



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

##### 1. Name of the Institution

Matrix School of Management Studies

- Name of the Head of the institution Prof. (Dr) Satish 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 **Savitribai Phule Pune University**
- Name of the IQAC Coordinator **Dr Anand Padle**
- Phone No. **9588602346**
- Alternate phone No. **02024356637**
- Mobile **9689907679**
- IQAC e-mail address **anandp@matrixpune.com**
- Alternate Email address **directormsms@matrixpune.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))** <https://www.msmpune.com/AQAR.html>

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

- if yes, whether it is uploaded in the Institutional website Web link: <https://www.msmpune.com/academic.html>

### 5. Accreditation Details

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

**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
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>0</b>

**8. Whether composition of IQAC as per latest NAAC guidelines** **No**

- Upload latest notification of formation of IQAC **No File Uploaded**

**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 4th Dimension Lecture Series One Day Workshop on Post Pandemic Industrial Landscape Guest session on Research Methodology Verbal communication Skills Online Guidance Session on How to select correct specialisation One Day State Level Seminar: Innovation, Integration, Motivation Workshop on SIP Guidance Mentoring Minds for Better & Prosperous Civilisation

2. Innovations and Start-ups Industrial Visit to Agriculture College, RBI, Pune Guest session on Entrepreneurial Finance and Venture Capital Entrepreneurship Skill Development among students Entrepreneurship Growth and Competitiveness

3. Training and Placement Cell Certificate course on SAP MS-Excel National Quiz on Financial Markets (SEBI)

4. Institute Social Responsibility Cleanliness Drive at Taljai Hills Cleanliness Drive at Sai Siddhi Chowk Independence Day Celebrations Celebration of "National Girl Child Day" Republic Day Celebrations Gender Equality and Youth Development

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

**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
Certificate Course on SAP	The Institute with Delphi Computech provided students of MBA I & II free Certificate Course on SAP
4th Dimension Lecture Series	15 Guest Lectures of Industrial experts and academicians were conducted under 4th Dimension Lecture series.
Session on Entrepreneurship Development	Guest Lecture on Entrepreneurship Skill Development among students was conducted by Dr Shilpa Kulkarni on 11-03-2022
Workshop on Post Pandemic situation	The Institute organised One Day Workshop on Post Pandemic Industrial Landscape on 26-03-2022
Session on Research Methodology	Prof. (Dr) Satish Ubale conducted Guest Lecture on Research Methodology on 30-03-2022
Specialisation selection guidance session	Guest Lecture on How to select correct specialisation was organised for the students to clear their doubts on specialisation selection on 27-04-2022
Session on Startups	Dr Shilpa Kulkarni conducted expert session on Mentoring minds for successful startups on 30-04-2022
Industrial Visit	Industrial Visit to Reserve Bank of India, College of Agriculture Banking was organised on 24-05-2022
State Level Seminar	One Day State Level Seminar was organised on Innovation, Integration, Motivation on 18-06-2022

Summer Internship Project (SIP)	Workshop on SIP Guidance was organised on 25-08-2022 to make the students aware of the rules and regulations of SIP
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**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Institute Governing Body	18/03/2023

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>Matrix School of Management Studies</b>
• Name of the Head of the institution	<b>Prof. (Dr) Satish Ubale</b>
• Designation	<b>Director</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>02024356637</b>
• Mobile no	<b>9689883421</b>
• Registered e-mail	<b>directormsms@matrixpune.com</b>
• Alternate e-mail	<b>shilpak@matrixpune.com</b>
• Address	<b>Survey No. 9/1/5, 9/2/4, 9/1/4, Off, Westernly Bypass Road, Next to Sinhgad Science College, Vadgaon, Ambegaon(BK)</b>
• City/Town	<b>Pune</b>
• State/UT	<b>Maharashtra</b>
• Pin Code	<b>411041</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>Self-financing</b>
• Name of the Affiliating University	<b>Savitribai Phule Pune University</b>

• Name of the IQAC Coordinator	Dr Anand Padle				
• Phone No.	9588602346				
• Alternate phone No.	02024356637				
• Mobile	9689907679				
• IQAC e-mail address	anandp@matrixpune.com				
• Alternate Email address	directormsms@matrixpune.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.msmspune.com/AQAR.html">https://www.msmspune.com/AQAR.html</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.msmspune.com/academic.html">https://www.msmspune.com/academic.html</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.63	2019	07/07/2019	08/07/2024
<b>6.Date of Establishment of IQAC</b>			03/10/2017		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			No		
• Upload latest notification of formation of IQAC			No File Uploaded		
<b>9.No. of IQAC meetings held during the year</b>			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have			Yes		

been uploaded on the institutional website?	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
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2. Innovations and Start-ups Industrial Visit to Agriculture College, RBI, Pune Guest session on Entrepreneurial Finance and Venture Capital Entrepreneurship Skill Development among students Entrepreneurship Growth and Competitiveness	
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4. Institute Social Responsibility Cleanliness Drive at Taljai Hills Cleanliness Drive at Sai Siddhi Chowk Independence Day Celebrations Celebration of "National Girl Child Day" Republic Day Celebrations Gender Equality and Youth Development	
5. Infrastructure Installation of Smart Classroom Installation of Solar Plant Installation of Rain Water Harvesting System	
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<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Institute Governing Body	18/03/2023
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-22	09/01/2023
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>The institute is adhering NEP-2020 with predefined vision and mission to provide quality education to develop human resources for the industry. To encourage logical decision making, innovation critical thinking and creativity, discussions among the faculty members were held on diversity of curriculum and pedagogy with technological innovations in teaching and learning which are key principles of NEP. In view of NEP academic programs may be redesigned and include multidisciplinary and interdisciplinary courses as electives on emerging areas in management. Matrix School of Management Studies organising lecture series 4th Dimension on every Saturday where experts from varying fields were invited to interact with students. Moreover under institute social responsibility we conduct local community engagement and services provided by faculties and students in the field of environmental education, value based education. Induction programs are being conducted on multidisciplinary perspectives in the area of planning, management, environment, human values and contemporary issues of society.</p>	
<b>16. Academic bank of credits (ABC):</b>	
<p>We are affiliated to Savitribai Phule Pune University, Pune and it is working towards national digital locker where all institutes offers repository for all academic awards under the digital India program. Our institute has started following the choice based credit system (CBCS) for all programs and will follow the process related to the ABC as directed and governed by Academic council of the University, (SPPU), Pune. The Institute will be formally registered in the ABC portal as soon as the</p>	

resolution is being approved by the higher academic body of SPPU.

### **17.Skill development:**

This will help to enhance the employability of our graduates as per the current human resources requirements of industry. The value added programs are introduced by the institute for implementation of NEP. The institute also focuses on soft skill development of the students. The knowledge and skills will be increase overall well-being of students since they shall grab better jobs, better lives and promote social inclusion. The teaching, research and capacity development programmes takes into account the imparting of required skills to the students which are relevant and necessary in the changing context of management education. Institute also focus on developing critical thinking to understand theory, analytical skills to carry out empirical studies and practical skills to support policy and planning. Aligning to the proposal of National education policy, the Institute has made efforts in providing rich learning experiences to develop attributes and enhance the employability of the students. As part of the curriculum, internship and field work programs are conducted to enable the students to acquire relevant practical work experience thus increasing employability skills like team work, planning, problem solving, communication and adaptability. In addition to academics, workshops help the students in developing their skills in academic writing, computer handling and relevant software skills respectively. The students are provided with the opportunity to participate in various activities such as Seminar presentation, elocution, debates etc. which help in developing presentation skills and communication skills, whereas, the activity of writing term end papers and concurrent evaluation help in enhancing their analytical skills and academic writing. Students are engaged in various curricular and co-curricular activities which help in developing skills of problem solving, creative thinking, socio-emotional skills, leadership, multi-tasking, decision making and managing deadlines. Mandatory skill development courses of extra credits were introduced in syllabus with the learning outcomes in terms of understanding the theoretical and practical of skill development.

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

The institute is adhering the Indian culture and heritage and imparting advanced technical education along with inclusion of knowledge from ancient India to modern India to accomplish India's

future aspiration about education, health, and environment. Students are from various cities of Maharashtra in our Institute having diversified background, culture and communication medium hence while conducting the classes in English, sometimes students' demands to explain course content in their mother language or national language thus faculty members explains course content in National/ local /mother language wherever possible. For solely mingling of all the students, the institute organizes various orientation/ induction, cultural programs and institute impetus to the students for participating in variety of cultural, scientific programmes and technical events. During the COVID-19 pandemic situation, the institute has accelerated teaching learning activities through online mode using various platforms. The Institute focuses on creating proficient Managers and entrepreneurs along good responsible citizen of India.

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

The institute offers MBA programs and the curriculum and activities of all these programmes are woven around outcome based education. The skills and knowledge that the students will acquire at the end of their programme of study will have specific outcomes. The institute emphasises on theoretical, practical understanding on how to do things and on how to apply knowledge responsibly. All these programmes are designed to help students to demonstrate their learning and achievements in terms of knowledge, understanding, skills, attitudes, and values. All the programmes have well defined programme specific outcomes, course specific learning outcomes and program educational objectives (COs, POs, PSOs and PEOs). The students of these programmes are assessed in the form of performance-based tasks and activities. Overall, the teaching-learning process in the institute is designed and developed around outcome-based education's philosophy and intent. SPPU revise the curriculum after every three years. The institute also provides various experiential learning practices like internships, projects, industry visits etc. which encourages the students to focus on innovation, research and converting ideas for the benefits to the society. Apart from domain specific skills learning outcome at all levels ensure social responsibility and ethics as well as entrepreneur skills so that students shall contribute proactively to the economic, environmental and social well-being of the nation/society.

#### **20.Distance education/online education:**

Matrix has always promoted the usage of ICT enabled tools in the

teaching learning process. As a result, most of the classrooms are ICT enabled with overhead projectors and wi-fi connectivity. During COVID-19 period institute has provided online sessions to students through zoom platform. Faculty members uploaded various learning resources such as articles, pre-recorded videos, YouTube links, assignments etc.. Online courses were also offered to the students like MOOCs, Coursera, NPTEL etc. to enhance their knowledge in various subjects and software languages. The institute is well equipped with all the facilities for online teaching and learning facilities. These facilities include desktops, laptops, smart boards, projectors and an institutional learning management system, LAN and Wi-Fi internet connectivity, digital tools, and online library access.

### Extended Profile

#### 1.Programme

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

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1	138
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Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	52
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Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	15
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of sanctioned posts during the year	12
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	6
4.2 Total expenditure excluding salary during the year (INR in lakhs)	75.89909
4.3 Total number of computers on campus for academic purposes	165
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>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 Institute's website.</p>	

The Director of the Institute conducts meeting with the IQAC and all faculties to discuss subject allotment, workload, guest sessions, industrial visits, examination work 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	<a href="#">View File</a>
Link for Additional information	<a href="https://www.msmspune.com/NAAC/2022/Criteria%201.1.1.pdf">https://www.msmspune.com/NAAC/2022/Criteria%201.1.1.pdf</a>

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

Academic Calendar is prepared at the beginning of each academic year by academic coordinator and is in line with the university's calendar and various curricular activities.

Time Table is prepared by the academic coordinator by considering the guidelines of university and credit hours assigned for each course and is displayed on notice boards.

Lecture Schedule and course plan is prepared by the faculty alongwith Concurrent Evaluations as per the course credits allotted.

Internal Exam and CCEs dates are communicated to the students through their email and are conducted before commencement of external university exam.

Question Papers of internal exam are prepared by the concerned faculties by referring to previous year & university papers and Bloom's Taxonomy.

External Examination tentative dates are incorporated in the academic calendar and final university exam Schedule is also displayed on notice board.

Feedback Form is filled from the students at the end of each academic session students for each course maintaining complete anonymity.

AMC Meeting is conducted every month to review the details regarding the course coverage, student's attendance and assignments provided and minutes are recorded.

Remedial Coaching is imparted to students, found to be weak in particular course by respective course teacher.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.msmspune.com/NAAC/2022/Criteria%201.1.2.pdf">https://www.msmspune.com/NAAC/2022/Criteria%201.1.2.pdf</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

1034

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 institute follows the curriculum of SPPU which has various courses integrated to the cross cutting issues relevant to professional Ethics, Gender issues, Human values, environment and sustainability and these courses have been integrated into the Curriculum framework for the students through the university course or value added courses.

MSMS provides the course on "Gender sensitization" once in year by inviting various eminent speakers from various industries and through group discussions; Institute creates awareness amongst the students of the same. The objective of Gender sensitivity and gender sensitization is achieved by conducting guest sessions to the students on issues related to this topic.

The value added course on "Human Rights" provides information on basic human rights, labour welfare, philosophy, principles, instruments, institutions, etc. focusing on issues related to gender about their challenges, equality, human rights, etc. To foster such issues amongst the student institute continued to conduct online activities in Covid-19 pandemic also by arranging Women's Day, Yoga Day, etc.

In view of social awareness, students participated in the activities of working with NGOs for cleanliness drive, fire safety, tree plantation, etc. The courses of Strategic Management, Corporate Social Responsibility, Start-up and New Venture Management etc. also addressed the issues.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

66

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

**A. All of the above**

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

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.msmspune.com/NAAC/2022/Criteria%201.4.1%20Institution%20obtains%20feedback.pdf">https://www.msmspune.com/NAAC/2022/Criteria%201.4.1%20Institution%20obtains%20feedback.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://msmspune.com/NAAC/2022/Criteria%201.4.2%20Institution%20Feedback%20Process.pdf">https://msmspune.com/NAAC/2022/Criteria%201.4.2%20Institution%20Feedback%20Process.pdf</a>

## 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

**138**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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

79

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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. The Institute conducts an Aptitude Test called MAT (Matrix Archway Test) during the Induction Programme and the results of this test helps to segregate advance and slow learners.
2. The analysis of marks obtained by students in SSC, HSC and UG is also done at the start of first semester.
3. The interaction of students in the class, class tests, presentations and their performance in the internal and external exams is noted by the teachers to differentiate slow learners and advance learners.

The students categorized under slow learners are provided remedial classes of the courses in which they are weak. Mentor teachers conduct regular counseling sessions with these students and continuously monitor their progress. E-books, notes and other learning material of different courses are mailed to these students, so they can score better in the next examination.

The students who are advance learners are encouraged to participate in Conferences, Seminars and other events organized by reputed Institutes and Industry. The registration fee of these students is paid by the Institute. They are guided by the teachers to manage events (planning & execution) which are conducted by the Institute. Programmes like SAP and Advance Excel is provided to advance learners.

File Description	Documents
Paste link for additional information	<a href="https://www.msmspune.com/NAAC/2022/Criteria%202.2.1.pdf">https://www.msmspune.com/NAAC/2022/Criteria%202.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
138+79	15

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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 vision of the Institute is based on the overall development of students and to achieve this vision the teaching methodology of the Institute gives great emphasis on following teaching methods:

#### Experiential Learning:

The Institute conducts guidance sessions before sending the students for Summer Internship Project (SIP) and updated them with the rules and regulations of SIP of the Savitribai Phule Pune University. Internal Guides are allotted to the students as per their specialization, who guides them in finalizing SIP title and objectives. Internal Guides also keeps check on the SIP progress of the students with weekly/fortnightly meetings with the students.

#### Participative learning:

The active participation of students is encouraged in class by all the teachers. Modern teaching aids are used to make the lectures more interactive and interesting. The students are also deputed to other colleges to take part in the events conducted by those colleges.

#### Problem solving Methodology:

Cases are discussed in the class to improve problem solving skills of the students. The contemporary cases are shared in advance with the students so that they can come prepared in the class for an active discussion on the case.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.msmspune.com/NAAC/2022/Criteria%202.3.1.pdf">https://www.msmspune.com/NAAC/2022/Criteria%202.3.1.pdf</a>

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

The Institute's vision statement "Creating an ambience for academic excellence" gives great emphasis on the adoption of modern teaching pedagogy which 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 following ICT tools and resources are made available in the Institute for effective teaching learning process:

1. To encourage teachers to write research papers the Institute has come up with a policy that the registration fees will be paid by the Institute.
2. Smart classroom has been installed with latest technology which helps teachers for live examples by using google, youtube, company websites and other platforms.
3. All the classrooms are equipped with computer, speakers and overhead projectors.
4. E-books and E-business magazines are shared with students to update their current business knowledge.
5. Seminar hall is equipped modern multimedia facilities where workshops, seminars, webinars, guest lectures etc. are organized for students.
6. All the online lectures are recorded and available on the Institute portal. Students can refer these lectures any time.
7. Certificate Course on SAP was provided to teachers and students to enhance their ERP skills.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

7

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

8

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

84

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 students.

The internal evaluation system is prepared on the guidelines mentioned in the MBA curriculum of the Savitribai Phule Pune University. The internal evaluation consisting of 50 Marks is done on various parameters that are shared with students during Induction Program to make it more clear and transparent. The internal evaluation parameters includes: attendance in lectures and activities, participation in discussion and presentation in class, timely submission of CCE's, representing Institute by

participating in seminars, conferences and events conducted by other Institutes and Industry. External evaluation of 50 Marks is done through the performance of students in external examination conducted by the affiliating university.

Every semester before uploading internal marks on university portal, the marks are shown to the students. The students having doubt or query regarding obtained marks are shown their performance record through-out the semester to solve their query till satisfaction.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.msmspune.com/NAAC/2022/2.5.1.pdf">https://www.msmspune.com/NAAC/2022/2.5.1.pdf</a>

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	<a href="#">View File</a>
Link for additional information	<a href="https://www.msmspune.com/NAAC/2022/Criteria%202.5.2.pdf">https://www.msmspune.com/NAAC/2022/Criteria%202.5.2.pdf</a>

## 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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.msmspune.com/NAAC/2022/Criteria%202.6.1.pdf">https://www.msmspune.com/NAAC/2022/Criteria%202.6.1.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The vision of the Institute "Creating ambience for academic excellence" puts emphasis on the adoption of modern teaching pedagogy in classroom. The courses are taught by applying different methodologies such as online teaching, case studies, problem-solving methodology, projects etc to attain the outcomes. Each course is designed with 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.

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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.msmspune.com/NAAC/2022/2.6.2.pdf">https://www.msmspune.com/NAAC/2022/2.6.2.pdf</a>

### 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

52

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.msmspune.com/NAAC/2022/Leadger%20Result%20MBA-April%202022.pdf">https://www.msmspune.com/NAAC/2022/Leadger%20Result%20MBA-April%202022.pdf</a>

### 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://www.msmspune.com/NAAC/2022/Criteria%202.7.1.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>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)</b>	
NIL	
File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	
2	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.msmspune.com/NAAC/2022/Criteria%203.1.3.pdf">https://www.msmspune.com/NAAC/2022/Criteria%203.1.3.pdf</a>

### 3.2 - Innovation Ecosystem

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

a. 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.

b. 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.

c. 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.

d. Seminars were 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.

e. Startup & Innovation Cell conducts various activities such as entrepreneurs awareness workshop, guest lectures etc. Mentorship program by the successful students entrepreneurs of 'Matrix' to guide the aspiring student for entrepreneurship.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.msmspune.com/NAAC/2022/Criteria%203.2.1.pdf">https://www.msmspune.com/NAAC/2022/Criteria%203.2.1.pdf</a>

### **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**

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### **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**

9

File Description	Documents
URL to the research page on HEI website	<a href="https://www.msmspune.com/NAAC/2022/Criteria%203.3.1%20.pdf">https://www.msmspune.com/NAAC/2022/Criteria%203.3.1%20.pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### **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**

6

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

6

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 overall development of Society which has imbibed the need for caring for our society, up-liftmen of the weaker and down trodden sections of society among the students.

1) Cleanliness Drive : Every year the institute conducts the activity in collaboration with "Do Save Foundation" NGO at the hilltop near Pune city. On the occasion of World Environment day the Institute organised a Cleanliness drive at Taljai Hill, Wadgaon Bk, Pune in collaboration with an NGO Do Save Foundation. Students and teacher cleaned Taljai Hills area, collecting dry waste, plastic pouches, paper waste. The students also gave the message to the people walking in that area.

2) Vigilance awareness Day : Vigilance awareness week started from 26th October to 1st November 2021. During this week Integrity pledge and online session taken to make India self-Reliance with

integrity

3) Social Equity Program : On the occasion of Bharatratna Dr.Babasaheb Ambedkar Social Equity Program the institute conducted social collective reading of the preamble of the constitution.

File Description	Documents
Paste link for additional information	<a href="https://www.msmspune.com/NAAC/2022/Criteria%203.4.1.pdf">https://www.msmspune.com/NAAC/2022/Criteria%203.4.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

8

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### **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**

**481**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### **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**

**11**

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 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

9

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

## 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.msmspune.com/NAAC/2022/4.1.1.pdf">https://www.msmspune.com/NAAC/2022/4.1.1.pdf</a>

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	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.msmspune.com/NAAC/2022/4.1.2.pdf">https://www.msmspune.com/NAAC/2022/4.1.2.pdf</a>

#### 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.msmspune.com/NAAC/2022/4.1.3.pdf">https://www.msmspune.com/NAAC/2022/4.1.3.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

5.83

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.msmpune.com/NAAC/2022/4.2.1.pdf">https://www.msmpune.com/NAAC/2022/4.2.1.pdf</a>

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

0.36

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

#### 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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 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 account 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.msmspune.com/NAAC/2022/4.3.1.pdf">https://www.msmspune.com/NAAC/2022/4.3.1.pdf</a>

**4.3.2 - Number of Computers**

165

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

29.33

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.msmspune.com/NAAC/2022/4.4.2.pdf">https://www.msmspune.com/NAAC/2022/4.4.2.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

149

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

14

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>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</b>	<b>A. All of the above</b>
File Description	Documents
Link to Institutional website	<a href="https://www.msmspune.com/NAAC/2022/Criteria%205.1.3.pdf">https://www.msmspune.com/NAAC/2022/Criteria%205.1.3.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent</b>	<b>A. All of the above</b>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **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**

**60**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### **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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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	<a href="https://www.msmspune.com/NAAC/2022/Criteria%205.3.2.pdf">https://www.msmspune.com/NAAC/2022/Criteria%205.3.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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**

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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	<a href="https://www.msmspune.com/NAAC/2022/Criteria%205.4.1.pdf">https://www.msmspune.com/NAAC/2022/Criteria%205.4.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<ul style="list-style-type: none"> <li><b>Institutional Vision and Leadership</b></li> </ul> <p>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.</p> <ol style="list-style-type: none"> <li>Institute conducts conferences, seminars, and activities on topics which boost Inquisitiveness among students.</li> <li>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.</li> <li>Institute is involved in social activities to inculcate the feeling of responsible Individuals towards society, community and country among stakeholders.</li> <li>The Director assigns tasks to represents academic leadership and responsibilities to the concerned faculty members.</li> <li>Matrix promotes participative &amp; consultative management at various levels of the College.</li> <li>Faculty, staff and students are encouraged to contribute through interactive Participation.</li> </ol> <p>Institute takes meticulous efforts to make students aware of the revolutionary changes in the business environment, technology, and lifestyle.</p>	
File Description	Documents
Paste link for additional information	<a href="https://www.msmspune.com/NAAC/2022/Criteria%206.1.1.pdf">https://www.msmspune.com/NAAC/2022/Criteria%206.1.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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 of all the events/activities organised in the institute.

File Description	Documents
Paste link for additional information	<a href="https://www.msmspune.com/NAAC/2022/Criteria%206.1.2.pdf">https://www.msmspune.com/NAAC/2022/Criteria%206.1.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The students of diverse background and intellect takes admission through CET entrance exams, CAT, CMAT & ATMA 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.msmspune.com/NAAC/2022/Criteria%206.2.1.pdf">https://www.msmspune.com/NAAC/2022/Criteria%206.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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.

MSMS is having its strong Organizational Operations in the institute which is constituted of policies, administrative setup, appointments of teaching and non-teaching staff & services rules and procedures in overall smooth functioning. The board of Trustees continuously monitors its activities and sees that everything is going on efficiently and effectively. The local

Managing Committee also formulates various policies and procedures whenever required.

The Founder Secretary & Director look into the day to day activities of each department of the institute and ensure that all the activities are going on smoothly. Director ensures that every person is following the guidelines. Head of the department checks task completion in their department and take appropriate actions. All committees are formed by the Director and administrative set up is framed for smooth functioning.

Institute follows all norms of AICTE, DTE, SPPU and Government of Maharashtra rules. The roaster is approved from the Savitribai Phule Pune University and Government of Maharashtra and then the advertisement is published in local 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 under the supervision of Director.

File Description	Documents
Paste link for additional information	<a href="https://www.msmspune.com/NAAC/2022/Criteria%206.2.2.pdf">https://www.msmspune.com/NAAC/2022/Criteria%206.2.2.pdf</a>
Link to Organogram of the institution webpage	<a href="https://www.msmspune.com/NAAC/2022/Link%20to%20Organogram%20of%20the%20Institution%20-%206.2.2%20Matrix%20Organizational%20Structure.pdf">https://www.msmspune.com/NAAC/2022/Link%20to%20Organogram%20of%20the%20Institution%20-%206.2.2%20Matrix%20Organizational%20Structure.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Welfare measures for teaching and non- teaching members are not only for the development of staff but also for the organization. Matrix School of Management studies which is a self-aided Institute offers various schemes to all teaching and non-teaching staff with the motive to promote the efficiency and efficacy of the staff. This will help the staff for betterment of their living and will also provide avenues for career development. The faculty is encouraged for academic advancement and supporting staff for updating their administrative skill.

As per the formulated HR policy following are the highlights of welfare policy for staff.

1. Provident Fund contribution for each employee (EPF)  
Institute complied provision of Employees Provident Funds and Miscellaneous Provisions Act, 1952
2. Gratuity Payment Provisions
3. Staff Accidental policy. Maternity leave is given for six months for female employee
4. All leaves and holidays as per Savitribai Phule Pune university's norms
5. Financial assistance to faculty to attend seminar or conference (Domestic) or FDPs
6. All the required infrastructural facilities
7. Free access to library and computer lab and Wi-Fi
8. Pantry facility / Canteen facility
9. Maternity leave for ladies staff.

File Description	Documents
Paste link for additional information	<a href="https://www.msmspune.com/NAAC/2022/6.3.1%20Additional%20Information.pdf">https://www.msmspune.com/NAAC/2022/6.3.1%20Additional%20Information.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

15

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

### **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**

7

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

### **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	<a href="https://www.msmspune.com/NAAC/2022/Criteria%206.3.5.pdf">https://www.msmspune.com/NAAC/2022/Criteria%206.3.5.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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

**Institution conducts Statutory Audit regularly**

Matrix School of Management Studies is a single Institute running under Matrix Educational Foundation. Every Year the Statutory Audit is done as per slandered Policy of audit.

**External Audit**

The external auditor is appointed by the college to perform audits of the financial statements of the Institute. The financial records are audited by qualified chartered accountants at the end of each financial year. The financial records are certified i.e., income and expenditures, balance sheet, and notes on accounts. The institution publishes audited financial statements on the institution's website . Statutory Audit process is carried out at the end of every financial year and the report is submitted to Income tax department and Charity Commissioner Office in time.

File Description	Documents
Paste link for additional information	<a href="https://www.msmspune.com/NAAC/2022/STATUTORY%20AUDIT%20REPORT.pdf">https://www.msmspune.com/NAAC/2022/STATUTORY%20AUDIT%20REPORT.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

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

#### 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, where the funds are generated through tuition fees which 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 institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development.

- Institutional budget is prepared by Accounts department every year taking into consideration of recurring and non-recurring expenditures.
- Accordingly, all the administrative and academic heads are requested to submit the budget required for the subsequent

financial year.

- All the major financial decisions are taken by the Founder Secretary and Accounts department with Management of college.

All the major financial transactions are analyzed and verified under following sections:

- Research & Development
- Training & Placement
- Software & Internet charges
- Library Books / Journals
- Repair & maintenance
- Printing & stationary
- Equipment & Consumables
- Furniture & Fixtures

File Description	Documents
Paste link for additional information	<a href="https://www.msmspune.com/NAAC/2022/Criteria%206.4.3.pdf">https://www.msmspune.com/NAAC/2022/Criteria%206.4.3.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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 Cell of the college works towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure, and offering suggestions for the new self-finance courses. IQAC is an effective and efficient internal coordinating and monitoring mechanism. The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality enhancement measures to be adopted. The IQAC meets every quarterly to plan, direct, implement and evaluate the teaching, research, and publication activities in the College. The sub-committees dealing with various activities and departments implement the IQAC guidelines and report the feedback. The IQAC strives to spread quality culture through quality enhancement initiatives and best practices. Significant improvements in quality have been made by institutionalizing the following IQAC initiatives:

**Strategic planning of key areas and assigning responsibilities -**

1. Student technical training
2. Student soft skills development
3. Placement support
4. Faculty development programs
5. Research and development
6. Interaction with industry

File Description	Documents
Paste link for additional information	<a href="https://www.msmpune.com/NAAC/2022/Criteria%206.5.1.pdf">https://www.msmpune.com/NAAC/2022/Criteria%206.5.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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.
6. 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	<a href="https://www.msmspune.com/NAAC/2022/Criteria%206.5.2.pdf">https://www.msmspune.com/NAAC/2022/Criteria%206.5.2.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://www.msmspune.com/NAAC/2022/Academic%20&amp;%20Administrative%20Audit%20Report(2021-22).pdf">https://www.msmspune.com/NAAC/2022/Academic%20&amp;%20Administrative%20Audit%20Report(2021-22).pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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 conducted related to gender equity and sensitization such as workshop 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	<a href="https://www.msmspune.com/NAAC/2022/7.1.1%20Action%20Plan.pdf">https://www.msmspune.com/NAAC/2022/7.1.1%20Action%20Plan.pdf</a>
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	<a href="https://www.msmspune.com/NAAC/2022/Criteria%207.1.1.pdf">https://www.msmspune.com/NAAC/2022/Criteria%207.1.1.pdf</a>

**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/**

**C. Any 2 of the above**

**power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Our institute believes in clean-environment friendly campus. Institute has a go-green initiative, we 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, 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	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>	<b>A. Any 4 or All of the above</b>
<ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3. Pedestrian-friendly pathways</b></li> <li><b>4. Ban on use of plastic</b></li> <li><b>5. Landscaping</b></li> </ol>	

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the</b>	<b>B. Any 3 of the above</b>

**following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**A. Any 4 or all of the above**

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

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).

**Inclusive environment to all the students and staff members is**

provided by our institute Matrix School of Management Studies. The students and staff members jointly celebrates cultural and regional festivals like Marathi Bhasha Gaurav Din, Matribhasha Diwas, International Woman's day, Shivswarajya Day, Makarsankranti festival, Ganesh Visarjan Nirmalya disposal activity, World Environment Day, etc.

The Institute celebrates following festivals and event during the year -

**Marathi Bhasha Gaurav Din :-** Marathi Bhasha Gaurav Din was celebrated on 27th Feb. 2022. A session on "importance of Marathi Bhasha" by Dr. Harshali Gomase was conducted on the occasion.

**Matribhasha Diwas :-** On the occasion of Matribhasha Diwas institute has organized an essay writing & poster competition to celebrate Matribhasha Diwas on 21st Feb. 2022.

**International Womens Day :-** International Womens Day celebrations were held on 8th March, 2022. Womens from different fields of life where honored & they shared their experiences.

**World Environment Day :-** On the occasion of World Environmental Day institute has organized a cleanliness drive at Taljai Hill, Wadagaon (Bk), Pune on 4th June 2022.

**Shivswarajya Day :-** On the occasion of Shivswarajya Day celebrations were held in the campus on 6th June 2022. Students were dressed up in ethnic outfits.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Different initiatives are undertaken to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens by organizing various activities. An value added course is given to the students - "Introduction to Human Rights and Duties". Staff members are

motivated for FDP under Human Values and Human Rights by AICTE. Every year Constitution Day is celebrated in our institute.

The activities conducted by the institute are -

National Girl Child Day :- A session by Dr. Shilpa Kulkarni was held on the occasion of National Girl Child Day on 24th Jan. 2022 to highlight the importance of girl child in the society.

Workshop on "Gender Equality & Youth Development" :- A workshop on "Gender Equality & Youth Development as organized by the institute to make awareness regarding gender equality.

Session on "Mentoring Minds for better & prosperous civilization" :- A session on "Mentoring Minds for better & prosperous civilization" was held on 19th March 2022 for the staff member & student where organized by the institute.

Dr. Babasaheb Ambedkar Social Equity Program :- On the occasion of Bhratratna Dr. Babasaheb Ambedkar Social Equity Program, the institute held social collective reading of the Preamble of the constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.msmspune.com/NAAC/2022/7.1.9%20-%20Attachment.pdf">https://www.msmspune.com/NAAC/2022/7.1.9%20-%20Attachment.pdf</a>
Any other relevant information	<a href="https://www.msmspune.com/NAAC/2022/7.1.9%20-%20Attachment.pdf">https://www.msmspune.com/NAAC/2022/7.1.9%20-%20Attachment.pdf</a>

**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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

In India traditional and cultural festivals are celebrated throughout the year. National festivals such as the Independence Day, Republic Day, International Yoga Day, Teachers Day, etc. are also celebrated. Matrix School of Management Studies, Pune also celebrates/organizes national and international commemorative days, events and festivals during the year.

The Institute celebrates following national festivals, national & international days :-

**Republic Day :-** Republic day is celebrated on January 26th to commemorate the adoption of constitution of India. On this occasion flag hoisting ceremony and cultural programs are organized in the Campus.

**International Yoga Day :-** International Yoga Day was celebrated on 21st June 2022. The Institute organized yoga session on the theme "Yoga for Humanity".

**Independence Day :-** Independence day is celebrated to mark the independence of India. On the occasion flag-hoisting ceremony, culture activities were organized in the institute to commemorate the day of freedom and remembering the freedom fighter.

**Teachers day :-** On the occasion of teacher day celebration a five day program was organized by the institute under the title - "Shikshak Parv 2022". Online webinars, workshop, panel discussion, poster making workshop, etc. was conducted in the five day program.

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

## 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: 4th Dimension lecture series & SIP presentation competition - Matrix Gelnites**

### Objectives

- To help students identify a career path through sessions & SIP presentation competition designed to make aware of contemporary issues of the market so that students can outreach opportunities and evaluate their potential for different career options.

### The Context:

- These practices have innumerable benefits and can help students learn from a different perspective.

### The Practice

- In these lecture series personalities from industries, institutes and NGOs are invited to deliver talk for an hour through ZOOM online every Saturday 11 am onwards. 'Matrix Gelnites' is carried out by 2nd year management students with the help of assigned faculty members where the students invite various colleges for presenting their SIP reports.

### Evidence of Success

- Students share their career aspirations with the guests for guidance where they get personal satisfaction. It is a fusion that intellects with Vigor, Vitality, and Vibrancy.

**Problems 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 busy with lectures, it becomes a herculean task to reach out to other colleges in working hours.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.msmspune.com/4thDimesionSession.html">https://www.msmspune.com/4thDimesionSession.html</a>
Any other relevant information	<a href="https://www.msmspune.com/NAAC/2022/7.2.1.pdf">https://www.msmspune.com/NAAC/2022/7.2.1.pdf</a>

**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

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

Matrix 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.

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 themselves 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.

It was difficult to conduct such an activity this year due to Covid-19 pandemic situation, so we have organized such activities offline as well as online for the support of the students for this year under Edu Pack.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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 Courses to be introduced in 2022-23.
- 4th Dimension lecture series will be continued in coming year.
- More guest lectures will be conducted by professionals from industry.
- Teachers will be encouraged to publish research papers in UGC Care, Scopus, ABDC and other reputed Journals.
- More MoU's will be signed with Industry and Educational Institutes.
- Workshop / 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 take more measures to accomplish 100% admission.