YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone no./Alternate phone no.	02024356637
• Mobile no	9689883421
• Registered e-mail	directormsms@matrixpune.com
• Alternate e-mail	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
• Pin Code	411041
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Self-financing**
• Name of the Affiliating University	**Pune University**
• Name of the IQAC Coordinator	**Dr. Vaishali Ajotikar**
• Phone No.	**7234813504**
• Alternate phone No.	**02024356637**
• Mobile	**9588602346**
• IQAC e-mail address	**vaishali@matrixpune.com**
• Alternate Email address	**directormsms@matrixpune.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.msmspune.com/images_New/AQAR%20Report.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.msmspune.com/academic.html

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**2.63**	**2019**	**07/07/2019**	**08/07/2024**

6.Date of Establishment of IQAC	**03/10/2017**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. Academic Excellence SIP Guidance session meeting Guest session for Finance subject Guest session on HR Guest session on OSCM Guest session on BA Induction Program Guest session on Social Media Marketing Guest Session on "Leadership Development" Webinar-A New Normal -A Way Ahead

2.Training and Placement Cell Webinar on NSE Investor Awareness program Certification in Cyber laws and IPR Session on opportunities in Export and Import Training & Placement Opportunity-session Guest Session on "Import Export Scenario" Skill-based session (NPTEL courses)

3.Innovations and Start-ups Industry Academia online Rendezvous Startup and innovation in post-Covid world Vocskill- workshop on Social Media Marketing

4.Infrastructure Installation of Smart Classroom Installation of Solar Plant Installation of Rain Water Harvesting System

5.Institute Social Responsibility Rashtriya Ekta Diwas celebration Marathi Bhasha Sanvardhan Pandharawada Session on- Introduction to the Constitution of India International Yoga Day Celebration Azadi ka Amrit Mahotsav celebration

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

Plan of Action	Achievements/Outcomes
Session on Shares and Stock Exchange	Webinar on NSE Investor Awareness program was organised on 10/10/2020
Guest Lecture on Finance	Online Guest Lecture was conducted on 20/10/2020 on the title Career & Avenues in Finance-Jump Start Your Career
Guest Lecture on HRM	Gearing up for HR Opportunities in the pandmic Times, Online session was conducted on 21/10/2020
Guest Lecture on Operations Management	Online session on Operations and Supply Chain Management & Industry Expectations was conducted on 22/10/2020
Guest Lecture on Business Analytics	World of Opportunities in Business Analytics conducted on 23/10/2021
Session on Intellectual Property Rights	A 03 days Certificate Course on Cyber Laws and IPR was conducted by Dr Dipti Lele on 26/10/2020 - 28/10/2020
Induction Program	Induction Program was conducted online on 1/2/2021 & 2/2/2021
SEBI & Indian Securities Market	Webinar on NSE Investor Awareness program was conducted by Mr Amit Gupta on Introduction to SEBI & Indian Securities Market, Mutual Funds on 6/2/2021
Import Export Guest Lecture	Online Guest Session on Import Export Scenario was conducted by Mr Pratyush Bhaskar on 13/02/2021
Social Media Marketing	Dr Shilpa Kulkarni conducted an online Guest session on Social Media Marketing 13/2/2021
Leadership Development	Dr. Pooja Upadhyay conducted an

	online Guest Session on
A New Normal -A Way Ahead	05 experts were invitied to interact with students on 27/2/2021 under the Webinar-A New Normal -A Way Ahead
National Education Policy 2020	Webinar on Implementation of National Education Policy 2020 was organised by the Institute on 22/3/2021
Startup and innovation in post-Covid world	Startup and innovation in post-Covid world was conducted online by Mr Yogesh Kondakar on 28/6/2021

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Institute Governing Body	30/11/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	17/01/2020

Extended Profile

1.Programme

1.1

104

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

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

2.Student

2.1   **154**

Number of students during the year

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

2.2   **54**

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

File Description	Documents
Data Template	[View File]()

2.3   **48**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]()

3.Academic

3.1   **19**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]()

3.2   **12**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**104**

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

2.Student

2.1 Number of students during the year	**154**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**54**

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

2.3 Number of outgoing/ final year students during the year	**48**

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

3.Academic

3.1 Number of full time teachers during the year	**19**

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

3.2 Number of sanctioned posts during the year	12

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	6
4.2 Total expenditure excluding salary during the year (INR in lakhs)	38,01,459
4.3 Total number of computers on campus for academic purposes	165

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institute is affiliated to Savitribai Phule Pune University and offers MBA program, thus the curriculum is designed by the university. Director and Academic Monitoring committee) prepares academic calendar and is uploaded on the website.

The Director of the Institute conducts meeting with the IQAC and all faculties to discuss subject allotment, workload, guest sessions, industrial visits etc. and event chart is prepared by the coordinator. Faculties are motivated to attend FDPs, conferences, seminars organized by the prominent Institutes for which financial assistance is provided by the institute. The Institute regularly conducts in-house Faculty Development Programs by inviting experts from industry and academics.

Student's performance is evaluated by internal assessment and external university examination by preparing result analysis for every semester and feedback is shared with the students for each

subject and action plan is prepared for further improvement if required.

The academic activities are further delegated to teacher's committee, student's welfare committee and IQAC, which owns the responsibility of planning and execution of task allotted.

Co-curricular is delegated to nine different committees. If any major issue arises while planning and execution of the curriculum, Director seeks the advice of board of management.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://msmspune.com/NAAC/2021/Criteria%20 1.1.1.pdf

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

Academic calendar is prepared by the academic coordinator and is approved by the Director of the institute. Adherence to academic calendar is ensured by following the planned curriculum and extra-curricular activities.

Compliance of Continuous Internal Evaluation with Academic Calendar

Time Table and Sessions

Academic coordinator prepares the time-table by considering the guidelines of university and credit hours assigned for each course.

Lecture Schedule and course plan

Each faculty maintains a lecture schedule and course plan.

Internal Examination

The students are conveyed the dates of submission of CCEs and internal exam through mail. Internal examinations are conducted before commencement of external university exam (pre-covid).

Exam Evaluation

The exam papers are assessed by respective faculty and marks are allotted in the excel sheet and is displayed on the notice board.

University Exams

The final university exam Schedule is also displayed on the notice board and conveyed to the students through email.

Students Feedback Mechanism

At the end of each academic session students fill the feedback form for each course maintaining complete anonymity.

Academic Monitoring

Monthly meeting is conducted by director to review the details regarding the course coverage, student's attendance, assignment and remedial coaching.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://msmspune.com/NAAC/2021/Criteria%20 1.1.2.pdf

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

1

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

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

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

0

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

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

616

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

1.3 - Curriculum Enrichment

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

The courses related to professional Ethics, Gender issues, Human values, environment and sustainability have been integrated into the Curriculum framework for students through the university course or value added courses.

Gender Sensitization

MSMS is providing the course on "Gender sensitization" once in year by inviting various eminent speakers and through group discussions, institute is trying to create awareness for the same Gender sensitivity and gender sensitization is accomplished by conducting guest sessions on issues related to this topic.

The value added course on "Human Rights" provides an introduction to basic human rights philosophy, principles, instruments and institutions

Environment and Sustainability:

In view of social development of students, activities like working with NGOs for tree plantation activity, cleanliness drive, organizing Blood donation camps, etc. Institute organizes many activities related to environment and sustainability like-tree plantation, Swachha Bharat Abhiyan, expert sessions related to plastic waste management, road safety, visit and donations to non-government organization etc. More over MBA curriculum includes courses related to environment issues and sustainability viz. 301-Strategic management, 209-Start-up and New Venture Management.

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

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

1

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

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

61

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

**from the following stakeholders Students
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	https://www.msmspune.com/stakeholders.html
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.msmspune.com/stakeholders.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

90

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

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

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

22

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

2.2 - Catering to Student Diversity

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

The students are evaluated on various parameters to assess their learning levels:

1. **Matrix Archway Test is conducted on the day of Induction Program to evaluate slow/advance learners.**
2. **Students are screened on the basis of marks obtained at SSC, HSC and Graduation.**
3. **They are interviewed by Mentors for computer knowledge and English communication.**
4. **The interaction of students in the class, class tests, presentations and their performance in the internal and external exams helps in differentiating slow learners and advance learners.**

The following measures are adopted to improve the performance of the slow learners

- **Extra Classes: Classes are arranged for the slow learners**
- **Counselling sessions: Mentors conduct regular meetings with the mentees to review their progress.**
- **Learning material: Notes, eBooks and other study material of all subjects are mailed to students.**

Measures adopted to improve the performance of the advance learners

- **Conferences, Seminars & Competitions: Students are encouraged to participate in the Conferences and Seminars organized by reputed Institutes and Industry.**
- **Event Coordination: Events organised by the Institute are entirely managed by students.**
- **E-magazines: Top e-business magazines are shared with students.**
- **Advance Software Training: Advance Excel training is provided to students.**

File Description	Documents
Paste link for additional information	http://msmspune.com/NAAC/2021/Criteria%202.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
MBA I (90) & MBA II (64) Total 154	12

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The Institute in tune with its vision has focused on student centric learning. The teaching pedagogy is based on experiential learning, participative learning and problem solving and it concentrates on the following types of learning.

Experiential Learning:

At the end of second semester students are deputed to various organisations for two months to complete Summer Internship Projects. The Institute guides finalize the SIP topic and objectives and Company guide helps the student in collecting data required for completion of SIP. The student gets exposed to the organization and gets hand on experience while completing SIP.

Problem solving Methodology:

These skills are developed with the case study approach adopted by teachers. Cases are shared with students in advance so that they can come prepared in class. Here teachers play the role of facilitator and students are encouraged to solve the case.

Participative learning:

The teachers use modern teaching methods to make their sessions more interactive. The topics to be taught are shared with the students one day before and they are to come prepared on those topics. The students are also informed in the Induction Program that one of the criteria for internal evaluation will be their participation in the lectures.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	[http://msmspune.com/NAAC/2021/Criteria%202.3.1%20additional%20information.pdf](#)

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

The vision of the Institute "Creating an ambience for academic excellence" has made the teachers to imbibe various ICT enabled tools in their teaching learning process. This has helped teachers to immediately switch on to online teaching during lockdown period due to the pandemic Covid-19. The Institute was around one month ahead of the University schedule for the start of online classes. The following ICT tools and resources are made available in the Institute for effective teaching learning process:

- **Smart classroom equipped with internet and latest technology.**
- **Computers, LCD Projectors, Speaker system and Wi Fi facility (Wireless Network) is available in all the classrooms**
- **National Digital Library (NDL), You tube, Google Classrooms are used by the teachers and students.**
- **NPTEL Video Lectures, E-books, MOOCs and E-business magazines are shared with the students for effective learning.**
- **Online lectures conducted on zoom platform are recorded and mailed to the students for long term learning and future reference.**
- **Seminar hall is equipped modern multimedia facilities where workshops, seminars, webinars, guest lectures etc. are organized for students.**
- **Teachers are deputed to prominent institutes to participate in workshops, seminars and faculty development programs to update their subject knowledge.**

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

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

2.3.3.1 - Number of mentors

07

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

2.4 - Teacher Profile and Quality

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

19

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

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

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

07

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

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

2.4.3.1 - Total experience of full-time teachers

81

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

2.5 - Evaluation Process and Reforms

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

The Institute continuously updates its internal evaluation system and accordingly to meet the requirements of students it was changed during the pandemic of Covid-19 where the students were informed to upload CCE's (Assignments) on the portal created on Institute website. These CCE's (Assignments) are designed on the lines of blooms taxonomy to find out learning outcome among the students.

1. The internal evaluation system is prepared on the guidelines mentioned in the MBA curriculum of the University. The evaluation is divided into two parts, internal evaluation (50%) done on the basis of attendance in online lectures and events, participation in discussion during lectures, presentation in class and online submission of CCE's. The remaining (50%) of external evaluation is through student performance in end semester examination conducted by the

University.

2. The internal marks obtained by the students in core courses and elective courses are shared with the students. In case of any query regarding marks or evaluation parameters the students can meet their mentor.

3. The Mentor Mentee platform is designed by the Institute to help students to share ideas, experiences and thoughts.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://msmspune.com/NAAC/2021/Criteria%202.5.1.pdf

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

The Institute has designed internal examination mechanism on the guidelines of affiliating Savitribai Phule Pune University to make it transparent, time-bound and effective. Students are informed about internal assessment which includes internal examination and other parameters through notices displayed on the notice board, through emails and whatsapp messages. The exam committee with the approval of the Director finalizes syllabus and dates of internal exams which are communicated to students. The students are also made aware of grievance redressal mechanism related to internal exams. To maintain confidentiality question papers of internal exams are kept in the custody of exam committee and shared with the exam supervisor on exam date. Marks obtained in internal exams are shared with students within 10 working days of the internal exams and if they have any doubt regarding marking scheme or marks obtained, they can approach their mentor with their query which is brought to the notice of the Director of the Institute and forwarded to course teacher who checks the answer sheet again and makes correction if any within 03 working days. The result i.e. change or no change in internal marks is shared with the concerned student and also updated in the college records.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://msmspune.com/NAAC/2021/Criteria%202.5.2.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Institute is affiliated to Savitribai Phule Pune University the CO's are framed at the University Level and are communicated to the Institute through the Syllabus. The COs of particular course is communicated to students at the start of courses by the course teachers. The syllabus consisting of Course Outcomes of all the courses is shared on the website of the Institute.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.msmspune.com/images_New/PO_CO_PSO_MBA/Sem%20I-IV%20%20PO,%20PSO,%20CO-merged.pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

The courses are taught by applying different methodologies such as online teaching, case studies, problem-solving methodology, projects etc in order to attain the outcomes. Each subject is designed with specific course outcomes and each course outcome (COs) is mapped with the programme outcome (POs). The performance of the students is evaluated by way of various concurrent evaluations such as assignment, open book test, class test, end term examination, MCQ's test and university examination.

The results of the internal and external evaluation are taken for the attainment of course outcome as direct method and outcomes and the feedback survey of students, teachers, parents and employers attained levels as indirect method is used to calculate programme outcome. The level of attainment is defined based on the course

content and performance level of the students.

Direct methods: This is carried out through evaluation of Internal and University examination. Marks obtained by the students in the internal evaluation are used to calculate the course outcome. From this, the attainment of each course outcome can be reviewed and analyzed.

Indirect Method: - It is carried out by considering cumulative course outcomes and the feedback survey of students, teachers, parents and employers attained levels.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://msmspune.com/NAAC/2021/Criteria%202.6.2.pdf

2.6.3 - Pass percentage of Students during the year

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

48

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://www.msmspune.com/NAAC/2021/Criteria%206.5.3%20Academic%20Audit%20Report.pdf

2.7 - Student Satisfaction Survey

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

https://msmspune.com/NAAC/2021/Criteria%202.7.1%20Student%20Satisfaction%20Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://msmspune.com/NAAC/2021/Criteria%20 3.1.3.pdf

3.2 - Innovation Ecosystem

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

1. The institute believes in a holistic ecosystem wherein every possible effort is taken to develop students as successful entrepreneurs. The institute has taken-up the initiative by establishing the startup and innovation cell. The committee is constituted inclusive of students and industry personnel.
2. Matrix School of Management Studies started entrepreneurship development cell initially with the aim of mentoring the students as the institute believes in the philosophy of inspiring, incubating, and impacting the budding entrepreneurs.
3. Matrix holds regular sessions by calling experts to deliver sessions on entrepreneurship for the purpose of instilling the spirit of entrepreneurship among students and guidance to be successful businessmen.
4. Seminars are conducted on theme of 'Innovation' and Entrepreneurship so that young minds are equipped with entrepreneurial thoughts and are geared up to face the challenges of the ever changing and challenging business environment.
5. Startup & Innovation Cell conducts various activities such as entrepreneurs awarenessworkshop, guest lectures etc. Mentorship program by the successful students entrepreneurs of 'Matrix' to guide the aspiring student for entrepreneurship.

As per the Notification of affiliated Savitribai Phule Pune University about lockdown due to Covid-19 pandemic we could not conduct physical activities during the year 2020-21.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%20 3.2.1.pdf

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

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

5

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

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	https://www.msmspune.com/researchguide.html
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

3

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

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

04

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

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Community development is an important aspect in the curriculum of the institute for development of Society which has imbibed the

need for society.Various initiatives have been taken by the Institute during the years.

1. Bore-well donation- The students donated bore-well in the school premises in Rajuri village in Pune district.
2. Swachcha Bharat Abhiyaan – Students actively participate in this national endeavour of clean India.
3. Red Cross- The students participated in the Red Cross activity. Where promotion of humanitarianism & values are inculcated.
4. Donations-Institute indicates qualities like kindness, care & sharing among the students distributed food, clothing to children residing in the Vanvasi Kalyan Ashram.
5. Cleaning Drive: "Green Walk" trek at Taljai forest area near the institute for the purpose of clearing of plastic menace & plastic wastages.
6. Green Farewell – Nirmalya Management at Katraj Lake Pune:

Students along with Do Save Foundation initiated the awareness of proper immersion process of Ganesh idols near Katraj Lake Pune.

7. Tree Plantation: Students have planted tree at Taljai forest, wadgaon budruk, ambegaon pathar.

As per the Notification of Savitribai Phule Pune University about lockdown due to Covid-19 pandemic we could not conduct physical activities during the year.

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

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

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

00

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

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

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

05

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

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

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

05

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

3.5 - Collaboration

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

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

03

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

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

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

07

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

MSMS is committed to provide good infrastructure complying the requirements of management students as defined by our vision, mission and industry expectations. New technology is adopted to

meet the mutable business environment and industrial expectations. It is necessity every student and teacher will accustom to the upcoming technology. The details of the various facilities provided to both stakeholders are as follows.

Area available for conducting various activities –

Instructional Area-1728 Sq.Mts, Administrative area Plus Faculty Room -756 Sq.Mts, Amenity area plus toilets – 1114 Sq. Mts Circulation Area-1226 Sq.Mts Total Available Area -4824 Sq.Mts.

- o Description of available classrooms, Tutorial rooms, Computer Lab, Seminar halls for curricular and co-curricular activities are as follows:

Class Rooms -05 Nos. (370 Sq. Mts), Tutorial Rooms – 03 Nos. (54 Sq.Mts), Seminar Hall-01 No. (431 Sq.Mts), Computer Center-04 Nos (450 Mts), Library and Reading Room-02 Nos. (273 Sq.Mts) , Computer Laboratory-02 (150 Sq.Mts) Total Available Area –1728 (Sq.Mts)

- o Utilization matrix of the available facility is as follows.

Basic Features of all available rooms

1. The required furniture is designed for comfortable seating for long duration
2. All classrooms, centres are well lit and airy
3. All windows in rooms have curtains to protect from sunlight

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%20 4.1.1.pdf

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

To inculcate the leadership qualities and team spirit, the institute encourages and provides facilities for students to participate in extra-curricular activities.

- ○ Sports Instruments –

Indoor sports instruments –

1. Carom Board – Quantity 3
2. Chess Board – Quantity 2
3. Table Tennis - 1
4. Business -1

Outdoor sports instruments

1. Cricket Playground

- ○ Common Area on the Ground Floor

Regular activities like Management Games/Rangoli Competition & Stalls are erected during seminars. Yoga and stress-free exercises are conducted in this area. Cultural days like traditional day are also conducted in this area.

- ○ Out Door open stretch in front of the Institute

This area is used especially for 'Management Games'. Out bound games like 'Kho-kho'/Badminton. A celebration of Independence Day, Republic Day is done every year in this area as there is a pole for flag hoisting and space for celebrations

- ○ Seminar hall

The hall fulfils AICTE norms in area specifications. The seating capacity of the hall is 200. The seminar hall is used regularly to conduct Quizzes, Training, Conferences and Faculty Development Programmes, Fests, Alumni meets and cultural activities

- ○ Terrace Space

Regular activities include Kite flying activity especially during 'Makar Sankranti' / Alumni get-togethers are conducted on the Terrace.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://msmspune.com/NAAC/2021/Critera%204.1.2.pdf

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

6

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%204.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

1.20296

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

4.2 - Library as a Learning Resource

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

The Library Management System helps in systematic maintaining of data wherein book issued and available in the library can be well monitored. The barcode helps the librarian to track down different books.

The library is easily accessible by all the students and staff. Currently we are having following library Management System.

- **Name of the ILMS software : AutoLib.**
- **Nature of automation (fully or partially) : Partially Automation.**
- **Version : AutoLib NG**
- **Year of automation : 2010 upgrade version 2017**

Description of important modules of ILMS is as follows :

- ○ **Master –To include college master, institute information, accession master.**
- ○ **Member- To add, update member information, to change class & category.**
- ○ **Acquisition- To request, approve and order book.**
- ○ **Circulation- To circulate the books to the users having all details about readers.**
- ○ **Tools- OPAC (Online Public Access Catalogue – Search engine for catalogue.**
- ○ **Reports- To generate Circulation Report, Books Issue/Return summary, Readers summary, History- Books or member.**
- ○ **Books- To get list of books on shelf.**
- ○ **Member- To get Member list roll no. wise, book usage, member history, penalty.**
- ○ **System Admin- For various parameter setting, bulk updating, database backup; import export members excel data, Signature.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://msmspune.com/NAAC/2021/Criteria%20 4.2.1.pdf

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

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

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

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

`0.12766`

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

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

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

`0`

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

4.3 - IT Infrastructure

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

To meet the demand of new technology, Institute continuously identifies and procures new equipment, licensed software and updates Internet speed. Internal web server is available for smooth functioning of ERP and conduct of Online Exam. The Institute has 165 [HP, Acer Dell] computers of configurations Intel ® Pentium 4 Dual Core, Dual Core and 2 Gb RAM & Hard Disk 160,500GB & 1TB GB. All computers are connected through the LAN. We have acquired most of the software and software packages required for functioning of Labs and Project development. We have catered for one computer per student. Internet connectivity has been provided at 100 MBPS for campus (150 MBPS speed) through Leased Line connection and One Broadband

Software Configuration

Microsoft OS Software's- Windows 7,8.1&10, MS-Office 7&10, MS-Project-Lab, Other Microsoft Product for all access. Tally.ERP 9 - 80 G Tally Software for acccount Dept. AutoLib- Library Management Software for Library. Bulk SMS- Nspiresoft (2018-19), WebIndia (2021…) for Admin & Student. E-Mail-G-Suit(Google & G-Mail) for all access. Smart Class for the students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%20 4.3.1.pdf

4.3.2 - Number of Computers

165

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

17.04764

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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, Software, 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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[https://msmspune.com/NAAC/2021/Criteria%20 4.4.2.pdf](#)

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

93

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

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

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

5

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://www.msmspune.com/NAAC/2021/Criteria%205.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

49

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

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

5.2.2.1 - Number of outgoing student progression to higher education

1

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

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

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

0

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

5.3 - Student Participation and Activities

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

one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

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

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

Institute has active student council and representation of students on various academic & administrative committees 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 representation n 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 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.

5. Placement committee-

Students internship and final placements are done through placement committee.

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

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%20 5.3.2.pdf
Upload any additional information	View File

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

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

0

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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 and as recognition of their achievements institute is hosting the alumni meet every year since 2013. The alumni association is registered in the year 2018 with the name as "Matrix School of Management Studies Alumni Association" (MSMSAA)

Objectives of Alumni Association:

1. **To provide a platform to know and recognize seniors.**
2. **To take the opportunity to felicitate the achievers.**
3. **To give a foundation for life long relationship wherein our alumni so as to provide encouraging and potential job opportunities.**

Association gives our alumni an opportunity to meet their batch mates and an opportunity to interact with the current students. The institute aims to leverage the expertise, access and reach of alumni for the institute's development. The institute invites alumni to attend various events, judge competitions and participate in it. Alumni portray themselves as a role model and offers practical guidance to students for studies, career, and business avenues.

For membership of alumni association students pay of Rs.500/- and the non-financial contributions include, but not limited to conduct of referral interviews, academic or placement trainings.

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%20 5.4.1.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is reflective of and in tune with the vision and mission of the institution.

- Institutional Vision and Leadership

Institute depicts both professional and academic leadership competencies taking vision and mission statements into consideration. Matrix School of Management Studies promotes the comprehensive development of students.

1. Institute conducts conferences, seminars, and activities on topics which boost Inquisitiveness among students.
2. Institute motivates faculty to develop new teaching material, publish research Articles and pursuing higher education. It appreciates each stakeholder on the Basis of the performance and prosecution of qualities for an institution's dream.
3. Institute is involved in social activities to inculcate the feeling of responsible Individuals towards society, community and country among stakeholders.
4. The Director assigns tasks to represents academic leadership and responsibilities to the concerned faculty members.
5. Matrix promotes participative & consultative management at various levels of the College.

6. **Faculty, staff and students are encouraged to contribute through interactive Participation.**

Institute takes meticulous efforts to make students aware of the revolutionary changes in the business environment, technology, and lifestyle.

File Description	Documents
Paste link for additional information	http://msmspune.com/NAAC/2021/Criteria%206.1.1.pdf
Upload any additional information	View File

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

Matrix School of Management Studies promotes and practices decentralization in administrative and academic activities through various committees to plan, monitor and execute smooth functioning of all the activities.To promote efficient functioning of the institute, ideas pertaining to progression of institute, academic goals, and better campus life are collected from all stakeholders. The management believes in decentralization thus takes only policy decisions and rest is controlled by different committees. The staff and other stakeholders help in infusing a positive attitude and completing of tasks within time limit.

The Institute practices the decentralization participative management in organization of different events/activities in the institute. All the faculty members and Director discusses the topic through Academic monitoring committee and prepares the proposal. Once the proposal is accepted, the various committees constituted at the institute level takes care of further activities.

1) Brochure Preparation, Papers Inviting, Acceptance Committee

2) Registration Committee

3) Guest & Speaker Invitation and escorting Committee

4) Stage & Seating Arrangement Committee & Aesthetics/Ambience Management & Decoration

5) Hospitality and catering committee

6) Report, Media & Photographs Committee

Hence, all the teaching, non-teaching staff and student are the part and participle of all the events/activities organised in the institute.

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%20 6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The students of diverse background and intellect a takes admission through CET entrance exams, in the institute. The institute believes in providing equal opportunities in all the spectrum of MBA curriculum for the students. Every student has his own potential capabilities. The Director and faculties help the students in their overall development. Academics are one of the fundamental aspects of student's development.

Faculties conduct their day-to-day sessions. Those students, who are fast learners, medium learners are able to grasp the concepts and it's reflected in their results. But there are also, slow learners. These students are not able to cope up with the concepts and lag behind. The institute conducts 'Remedial classes' (extra sessions) for these students on Sundays. The objective of these remedial classes is to extend special attention to the group of slow learners and bridge the gap of concept clarity aspect. The faculty tries to explain the concept and assures that, the students has understood it. Personalized attention helps the students to improve communication with the faculties and doubt clarification. The remedial coaching helps the students to understand the concepts and get better marks in the university exams. This helps improve overall result of the institute.

File Description	Documents
Strategic Plan and deployment documents on the website	<u>View File</u>
Paste link for additional information	<u>http://www.msmspune.com/images_New/Strategic%20plan%20deployment.pdf</u>
Upload any additional information	<u>View File</u>

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

Matrix School of Management Studies has a strong Organizational Operation which has policies, administrative setup, appointment and services rules, and procedures in function. The board of Trustees continuously monitors the smooth functioning of the Institute the local Managing Committee formulates various policies whenever required for best outputs.

The Founder Secretary & Director of the institute is responsible for day to day activities of each department. Director ensures that every department is completing its task efficiently as per given guidelines. Head of department is responsible for the task completion in their separate department. All committees are formed under the guidance of the Director and administrative set up is designed by the Director for smooth functioning of the institution.

As per the norms of AICTE, Savitribai Phule Pune University, and DTE along with Government of Maharashtra rules are followed by the Institute. The roaster is approved from the Savitribai Phule University and Government of Maharashtra then advertisement is published in Newspaper, the committee from University is appointed and the faculty members are selected based on interview conducted by University panel.

All service rules, recruitment, promotional policy and other committees are formed for smooth functioning of Organization.

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%206.2.2.pdf
Link to Organogram of the institution webpage	http://msmspune.com/images_New/Matrix_Organizational_Structure.jpg
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Matrix School of Management studies is self-aided Institute. Teaching and non-teaching staff is committed to provide welfare measures for their betterment of living and also it is for the better productivity of work.

As per the formulated HR policy following are the highlights of welfare policy for teaching and non-teaching staff.

1. Provident Fund contribution for each employee (EPF)

Institute complied provision of Employees Provident Funds and Miscellaneous Provisions Act, 1952

1. Gratuity Payment Provisions

2. Insurance for each employee

Institute provides sufficient amount to cover every employee with insurance

1. Staff Accidental policy. Maternity leave is given for six months for female employee
2. All leaves and holidays as per the Savitribai Phule Pune university's norms
3. Financial assistance to faculty to attend seminar or conference (Domestic)or FDPs
4. All the required infrastructural facilities
5. Supply of stationary on requisition
6. Free access to library and computer lab and Wi-Fi
7. Pantry facility
8. Maternity leave for ladies staff.

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%20 6.3.1.pdf
Upload any additional information	View File

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

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

8

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

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

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

10

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

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

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

8

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

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

Performance appraisal is yearly process in order to understand the need for important of staff. The process of appraisal helps each

one to understand their weakness and strength and thereby allows the institution and staff members to understand the progress in terms of additional qualifications, research papers, educational activities. Every employee is interviewed and the final call of appraisal is taken by the Management and Director.

The detailed procedure is written as per the HR manual of the institute. It conducts evaluation process by considering the teaching style, organizational behavior, academic achievement, non-academic achievement, role played in the institution, number of paper published, new course completed during the year, use of technologies and basic quality (EQ) like patience, leadership quality and communication skill.

Management takes final call on appraisal of employees based on Director's assessment comments.

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%20 6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

External Audit

External Audit process is carried out at the end of every financial year.

The fee receipts, bank statement, official funds donations, dead stock, statutory payments etc. are checked by External Auditor & then Balance sheets are filed in Income tax department and Charity Commissioner Office every year.

Internal Audit

Internal audit process is performed in every financial year to review whether the institute accounting is in accordance with the law as per books of accounts and is effective. The accountant of the college maintains all financial records in accounting software

tally ERP 9.

After completion of Half year internal audit was done. All the bills & vouchers, receipts are checked by internal Auditor. Any discrepancy found they informed the management and necessary changes were done.

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%20 6.4.1.pdf
Upload any additional information	View File

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

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

00

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

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

Matrix Educational Foundation's "Matrix School of Management Studies is self-financing educational institute. Tuition fees are the main sources of fund generation for the Institution. These funds are put into action mainly for making payment of salary, repairs and maintenance of infrastructure and students welfare and other expenses for betterment of college as well as student.

The MSMS has evolved its own operation to utilize the funds in more systematically. Accountant prepares the financial budget at the beginning of every year as per the standard format prescribed by AICTE.

All financial transactions are executed as per accounting standard norms by accounts department under the guidance of Director of the institute. In case any major material transaction. Director put the same before board of management for approval.

.Auditing is done every financial year & the balance sheet is filed to Income tax office.

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%20 6.4.3.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has contributed successfully to the creation and implementation of the following practices:

Sr. No.

Measures adopted

Method of Implementation

1.

Guest Sessions

Online guest lectures were organized on zoom platform on various topics like Import Export Management, Social Media Marketing, Intellectual Property Rights, Leadership Development, Goal Setting, Stock Exchange, Digital Marketing etc.

2.

Mock Interviews, Group Discussions and Aptitude tests

To make the students more employable the placement cell regularly conducts mock interviews, group discussions and aptitude tests.

It's a practice that before sending the students for final interviews they are given assignments by the Placement cell which comprises of studying the job profile in detail, collecting the information about the company, its products, sale, competitors, branches, growth opportunities etc.

3.

Industry Academia Interface

To promote the interaction with industry, online workshops were conducted throughout the year. The experts were invited to share industry expectations with our students.

4.

Sessions on the Pandemic Covid-19

To help students and staff overcome the ill effects of the pandemic Covid-19, online sessions on stress management, yoga, immunity enhancement, coping up with mental pressure etc.

File Description	Documents
Paste link for additional information	http://msmspune.com/NAAC/2021/Criteria%206.5.1.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Academic Monitoring Committee headed by the Director of the Institute meets regularly to review its teaching learning processes. The committee emphasized on the use of e-learning resources during the pandemic Covid-19. On its recommendations teachers and students were given training on the usage of zoom application before start of online classes. This made the Institute start its online lectures much before the schedule released by the University.

The Academic Monitoring Committee under IQAC has made the following incremental improvements:

1. Apart from the regular online lectures of various courses, expert online sessions, webinars, workshops were organized.
2. E-magazines were shared with the students to keep them updated with the latest happenings in the business world.
3. Students were motivated to participate in the webinars, workshops, seminars organized by top Institutes.
4. The Institute subscribed National Digital Library (NDL) for the faculties and students.
5. Value added courses were provided to students for their overall development.

Teachers were asked to participate in the webinars, workshops, seminars, FDP's etc. to upgrade their knowledge and teaching skills.

File Description	Documents
Paste link for additional information	http://msmspune.com/NAAC/2021/Criteria%206.5.2.pdf
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.msmspune.com/NAAC/2021/Criteria%206.5.3%20Academic%20Audit%20Report.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Matrix School of Management Studies deeply believes in gender equality for everyone and we also implement it. In our organization everyone is treated equally and respectfully.

Gender equity & sensitization is included in the curricular and co-curricular activities. We conduct a certificate course on "Gender Sensitization". The course duration is of 31 hours, course objective is to modify the behavior by raising awareness of gender equality, to examine their personal attitudes and beliefs. The Course is provided to students to create awareness about vulnerability of women and men, gender sensitization related laws, etc. After completion of the course certificates are provided.

Co-curricular activities are conducts related to gender equity and sensitization such as session on gender equality. Poster competition and quiz competition are organized to create awareness regarding gender equity. Such activities are conducted throughout the academic year.

Various facilities such as counseling facility by counselor, for guidance for girls students and staff of institute. Common Room is provided for women. Security and safety measures are taken care for women staff and students. Security appointed, CCTV installed at specific locations.

Thus, our institute Matrix School of Management Studies takes various initiatives for the promotion of gender equity in our

institute.

File Description	Documents
Annual gender sensitization action plan	https://msmspune.com/NAAC/2021/7.1.1%20Annual%20Gender%20Sensitization%20Action%20Plan%20A.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://msmspune.com/NAAC/2021/7.1.1%20gender%20equality%20B.pdf

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

C. Any 2 of the above

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

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

We deeply believe in go-green and keep the campus clean-environment friendly. Institute organizes activities such as awareness programs, tree plantations, nirmalya management during ganesh visarjan, etc. Institute has different methods of disposal and management of solid, liquid and e-waste.

- **Solid Waste Management:**

Waste management is management of waste that is created by Institute, e.g. paper in classrooms, offices, soiled tissue and disposable cups and peelings in the kitchen of canteen. Dry waste and wet waste is collected separately and deposited into garbage van for further recycling procedure managed by Municipal-Corporation. Students make use of recycled papers for poster

exhibition and other creative activities. One side used papers are reused for other activities. Photo copying machine fitted with duplex printing of paper. Anti-plastic drive is conducted.

- **E-waste Management**

Used electronics which are destined for reuse, resale, salvage, recycling, or disposal are considered e-waste. The hazardous materials like Cables, Cd's, Lan-cables, SMPS, Monitor, RAM, motherboards are kept with in storage. Arrangement is made with local e-waste recyclers for the recycling processing.

- **Liquid Waste Management**

The used water directly connected to septic tank, which is connected to main drainage system. Sweeper comes regular basis for cleaning to washrooms and toilets.

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

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered**

vehicles
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

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

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

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

B. Any 3 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies

A. Any 4 or all of the above

of reading material, screen   reading

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Matrix School of Management Studies takes effort in providing an inclusive environment to all the students and staff members of the institute. The institute students and staff members jointly celebrates cultural and regional festivals like International Woman's day, International Yoga day, Kite flying festival, Ganesh Visarjan Nirmalya disposal activity, World Environment Day, etc.

The Institute celebrates following festivals and event during the year –

International Womens Day :- International Womens Day was celebrated on 8th March, 2021. A session on "Empowering Women – Empowering Humanity" was conducted by the institute on International Womens Day.

Session on Gender Sensitization :- Our institute has organized a session on "Gender Sensitization" under the women's grievance committee of the institute on 14th March 2021.

World Environment Day :- On the occasion of World Environmental Day an online webinar was organized by our institute. The session was on "On World Environment day, the message is simple: reject single-use plastic. Refuse what you can't re-use. Together, we can chart a path to a cleaner, greener world."

International Yoga Day :- International Yoga Day was celebrated on 21st June 2021. The Institute organized an online yoga session on the occasion of International Yoga Day.

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

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

Our institute undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens. An value added course is given to the students namely "Introduction to Human Rights and Duties". Staff members are motivated to the faculty development program under Human Values and Human Rights by AICTE. Every year on 26th November Constitution Day is calibrated in our institute.

Different activities where conducted to inculcate values, necessary to render students in to responsible citizen –

Session on Human Values & Ethics :- A session on Human Values & Ethics for staff members and students was conducted by the institute. It explained the holistic development of a human being and its linkage in context of career development.

World No Tobacco Day :- On World No Tobacco Day a pledge taking ceremony was held for the students and staff of the institute for creating awareness among the students for their own good health and for healthy nation.

Workshop on Awareness of Sexual harassment at workplace :- A workshop Awareness of Sexual harassment at workplace as also organized by the institute to give the students an awareness regarding sexual harassment at workplace.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.msmspune.com/NAAC/2021/Criteria%207.1.9.pdf
Any other relevant information	https://www.msmspune.com/NAAC/2021/Criteria%207.1.9.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized   A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

India is worldwide known for its cultural diversity and colorful festivals. Apart from these festivals, we also have national festivals such as the Independence Day, the Republic Day, Gandhi Jayanti, the Teachers Day etc. The Institute celebrates following national festival and national days:

Independence Day is celebrated to mark the independence of India. On this day, various formal events including flag-hoisting, in

campas are organized to commemorate the day of freedom.

Republic Day is amongst the three national festivals of India. This auspicious day is celebrated on January26 to commemorate the adoption of constitution. Like the Independence Day, flag hoisting ceremony is organized in the Campus.

Constitution Day Constitution Day, also known as "National Law Day", is celebrated in India on 26 November every year to commemorate the adoption of the Constitution of India. Every year on 26th November Constitution Day is calibrated in our institute.

Sadbhavana Diwas is celebrated to commemorate the birth anniversary of Late Rajiv Gandhi on 20th August every year. On this day various programs are conducted which display communal harmony and unity in diversity among the people of our country.

Thus our institute celebrates/organizing national and international commemorative days, events and festivals during the year.

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

7.2 - Best Practices

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

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. In the Covid-19 pandemic situation mentor-mentee cell help the students by guiding, talking with them frequently by means of online mode or person phone contacts which helps them to keep

their moral strong and helps them to be mental strong in such a pandemic situation, which is the most important act in the pandemic.

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.

Due to Covid-19 pandemic situation for more than 1 year it was difficult to conduct such an activity this year, so Matrix School of Management Studies has not conducted Matrix Gelignites for this academic year.

File Description	Documents
Best practices in the Institutional website	https://msmspune.com/NAAC/2021/Criteria%20 7.2.1.pdf
Any other relevant information	https://msmspune.com/NAAC/2021/Criteria%20 7.2.1.pdf

7.3 - Institutional Distinctiveness

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

We firmly believes in deep-rooted, well-grounded, holistic, in-depth development of management youth. Following its 'Vision' and 'Mission' statements, it carries a clear message of giving academic excellence and exhibits it through plethora of its functioning.

We tries to bridge the gap between rural and urban youths through 'EDU PACK' initiative under institute social responsibility. In this constant efforts are taken to spread knowledge, to take onus of the actions by acting as catalyst of change.

The workshops are conducted on various topics like "Careers in Management", "Skill Development", Communication skills, "Interview techniques for better job", "Quiz competition", "Gender Sensitization" "Personality development" and many more.

With such activities through EDU PACK awareness is spread among rural youth about the latest happenings in the world and they get themself equipped to face competition for future career journey.

We at Matrix School of Management Studies sincerely believe in upliftment of the lower strata's of the society by giving them quality education.

Due to Covid-19 pandemic situation it was difficult to conduct such an activity this year, so we have organized such activities online for the support of the students for this year through online mode.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institute is affiliated to Savitribai Phule Pune University and offers MBA program, thus the curriculum is designed by the university. Director and Academic Monitoring committee) prepares academic calendar and is uploaded on the website.

The Director of the Institute conducts meeting with the IQAC and all faculties to discuss subject allotment, workload, guest sessions, industrial visits etc. and event chart is prepared by the coordinator. Faculties are motivated to attend FDPs, conferences, seminars organized by the prominent Institutes for which financial assistance is provided by the institute. The Institute regularly conducts in-house Faculty Development Programs by inviting experts from industry and academics.

Student's performance is evaluated by internal assessment and external university examination by preparing result analysis for every semester and feedback is shared with the students for each subject and action plan is prepared for further improvement if required.

The academic activities are further delegated to teacher's committee, student's welfare committee and IQAC, which owns the responsibility of planning and execution of task allotted.

Co-curricular is delegated to nine different committees. If any major issue arises while planning and execution of the curriculum, Director seeks the advice of board of management.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://msmspune.com/NAAC/2021/Criteria%201.1.1.pdf

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

Academic calendar is prepared by the academic coordinator and is approved by the Director of the institute. Adherence to academic calendar is ensured by following the planned curriculum and extra-curricular activities.

Compliance of Continuous Internal Evaluation with Academic Calendar

Time Table and Sessions

Academic coordinator prepares the time-table by considering the guidelines of university and credit hours assigned for each course.

Lecture Schedule and course plan

Each faculty maintains a lecture schedule and course plan.

Internal Examination

The students are conveyed the dates of submission of CCEs and internal exam through mail. Internal examinations are conducted before commencement of external university exam (pre-covid).

Exam Evaluation

The exam papers are assessed by respective faculty and marks are allotted in the excel sheet and is displayed on the notice board.

University Exams

The final university exam Schedule is also displayed on the notice board and conveyed to the students through email.

Students Feedback Mechanism

At the end of each academic session students fill the feedback form for each course maintaining complete anonymity.

Academic Monitoring

Monthly meeting is conducted by director to review the details regarding the course coverage, student's attendance, assignment and remedial coaching.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://msmspune.com/NAAC/2021/Criteria%201.1.2.pdf

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

1

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

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

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

0

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

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

616

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

1.3 - Curriculum Enrichment

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

The courses related to professional Ethics, Gender issues, Human values, environment and sustainability have been integrated into the Curriculum framework for students through the university course or value added courses.

Gender Sensitization

MSMS is providing the course on "Gender sensitization" once in year by inviting various eminent speakers and through group discussions, institute is trying to create awareness for the same Gender sensitivity and gender sensitization is accomplished by conducting guest sessions on issues related to this topic.

The value added course on "Human Rights" provides an introduction to basic human rights philosophy, principles, instruments and institutions

Environment and Sustainability:

In view of social development of students, activities like working with NGOs for tree plantation activity, cleanliness drive, organizing Blood donation camps, etc. Institute organizes many activities related to environment and sustainability like-tree plantation, Swachha Bharat Abhiyan, expert sessions related to plastic waste management, road safety, visit and donations to non-government organization etc. More over MBA curriculum includes courses related to environment issues and sustainability viz. 301- Strategic management, 209-Start-up and New Venture Management.

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

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

1

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

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

61

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://www.msmspune.com/stakeholders.html
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.msmspune.com/stakeholders.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

90

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

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

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

22

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

2.2 - Catering to Student Diversity

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

The students are evaluated on various parameters to assess their learning levels:

1. Matrix Archway Test is conducted on the day of Induction Program to evaluate slow/advance learners.
2. Students are screened on the basis of marks obtained at SSC, HSC and Graduation.
3. They are interviewed by Mentors for computer knowledge and English communication.
4. The interaction of students in the class, class tests, presentations and their performance in the internal and external exams helps in differentiating slow learners and advance learners.

The following measures are adopted to improve the performance of the slow learners

- Extra Classes: Classes are arranged for the slow learners
- Counselling sessions: Mentors conduct regular meetings with the mentees to review their progress.
- Learning material: Notes, eBooks and other study material of all subjects are mailed to students.

Measures adopted to improve the performance of the advance learners

- Conferences, Seminars & Competitions: Students are encouraged to participate in the Conferences and Seminars organized by reputed Institutes and Industry.
- Event Coordination: Events organised by the Institute are entirely managed by students.
- E-magazines: Top e-business magazines are shared with students.
- Advance Software Training: Advance Excel training is provided to students.

File Description	Documents
Paste link for additional information	http://msmspune.com/NAAC/2021/Criteria%20 2.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
MBA I (90) & MBA II (64) Total 154	12

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The Institute in tune with its vision has focused on student centric learning. The teaching pedagogy is based on experiential learning, participative learning and problem solving and it concentrates on the following types of learning.

Experiential Learning:

At the end of second semester students are deputed to various organisations for two months to complete Summer Internship Projects. The Institute guides finalize the SIP topic and objectives and Company guide helps the student in collecting data required for completion of SIP. The student gets exposed to the organization and gets hand on experience while completing SIP.

Problem solving Methodology:

These skills are developed with the case study approach adopted by teachers. Cases are shared with students in advance so that they can come prepared in class. Here teachers play the role of facilitator and students are encouraged to solve the case.

Participative learning:

The teachers use modern teaching methods to make their sessions more interactive. The topics to be taught are shared with the students one day before and they are to come prepared on those topics. The students are also informed in the Induction Program that one of the criteria for internal evaluation will be their participation in the lectures.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	http://msmspune.com/NAAC/2021/Criteria%20 2.3.1%20additional%20information.pdf

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

The vision of the Institute "Creating an ambience for academic excellence" has made the teachers to imbibe various ICT enabled tools in their teaching learning process. This has helped teachers to immediately switch on to online teaching during lockdown period due to the pandemic Covid-19. The Institute was around one month ahead of the University schedule for the start of online classes. The following ICT tools and resources are made available in the Institute for effective teaching learning process:

- Smart classroom equipped with internet and latest technology.
- Computers, LCD Projectors, Speaker system and Wi Fi facility (Wireless Network) is available in all the classrooms
- National Digital Library (NDL), You tube, Google Classrooms are used by the teachers and students.
- NPTEL Video Lectures, E-books, MOOCs and E-business magazines are shared with the students for effective learning.
- Online lectures conducted on zoom platform are recorded and mailed to the students for long term learning and future reference.
- Seminar hall is equipped modern multimedia facilities where workshops, seminars, webinars, guest lectures etc. are organized for students.
- Teachers are deputed to prominent institutes to participate in workshops, seminars and faculty

development programs to update their subject knowledge.

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

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

2.3.3.1 - Number of mentors

07

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

2.4 - Teacher Profile and Quality

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

19

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

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

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

07

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

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

2.4.3.1 - Total experience of full-time teachers

81

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

2.5 - Evaluation Process and Reforms

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

The Institute continuously updates its internal evaluation system and accordingly to meet the requirements of students it was changed during the pandemic of Covid-19 where the students were informed to upload CCE's (Assignments) on the portal created on Institute website. These CCE's (Assignments) are designed on the lines of blooms taxonomy to find out learning outcome among the students.

1. The internal evaluation system is prepared on the guidelines mentioned in the MBA curriculum of the University. The evaluation is divided into two parts, internal evaluation (50%) done on the basis of attendance in online lectures and events, participation in discussion during lectures, presentation in class and online submission of CCE's. The remaining (50%) of external evaluation is through student performance in end

semester examination conducted by the University.

2. The internal marks obtained by the students in core courses and elective courses are shared with the students. In case of any query regarding marks or evaluation parameters the students can meet their mentor.

3. The Mentor Mentee platform is designed by the Institute to help students to share ideas, experiences and thoughts.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://msmspune.com/NAAC/2021/Criteria%20 2.5.1.pdf

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

The Institute has designed internal examination mechanism on the guidelines of affiliating Savitribai Phule Pune University to make it transparent, time-bound and effective. Students are informed about internal assessment which includes internal examination and other parameters through notices displayed on the notice board, through emails and whatsapp messages. The exam committee with the approval of the Director finalizes syllabus and dates of internal exams which are communicated to students. The students are also made aware of grievance redressal mechanism related to internal exams. To maintain confidentiality question papers of internal exams are kept in the custody of exam committee and shared with the exam supervisor on exam date. Marks obtained in internal exams are shared with students within 10 working days of the internal exams and if they have any doubt regarding marking scheme or marks obtained, they can approach their mentor with their query which is brought to the notice of the Director of the Institute and forwarded to course teacher who checks the answer sheet again and makes correction if any within 03 working days. The result i.e. change or no change in internal marks is shared with the concerned student and also updated in the college records.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://msmspune.com/NAAC/2021/Criteria%20 2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Institute is affiliated to Savitribai Phule Pune University the CO's are framed at the University Level and are communicated to the Institute through the Syllabus. The COs of particular course is communicated to students at the start of courses by the course teachers. The syllabus consisting of Course Outcomes of all the courses is shared on the website of the Institute.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.msmspune.com/images_New/PO_CO _PSO_MBA/Sem%20I-IV%20%20PO,%20PSO,%20CO- merged.pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

The courses are taught by applying different methodologies such as online teaching, case studies, problem-solving methodology, projects etc in order to attain the outcomes. Each subject is designed with specific course outcomes and each course outcome (COs) is mapped with the programme outcome (POs). The performance of the students is evaluated by way of various concurrent evaluations such as assignment, open book test, class test, end term examination, MCQ's test and university examination.

The results of the internal and external evaluation are taken

for the attainment of course outcome as direct method and outcomes and the feedback survey of students, teachers, parents and employers attained levels as indirect method is used to calculate programme outcome. The level of attainment is defined based on the course content and performance level of the students.

Direct methods: This is carried out through evaluation of Internal and University examination. Marks obtained by the students in the internal evaluation are used to calculate the course outcome. From this, the attainment of each course outcome can be reviewed and analyzed.

Indirect Method: - It is carried out by considering cumulative course outcomes and the feedback survey of students, teachers, parents and employers attained levels.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://msmspune.com/NAAC/2021/Criteria%20 2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

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

48

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://www.msmspune.com/NAAC/2021/Criteria%206.5.3%20Academic%20Audit%20Report.pdf

2.7 - Student Satisfaction Survey

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

https://msmspune.com/NAAC/2021/Criteria%202.7.1%20Student%20Satisfaction%20Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://msmspune.com/NAAC/2021/Criteria%203.1.3.pdf

3.2 - Innovation Ecosystem

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

1. **The institute believes in a holistic ecosystem wherein every possible effort is taken to develop students as successful entrepreneurs. The institute has taken-up the initiative by establishing the startup and innovation cell. The committee is constituted inclusive of students and industry personnel.**
2. **Matrix School of Management Studies started entrepreneurship development cell initially with the aim of mentoring the students as the institute believes in the philosophy of inspiring, incubating, and impacting the budding entrepreneurs.**
3. **Matrix holds regular sessions by calling experts to deliver sessions on entrepreneurship for the purpose of instilling the spirit of entrepreneurship among students and guidance to be successful businessmen.**
4. **Seminars are conducted on theme of 'Innovation' and Entrepreneurship so that young minds are equipped with entrepreneurial thoughts and are geared up to face the challenges of the ever changing and challenging business environment.**
5. **Startup & Innovation Cell conducts various activities such as entrepreneurs awarenessworkshop, guest lectures etc. Mentorship program by the successful students entrepreneurs of 'Matrix' to guide the aspiring student for entrepreneurship.**

As per the Notification of affiliated Savitribai Phule University about lockdown due to Covid-19 pandemic we could not

conduct physical activities during the year 2020-21.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%203.2.1.pdf

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

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

5

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

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	https://www.msmspune.com/researchguide.html
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

3

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

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

04

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

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Community development is an important aspect in the curriculum

of the institute for development of Society which has imbibed the need for society.Various initiatives have been taken by the Institute during the years.

1. Bore-well donation- The students donated bore-well in the school premises in Rajuri village in Pune district.
2. Swachcha Bharat Abhiyaan – Students actively participate in this national endeavour of clean India.
3. Red Cross- The students participated in the Red Cross activity. Where promotion of humanitarianism & values are inculcated.
4. Donations-Institute indicates qualities like kindness, care & sharing among the students distributed food, clothing to children residing in the Vanvasi Kalyan Ashram.
5. Cleaning Drive: "Green Walk" trek at Taljai forest area near the institute for the purpose of clearing of plastic menace & plastic wastages.
6. Green Farewell – Nirmalya Management at Katraj Lake Pune:

Students along with Do Save Foundation initiated the awareness of proper immersion process of Ganesh idols near Katraj Lake Pune.

7. Tree Plantation: Students have planted tree at Taljai forest, wadgaon budruk, ambegaon pathar.

As per the Notification of Savitribai Phule Pune University about lockdown due to Covid-19 pandemic we could not conduct physical activities during the year.

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

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

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

00

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

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

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

05

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

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

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

05

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

3.5 - Collaboration

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

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

`03`

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

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

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

`07`

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

`MSMS is committed to provide good infrastructure complying the requirements of management students as defined by our vision, mission and industry expectations. New technology is adopted to`

meet the mutable business environment and industrial expectations. It is necessity every student and teacher will accustom to the upcoming technology. The details of the various facilities provided to both stakeholders are as follows.

Area available for conducting various activities –

Instructional Area-1728 Sq.Mts, Administrative area Plus Faculty Room -756 Sq.Mts, Amenity area plus toilets – 1114 Sq. Mts Circulation Area-1226 Sq.Mts Total Available Area -4824 Sq.Mts.

- ○ Description of available classrooms, Tutorial rooms, Computer Lab, Seminar halls for curricular and co-curricular activities are as follows:

Class Rooms -05 Nos. (370 Sq. Mts), Tutorial Rooms – 03 Nos. (54 Sq.Mts), Seminar Hall-01 No. (431 Sq.Mts), Computer Center-04 Nos (450 Mts), Library and Reading Room-02 Nos. (273 Sq.Mts) , Computer Laboratory-02 (150 Sq.Mts) Total Available Area –1728 (Sq.Mts)

- ○ Utilization matrix of the available facility is as follows.

Basic Features of all available rooms

1. The required furniture is designed for comfortable seating for long duration
2. All classrooms, centres are well lit and airy
3. All windows in rooms have curtains to protect from sunlight

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%204.1.1.pdf

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

To inculcate the leadership qualities and team spirit, the institute encourages and provides facilities for students to participate in extra-curricular activities.

- ○ Sports Instruments –

Indoor sports instruments –

1. Carom Board – Quantity 3
2. Chess Board – Quantity 2
3. Table Tennis - 1
4. Business -1

Outdoor sports instruments

1. Cricket Playground

- ○ Common Area on the Ground Floor

Regular activities like Management Games/Rangoli Competition & Stalls are erected during seminars. Yoga and stress-free exercises are conducted in this area. Cultural days like traditional day are also conducted in this area.

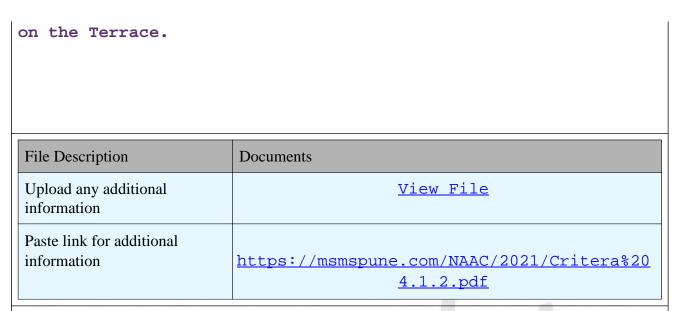- ○ Out Door open stretch in front of the Institute

This area is used especially for 'Management Games'. Out bound games like 'Kho-kho'/Badminton. A celebration of Independence Day, Republic Day is done every year in this area as there is a pole for flag hoisting and space for celebrations

- ○ Seminar hall

The hall fulfils AICTE norms in area specifications. The seating capacity of the hall is 200. The seminar hall is used regularly to conduct Quizzes, Training, Conferences and Faculty Development Programmes, Fests, Alumni meets and cultural activities

- ○ Terrace Space

Regular activities include Kite flying activity especially during 'Makar Sankranti' / Alumni get-togethers are conducted

on the Terrace.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://msmspune.com/NAAC/2021/Critera%20 4.1.2.pdf

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

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%2 04.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1.20296

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

4.2 - Library as a Learning Resource

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

The Library Management System helps in systematic maintaining of data wherein book issued and available in the library can be well monitored. The barcode helps the librarian to track down different books.

The library is easily accessible by all the students and staff. Currently we are having following library Management System.

- Name of the ILMS software : AutoLib.
- Nature of automation (fully or partially) : Partially Automation.
- Version : AutoLib NG
- Year of automation : 2010 upgrade version 2017

Description of important modules of ILMS is as follows :

- Master -To include college master, institute information, accession master.
- Member- To add, update member information, to change class & category.
- Acquisition- To request, approve and order book.
- Circulation- To circulate the books to the users having all details about readers.
- Tools- OPAC (Online Public Access Catalogue - Search engine for catalogue.
- Reports- To generate Circulation Report, Books Issue/Return summary, Readers summary, History- Books or member.
- Books- To get list of books on shelf.
- Member- To get Member list roll no. wise, book usage, member history, penalty.
- System Admin- For various parameter setting, bulk

> updating, database backup; import export members excel
> data, Signature.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://msmspune.com/NAAC/2021/Criteria%204.2.1.pdf

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

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

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

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

0.12766

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

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

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

0

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

To meet the demand of new technology, Institute continuously identifies and procures new equipment, licensed software and updates Internet speed. Internal web server is available for smooth functioning of ERP and conduct of Online Exam. The Institute has 165 [HP, Acer Dell] computers of configurations Intel ® Pentium 4 Dual Core, Dual Core and 2 Gb RAM & Hard Disk 160,500GB & 1TB GB. All computers are connected through the LAN. We have acquired most of the software and software packages required for functioning of Labs and Project development. We have catered for one computer per student. Internet connectivity has been provided at 100 MBPS for campus (150 MBPS speed) through Leased Line connection and One Broadband

Software Configuration

Microsoft OS Software's- Windows 7,8.1&10, MS-Office 7&10, MS-Project-Lab, Other Microsoft Product for all access. Tally.ERP 9 - 80 G Tally Software for acccount Dept. AutoLib- Library Management Software for Library. Bulk SMS- Nspiresoft (2018-19), WebIndia (2021…) for Admin & Student. E-Mail-G-Suit(Google & G-Mail) for all access. Smart Class for the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%204.3.1.pdf

4.3.2 - Number of Computers

165

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

17.04764

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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, Software, 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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%204.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

93

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

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

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

5

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

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

File Description	Documents
Link to Institutional website	https://www.msmspune.com/NAAC/2021/Criteria%205.1.3.pdf
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

0

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

0

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

5.1.5 - The Institution has a transparent	**A. All of the above**

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

49

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

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

5.2.2.1 - Number of outgoing student progression to higher education

1

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

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

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

0

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

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

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

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

Institute has active student council and representation of students on various academic & administrative committees 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 representation n 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 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.

5. Placement committee-

Students internship and final placements are done through

placement committee.

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

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%205.3.2.pdf
Upload any additional information	View File

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

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

0

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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 and as recognition of their achievements institute is hosting the alumni meet every year since 2013. The alumni association is registered in the year 2018 with the name as "Matrix School of Management Studies Alumni Association" (MSMSAA)

Objectives of Alumni Association:

1. To provide a platform to know and recognize seniors.
2. To take the opportunity to felicitate the achievers.
3. To give a foundation for life long relationship wherein our alumni so as to provide encouraging and potential job opportunities.

Association gives our alumni an opportunity to meet their batch mates and an opportunity to interact with the current students. The institute aims to leverage the expertise, access and reach of alumni for the institute's development. The institute invites alumni to attend various events, judge competitions and participate in it. Alumni portray themselves as a role model and offers practical guidance to students for studies, career, and business avenues.

For membership of alumni association students pay of Rs.500/- and the non-financial contributions include, but not limited to conduct of referral interviews, academic or placement

trainings.

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%205.4.1.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is reflective of and in tune with the vision and mission of the institution.

- Institutional Vision and Leadership

Institute depicts both professional and academic leadership competencies taking vision and mission statements into consideration. Matrix School of Management Studies promotes the comprehensive development of students.

1. Institute conducts conferences, seminars, and activities on topics which boost Inquisitiveness among students.
2. Institute motivates faculty to develop new teaching material, publish research Articles and pursuing higher education. It appreciates each stakeholder on the Basis of the performance and prosecution of qualities for an institution's dream.
3. Institute is involved in social activities to inculcate the feeling of responsible Individuals towards society, community and country among stakeholders.
4. The Director assigns tasks to represents academic leadership and responsibilities to the concerned faculty members.

5. Matrix promotes participative & consultative management at various levels of the College.
6. Faculty, staff and students are encouraged to contribute through interactive Participation.

Institute takes meticulous efforts to make students aware of the revolutionary changes in the business environment, technology, and lifestyle.

File Description	Documents
Paste link for additional information	http://msmspune.com/NAAC/2021/Criteria%20 6.1.1.pdf
Upload any additional information	View File

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

Matrix School of Management Studies promotes and practices decentralization in administrative and academic activities through various committees to plan, monitor and execute smooth functioning of all the activities.To promote efficient functioning of the institute, ideas pertaining to progression of institute, academic goals, and better campus life are collected from all stakeholders. The management believes in decentralization thus takes only policy decisions and rest is controlled by different committees. The staff and other stakeholders help in infusing a positive attitude and completing of tasks within time limit.

The Institute practices the decentralization participative management in organization of different events/activities in the institute. All the faculty members and Director discusses the topic through Academic monitoring committee and prepares the proposal. Once the proposal is accepted, the various committees constituted at the institute level takes care of further activities.

1) Brochure Preparation, Papers Inviting, Acceptance Committee

2) Registration Committee

3) Guest & Speaker Invitation and escorting Committee

4) Stage & Seating Arrangement Committee & Aesthetics/Ambience Management & Decoration

5) Hospitality and catering committee

6) Report, Media & Photographs Committee

Hence, all the teaching, non-teaching staff and student are the part and participle of all the events/activities organised in the institute.

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%206.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The students of diverse background and intellect a takes admission through CET entrance exams, in the institute. The institute believes in providing equal opportunities in all the spectrum of MBA curriculum for the students. Every student has his own potential capabilities. The Director and faculties help the students in their overall development. Academics are one of the fundamental aspects of student's development.

Faculties conduct their day-to-day sessions. Those students, who are fast learners, medium learners are able to grasp the concepts and it's reflected in their results. But there are also, slow learners. These students are not able to cope up with the concepts and lag behind. The institute conducts 'Remedial classes' (extra sessions) for these students on Sundays. The objective of these remedial classes is to extend special attention to the group of slow learners and bridge the gap of concept clarity aspect. The faculty tries to explain the concept and assures that, the students has understood it. Personalized attention helps the students to improve communication with the faculties and doubt clarification. The remedial coaching helps the students to understand the concepts and get better marks in the university exams. This helps improve overall result of the institute.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.msmspune.com/images_New/Strategic%20plan%20deployment.pdf
Upload any additional information	View File

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

Matrix School of Management Studies has a strong Organizational Operation which has policies, administrative setup, appointment and services rules, and procedures in function. The board of Trustees continuously monitors the smooth functioning of the Institute the local Managing Committee formulates various policies whenever required for best outputs.

The Founder Secretary & Director of the institute is responsible for day to day activities of each department. Director ensures that every department is completing its task efficiently as per given guidelines. Head of department is responsible for the task completion in their separate department. All committees are formed under the guidance of the Director and administrative set up is designed by the Director for smooth functioning of the institution.

As per the norms of AICTE, Savitribai Phule Pune University, and DTE along with Government of Maharashtra rules are followed by the Institute. The roaster is approved from the Savitribai Phule University and Government of Maharashtra then advertisement is published in Newspaper, the committee from University is appointed and the faculty members are selected based on interview conducted by University panel.

All service rules, recruitment, promotional policy and other committees are formed for smooth functioning of Organization.

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%206.2.2.pdf
Link to Organogram of the institution webpage	http://msmspune.com/images_New/Matrix_Organizational_Structure.jpg
Upload any additional information	View File

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

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

6.3 - Faculty Empowerment Strategies

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

Matrix School of Management studies is self-aided Institute. Teaching and non-teaching staff is committed to provide welfare measures for their betterment of living and also it is for the better productivity of work.

As per the formulated HR policy following are the highlights of welfare policy for teaching and non-teaching staff.

1. Provident Fund contribution for each employee (EPF)

Institute complied provision of Employees Provident Funds and Miscellaneous Provisions Act, 1952

1. Gratuity Payment Provisions

2. Insurance for each employee

Institute provides sufficient amount to cover every employee with insurance

1. Staff Accidental policy. Maternity leave is given for six months for female employee
2. All leaves and holidays as per the Savitribai Phule Pune university's norms
3. Financial assistance to faculty to attend seminar or conference (Domestic)or FDPs
4. All the required infrastructural facilities
5. Supply of stationary on requisition
6. Free access to library and computer lab and Wi-Fi
7. Pantry facility
8. Maternity leave for ladies staff.

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%206.3.1.pdf
Upload any additional information	View File

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

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

8

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

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

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

`10`

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

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

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

`8`

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

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

Performance appraisal is yearly process in order to understand the need for important of staff. The process of appraisal helps each one to understand their weakness and strength and thereby allows the institution and staff members to understand the progress in terms of additional qualifications, research papers, educational activities. Every employee is interviewed and the final call of appraisal is taken by the Management and Director.

The detailed procedure is written as per the HR manual of the institute. It conducts evaluation process by considering the teaching style, organizational behavior, academic achievement, non-academic achievement, role played in the institution, number of paper published, new course completed during the year, use of technologies and basic quality (EQ) like patience, leadership quality and communication skill.

Management takes final call on appraisal of employees based on Director's assessment comments.

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%206.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

External Audit

External Audit process is carried out at the end of every financial year.

The fee receipts, bank statement, official funds donations, dead stock, statutory payments etc. are checked by External Auditor & then Balance sheets are filed in Income tax department and Charity Commissioner Office every year.

Internal Audit

Internal audit process is performed in every financial year to review whether the institute accounting is in accordance with the law as per books of accounts and is effective. The accountant of the college maintains all financial records in accounting software tally ERP 9.

After completion of Half year internal audit was done. All the bills & vouchers, receipts are checked by internal Auditor. Any discrepancy found they informed the management and necessary changes were done.

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%206.4.1.pdf
Upload any additional information	View File

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

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

00

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

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

Matrix Educational Foundation's "Matrix School of Management Studies is self-financing educational institute. Tuition fees are the main sources of fund generation for the Institution. These funds are put into action mainly for making payment of salary, repairs and maintenance of infrastructure and students welfare and other expenses for betterment of college as well as student.

The MSMS has evolved its own operation to utilize the funds in more systematically. Accountant prepares the financial budget at the beginning of every year as per the standard format prescribed by AICTE.

All financial transactions are executed as per accounting standard norms by accounts department under the guidance of Director of the institute. In case any major material transaction. Director put the same before board of management for approval.

.Auditing is done every financial year & the balance sheet is filed to Income tax office.

File Description	Documents
Paste link for additional information	https://msmspune.com/NAAC/2021/Criteria%206.4.3.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has contributed successfully to the creation and implementation of the following practices:

Sr. No.

Measures adopted

Method of Implementation

1.

Guest Sessions

Online guest lectures were organized on zoom platform on various topics like Import Export Management, Social Media Marketing, Intellectual Property Rights, Leadership Development, Goal Setting, Stock Exchange, Digital Marketing etc.

2.

Mock Interviews, Group Discussions and Aptitude tests

To make the students more employable the placement cell regularly conducts mock interviews, group discussions and aptitude tests. It's a practice that before sending the students for final interviews they are given assignments by the Placement cell which comprises of studying the job profile in detail, collecting the information about the company, its products, sale, competitors, branches, growth opportunities etc.

3.

Industry Academia Interface

To promote the interaction with industry, online workshops were conducted throughout the year. The experts were invited to share industry expectations with our students.

4.

Sessions on the Pandemic Covid-19

To help students and staff overcome the ill effects of the pandemic Covid-19, online sessions on stress management, yoga, immunity enhancement, coping up with mental pressure etc.

File Description	Documents
Paste link for additional information	http://msmspune.com/NAAC/2021/Criteria%20 6.5.1.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Academic Monitoring Committee headed by the Director of the Institute meets regularly to review its teaching learning

processes. The committee emphasized on the use of e-learning resources during the pandemic Covid-19. On its recommendations teachers and students were given training on the usage of zoom application before start of online classes. This made the Institute start its online lectures much before the schedule released by the University.

The Academic Monitoring Committee under IQAC has made the following incremental improvements:

1. Apart from the regular online lectures of various courses, expert online sessions, webinars, workshops were organized.
2. E-magazines were shared with the students to keep them updated with the latest happenings in the business world.
3. Students were motivated to participate in the webinars, workshops, seminars organized by top Institutes.
4. The Institute subscribed National Digital Library (NDL) for the faculties and students.
5. Value added courses were provided to students for their overall development.

Teachers were asked to participate in the webinars, workshops, seminars, FDP's etc. to upgrade their knowledge and teaching skills.

File Description	Documents
Paste link for additional information	http://msmspune.com/NAAC/2021/Criteria%20 6.5.2.pdf
Upload any additional information	View File

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

File Description	Documents
Paste web link of Annual reports of Institution	https://www.msmspune.com/NAAC/2021/Criteria%206.5.3%20Academic%20Audit%20Report.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Matrix School of Management Studies deeply believes in gender equality for everyone and we also implement it. In our organization everyone is treated equally and respectfully.

Gender equity & sensitization is included in the curricular and co-curricular activities. We conduct a certificate course on "Gender Sensitization". The course duration is of 31 hours, course objective is to modify the behavior by raising awareness of gender equality, to examine their personal attitudes and beliefs. The Course is provided to students to create awareness about vulnerability of women and men, gender sensitization related laws, etc. After completion of the course certificates are provided.

Co-curricular activities are conducts related to gender equity and sensitization such as session on gender equality. Poster competition and quiz competition are organized to create awareness regarding gender equity. Such activities are conducted throughout the academic year.

Various facilities such as counseling facility by counselor, for guidance for girls students and staff of institute. Common Room is provided for women. Security and safety measures are taken care for women staff and students. Security appointed, CCTV installed at specific locations.

Thus, our institute Matrix School of Management Studies takes various initiatives for the promotion of gender equity in our institute.

File Description	Documents
Annual gender sensitization action plan	https://msmspune.com/NAAC/2021/7.1.1%20Annual%20Gender%20Sensitization%20Action%20Plan%20A.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://msmspune.com/NAAC/2021/7.1.1%20gender%20equality%20B.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

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

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

We deeply believe in go-green and keep the campus clean-environment friendly. Institute organizes activities such as awareness programs, tree plantations, nirmalya management during ganesh visarjan, etc. Institute has different methods of disposal and management of solid, liquid and e-waste.

- ○ **Solid Waste Management:**

Waste management is management of waste that is created by Institute, e.g. paper in classrooms, offices, soiled tissue and disposable cups and peelings in the kitchen of canteen. Dry

waste and wet waste is collected separately and deposited into garbage van for further recycling procedure managed by Municipal-Corporation. Students make use of recycled papers for poster exhibition and other creative activities. One side used papers are reused for other activities. Photo copying machine fitted with duplex printing of paper. Anti-plastic drive is conducted.

- ○ **E-waste Management**

Used electronics which are destined for reuse, resale, salvage, recycling, or disposal are considered e-waste. The hazardous materials like Cables, Cd's, Lan-cables, SMPS, Monitor, RAM, motherboards are kept with in storage. Arrangement is made with local e-waste recyclers for the recycling processing.

- ○ **Liquid Waste Management**

The used water directly connected to septic tank, which is connected to main drainage system. Sweeper comes regular basis for cleaning to washrooms and toilets.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly	A. Any 4 or all of the above

washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Matrix School of Management Studies takes effort in providing an inclusive environment to all the students and staff members of the institute. The institute students and staff members jointly celebrates cultural and regional festivals like International Woman's day, International Yoga day, Kite flying festival, Ganesh Visarjan Nirmalya disposal activity, World Environment Day, etc.

The Institute celebrates following festivals and event during the year –

International Womens Day :- International Womens Day was celebrated on 8th March, 2021. A session on "Empowering Women – Empowering Humanity" was conducted by the institute on International Womens Day.

Session on Gender Sensitization :- Our institute has organized a session on "Gender Sensitization" under the women's grievance committee of the institute on 14th March 2021.

World Environment Day :- On the occasion of World Environmental Day an online webinar was organized by our institute. The session was on "On World Environment day, the message is simple: reject single-use plastic. Refuse what you can't re-use. Together, we can chart a path to a cleaner, greener world."

International Yoga Day :- International Yoga Day was celebrated on 21st June 2021. The Institute organized an online yoga session on the occasion of International Yoga Day.

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

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

Our institute undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens. An value added course is given to the students namely "Introduction to Human Rights and Duties". Staff members are motivated to the faculty development program under Human Values and Human Rights by AICTE. Every year on 26th November Constitution Day is calibrated in our institute.

Different activities where conducted to inculcate values, necessary to render students in to responsible citizen –

Session on Human Values & Ethics :- A session on Human Values & Ethics for staff members and students was conducted by the institute. It explained the holistic development of a human being and its linkage in context of career development.

World No Tobacco Day :- On World No Tobacco Day a pledge taking ceremony was held for the students and staff of the institute

for creating awareness among the students for their own good health and for healthy nation.

Workshop on Awareness of Sexual harassment at workplace :- A workshop Awareness of Sexual harassment at workplace as also organized by the institute to give the students an awareness regarding sexual harassment at workplace.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.msmspune.com/NAAC/2021/Criteria%207.1.9.pdf
Any other relevant information	https://www.msmspune.com/NAAC/2021/Criteria%207.1.9.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **4. Annual awareness programmes on Code of Conduct are organized**	**A. All of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

India is worldwide known for its cultural diversity and colorful festivals. Apart from these festivals, we also have national festivals such as the Independence Day, the Republic Day, Gandhi Jayanti, the Teachers Day etc. The Institute celebrates following national festival and national days:

Independence Day is celebrated to mark the independence of India. On this day, various formal events including flag-hoisting, in campus are organized to commemorate the day of freedom.

Republic Day is amongst the three national festivals of India. This auspicious day is celebrated on January26 to commemorate the adoption of constitution. Like the Independence Day, flag hoisting ceremony is organized in the Campus.

Constitution Day Constitution Day, also known as "National Law Day", is celebrated in India on 26 November every year to commemorate the adoption of the Constitution of India. Every year on 26th November Constitution Day is calibrated in our institute.

Sadbhavana Diwas is celebrated to commemorate the birth anniversary of Late Rajiv Gandhi on 20th August every year. On this day various programs are conducted which display communal harmony and unity in diversity among the people of our country.

Thus our institute celebrates/organizing national and international commemorative days, events and festivals during the year.

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

7.2 - Best Practices

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

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. In the Covid-19 pandemic situation mentor-mentee cell help the students by guiding, talking with them frequently by means of online mode or person phone contacts which helps them to keep

their moral strong and helps them to be mental strong in such a pandemic situation, which is the most important act in the pandemic.

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.

Due to Covid-19 pandemic situation for more than 1 year it was difficult to conduct such an activity this year, so Matrix School of Management Studies has not conducted Matrix

Gelignites for this academic year.

File Description	Documents
Best practices in the Institutional website	https://msmspune.com/NAAC/2021/Criteria%207.2.1.pdf
Any other relevant information	https://msmspune.com/NAAC/2021/Criteria%207.2.1.pdf

7.3 - Institutional Distinctiveness

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

We firmly believes in deep-rooted, well-grounded, holistic, in-depth development of management youth. Following its 'Vision' and 'Mission' statements, it carries a clear message of giving academic excellence and exhibits it through plethora of its functioning.

We tries to bridge the gap between rural and urban youths through 'EDU PACK' initiative under institute social responsibility. In this constant efforts are taken to spread knowledge, to take onus of the actions by acting as catalyst of change.

The workshops are conducted on various topics like "Careers in Management", "Skill Development", Communication skills, "Interview techniques for better job", "Quiz competition", "Gender Sensitization" "Personality development" and many more.

With such activities through EDU PACK awareness is spread among rural youth about the latest happenings in the world and they get themself equipped to face competition for future career journey.

We at Matrix School of Management Studies sincerely believe in upliftment of the lower strata's of the society by giving them quality education.

Due to Covid-19 pandemic situation it was difficult to conduct such an activity this year, so we have organized such

activities online for the support of the students for this year through online mode.

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

7.3.2 - Plan of action for the next academic year

The Institute has the following future plans for the overall development of teachers and students:

- **Certificate Course on SAP to be conducted in 2021-22.**
- **Expert Lecture Series will be organized for students on various Management related topics under 4th Dimension.**
- **Workshops or sessions will be conducted on Industry Academia Interface.**
- **Teachers will be encouraged to publish research papers in Scopus, ABDC and other reputed Journals.**
- **More MoU's will be signed with Industry and Institutes.**
- **Institute will be applying for Ph.D Research Centre.**
- **Workshop or Sessions will be conducted on Intellectual Property Rights.**
- **Sessions will be organized for students and staff on Gender Equality.**
- **Workshops will be conducted on Human Values.**
- **Institute will be taking measures to improve Admissions.**