester comprises of core courses, elective courses and extra credit courses. The evaluation system has two components Comprehensive Concurrent Evaluation and end semester examination by SPPU. The ratio of weightage is 50 for Comprehensive Concurrent Evaluation and 50 for end semester examination. The internal marks obtained by the students in core courses, elective courses and extra credit 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 for 50 marks is conducted by the Institute for Summer Internship Project in the third semester and Dissertation in fourth semester. External viva for 50 marks for both is conducted by the External Faculty 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 before the start of academic year and is approved by the Director of the Institute. The academic calendar includes tentative dates and details of activities and events planned for the academic year. It includes details of commencement of classes, induction, seminars, workshops, guest lectures, industrial visits, internal and external exams, presentations etc. Most of the activities and events are conducted on the dates mentioned in the academic calendar. In case any activity is rescheduled or changed prior permission of the Director is taken. The dates of external examination are declared by the Savitribai Phule Pune University and Institute plans all the activities/Programs/ syllabus completion well before its commencement so that students can 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/PO\\_PSO\\_CO\\_For\\_MBA.html](https://www.msmspune.com/PO_PSO_CO_For_MBA.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
Nill	MBA	Management	62	57	90.38
<a href="#">View File</a>					

## 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

<b>Nil</b>	<b>0</b>	<b>NIL</b>	<b>0</b>	<b>0</b>
<a href="#">View File</a>				

### 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
Session on Intellectual Property Rights (Copyrights)	Management	11/09/2019
Session on Industry Expectations from MBA students	Management	07/11/2019
Session on Intellectual Property Rights (Trademarks)	Management	18/01/2020
State Level Seminar on Digital Transformation and the Future	Management	14/02/2020
State Level Seminar on Digital Transformation and the Future	Management	15/02/2020

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
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>Nil</b>	<b>NIL</b>
<a href="#">View File</a>				

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
Start up and Innovation Cell	Karan Mutha	Self	AAAENSA Global LLP	Agri-Export	16/09/2019
Start up and Innovation Cell	Shivling Belure	Self	Victory Tooling	Manufacturing of Engineering Tools	04/10/2019
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>1</b>	<b>0</b>	<b>0</b>

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

Name of the Department	Number of PhD's Awarded
<b>Management</b>	<b>Nil</b>

### 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)
National	Management	2	0
International	Management	2	6.8
<a href="#">View File</a>			

### 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
<a href="#">View File</a>	

### 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
0	0	0	2020	0	0	Nill
<a href="#">View File</a>						

### 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
0	0	0	2020	Nill	Nill	0
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	15	4	Nill
Presented papers	2	2	Nill	Nill
Resource persons	Nill	Nill	Nill	Nill
<a href="#">View File</a>				

## 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
Clean up Drive	Matrix School of Management Studies Do Save Foundation	4	51

Ecofriendly immersion of Ganpati Idols	Matrix School of Management Studies Do Save Foundation	5	26
Tree Plantation	Matrix School of Management Studies Do Save Foundation	4	37
Post Care Tree Plantation	Matrix School of Management Studies Do Save Foundation	2	25
Environment Day	Matrix School of Management Studies Do Save Foundation	5	42
<a href="#">View File</a>			

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	Nil
<a href="#">View File</a>			

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 activities	Number of students participated in such activities
Cleanup Drive	Matrix School of Management Studies Do Save Foundation	Swachhta Hi Sewa Campaign	4	51
Environment Awareness	Matrix School of Management Studies Do Save Foundation	Ecofriendly immersion of Ganpati Idols	3	26
Tree Plantation	Matrix School of Management Studies Do Save Foundation	Tree Plantation	4	37
Tree Plantation	Matrix School of Management Studies Do Save Foundation	Post Care of Tree Plantation	2	25
World Environment Day	Matrix School of Management Studies Do Save Foundation	Environment Day Celebration	5	42
<a href="#">View File</a>				

### 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
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Environment Day Celebrations	42	Self financed	1
Post Care Activity of Tree Plantation	25	Self financed	1
Tree Plantation	37	Self financed	1
Ecofriendly Immersion of Ganpati at Katraj Lake	26	Self financed	1
Swacchta Hi Sewa Campaign	51	Self financed	1
Session on Woman Empowerment	58	Self financed	1
<a href="#">View File</a>			

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	Internship	Musale Classes	13/01/2020	18/03/2020	4
Industry Academia Tie-up	Internship	HDFC Bank Ltd.	13/01/2020	13/03/2020	1
Industry Academia Tie-up	Internship	ROX AI	01/01/2020	31/03/2020	1
Industry Academia Tie-up	Internship	Sharad Sahakari Bank Ltd.	20/12/2019	20/03/2020	1
Industry Academia Tie-up	Internship	Integra Micro Systems (P) Ltd.	01/01/2020	31/03/2020	1
<a href="#">View File</a>					

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
Do Save Foundation	Nill	Social Awareness Activities	132
Sinhgad College of Nursing	Nill	Workshop on Women Empowerment	58

[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
885000	227580

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

### 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
Auto Lib	Partially	AutoLib NG	2010
Auto Lib	Partially	AutoLib NG	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1432	501766	1	235	1433	502001
Reference Books	6006	2190487	Nill	Nill	6006	2190487
e-Books	664	Nill	110	Nill	774	Nill
Journals	48	66740	12	15787	60	82527
e-Journals	Nill	Nill	Nill	Nill	Nill	Nill
Digital Database	4	19740	Nill	Nill	4	19740
CD & Video	729	Nill	Nill	Nill	729	Nill
Library Automation	1	100980	Nill	Nill	1	100980
Weeding (hard & soft)	7	1918	Nill	Nill	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
NIL	NIL	NIL	Nill
<a href="#">View File</a>			

#### 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	1	54	0
Added	0	0	0	0	0	0	0	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
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##### 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
NIL	<a href="#">NIL</a>

#### 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 incurred on maintenance of physical facilities
1040000	2001197	360000	2280720

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



## 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	3	23510
Financial Support from Other Sources			
a) National	EBC, OBC, SBC, SC, VJNT	85	3057630
b) International	0	Nil	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 enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
State Level Seminar on Digital Transformation and the Future	14/02/2020	79	Matrix School of Management Studies
Woman Empowerment	07/02/2020	58	Matrix School of Management Studies Sinhgad College of Nursing
A Session on Studies and Up-skilling	22/01/2020	42	Matrix School of Management Studies
Session on Industry Expectations from MBA Students	07/11/2019	57	Matrix School of Management Studies
A Session on Career Choice	14/09/2019	45	Matrix School of Management Studies
Guest Session on Information Technology	28/08/2020	47	Matrix School of Management Studies
Remedial Coaching	01/08/2019	152	Matrix School of Management Studies
International Yoga Day	21/06/2019	26	Matrix School of Management Studies
<a href="#">View File</a>			

#### 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	Number of benefited students by	Number of students who have passed in	Number of students placed
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		competitive examination	career counseling activities	the comp. exam	
2019	Career Counselling Activities	Nill	346	Nill	Nill
2020	Career Counselling Activities	Nill	239	Nill	36
<a href="#">View File</a>					

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
Nill	Nill	Nill

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Musale Classes, Khairna Technologies Pvt Ltd	4	4	Xerbia, Synchron, Rox AI, Filmreign Studios, Infosys, Imago Design Studio, Msys, Suzlon, Just Dial, Wipro, Quess Corp Ltd., Script Lanes, HDFC, iPlace India, Jabil India, Pinkerton, Experis IT, Inox Wind	32	32
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	Nill	0	0	0	0
2020	Nill	0	0	0	0
<a href="#">View File</a>					

**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
NET	Nill
SET	Nill
SLET	Nill
GATE	Nill
GMAT	Nill
CAT	Nill
GRE	Nill
TOFEL	Nill
Civil Services	Nill
Any Other	Nill
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Poster Competition on Gender Equality	Institute Level	25
International Womans Day	Institute Level	59
Republic Day	Institute Level	63
Constitution Day Celebration	Institute Level	44
Pratibimb Theatre Group - Astad Kales Interview	Institute Level	117
Swacchata Hi Sewa Campaign (Cleanup Drive)	Institute Level	51
Session on Gender Equality	Institute Level	97
Ecofriendly immersion of Ganpati at Katraj Lake Pune	Institute Level	26
Matrix Utsav	Institute Level	38
Independence Day Celebration	Institute Level	33
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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	NIL	National	Nill	Nill	NIL	NIL
<a href="#">View File</a> <a href="#">View File</a>						

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

Institute has active student council and representation of students on various academic administrative committees of the Institution. Students have important place in academic administrative function because they play integral role in planning and implementation of various curricular, co-curricular, 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- It is formed every year as per the guidelines of Maharashtra university act 1994 which is now amended. University ordinance 2016 section 99 C (1). 2. College development committee-It is formed as per the amended University ordinance 2016. 3. Cultural and sports committee-Institute has well-functioning Cultural and sports committee to coordinate various cultural and sports activities throughout the year. 4. IQAC Cell- To develop the system for conscious, consistent, and catalytic action to improve academic and administrative performance of the institute have well-structured and functioning IQAC Cell 5. Placement committee- To take care of students internship and final placement institute have Placement committee. Committee members are engage in organizing interviews at institute, coordinate pool campus,. 6. Student's participation in organizing co-curricular activities Students are voluntarily involved in organizing various activities like expert session, Guest lectures, workshops, conference, seminar Industrial visits etc. 7. Statutory committees- Anti-ragging committees Women's Grievance Redressals Grievance Redressal Committees SC/ST committees Internal complaint committee

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 the current batch of students 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:

62

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

31000

5.4.4 – Meetings/activities organized by Alumni Association :

Sr. No. Meetings / Activities Date 1 Alumni Association Meeting 17/08/2019 2 Guest Session on Information Technology 28/08/2019 3 A session on Career Choice 14/09/2019 4 Session on Industry Expectations from MBA Students 7/11/2019 5 Alumni Meet 11/1/2020 6 A session on Studies and Up-skilling 22/01/2020

## 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): Various 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
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.

#### 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.
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.
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.

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

E-governance 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
2019	Dr Satish Ubale	National Conference on Role Techonology in Business Sustainability and Market Transformation	Lexicon Management Institute	1000
2019	Dr Satish Ubale, Dr Anand Padle, Mr Nilesh Awari	FDP OnGeneric ElectiveUnivers aity Level OBE	DY Patil Institute of Management Studies	600
2019	Dr Anand Padle	FDP On out come baseeducation for Human Resource Management Orginizational Behaviour	SB Patil Institute of Management	200
2019	Mr Nilesh Awari	FDP On Outcome based Education in	Modern College of Engineering	200

		Marketing Management		
2019	Mrs Shilpa Dubey, Mr Samadhan Jadhav	FDP On Finance Accounts for Revised Syllabus	Raigad Institute of Management Research Development-PUNE	400
2020	Dr Satish Ubale, Dr Anand Padle, Mr Nilesh Awari	FDP On Outcome based Education ( for Revised Syllabus 2019)	Neville Wadia Institute of Management Studies Research -Pune	600
2020	Dr Shilpa Kulkarni, Dr Satish Ubale, Dr Anand Padle, Dr Vaishali Ajotikar, Mrs Megha Joshi, Mrs Chandrayani	FDP On Orientation of MBA Syllabus CBCGS OBE Patteren	Sinhgad Institute of Management	600
2020	Dr. Satish Uable	NPTEL Online Certification Course on Supply Chain Analytics	NPTEL	1000
2020	Dr. Satish Uable	NPTEL Online Certification Course on Marketing Research Analysis -II	NPTEL	1000
2020	Dr. Satish Uable	NPTEL Online Certification Course on Production Operation Management	NPTEL	1200
<a href="#">View File</a>				

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 organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	International Womens Day	International Womens Day	08/03/2020	08/03/2020	9	6
2020	Session on Women E	Session on Women E	17/02/2020	17/02/2020	7	3

	mpowerment	mpowerment				
2020	State Level Seminar On Digital Transformation and the Future	State Level Seminar On Digital Transformation and the Future	14/02/2020	15/02/2020	8	6
2020	Session on Disaster Management	Session on Disaster Management	20/01/2020	20/01/2020	7	Nil

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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
FDP On Outcome based Education ( for Revised Syllabus 2019)	3	22/06/2019	22/06/2019	1
FDP On Finance Accounts for Revised Syllabus	2	28/06/2019	28/06/2019	1
FDP On Generic Elective University Level OBE	3	06/07/2019	06/07/2019	1
National Conference on Role Of Techonology Business Sustainability Maket Transformation	1	21/12/2019	21/12/2019	1
State level Workshop on NBA ACCREDITATION -An Outcome Based Approach	2	28/12/2019	28/12/2019	1
FDP On Orientation of MBA Syllabus CBCGS OBE Patteren	5	06/01/2020	06/01/2020	1

Course on Pedagogical Innovations Research Methodology (Interdisciplinary))	1	16/02/2020	16/02/2020	1
Swayam Arpit online course for Career Advancement Scheme Promotion (Refresher Course on Teacher Teaching in Higher Education)	1	26/02/2020	26/02/2020	1
FDP On Human Resource Management Organizational Behaviour	1	03/07/2019	03/07/2019	1
FDP On Outcome based Education in Marketing Management	1	29/06/2019	29/06/2019	1
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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	Provident Fund , Accidental policy , Canteen Facility	Accidental Policy , Internet Facility, Wifi

### 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
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

8696745
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## 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 IQAC Coordinator
Administrative	Yes	External	Yes	Director IQAC Coordinator

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

1. Mentors are in touch with the parents after every semester . The progress of their ward is normally given to them through Phone. 2) Parents Teachers meeting held annually to check their wards academic and overall progress. 3) Parents suggestion on additional improvement on their wards personality, and in all other development is taken account by the Institute. 4) Medical checkup camp is arranged by the institute for students, and information about their wards health is given to parents by time to time .
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6.5.3 – Development programmes for support staff (at least three)

1. Health Checkup Camp 2. Session on Disaster Management 3. Workshop on how to improve work performance 4. Session on Investment Awareness
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Two days State Level Seminar on Digital Transformation and the Future 2. Intercollegiate Summer Internship Competition 3. Workshop on usage of Smart Classroom for faculties 4. Guest Lectures of Corporate experts
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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	Session on IPR Copyrights	11/11/2019	11/11/2019	11/11/2019	42
2019	Induction Programme	16/09/2019	16/09/2019	17/09/2019	74

2019	Gelignites Summer Internship Competition	10/10/2019	10/10/2019	10/10/2019	82
2019	Guest Lecture on Expectations of Industry from MBA graduates	07/11/2019	07/11/2019	07/11/2019	58
2019	Session on Winners Dont Quit	16/11/2019	16/11/2019	16/11/2019	47
2020	Session on IPR Trademarks	18/01/2020	18/01/2020	18/01/2020	57
2020	Session on Disaster Management	20/01/2020	20/01/2020	20/01/2020	60
2020	Guest Lecture on Studies and Up-skilling	22/01/2020	22/01/2020	22/01/2020	42
2020	State Level Seminar on Digital Transformation and the Future	14/02/2020	14/02/2020	15/02/2020	83
2020	Session on Women Empowerment	17/02/2020	17/02/2020	17/02/2020	79
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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
Session on Gender Equality	21/09/2019	21/09/2019	39	58
Certificate Course on Gender Sensitization	08/01/2020	14/03/2020	24	42
Poster Competition on Gender Equality	15/04/2020	15/04/2020	15	10

Quiz Competition on Gender Equality	28/04/2020	28/04/2020	11	12
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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 installing LED lights in and around the campus to reduce the electricity power consumption required for the institute. ? Institute has install Rooftop Solar System for Alternate Energy initiatives to meet the power requirement of the institute by renewable energy sources such as solar energy. ? Institute has install rain water harvesting plant for environmental consciousness policy.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	2	4	05/06/2019	1	Environment Day Celebration	Environment 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	01/06/2019	Faculty/Staff members follow up is taken from HOD/Director. Students follow up is taken from class coordinator, and the defaulters (if any)

are informed orally to strictly follow the code of conduct of the institute.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Celebration	15/08/2019	15/08/2019	33
Constitution Day Celebration	26/11/2019	26/11/2019	42
Republic Day Celebration	26/01/2020	26/01/2020	57
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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

**Title :** 1. Mentor-Mentee Cell: Developing professional capabilities through academic milestones. **Objectives** • 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. • 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. The **Context :** Ever changing market places at dynamic speed, the customer expectations, aspiration for work-life balance is changing its colours at amazing rate. The present and future impact of these driving forces severely influences today's management youth. As they are going to be future managers and entrepreneurs they are expected to think, plan and act in most creative ways to match the tough competition in the corporate world. Understanding these challenges Matrix started Mentor-Mentee Cell where interaction among mentor and mentee brought out positive dynamics. Thereafter the mentoring system became one of the important and strong pillar of 'MATRIX'. Each mentee was supposed to inculcate best attributes of an 'Matrician'. The most important components of a successful mentoring relationship are a firm commitment, willingness to invest time and energy by both the mentor and mentee, and clarity about expectations. The role of a mentor is to take few students under his/her wings and be in touch with his mentees on academics/cultural/personal/developmental fronts. This creates a strong bond in teacher student relationship thereby enabling a feeling of care, motivation and confidence building in a student. The Practice 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 have 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. Evidence of Success (Outcome - Mentor -Mentee relationship) The students have enhanced their skill sets and capability. There is an increase in the skill sets and esteem level of the students. Students get an exposure to an professional environment. Students share their career aspirations with their Mentors. Mentors have an personal satisfaction while guiding their mentees. Mentors get immediate feedback about their mentees personally and this helps them to evaluate guide their mentees properly. There is a healthy experience sharing both among the Mentors and Mentees. Problems encountered and Resources Required: As parents are away from their home normally children are neglected and they often tend to fall a prey to bad vices. Inferiority complex was a major issue as most of the vernacular students felt very shy while taking in English to their Mentors. This problem was tackled by Faculty mentors by counseling them in their local language.

English Language sessions were conducted by in-house as well as expert professionals to instill confidence in students and help them to face the business world. Matrix has recognized their problems and so with extra counseling and adding more motivational classes for students it has helped them to build their confidence and in turn helped them to express their feelings thereby performing in a better way. But still there are few students who are not attending counseling session and Institute doesn't force them as they are mature adults. Title: 2. Matrix Gelignites : 'MATRIX GELIGNITES' student centric and student driven program displaying their presentation skills, managerial skills and entrepreneurial skill sets through projects. Objectives of the Practice: • 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. The Context: • It has become the trend of training the students, assigning them with various management tasks right from summer internship days, as the companies are looking for better fit when it comes for final placements. • Understanding the complexity of the business domain, it has become essential for today's management youth to withstand the cutthroat competition in healthy way. • In order to groom the students for better performance in these 2 months project Matrix School of Management Studies actually came up with 'Matrix Gelignites' an innovative and creative medium for students to display their talents and present their Summer Internship Projects (SIP) where they have got hands on experience in the companies. • Matrix through this activity fosters the leadership qualities thereby enabling exchange of ideas and gaining awareness of latest trends in the market. The Practice: 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 mins. 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 mins. 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, team building atmosphere. Evidence of Success: Students look forward to host 'Matrix Gelignites' as it has benchmarked Matrix in the educational field. It is a fusion that intellects with Vigor, Vitality, and Vibrancy. Matrix students through this have depicted leadership skills their entrepreneurial spirits have been kindled. Few students had stage fright, which they overcame it by presenting their projects confidently in front of corporates judges and students from different colleges. This entire event has helped students to build confidence thereby breaking their introvert behavior demonstrating their positive attitude. By watching, various project presentation of other students they can judge their levels and can mentally prepare themselves to perform better in future. The insights given by academicians and corporate personalities on latest techniques and trends in the industry have benefited the student community. Inputs of improvement given on their personal projects have broadened their horizon of thinking. The students have developed team spirit attitude and knows how to face the stiff competition in healthy way. With different themes of decoration, their innovative and creative skills have been checked and appreciated. Problem encountered and resources required: Sometimes students find it difficult to get entries from colleges as their students are preoccupied with other activities of their college. As the students are packed with lectures, it becomes a herculean task to reach out to other colleges in working hours. However, the college grants the core committee students to carry on this activity by giving them some free time during college hours to carry on this activity successfully. The missed sessions of the students are taken later during the course of time. Resources for conducting this activity are sufficient.

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/2020/7.2.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

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Institutional Distinctiveness Creation of 'EDU PACK' Matrix School of Management Studies firmly believes in deep-rooted, well-grounded, holistic, in-depth development of management youth. The institution continuously thrives for excellence in their discipline by following its 'Vision' and 'Mission' statements where it gives a clear message of improving academic excellence and exhibits it through plethora of its functioning. We cater MBA postgraduate program where emphases is on bridging the gap between rural and urban youths through 'EDU PACK' initiative under institute social responsibility. Constant efforts are taken by the institute to spread knowledge, to take onus of the actions by acting as catalyst of change. It is said that "Nine tenths of education is encouragement" thus management takes keen interest in spreading

awareness of higher education in rural areas, in order to encourage them to improve their academic and living style by broadening their views and motivating them through sessions. 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 career opportunities in rural areas by conducting sessions on communication, personality development, interview techniques and different skill development workshops.
- To create awareness of the opportunities and challenges in urban areas.
- To make them conscious about their potentials and motivate them for higher education to fetch better job opportunities.
- To imbibe confidence and positive attitude in rural youth as they speak in vernacular medium and are not good in speaking English.

Strategy of implementation Under social responsibility, the institute takes responsibility of forming a team of faculties coordinates with the Principals of various colleges from rural area for the sessions which are essential for the students. The workshops are conducted on various topics mentioned above. Symbiotic Alliance: Matrix School of Management Studies forms a symbiotic alliance with different colleges located in rural areas by inviting their students, faculty members to attend seminars and other activities conducted herein the institute. As a result, good bonding is formed with various institutions. Sharing of knowledge is the aim with the cognizance of societal benefits.

- After conducting activities feedback from students are collected and analysed for improvements. Many youth come to Pune to meet us and narrates their career journey which they have perused after getting motivated with our sessions. Some of them have taken plunge in management education some of them have pursued their Master of Commerce (M.Com). The EDU PACK gives youth an overview of their potentials and strengths, has indeed changed their lives. Many parents visit our institution to give their sincere thanks for motivating their children for higher education and helping them to improve their standard of living. We at Matrix School of Management Studies sincerely believe in upliftment of the lower strata's of the society by giving them quality education.

Provide the weblink of the institution

<http://msmspune.com/NAAC/2020/7.3.pdf>

## 8.Future Plans of Actions for Next Academic Year

Institute aimed at the overall development of faculty and students in their future plans. ? The Institute got permanent affiliation from the Savitribai Phule Pune University and has now applied for 12 B approval to UGC. ? Tentative plan is prepared for organizing guest lectures, workshops, seminars etc. with industries and academic institutes to make the working MoU's which are signed with these industries and colleges functional. ? NPTEL courses were introduced to faculties last year and for coming year it is planned that more faculties should register for NPTEL courses related to their specialization and general management. ? Under the Institute Social Responsibility (ISR) initiate after organizing expert lectures on employability skills for graduate students at UG colleges in Narayangoan, Ale, Satara and Shirur, next year the colleges of Ahmednagar, Shevgaon, Pathardi, Newasa, Aurangabad etc. have been planned for organizing these expert lectures. ? To motivate faculty for starting their own consultancy in their area of interest. ? To boost alumni interaction by involving them in guest lectures, industrial visits, internship placements and final placements. ? To encourage the faculties to write research papers in UGC listed journals expert sessions of the Institute's Director and outside experts are planned in the next academic year. ? Activities such as tree plantation, cleanup drive, hazardous effects of plastic waste, separation of dry and wet garbage etc. have been planned in collaboration with an NGO Do Save Foundation. ? Startup and Innovation Cell has planned guest lectures and workshops on entrepreneurship development for the students who wish to start their own enterprise.

