



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

MATRIX SCHOOL OF MANAGEMENT STUDIES

SURVEY NO. 9/1/5, 9/2/4, 9/1/4, OFF WESTERNLY BYPASS ROAD, NEXT TO
SINHGAD SCIENCE COLLEGE, VADGAON, AMBEGAON (BK.),
411041

www.msmspune.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

April 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Matrix Educational Foundation started Matrix School of Management Studies in 2010. The Institute is affiliated to Savitribai Phule Pune University (SPPU), approved by the All India Council for Technical Education (AICTE), New Delhi and Directorate of Technical Education (DTE), Government of Maharashtra. The Institute offers two years full time MBA Programme.

The objective of the Institute is to provide rigorous grounding in strategic managerial, analytical and decision making skills to face the challenges in the functional areas of management. Matrix school of Management Studies develops leadership qualities thereby enabling students to dream and realize their dreams. Regular interaction with eminent faculty members, industry professionals, groom students to face the corporate world. It also believes in providing opportunities to students within and outside institutions for developing necessary managerial and entrepreneurial skillsets.

Matrix boasts of best infrastructural facilities comprising of rich library, excellent computer labs with Wi-Fi connectivity, well equipped Seminar hall, airy well lighted classrooms, entertainment room, and canteen. The institution is supported by erudite and intellectual faculty assets.

Matrix under its social cause believes completely in acting as catalyst of change for the society contributing help for society and environment as the “natural environment sustains the life of all beings universally”.

Vision

“Creating an ambience for academic excellence”

To cater to the dynamic & emerging changes in the business eco-system by setting the “Centre for Excellence in Business and Management Education” that develops learning environment to harness individual strengths, inculcate right values & morals, develop value-based Leadership, take the onus of responsibility positively and ethically and chisel and channelize the potential of the students in a peaceful stride not only in the workplace but throughout in their entire journey of Life.

The institute shall attain the vision by designing appropriate educational processes inclusive of project-based learning, problem-based learning and technology like flipped class room.

Mission

“Leveraging knowledge to expand your horizon”

- The Institute believes in leveraging the **management competencies** amongst the **MBA graduates** for **business & industry** and **expands the horizon** of the youth with updated information in the **field of management**.
- It is institute’s moral responsibility to also guide and train today’s youth **to be peace lovers, healers**

and generous human beings as they will be in top positions in their work place leading the nation towards peace and prosperity.

- **Academic excellence and industry connection of Matrix develops high potential assets for the corporate world** through MBA curriculum.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The Institute has a state of art infrastructure comprising of rich Library with text and reference books, journals, e-journals etc.
2. Highly qualified and experienced full time faculty supported by visiting/guest faculties from industries/business houses.
3. State of the art computer lab with Internet facility and Wi-Fi connectivity.
4. Hostel facilities and canteen.
5. Regular interaction with eminent faculty, industry professionals, CEO's and senior faculties from renowned national universities.
6. Live Projects.
7. Panel discussions with Industry experts.
8. Seminars/Workshops/Guest Lectures by eminent management scholars.
9. ICT enabled classrooms and seminar hall.
10. Certificate/Value added courses apart from the curriculum of Savitribai Phule Pune University.
11. Computer Labs with latest configured computers.
12. Well-developed Mentor Mentee system.
13. MOU's and Agreements with Industries for SIP, Dissertation, Final Placement, Industrial Visits and Guest Lectures.
14. Strong and active MSMS Alumni Association.
15. Organises expert lectures on Personality Development, Interview Techniques, Positive Attitude, Communication Skills at other colleges under Institute Social Responsibility (ISR).
16. Conducts various co-curricular and extra-curricular activities for the overall development of students.
17. Active Training and Placement Cell.
18. Student centric teaching pedagogy.
19. Matrix Archway Test to differentiate Advanced and Slow Learners.
20. Pioneered SIP Presentation Competition (Gelignites) in Pune.
21. Developed ERP Matrix Academic Monitoring System (MAMS).
22. Institute actively participates in the social activities as its Institute Social Responsibility.

Institutional Weakness

1. More focus should be given on Consultancy and Research publications in recognised journals.
2. Average Placement package needs to be improved.
3. Students from rural area with weak communication skills.
4. Development of Start-up/Innovation Cell.

Institutional Opportunity

1. Strengthening of Training and Placement Cell.
2. Strengthening of Start-up/Innovation/Incubation Cell.
3. Strengthening tie-ups with prestigious institutions.
4. Starting Ph.D Research Centre.
5. Applying for Permanent Affiliation.
6. Tie-ups with Foreign Universities.

Institutional Challenge

1. Providing Placement to students with weak aptitude and communication skills.
2. Complying with all the regulatory authorities.
3. Controlling the use of social media by students.
4. Fulfil expectations of all the stakeholders.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Matrix School of Management Studies offers MBA Course. It is recognized by DTE, Government of Maharashtra and AICTE, New Delhi. It is affiliated to Savitribai Phule Pune University (SPPU). It offers all the specializations provided by the affiliating University. The curriculum is designed by the University and we implement it in the most effective manner.

Under the guidance of the Director action plan is prepared for the implementation of the curriculum in the beginning of each semester and it is incorporated in the Academic Calendar. All the academic and non-academic activities are planned with tentative dates in the calendar. Subjects are allocated to the faculty as per the specialization and their experience in that subject. The lesson plans are checked and approved by the Director. In the middle of the semester feedback is taken from the students for each subject and action plan is prepared for further improvement if required. The faculties are encouraged to use case studies, role play and discussion method to make learning more interesting for the students. Faculties are regularly deputed to FDP's and Orientation Programmes organized by the Savitribai Phule Pune University and other prestigious Institutes to update their knowledge. Experts are invited from academics and industry to guide the faculty on effective delivery of curriculum.

The Institute integrates cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum. The Women Grievance Redressal Cell looks into the issues related to female staff and students. Free medical checkup camps are organized for the female students, where they are examined and counseled by the medical staff about the precautionary and preventive measures for good health. The Institute has tie-up with a NGO, "Do Save Foundation" with which it organizes cleanliness drive, tree plantation and post care of tree plantation on regular basis. The Institute offers many value added courses imparting human values and transferable life skills.

Teaching-learning and Evaluation

The Institute assesses the learning levels of the students by conducting “Matrix Archway Test” at the time of Induction. This test differentiates slow/advance learners. Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences with a belief that teachers play a vital role of ice-breaker in classroom. The teaching pedagogies are framed by teachers as per the requirement of the students and it’s a mix of traditional classroom learning with modern eLearning methods to make teaching learning more interesting and help the students to reach their full potential.

Mechanism of internal assessment is transparent and robust in terms of frequency and variety. Internal assessment is carried out as per the norms of the Savitribai Phule Pune University. In the beginning of the semester, students are made aware of the parameters they will be assessed on. The system to deal with examination related grievances is time-bound and transparent. The Mentor Mentee platform is designed for students to share their ideas, experiences and thoughts. In the beginning of every semester the students are informed about the internal and external evaluation parameters and complete evaluation process. Students are well briefed about the process of reporting their grievances along with names of concerned committee members.

The Institute adheres to the academic calendar for the conduct of CIE. The academic calendar includes details of activities and events of semester which includes seminars, workshops, expert lectures, industrial visits, internal and external exams, presentations etc. Program outcomes and course outcomes defined under the MBA curriculum are communicated to teachers and students.

Research, Innovations and Extension

The Institute lays emphasis on providing research environment which can be seen in the faculties. Six faculties have completed Ph.D and three are recognised research guides of the Savitribai Phule Pune University. Moreover our faculties are Ph.D report assessors and referees for Ph.D viva in other Universities. The faculties are encouraged to write research papers in UGC listed journals with impact factor. They are also deputed to workshops, Seminars, FDP’s to upgrade their domain knowledge.

The Entrepreneurship Development (ED) Cell which later renamed as Innovation and Start-up Cell takes various initiatives to develop entrepreneurship skills among the students. Sessions of experts are regularly held for instilling the spirit of entrepreneurship among the students by giving them tips and guidance to be successful businessmen. Students are also encouraged to take part in ‘Avishkar’- Zonal level Research Project competition conducted by Savitribai Phule Pune University. It provides platform for students to exhibit innovation aptitude.

The students of ‘Matrix’ with the help of ED Cell have ventured into businesses such as Real-Estate, Food-

Processing, Poultry and Bakery products etc.

The Institute has conducted various extension activities in collaboration with the NGO: Do Save Foundation such as tree plantation, post care of tree plantation, expert lecture on the harmful effects of plastic waste and disposal of sanitary waste etc.

To bridge the gap between Academia and Industry the Institute has signed MoU's and Agreements with various Industries and Colleges. This has helped the Institute in organising guest lectures of senior industry personnel, SIP and Dissertation placements and Final placements.

Infrastructure and Learning Resources

The Institute has state of the art infrastructure complying the requirements of statutory body AICTE. The classrooms are well lit, airy and windows have curtains to protect from sunlight. The classroom furniture is designed for comfortable seating for long duration. The Institute has 150 computers for students and 15 computers for faculties with internet connection and wi fi facilities.

To inculcate the leadership qualities and team spirit among the students, the Institute encourages and provides facilities for students to participate in co-curricular and extra-curricular activities. Institute is equipped with various Indoor and Outdoor sports facilities such as Carrom, Chess, Business games, Kho-kho, Cricket etc.

The robust library management system with Auto lib software helps in systematic maintenance of data wherein books issued and available in the library can be well monitored. Institute library has a collection on 1137 titles and 7517 volumes of reference and text books, 48 national journals and to cater to the demand of today's students it has ample eBooks, e-rare books, E-journals, CD's etc. The Institute has membership of National Digital Library, J- Gate and Delnet.

The Institute promotes the use of innovative methods of teaching by providing LCD projectors, wi fi facility, internet etc. in all the classrooms and seminar hall. Smart classroom is also provided to make learning more interesting and effective.

The Institute makes provision for sufficient funds for the upkeep and maintenance of infrastructure and other facilities. Annual maintenance contracts are entered by the Institute for the maintenance of Garden, Water Purifier, Electricity repairs, Generator etc.

Student Support and Progression

Matrix School of Management Studies is affiliated to the Savitribai Phule Pune University, approved by AICTE and recognised by the Government of Maharashtra. The benefits under various government schemes are transferred to the students of different categories. The Institute provides concession in fees to the needy students under Matrix scholarship scheme.

The Institute has initiated capability enhancement and development schemes such as bridge courses, soft skills development, remedial coaching, personal counselling, yoga and meditation etc. for the overall development of the student. Under the vocational education and training the students of marketing and finance specialisation were given 35 days training by Edubridge.

The Training and Placement Cell conducts mock interviews, group discussions, aptitude tests etc. regularly from the first semester to boost the chance of placement for the students. Guest lectures of industrial experts are organised to make the students aware of the expectations of the industry. This methodology has helped in improving the placement record. In 2017-18 the Training & Placement Cell placed 75% students in different companies.

The sports and cultural committee organises various sports and cultural events in the Institute. The students of Matrix won many prizes, medals and certificates in 2017-18 in the intercollegiate competitions organised by different colleges of Pune.

The Institute gives its alumni a platform through MSMS Alumni Association wherein they come, participate and share their experiences, success and failure stories with the current students and teachers. This association helps in organising industrial visits, guest lectures, SIP placements, Dissertation placements, Final placements etc.

Governance, Leadership and Management

The Institute depicts both professional and academic leadership competencies taking vision and mission statements into consideration. Mission statement of the Institute 'Leveraging knowledge to expand your horizon inculcates sense of responsibility and identity among the students and the entire staff of the Institution. Vision statement 'Creating an ambience for academic excellence' of the Institution energizes and helps to achieve goal congruence of the organization.

MSMS follows the "Functional organizational structure" and receives the guidance from the MEF's board of trustees and Founder Secretary. Director of the institute is responsible for day to day activities of each department. He ensures that every department is completing its task efficiently on the basis of given guidelines.

Institute conducts financial audit and internal academic audit to ensure the transparency and accuracy in the books of accounts and to have control over policy and procedure implementation. The strategy for mobilization of fund is well defined by the Institute.

The Institute has a HR policy where all the aspects of the welfare are considered as per the policy documents. The faculties are deputed to attend seminars, workshops, conferences etc. to upgrade their domain knowledge and the fees for such programmes is paid by the Institute.

For persistent progression of new ideas, departments and committees have been formed for quality improvement of the overall governance of the Institution. Matrix School of Management thereby constituted Internal Quality Assurance Cell (IQAC) on 3rd October 2017 to enhance and have effective quality procedures.

Institutional Values and Best Practices

The Institute under its Institute Social Responsibility (ISR) regularly organises programmes on the promotion of gender equity. Solar plant is installed to meet the power requirement of the Institute under renewable power resources and also rain water harvesting system is installed in the Institute. The existing FTL are replaced with LED tube lights. CCTVs are installed on all the floors including outside Director Cabin, Library, Exam Section, Corridors, and Seminar Halls for the safety and security of students and staff.

Institute has different methods of disposal and management of solid, liquid and e-waste. The Institute has made the provision of resources for the differently abled students. Events are organised to address locational advantages. Extension activities such as clean up drive, tree plantation etc. are conducted for the benefit of local community.

The code of conduct and core values are displayed on the website of the Institute. The Human Values and professional ethics courses offered by the Savitribai Phule Pune University are offered to the students to inculcate the right attitude towards human values and professional ethics. The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions.

The Institute has included two best practices:

‘MENTOR-MENTEE CELL’: Developing professional capabilities through academic milestones. Mentor-Mentee System is an invaluable program of MATRIX where each student of the Institute is nurtured holistically.

‘MATRIX GELIGNITES’ student centric and student driven program displaying their presentation skills, managerial skills and entrepreneurial skill sets through projects.

Under distinctive practice the Institute has shown creation of ‘EDU PACK’. The Institute has found it necessary to bridge the gap between rural and urban youths as a result creation of ‘EDU PACK’ was developed. Constant efforts are taken every year by the college by organising expert lectures on personality development, communication skills, interview techniques, positive attitude, career counselling etc. in the colleges situated in the rural areas. With these activities through EDU PACK the rural youth gets aware with the latest happenings in the outside world and gets better equipped to pull on his/her socks for future career journey.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MATRIX SCHOOL OF MANAGEMENT STUDIES
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	Pune
State	Maharashtra
Pin	411041
Website	www.msmpune.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	Satish Shrawanrao Ubale	020-24356637	9689883421	020-24356639	directormsms@matrixpune.com
IQAC / CIQA coordinator	Anand Daulat Padle	-	9588602346	-	anandp@matrixpune.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

Date of establishment of the college	01-01-2010
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University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	04-04-2018	12	AICTE approval is for current academic year till the end of semester

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Survey No. 9/1/5, 9/2/4, 9/1/4, Off Westernly Bypass Road, Next to Sinhgad Science College, Vadgaon, Ambegaon (Bk.),	Urban	1.1	5078.51

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
PG	MBA,Mba	24	Any Graduate	English	120	77

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				3				8			
Recruited	1	0	0	1	2	1	0	3	4	4	0	8
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	2	1	0	3
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	1	1	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	1	1	0	0	0	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	2	0	3

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	2	0	5

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		4	2	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	50	5	0	0	55
	Female	21	1	0	0	22
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	7	7	0	0
	Female	2	2	0	0
	Others	0	0	0	0
ST	Male	0	2	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	8	4	0	0
	Female	0	1	0	0
	Others	0	0	0	0
General	Male	37	41	0	0
	Female	18	14	0	0
	Others	0	0	0	0
Others	Male	3	7	0	0
	Female	2	1	0	0
	Others	0	0	0	0
Total		77	79	0	0

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 153

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
127	109	91	76	130

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
37	37	37	53	53

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
37	42	32	30	75

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	13	20	24	24

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	16	20	24	24

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 6

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
54	67	73	82	96

Number of computers

Response: 165

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

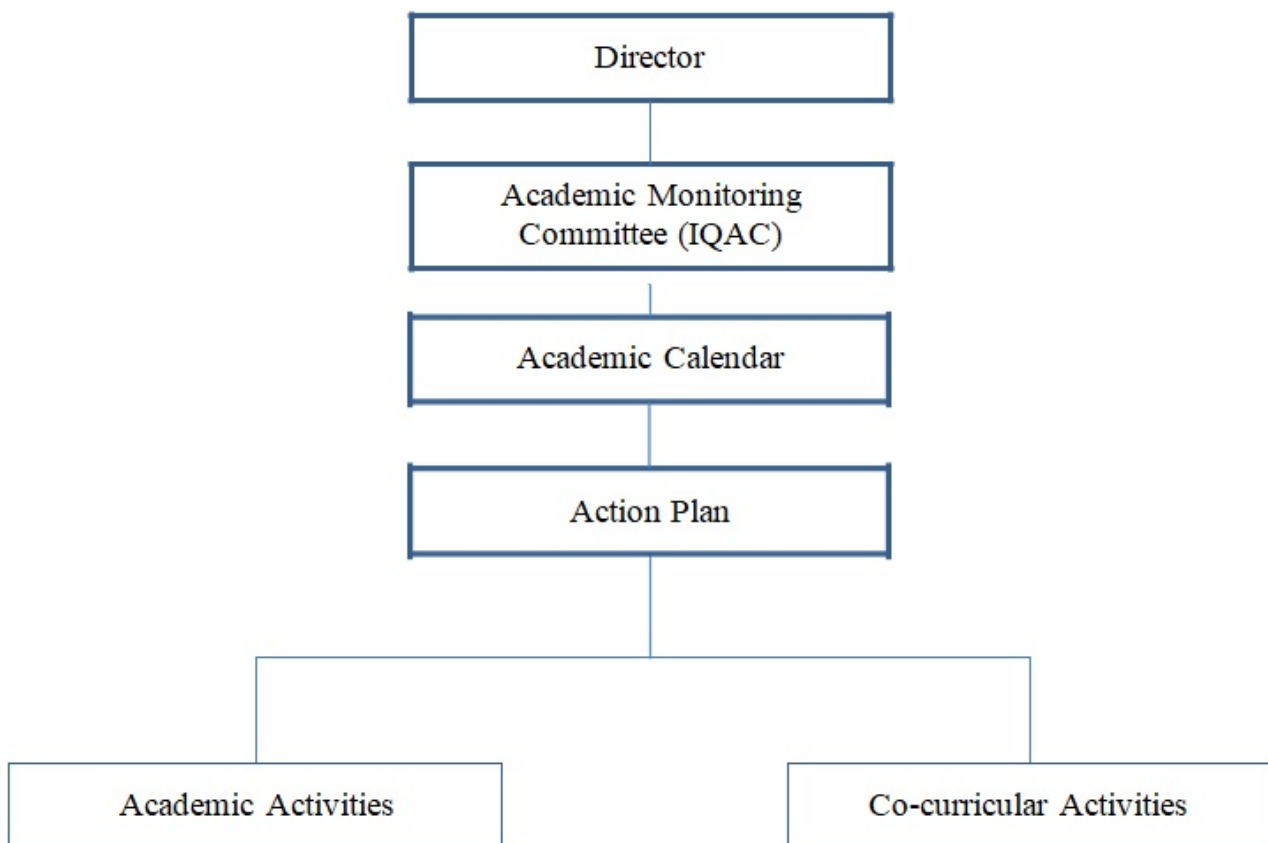
1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

Matrix School of Management of studies, affiliated to Savitribai Phule Pune University offers MBA course recognised by DTE, Government of Maharashtra and approved by AICTE, New Delhi. The curriculum for the course is designed by university.

Institute implements the curriculum in the following manner.

Chart 1



Under the guidance of director, Academic Monitoring committee (IQAC) chalks out the academic calendar in lieu with the curriculum of SPPU and segregates same into academic and co-curricular activities for successful delegation and execution.

Chart 2

Academic Processes from Post Admission to Post Graduation

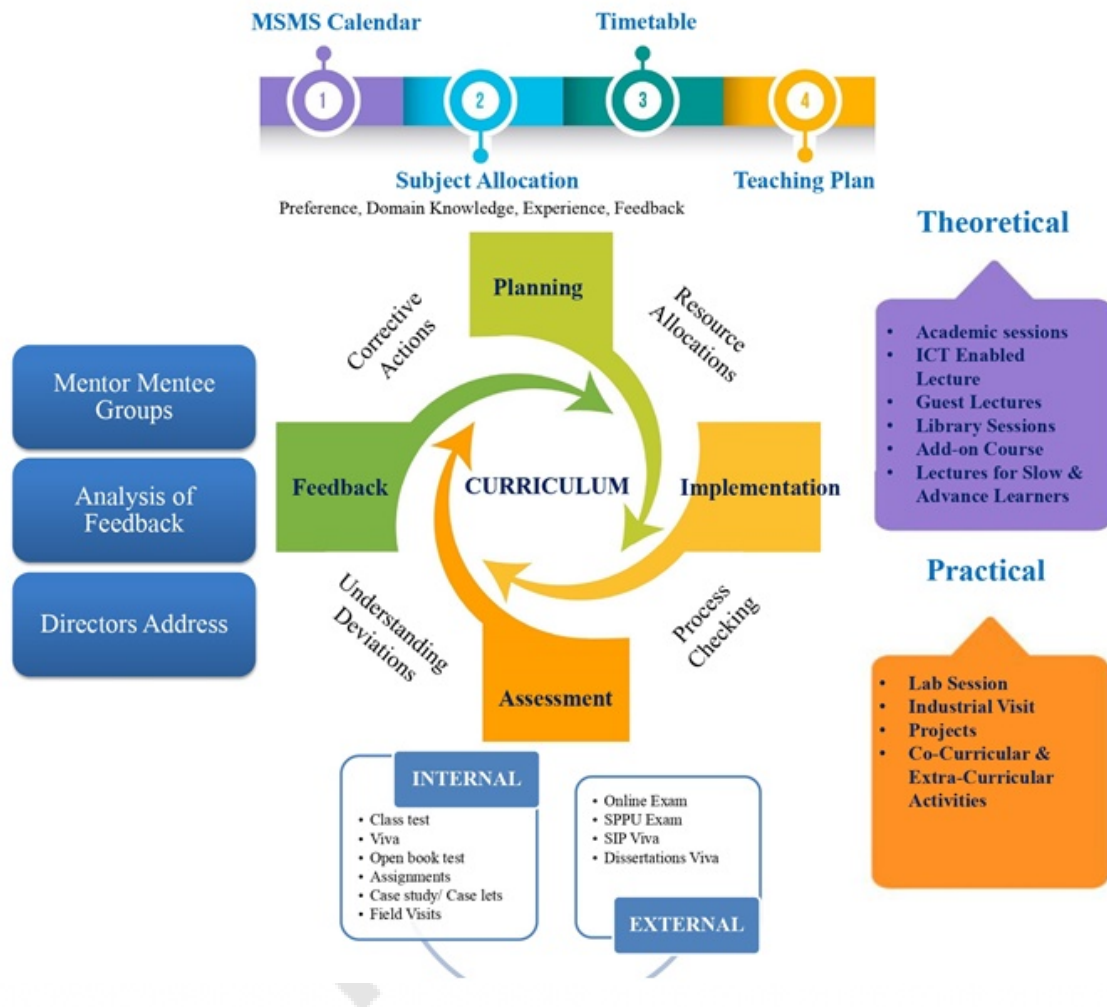
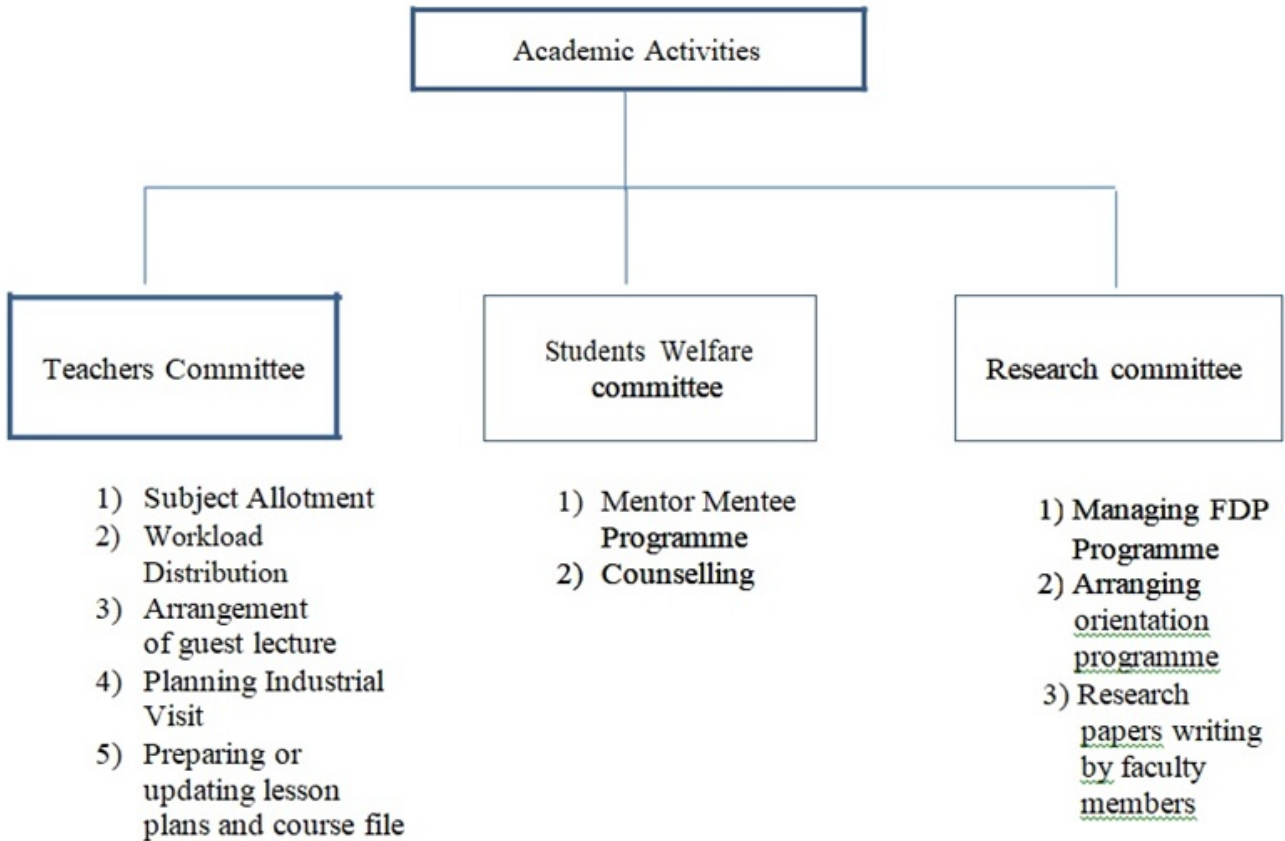


Chart 3



The academic activities are further delegated to teacher’s committee, student’s welfare committee and research committee. Each committee owns the responsibility of planning and execution of task allotted as per flow chart 3

Co-curricular Activities

Co-curricular are delegated into 8 different committees. Each committee owns the responsibility of planning and execution of task allotted as per flow chart 4

Chart 4

Library committee	<ul style="list-style-type: none"> • Maintaining regular practices • New requirements if any
Exam committee	<ul style="list-style-type: none"> • Evaluation of papers • Result Analysis
Placement committee	<ul style="list-style-type: none"> • Counselling the students • Placing the students in right companies as per their specialization • Signing MOUs / Agreements
Sport and culture committee	<ul style="list-style-type: none"> • Organizing events • Conduction competitions
Grievances redressal committee	<ul style="list-style-type: none"> • Identification of grievances • Resolving the issue (if any)
Anti-ragging committee	<ul style="list-style-type: none"> • Promoting ragging free environment • Resolving the issues (if any)
Women grievances committee	<ul style="list-style-type: none"> • To safeguard the rights of female faculties & students • To give them the stage to listen to their complaints & redressal of grievances
SC/ST committee	<ul style="list-style-type: none"> • Education the students • Resolving the issue (if any)

* If any major issue arises while planning and execution of the curriculum director seeks the advice of board of management.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 5

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	0	2	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 78.95

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	2	3	2	1

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 100

1.2.1.1 How many new courses are introduced within the last five years

Response: 153

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 1

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 63.7

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
127	107	58	43	0

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

1.3 Curriculum Enrichment

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

Response:

For the holistic growth of students along with the curriculum subjects, elaboration of values and principles are inevitable. University's syllabus is addressing many cross cutting issues like human values professional ethics etc. Along with the university's courses Matrix school of management studies, "MSMS" is providing 3 courses for the enrichment of brain and mind of the students. These courses are not only briefing the concepts of crosscutting issues regarding gender, human rights, legal rights or personality development but they are making students to think. Students are also given with the opportunity to attend the spiritual lectures conducted by Sri Sarada Math, based on theme of "Empowerment of woman".

Gender Sensitization

MSMS is providing the course on "Gender sensitization" once in year. By inviting various eminent speakers and through group discussions, MSMS is trying to create awareness for the same. In this course, students are exposed to issues like Global Gender Gap Index, Equal pay movement, Legislative Brief - Sexual Harassment and recently passed Transgender Persons bill, 2016.

Human value and professional ethics

We are living in the era of industrial revolution 4.0, having dominance of Artificial intelligence. It is dreaded that due to excessive use of Artificial Intelligence; even professionals may lose the jobs in large scale. In such fierce scenario, values and principles of manger play a vital role in driving the work force in positive approach. MSMS is providing required skills set with its personality development course.

Cross cutting issues includes gender sensitization, environment awareness, human values, professional ethics etc. Moreover the subjects from curriculum which are addressing such issues are tabulated. The table elaborates subjects as per the SPPU's syllabus addressing the various cross cutting issues and skill sets required.

Environment and Sustainability:

Institute organises many activities related to environment and sustainability like-tree plantation, Swachha Bharat Abhiyan, expert sessions related to plastic waste management, road safety,visit and donations to non government organisation etc. More over MBA curriculum includes courses related to environment issues in details and sustainability like 301, 303 and 401 covers some of the issues of sustainability and environment.

301 Strategic Management- Covers Sustainability issues like Triple Bottom

303 Start-up and New Venture Management- The subject include some of the section covering major sustainability issues like NOC from Pollution Board; Environment Protection Act

401 Managing for sustainability- Apply general ethical principles to particular cases or practices in

business, think independently and rationally about contemporary moral problems, recognize the complexity of problems in practical ethics and demonstrate how general concepts of governance apply in a given situation or given circumstances.

Outcomes of these activities are understanding general concepts of governance in a situation and knowledge of general ethical principles and solving contemporary moral problems by the students.

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 5

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 5

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 78.74

1.3.3.1 Number of students undertaking field projects or internships

Response: 100

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 3.94

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	6	3	3	7

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 40.83

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
79	54	58	43	38

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
120	120	120	180	180

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

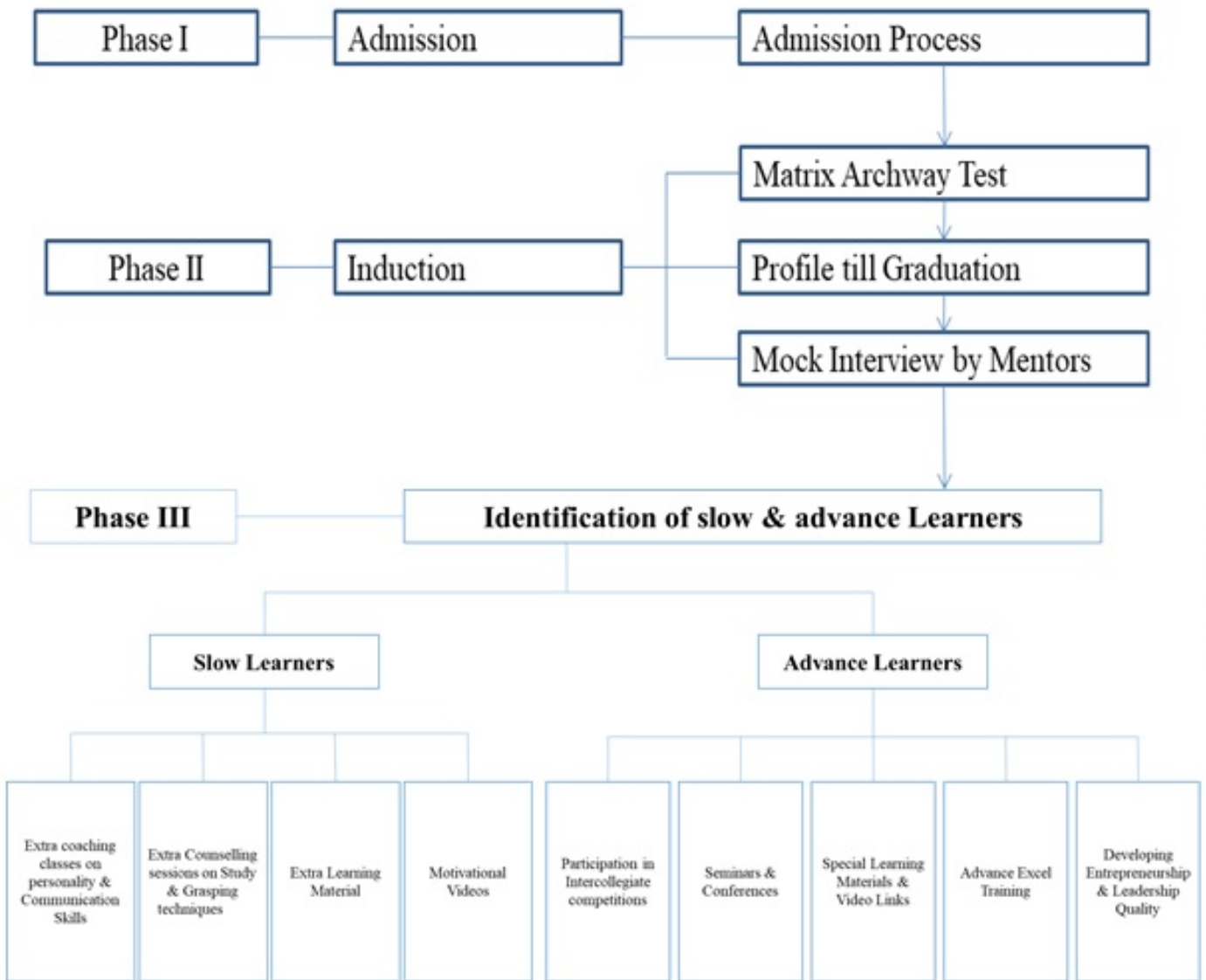
2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years**Response:** 42.96

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	24	21	12	3

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

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**



The Institute has developed following parameters to assess the learning levels of the students:

1. Initially Matrix Archway Test is given at the time of Induction to evaluate slow/advance learners.
2. All the students admitted to first year are screened on the basis of marks obtained at SSC, HSC and Graduation.
3. The students are interviewed by the Mentors for technical skills, computer knowledge and written and oral English communication.
4. The interaction of students in the class, class tests, presentations and their performance in the internal and external exams helps the Institute to differentiate between slow learners and advance learners.

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

Sr. No.	Measures adopted	Method of Implementation
		<ol style="list-style-type: none"> 1. Classes are arranged for the slow learners from Monday 9am – 10am to improve the basic English communication skills of slow students 2. Lectures are conducted for non-commerce students to improve their English communication skills

1.	Extra Classes	accounting concepts
2.	Counselling sessions	<ol style="list-style-type: none"> 1. The students are counselled by the Mentors and the Director regarding study techniques and methods to be adopted. 2. Mentors conduct regular meetings with the mentees to monitor their progress and their status is updated to the Director.
3.	Learning material	<ol style="list-style-type: none"> 1. The students are encouraged to read books without a limit on the number of books issued from the Library. 2. Notes, eBooks and other study material of all the subjects are made available to the students for ready reference. 3. Assignments are given to prepare the students from the practical point of view.
4.	Guest Lectures	<ol style="list-style-type: none"> 1. Guest lectures are regularly arranged on personality development and communication skills. 2. Sessions on Yoga and Meditation are conducted to improve the concentration of the students.

Measures adopted for the advance learners:

Sr. No.	Measures adopted	Method of Implementation
1.	Conferences, Seminars & Competitions	<ol style="list-style-type: none"> 1. The students are encouraged to participate in the Conferences, Seminars organized by other educational Institutes at their relevant specialization. 2. The SIP & Dissertation projects are shortlisted and the students are sent to different colleges to participate in the SIP competition. 3. The cost of registration is borne by the Institute.
2.	Avishkar Competition	<ol style="list-style-type: none"> 1. The Savitribai Phule Pune University annually organizes Avishkar Competition for its affiliating colleges. The Institute encourages students to showcase their talent.
3.	Group Activities	<ol style="list-style-type: none"> 1. Group discussions, Mock Interviews and Aptitude tests are conducted by the Placement Department to enhance the employability skills of the students.
		<ol style="list-style-type: none"> 1. All the events organised by the Institute are managed by the Placement Department.

		right from planning to execution under the supervision of Coordinator	
4.	Event Coordination		
5.	Advance Software Training	1. Advance Excel training is given to the advance learners	

2.2.2 Student - Full time teacher ratio

Response: 7.94

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Any additional information	View Document

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

Response:

Teaching Methodology				
Semester I				
Sub code	Subject Name	Problem Solving		
		Brain Games	Problems	
101	Accounting for Business Decisions		?	
102	Economic analysis For Business Decisions			
103	Legal Aspects of Business			

104	Business Research Methods		?	
105	Organizational Behaviour			
106	Basic of Marketing			
107	Management Fundamentals			
108	Business Communication	?		
109	MS EXCEL			
112	Leadership Lab	?		
Semester II				
201	Marketing Management			
202	Financial Management		?	
203	Human Resource Management			
204	Decision Science	?	?	
205	Operations and SCM			
206	Management Information Systems			
207	Emotional Intelligence and managerial effectiveness Lab			
209	MS Project Lab			
210	Life Skills Lab	?		
212	Business Systems and Procedures			

As per the vision and mission, the approach for learning is student centric for developing strong fundamentals of management learning. The teaching methodology involves different learning stages as follows:

- **Problem solving Methodology:**

At management level, it is important to have quick decision-making attitude and problem solving outlook. Business world faces many stress situations, spur of minute decisions, volatile market conditions, so it becomes necessary for management students to be trained on organized approach. The problem solving attitude and situational decision-making skills is built with brain games, case study approach.

- **Participative learning:**

The purpose to create participative environment among students is to build emotional intelligence that is also related with their academic achievement. This supportive atmosphere creates positive impact on students mind thereby encouraging them to participate in many learning activities. Various activities are conducted by the institute throughout the year like: management games, role plays, interactive sessions, competitions, newspaper reading, group discussions.

- **Experimental learning:**

Experimental learning is very resourceful and effective learning methodology in management. Institute offers an experience learning process carried with a motive of double dialectics of plan / action, experience/ idea. These two domains explain the holistic areas of experimental learning dealings taking place between students and the environment. It best draws the attention of the individuals on the topics

concerned wherein they can be tested, judged so that their ideas can be refined in better ways. Students are exposed to experimental learning through case summer internship projects, dissertations, industrial visits, guest lectures.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 14

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 14.11

2.3.3.1 Number of mentors

Response: 9

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

In today’s modern era the students are becoming more tech savvy. They expect the required information with a click of mouse. To attract these students to the classroom the faculties should always strive for innovative and creative pedagogy in their class. The Institute believes that innovative and creative teaching methods will help the students to reach their full potential. The faculties of MSMS use the following Following innovative and creative teaching learning practices:

Semester I											
Sr. No.	Innovative & Creative practice	101	102	103	104	105	106	107	108	109	112

1	Cases & Caselets	?		?	?	?	?	?		?	?
2	Newspaper reading & discussion		?	?	?	?		?	?		?
3	Visit to different places to learn? business strategies						?		?		?
4	Management Quiz			?		?		?			
5	Management Games	?				?	?	?			?
6	Role Plays					?			?		?
7	Movies / documentaries on Management lessons		?			?					
8	Research on contemporary issues	?	?		?	?				?	
9	Group discussion	?	?	?	?	?	?	?	?	?	?
10	VIVA	?	?	?	?	?	?	?	?	?	?
11	PPT	?	?	?	?	?	?	?	?	?	?
12	Simulation games	?								?	
13	Report writing				?						?
14	Open book test	?	?	?	?	?	?	?	?	?	

Semester II

Sr. No.	Innovative & Creative practice	201	202	203	204	205	206	207	209	210	212
1	Cases & Caselets	?		?			?	?	?		?
2	Newspaper reading & discussion	?	?					?			?
3	Visit to different places to learn business strategies										
4	Management Quiz	?		?				?			
5	Management Games	?		?				?			
6	Role Plays			?				?			?
7	Movies / documentaries on Management lessons			?						?	?
8	Research on contemporary issues		?	?							
9	Group discussion			?						?	?

10	VIVA	?	?	?	?	?	?	?	?	?	?	?
11	PPT	?	?	?	?	?	?	?	?	?	?	?
12	Simulation games		?		?		?		?	?		
13	Report writing		?	?								
14	Open book test	?	?	?	?	?	?	?	?	?	?	?

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 21.89

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	4	3	2	3

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 12.94

2.4.3.1 Total experience of full-time teachers

Response: 207

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document
Any additional information	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years**Response:** 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

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

File Description	Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The Institute follows the regulations of the Savitribai Phule Pune University which makes its internal assessment transparent and robust in terms of frequency and variety.

- The students are evaluated under Continuous Internal Evaluation (CIE) for core courses (full credit courses) on 3 parameters and for elective courses (half credit courses) on 5 parameters.
- Final exam at the end of semester is one of the parameter for core courses.

- In the third semester Summer Internship Project and Dissertation in the fourth semester are evaluated internally through the internal viva conducted by the Institute and external evaluation is done by the expert appointed by the SPPU.

Transparency in Internal Assessment	Robustness in Internal Assessment
<ol style="list-style-type: none"> 1. The internal assessment system followed by the Institute is transparent. 2. At the start of the semester the students are made aware of that on what parameters they will be assessed. 3. Students are communicated through notice on the notice board, emails and whatsapp regarding the evaluation schedule of the internal assessment. 4. The mentors also inform their mentees regarding the parameters and evaluation schedule of internal assessment. 5. Marks of the internal exams are displayed on the notice board, if any student has doubt on his/her marks that student should go to his/her Mentor to see the paper. 6. The Mentor brings it to the notice of the Exam Committee of any problem related to entry of marks or paper checking and the committee does the correction. 	<ol style="list-style-type: none"> 1. The internal assessment system of the Institute is robust. 2. The exam committee with the prior approval of the Director of the Institute finalises the dates of the internal exams and puts it on the notice board. 3. To maintain confidentiality the question papers of internal exams are kept in the custody of the exam committee. 4. The rules and regulations of the SPPU are followed in conducting the internal exams.

File Description	Document
Link for Additional Information	View Document

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

Response:

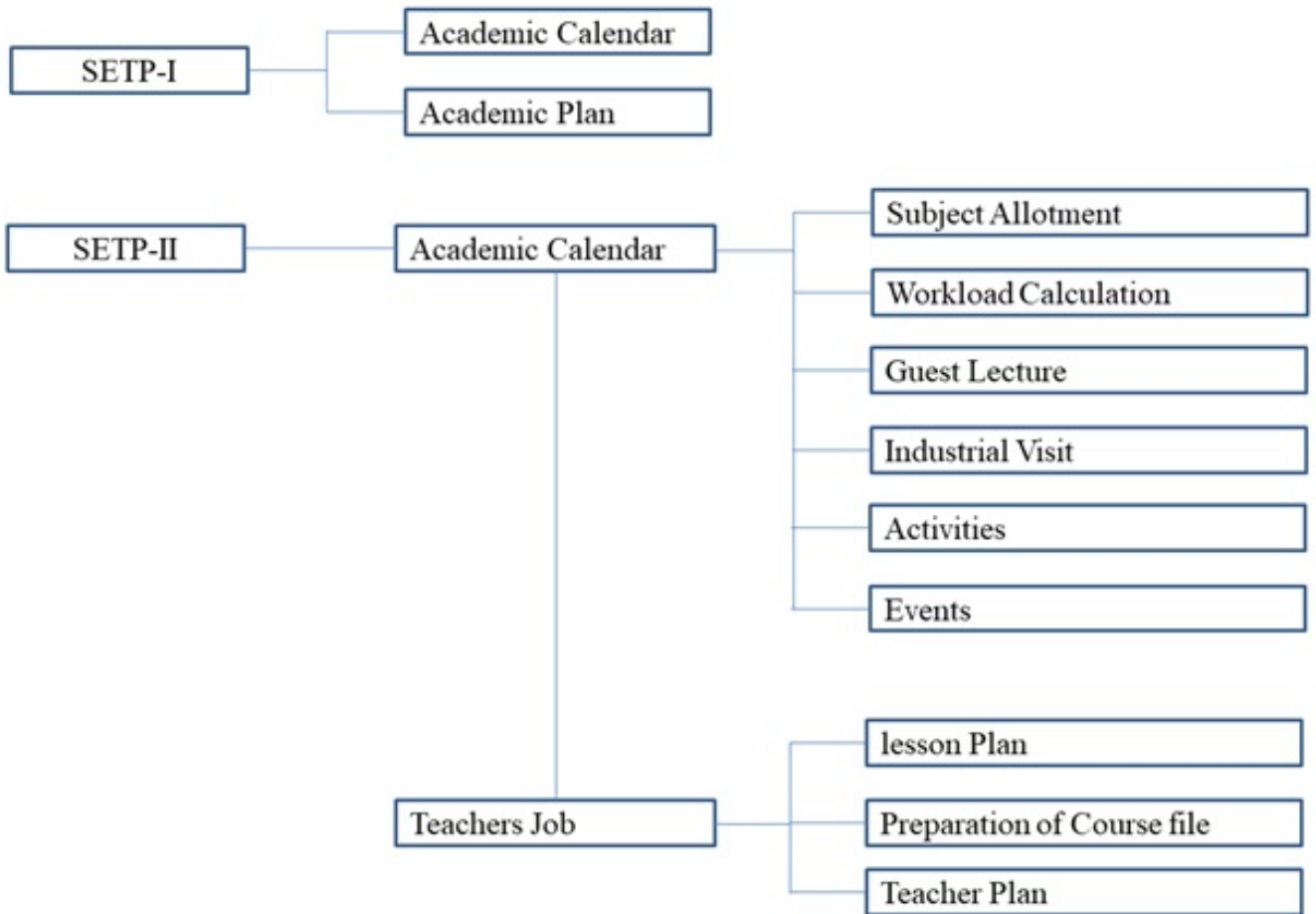
The Institute follows the mechanism of Savitribai Phule Pune University to deal with examination related grievances. The guidelines are transparent, time bound and efficient. In the beginning of every semester the students are made aware of the internal and external evaluation parameters and complete evaluation process. They are also informed that in case of any grievance related to exams they can approach the College Examination Officer (CEO) and the exam committee which look into all the examination and evaluation related grievance of the students.

<p>Grievance redressal mechanism related to external exams</p>	<p>Grievance redressal mechanism internal exams</p>	
<ol style="list-style-type: none"> 1. At the time of external examination if a student does not receive hall ticket or wrong subjects are displayed the exam committee communicates such grievances to the exam department of the University for redressal at the earliest. 2. The Institute conducts the external exams as per regulations of the Savitribai Phule Pune University. 3. The dates of the exams are communicated to the students and displayed on the notice board. 4. The information related to verification and revaluation of answer books is also displayed on the notice board to make the students understand the procedure in a better manner. 5. After the exams results are given to the students. If any student is not satisfied with the obtained marks that student can apply for revaluation and rechecking of his answer books. 6. The student can also get the photocopy of the answer book and show it to the subject teacher. 7. In case of any error in paper checking or calculation of marks the subject teacher brings it to the notice of the College Exam Officer and Exam Committee of the Institute which helps the student in applying for revaluation to the University. 	<p>The answer books of internal exams at the respective subject teachers and displayed on the notice board. If any grievance regarding marks that approach the subject teacher and see book and marks. In case of any error checking or entry of marks the student immediately corrects it and brings it to the College Exam Officer and Exam C</p>	

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The academic calendar is prepared by the academic coordinator and is sanctioned by the Director of the Institute. The academic calendar includes date wise planning of activities and events of semester which includes seminars, workshops, expert lectures, industrial visits, internal and external exams, presentations etc. Planned activities are conducted on the date mentioned in the academic calendar. In case any activity is rescheduled prior permission of the Director is taken.



File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:**PROGRAM SPECIFIC OUTCOMES**

1. Students are well versed with selling and marketing techniques of products and services.
2. Ability to apply financial skills and practices to help the organisation to achieve its objectives.
3. Implement latest HR practices in the organisation and policy adherence.
4. Data mining and analytical reasoning.
5. Personnel Management and emotional intelligence.
6. Stress management and target orientation.
7. Enhanced analytical skills and software development in terms of decision making.
8. Use of operation techniques to enhance quality to compete globally.
9. To understand and manage flow of materials.
10. To understand macro economic indicators and its impact on Indian business environment.

	Specialisation	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	PSO8	PSO9	PSO10
1	Marketing Management	?			?	?	?		?		
2	Financial Management		?		?	?	?		?		?
3	Human Resource Management			?	?	?	?				
4	Information Technology Management						?	?			
5	International Business Management	?	?	?	?		?			?	?
6	Operations Management						?		?		
7	Supply Chain Management						?		?	?	

PROGRAM OUTCOMES (MBA)

1. Ability to apply management theories into reality.
2. Ability to develop analytical and reasoning power for problem solving.
3. Ability to communicate effectively to develop entrepreneurial and interpersonal skills.
4. Ability to nurture ethical, moral and social responsibility.
5. Ability to adopt fast changing business environment and technology.

COURSE OBJECTIVES

1. To equip the students with requisite knowledge, skills & right attitude necessary to provide effective leadership in a global environment.
2. To develop competent management professionals with strong ethical values, capable of assuming a pivotal role in various sectors of the Indian Economy & Society, aligned with the national

priorities.

3. To develop proactive thinking so as to perform effectively in the dynamic socio-economic and business ecosystem.
4. To harness entrepreneurial approach and skillsets.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

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

The course outcome attainment is assessed in order to track the students' performance with set target level of performance. These attainment levels are used for continuous improvement in the teaching strategies. 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.

The set target level is the set benchmark to ensure the continuous improvements in the learners/ graduates' performance.

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.

Modification in content delivery and assessment method are done in case of deviation from attainment of COs and POs are observed.

CO attainment is set at three levels based on internal and external assessment. Further for CO attainment the ratio used is 70% (Attainment level in external assessment) and 30% (Attainment level in internal assessment).

Levels	Attainment

Level-1	40% students scored more than class average
Level-2	50% students score more than class average
Level-3	60% students score more than class average

The current target level is set as Level-2 initially i.e. 40% students score more than class average. The CO attainment is measured and the results are obtained. Based on the results of attainment, the corrective measures/remedial action are taken (like Assignments, tutorials, exercises and remedial coaching).

Similarly PO attainment is defined at five levels based on the average attainment level of corresponding courses (Direct Method) and feedback survey (Indirect method). For calculating PO attainment the ratio used is 80% (Average attainment level by direct method) and 20% (Average attainment level by indirect method).

Levels	Attainment	Scale
Level-1	Between 0.5 &1	Poor
Level-2	Between 1.0 &1.5	Average
Level-3	Between 1.5 & 2.0	Good
Level-4	Between 2.0 & 2.5	Very good
Level-5	Between 2.5 & 3.0	Excellent

The PO attainment target level is set at Level-4 which implies that, the department is aiming at “very good” in the performance of abilities by the students. Based upon the results of attainment, the remedial measures are taken.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 80.43

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 37

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 46

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.74

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 2.2

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1.10	1.10

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 21.43

3.1.2.1 Number of teachers recognised as research guides

Response: 3

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.19

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 2

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 54

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

- 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 Entrepreneurship Cell later renamed as Innovation and Startup Cell. The committee is constituted inclusive of students and industry personnel.
- Matrix School of Management Studies has also 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.
- Matrix holds regular sessions by calling experts to deliver sessions on entrepreneurship for the purpose of instilling the spirit of entrepreneurship among students and giving them tips and guidance to be successful businessmen.
- Students of the Institute are encouraged to take part in 'Avishkar'- Zonal level Research Project competition conducted by Savitribai Phule Pune University. Through this research competition there is ample scope for students to exhibit innovation aptitude and foster the spirit of entrepreneurship.
- On behalf of Savitribai Phule Pune University, Matrix School of Management Studies conducted State Level Avishkar'- Zonal level Research Project competition. The Institute has initiated 'Avishkar – Orientation' programme for the purpose of equipping young minds with research aptitude and gaining momentum in the pursuit of becoming successful entrepreneurs.
- Seminars are conducted on theme of 'Innovation' and Corporate Social Responsibility 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. Through the incubation Center
- Students are motivated to take up entrepreneurial activity in various sectors of business and gain momentum and sustainability in their business ventures. Students of 'Matrix' have ventured into businesses viz. Real-Estate, Food-Processing, Poultry and Bakery products etc.
- Now the ED cell is renamed as Incubation Cell on 20-09-2016 which strives hard to convert students as 'job-creators' rather than job seekers in this way there would be contribution to the development of our Indian Economy and this would result in prosperity of our Nation.

Details of Start-Ups (MBA Students Start-Ups)**Year 2017-19**

Sr.No.	Name of the Start-Up Company	Proprietor
1	Sahanes Manpower Consultancy, Pune	Miss. Pooja Kolte
2	Crawlclick Digital Business Solutions Pvt., Yavatmal	Mr. Shumbham Kh

Year 2016-18

Sr.No.	Name of the Start-Up Company	Proprietor
1	Monginis Cake Shop – Otur Pune	Mr. Akshay Bhujba

Year 2015-17

Sr.No.	Name of the Start-Up Company	Proprietor
1	Rahul Bags – (Non-Woven Nylon Bags Company) Pune.	Mr. Rahul Pawar

Year 2013-15

Sr.No.	Name of the Start-Up Company	Proprietor
1	Deeb Agro Chemicals Ltd. (Food Processing- Lemon Juice/ Lemon Oil) Jalgaon	Mr. Nikhil Mundad

Year 2012-14

Sr.No.	Name of the Start-Up Company	Proprietor

1	Jijau Fabrics Pvt Ltd. Saswad Pune	Mr. Manesh Hagav
File Description		Document
Any additional information		View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 11

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	1	2	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

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

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 1.67

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 5

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 3

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.42

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	2	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response:** 1.85

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	5	4	14

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Community development is an important aspect in the curriculum of the institute for overall development of Society which has imbibed the need for caring of our society, up-liftment of the weaker and down trodden sections of society among the students. Various initiatives have been taken by the Institute during the last five years. Some of the initiatives are as follows:

- 1. Bore-well donation-** The students has contributed to a Nobel Social cause named “Matrix Ray of Hope” by helping in eradicating the water scarcity problem in a water draught Village named Rajuri in Pune District. The institute donated a bore-well in the school premises in Rajuri and provided water pumping facility for the students.
- 2. Swachha Bharat Abhiyaan -** Institute actively participate in this national endeavour of clean india. The teaching faculty and students of Matrix visited the nearby Canteen/Shops. The faculty had a tete-a-tete with canteen employees and owner of different shops to create awareness about maintaining cleanliness.
- 3. Red Cross-** The student are participating in the Red Cross activity, where promotion of humanitarianism and principles of values are inculcated. Also disaster control and health care issues of community are learnt.
- 4. Dog Sterilization-** The Institute adopts stray dogs and sterilises them in order to prevent their population in society in order to avoid their menace. After rehabilitation they are given to animal lovers who would love to adopt these dogs.
- 5. Donations-**Institute inculcate qualities like kindness, care and sharing among the students distributed food, clothing and other required material to underprivileged children residing in the Vanvasi Kalyan Ashram, this organization is into a noble cause in the upliftment of children from the tribal area.
- 6. Cleaning Drive:** The Institute has conducted Green Walk by taking the students to trek at Taljai a forest zone area near the institute to clean plastic wastes. Students also took a drive in Ambegaon pathar and Forest area near by Swami Narayan temple pathar to clean the streets with NGO Do Save Foundation.
- 7. Green Farewell – Nirmalya Management at Katraj Lake Pune:** On 17th, 19th & 23rd September 2018 our students along with Do Save Foundation (NGO) initiated the awareness drive of proper immersion process of Ganesh idols near Katraj Lake Pune. They made the people aware about benefits & immersion of Ganesh Idols and nirmalya in tanks and not directly into the lake. Through this activity students learnt different aspects of Team Work/ Leadership Skills / Environmental issues.

8. Tree Plantation: Every year students plant trees in different areas with forest department to improve the environment. Students have planted tree at Taljai forest, wadgaon budruk, ambegaon pathar and swami Narayan temple pathar.

9. Post plantation drive: It is not sufficient to only plant trees, but post care activity is more important. Students of Matrix have taken this drive in all the places where plantation was done.

Through all these initiatives students have imbibed quality of empathy, sharing and overall development of society as well as a holistic development in their personality.

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 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 last five years

Response: 5

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., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	01	01	0	0

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 53.82

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
127	42	35	70	0

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 5

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job

training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 10

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	2	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

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 conduction various activities

Sr. No.	Particulars	Total area (Sq. Mts.)
1	Instructional area	1728
2	Administrative area Plus Faculty Room	756
3	Amenity area plus toilets	1114
4	Circulation area	1226
	TOTAL	4824

- Description of available classrooms, tutorial rooms, Computer Lab, seminar halls for curricular and co-curricular activities are as follows:

Sr. No.	Details	Available Number	Available Area (Sq. Mts)
1	Class Rooms (MBA)	5	370
2	Tutorial Rooms-PG (MBA)	3	54
3	Seminar Hall	1	431
4	Computer Center	4	450
5	Library & Reading Room	2	273
6	Computer Laboratory	2	150
	Total	17	1728

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

Sr. No	Room type	Remarks
1	Class Rooms	The classrooms are spacious as per AICTE norms in area specified. The rooms are equipped with LCD facility with internet facility.
2	Tutorial Room PG	The Tutorial Room is spacious. The rooms are equipped with all facilities and surveillance cameras on all the floors, internet facility is available.
3	Computer Centre	The computer centre meets the AICTE norms. The centre is also equipped with LCD, surveillance cameras and internet access.
4	Language Lab	A section of the computer lab is assigned to a language lab where students get the opportunity to work on English language communication skills.
5	Library & Reading Room	The library is replete with books, journals and magazines. Internet facility is available.
6	Stationary & Reprographic	The room has a Xerox machine and scanning facility for students and faculty.
7	Canteen Facility- 'Matrix Cafeteria'	The cafeteria provides good hygienic food to the students which includes breakfast /lunch/dinner.
8	Placement Cell	The Institute offers placement assistance to the students. Placement Cell is used for counselling the students and conducting a various sessions for the betterment of student's placement

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

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

Sr. No	Room type	Remarks
1	Sports instruments	<p>Indoor sports instruments.</p> <ol style="list-style-type: none"> 1. Carrom Board – Quantity 3 2. Chess-Board – Quantity 2 3. Table Tennis - 1 4. Business -1 <p>Outdoor sports instruments</p> <ol style="list-style-type: none"> 1. Cricket Playground
2	Common Area on the Ground Floor	Regular activities like Management Games/Rangoli Competitions are erected during seminars. Yoga and stress-free exercises are conducted in this area. Cultural days like traditional day etc. are also conducted in this area.
3	Out Door open stretch in front of the Institute	This area is used especially for 'Management Games'. Outbound activities like 'Kho-kho'/Badminton. A celebration of Independence and Republic Day is done every year in this area as there is a pole for hoisting and space for celebrations.
4	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 Seminars, Training, Conferences and Faculty Development Programmes, Alumni meets and cultural activities.
5	Terrace Space	Regular activities include Kite flying activity especially during 'Sankranti' / Alumni get-togethers are conducted on the Terrace.

File Description	Document
Any additional information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 2.61

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.35	1.00	1.25	5.25	0.90

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

Library forms the brain of the Institute. The robust 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. Library as a learning resource accelerates the powers of mind and through its knowledge energizes the intellectual capital thereby tapping their potentials to highest limits.

The library of the college is situated at a place which 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

Module name	Function
Master	To include college master, institute information 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 readers
Tools	OPAC (Online Public Access Catalogue – Search catalogue)
Reports	To generate the following reports <ol style="list-style-type: none"> 1. Circulation 2. Books Issue/Return summary 3. Readers summary 4. Designation wise issue summary 5. History- Books or member
Books	To get list of books on shelf
Member	To get Member list roll no. wise, book usage, member penalty
Abstract Reports	To get various abstract report
System Admin	For various parameter setting, bulk updating, data import export members excel data, Signature.

File Description	Document
Any additional information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The Institute's library has become a tremendous resource for the students and teachers also to enrich their knowledge to face challenges from technology, social & economic environment.

- To develop versatile personality of the student library has maintained collections of special books on the aspects of self and professional development, to motivate brainstorming, to influence critical thinking etc.
- Library has an International, National level books and also collection of historical books which is

helpful to know about Indian history and our culture.

- The library has a good collection of books in soft copies with CD's & DVD's and also maintained SIP & Dissertation reports which referred by current students.
- The Institute library maintains National Digital Library with various books, articles, thesis, audio & video lectures for the students and teacher also.

The Institute library provides English News Papers & Fortune magazines to students for preparing corporate updates and classroom presentations also.

- Library has maintained a lot of other books which helps to students develop personality as demanding by corporate world.
- The Institute is registered for National Digital Library (NDL) where manuscripts are available. NDL is remotely accessible.

Library has downloaded various rare books from Rare Book Society of India (RBSI). The collection is stored in Digital Library. Students and faculty members can access these books for enrichment of their knowledge.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 0.93**4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
0	1.75	0.20	1.27	1.44

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** No**4.2.6 Percentage per day usage of library by teachers and students****Response:** 7.09**4.2.6.1 Average number of teachers and students using library per day over last one year****Response:** 10

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

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 (40 MBPS speed) through Leased Line connection & JIO

Software Configuration

Sr. No	Software Details	Description	For Use	License
1	Microsoft OS Software's	Windows 7,8.1&10	All access	Microsoft
		MS-Office 7 & 10		
		MS-Project-Lab		
		Other Microsoft Product		
2	Tally	80 G Tally Software	Account Dept	Shraddha Infosystems
3	AutoLib	Autolib Library Management	Library	Akash Infotech
4	Bulk SMS	Nspiresoft	Admin & Student	Nspiresoft
5	E-Mail	G-Suit(Google & G-Mail)	All access	Google

Hardware Configuration

Sr. No	Hardware Details	Description	Qty	For use
1	Computers (CPU)	HP, Acer & Dell	165	All
		1,2 & 4 GB RAM		
		180,500 &1TB HDD		
		I3 & Dual Core (3,4&5Generation)		
2	Computers (Monitor)	Acer 15.6"	165	All
		HP 17"		

3	Computers (Mouse & Keyboard)	Acer & HP Dell	165	All
4	Printer	Canon	11	Office
5	Xerox Machine	Canon	1	All
6	Scanner	HP Xerox	3	2 Office 1 All
7	Barcode Reader		1	Library

Network Configuration

Sr. No	Network Configuration	Description	Yes/No	For use
1	Internet LAN	TATA Lease line	Yes	Network
2	Network Topology	Star		
3	Internet	Tata, BSNL & Jio		
4	Network switches	Cisco, D-link, Lysisis		
5	Internet Bandwidth	TATA-6MBPS		
		BSNL-16MBPS		
		Jio-32MBPS		

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 0.77

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years**

Response: 23.7

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
12.07	17.75	23.16	16.73	16.85

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

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:

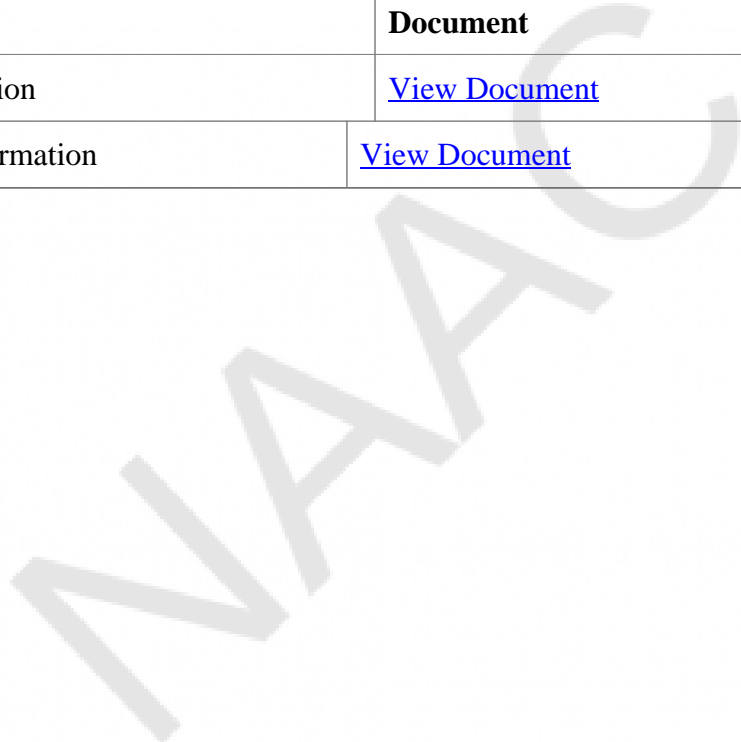
Facilities under maintenance	Coverage
Campus environmental maintenance	Gardener
Software	License fees
1. Microsoft	
2. Autolib_Library	
3. Bulk SMS	
4. Tally	
5. Wi-Fi Facility	
Computer lab	Purchase and repairs
Housekeeping and cleaning	Cleaning and maintenance
Fire extinguisher	Refill as per expiry period
Aqua guard	Cleaning and replacement of spare parts
Electricity repairs and maintenance	Purchase and repairs
DG Genset	Maintenance
Xerox Machine & Printers	Maintenance
CCTV Vigilance	Maintenance

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	Document
Any additional information	View Document
Link for Additional Information	View Document



Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 50.36

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
80	74	52	21	47

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 2.56

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	2	3	3

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 71.87

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
127	109	66	66	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 61.83

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
127	104	58	38	0

File Description	Document
Details of the students benefited by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**Response:** Yes

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

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 63.08

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
36	32	26	09	23

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 10.81

5.2.2.1 Number of outgoing students progressing to higher education

Response: 4

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

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Role of the students cannot be imagined without their participation in academic & administrative function. Institute has active student council and representation of students on various academic & administrative committees of the Institution. Students play integral role in planning and implementation of various curricular, cocurricular, extracurricular activities in the institute through the various committees-

the details of student council and representation of students on various committees is as follows-

1. Student's Council committee-

It is formed every year as per the guidelines of Maharashtra university act 1994 which is now amended University ordinance 2016 section 99 C(1).

2. College development committee-

It is formed as per the amended University ordinance 2016.

3. Cultural and sports committee-Institute has well-functioning Cultural and sports committee to coordinate various cultural and sports activities throughout the year.

4. IQAC Cell-

To develop the system for conscious, consistent, and catalytic action to improve academic and administrative performance of the institute have well-structured and functioning IQAC Cell

5. Placement committee-

To take care of students internship and final placement institute have Placement committee. Committee members are engage in organizing interviews at institute, coordinate pool campus,.

6. Student's participation in organizing cocurricular activities

Students are voluntarily involved in organizing various activities like expert session, Guset lectures, workshops, conference, seminar Industrial visits etc.

7. Statutory committees-

- Ant ragging committees
- Womes grevience redressal
- Grevience redressal committees
- SC/ST committees

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 3.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	4	2	3

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Our Alumni Association is active from the last five years. Our Alumni Association is registered bearing **Registration Number : 1812/2018 dated 20/11/2018**

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

Alumni Meet:

Though the Alumni Association started in the year 2013, the formal Alumini Associaton registration certificate was received in the year 2018. Alumni meet receives remarkable response and there is enthusiastic participation of the Alumni from different domains. The Institute believes in “Power of Networking” which needs to be exploited to nurture all the talents and resources of the alumni. Alumni Meet as an event enhances the relationship among the alumni and enables them to discuss on various issues. Matrix strives for strengthening the bond between the alumni of different years .

Objectives of Alumni Association:

- To provide to the current batch of students a platform to know and recognize their seniors.
- To give an opportunity to the institute administration to felicitate and reward the achievers.
- To give a foundation for life long relationship wherein our alumni can provide encouraging and potential job opportunities to the students.

It gives our alumni an opportunity to meet their batch mates and get an opportunity to interact with the current students. It is rendezvous phase where they can contribute towards the development of the Institute.

The institute gives the alumni a platform wherein they can come, participate and share their experiences success with the enrolled students and their teachers. The alumnus can relive the moments as students. The

institute aims to leverage the expertise, access and reach of Alumni to the institute's development.

The institute sends an invitation to the alumni to attend various events, judge competitions and participate in it. Alumni portray themselves as a role model and offers practical guidance to students as they start their studies, career, and business avenues.

To be a member of the alumni association students need to pay the prescribed fees of Rs.500/-.

The non-financial contributions include, but not limited to conduct of referral interviews, academic or placement trainings. When alumni volunteer networks are officially recognized, they benefit by having access to matrix expertise and support in communications, marketing, events management, resources, and fundraising efforts. In order to ensure communications standards and best practices are adhere of all official communications to a broad group of alumni.

File Description	Document
Any additional information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Effective leadership for good governance at all levels in Institute is vital element for sustaining efficient administration, targeting desired goals, maintaining quality standards and delivering best results. With growing complexities and advances in the ever-changing environment, backed with the continuous push for maintaining higher standards of education. Effective leadership is a pivotal factor for the Institution to run successfully in today's world.

1. Institute depicts both professional and academic leadership competencies taking vision and mission statements into consideration. Mission statement of the Institute 'Leveraging knowledge to expand your horizon inculcates sense of responsibility and identity to the students and the entire staff of the Institution. Vision statement 'Creating an ambience for academic excellence' of the Institution energizes and helps to achieve goal congruence of the organization.
2. Matrix School of management of studies promotes the comprehensive development of students.
3. Institute conducts conferences, seminars, and activities on topics which boost inquisitiveness among students.
4. 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.
5. Institute is involved in social activities to inculcate the feeling of responsible individuals towards society, community and country among stakeholders.
6. The Director assigns tasks to represents academic leadership and responsibilities to the concerned faculty members.
7. Matrix promotes participative & consultative management at various levels of the College.
8. Faculty, staff and students are encouraged to contribute through interactive participation.

VISION: "Creating an ambience for academic excellence"

Institute takes meticulous efforts to make students aware of the revolutionary changes in the business environment, technology, and lifestyle. It not only focuses to channelize the potential of students to match the business environment but it also aims for introducing ethical, spiritual aspects in their life.

MISSION: Leveraging the traits of knowledge through

1. **Promoting receptiveness and inclusiveness**
2. **Naval-gazing**
3. **Simulating professional environment**
4. **Interaction with society and community under social responsibility programmes**
5. **Setting the benchmark for imbibing ethics and morals at all levels of the organization**

The institute philosophy in implementing the mission and vision is-

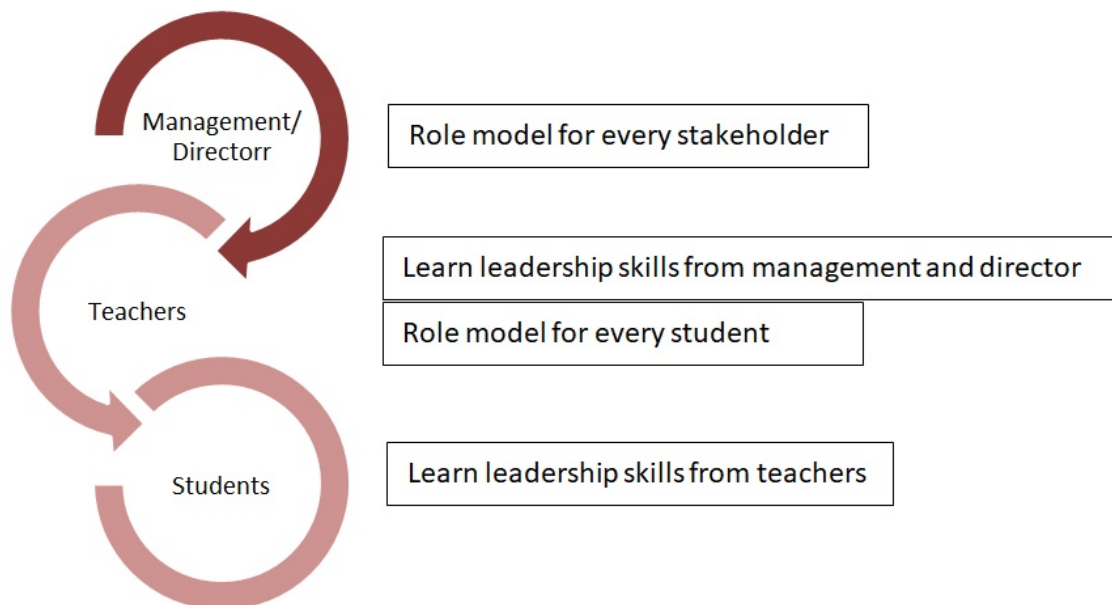
- Receptiveness and continuous learning attitude for holistic growth.
- The growth can be archived through thinking, analyzing and putting plan into action without compromising the basic principles and values.
- Simulating the business environment as well as intertwine with the community in which it is working.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Matrix school of management studies is an educational institution, where students look at the teacher as their role model, while teachers observe director and management mindfully and steps into their shoes to be an effective teacher. Management believes that each teacher should have the good leadership skills as they are the real models and are responsible for creating the role models for the future. Management practices the style of “**Transformational Leadership**”



Case Study

MSMS organizes many events every year and one such event is the summer internship project competition under the caption of “GELIGNITES” on yearly basis. Director form following teams aligned with the committees formed by the organizational structure and they are responsible for the fulfillment of the task.

1. IDEA
2. Invitation
3. Arrangement and decoration of hall
4. Supervision
5. SWOT of the event organized

Conception of idea

Teachers' committee sit for brainstorming session on deciding the theme of the competition along with other planning aspects such as work allocation and schedule etc. Once dates and schedule is reviewed by the Director, teachers' committee is responsible for arrangement of guest and their travel along with the accommodation.

Sending invitations

Students committee work on the finalization of brochure and sending the invitations to various colleges. Students also invite the guest personally by giving the handmade invitation card and note down any special requirement from the guests and speakers.

Arrangement and decoration of hall

Students who are not part of "INVITATION TEAM" works for the arranging the seminar hall under the guidance of the coordinator of event and cultural committee. They also look after the registration and entry desk.

Supervising the overall management

All teachers actively undertake the supervision of the event and also resolve the grievance if any. At the event all faculty members and non-teaching staff members work as a team irrespective of their designation or allocated committee to make the event successful. They also motivate each other and students to uplift their moral level.

SWOT Analysis of the work done

After a hectic day, management provides snacks and tea for all stakeholders of the institute as refreshment. On the next day, director calls for the meeting and conducts the SWOT analysis of the event and presents the report on the same.

In this way, institute motivates the stakeholder to take and communicate their decision in the proper way to make any event successful and learn new skills from each other. Being management institution, we embolden students also to participate actively to transform their skill sets.

File Description	Document
Link for Additional Information	View Document

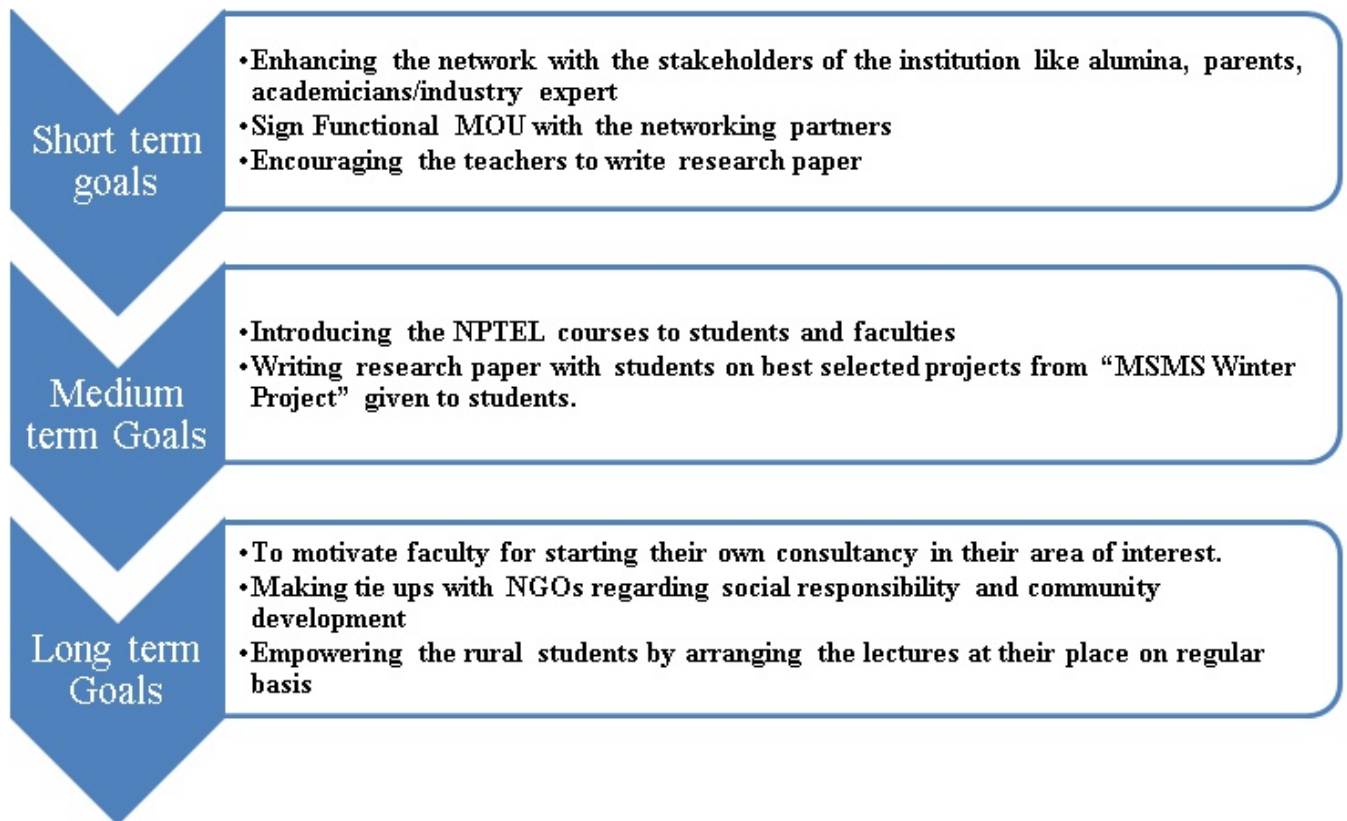
6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Institute implement strategic plans after setting the goals where efficient strategic plan possesses three types of goals, short term, medium term and long term. Short term and medium term goals should be aligned to fulfill the long term goals based on the vision and mission of the institution.

VISION: “Creating an ambience for academic excellence”



Short term Goals

1.Enhancing the network with the stakeholders of the institution like alumina, parents, academicians/industry expert

Organization prepares the strategic plans based on the feedback received from its stakeholders. Network is built through arranging get-together or creating the common portals on the social media like WhatsApp, Facebook or Instagram.

2. Sign Functional MOU with the networking partners

MOUs are signed with the networking partners that give the opportunity to expand the horizon of the institute.

3. Encouraging the faculty members to write research paper

As required by era of industrial revolution, our teachers have adopted working with the new technology having a research aptitude which helped them to write research paper.

Medium term goals

1. Introducing the NPTEL courses to students and faculties

Government has introduced the concept “Education for all” through NPTEL or SWAYAM projects. On such projects students and faculties are motivated to complete courses of their specialization.

2. Writing research paper with students on best selected projects from “MSMS Winter Project” given to students.

MSMS has introduced the “winter project” for students in the year of 2018. Faculties are inspired to write a research paper with students from to selected projects.

Long term Goals

1. To motivate faculty for starting their own consultancy in their area of interest.

Teaching becomes more interesting and holistic when that particular teacher is working in the area of interest. All teachers are motivated to start their consultancy in the area of their interest.

2. Making tie ups with NGOs regarding social responsibility and community development

Institute is committed to social work as well. Being part of social responsibility we are aiming to adopt the village and having tie ups with NGOs to inculcate the habits of working selflessly among the students.

3. Empowering the rural students by arranging the lectures at their place on regular basis

It is observed that many rural students are not getting the proper education due to lack of knowledge and proper guidance. Rural students are also bright enough to get the golden parachutes if they are properly trained. Institute conducts training session for the rural students to make them aware their hidden potentials on the regular basis.

From the above write-up on short, medium & long-term goals the institute has all the deployment documents on achieved goals.

- Feedback analysis of alumni, students, parents, taken
- MOU's with different organizations.

- Research papers of faculties
- Tie ups & activities with NGO
- Empowering the rural students by arranging the lectures in their colleges.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

MSMS follows the “Functional organizational structure” and receives the guidance from the MEF’s board of trustees and Founder Secretary. Director of the institute is responsible for day to day activities of each department. He ensures that every department is completing its task efficiently on the basis of given guidelines.

Every department has a head and he/she is responsible for the performance and task completion of the peers and subordinates. Departments and various committees are formed under the guidance of the Director.

The details of organization structure is as follows

1. Board of Trustees

Sr. No.	Name of trustees	Designation
1.	Prof. Maruti Nivrutti Navale	President
2	Mr. Rajesh Nandkumar Kulakarni	Vice president
3	Prof. Sunanda Maruti Navale	Member
4	Mr. Dhananjay Ravindra Powle	Member
5	Ms. Nilam Dhananjay Powle	Member
6	Ms. Smita Ravindra Powle	Member
7	Dr Shilpa Rajesh Kulkarni	Founder Secretary

1. Director	Prof. Dr Satish Ubale
2. Head IQAC, NAAC Coordinator	Dr Anand Padle
3. Head Admin Department, Registrar	Pujali Jagtap
4. Academic Coordinator	Megha Joshi
5. Head Exam Department	Sachin Bhame
6. Head Account Department	Charuta Ashtekar
7. Head Placement Department	Dr Joe Lopez
8. Head library Department	Shubhangi Thombare
9. Head Research Department	Dr Joe Lopez
10. Head Events and culture Department	Mrudula Risbud
11. Head Social welfare Department	Nilesh Awari
12. Head Auxiliary Bodies	Prof. Dr Satish Ubale

Administrative set up is designed by the Director for smooth functioning of the institution.

Service rules:

As per the norms of AICTE, Savitribai Phule Pune University, and DTE along with Govt. of Maharashtra rules are followed by the Institute. The Institute functions for 8 working hours and all the service rules like EPF, Casual leave, sick leave, maternity leave etc. are granted to the employees.

Recruitment:

Institute follows norms of Savitribai Phule Pune University and AICTE the procedure for faculty selection. The roster is approved from the University and Govt of Maharashtra; then advertisement is published in Newspaper, the committee from University is appointed and the faculty members are selected based on interview conducted by University panel.

Promotional Policy:

Institute follows norms of Savitribai Phule Pune University, AICTE and after reviewing the financial budget with the admission scene the management decides the promotional policies and gives increments in salaries, appreciation certificates and medals as per the performance of the faculty.

Grievance redressal mechanism:

As per AICTE and Savitribai Phule Pune University norms, Institute has formed Grievance redressal committee. The committee monitors and resolves complaints if any. The committee comprises of Director, Faculty members, one parent of student, and one security guard. In case of emergency students may contact members of committee as their names and phone numbers are displayed in the Institution.

File Description	Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above**Response:** A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**Response:**

Various committees are formed as per the guidelines of Savitribai Phule Pune University for better governance of the Institution. The resolutions/ minutes of meeting/ various cells/ bodies are monitored and carefully maintained and implemented. To mention the functionalities, we are briefing one of the details of committee as below-

- Internal Quality Assurance Cell (IQAC) -

For Institution's good reputation it is necessary to stress on quality; so persistent progression of new ideas, departments, and bodies have been formed as per the needs of changing times. It becomes essential also to have various cells for quality improvement of the overall governance of the institution. Matrix School of Management Studies thereby constituted internal quality assurance cell to enhance, and have effective quality procedures. The composition of cell has following heads-

• Chairman
• Teacher representatives
• Management representative
• Local society representative
• Alumni representative
• Student representative
• Industry representative
• Administrative representative
• Co-coordinator

MATRIX INTERNAL QUALITY CELL STRATEGIES**Objectives:**

1. To define quality parameters for academic and non-academic activities.

2. To develop quality process for improving the academic and administrative performance of the institute.
3. To promote institute industry interface by entering into MOU's with various colleges/ industries
4. To start value added courses to enhance the employability skills of the students.
5. To promote decentralized system for smooth and effective conduct of all the activities.

Functions of IQAC:

1. Development of quality parameters for various academic and non-academic activities of the institute.
2. Monitoring and controlling various committees formed under IQAC.
3. Creation of student centric learning process by adopting new teaching learning pedagogies.
4. Collecting and analyzing feedbacks from students.
5. Documentation system for the various activities conducted by the institution.

IQAC's promotion for student centric learning:

Example: The institute encourages faculty members for a transition from teacher centric learning to student centric learning. The students who are weak in English are less confident and feel shy to participate in college activities as they come from rural areas. Therefore, for such students institute uplifts their confidence by adding extra classes of communication, does special coaching, and mentoring, expose them to do maximum presentations thereby removing their stage fright. The faculties sometimes change their teaching pedagogy as per the needs of students and blend traditional and modern teaching techniques.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Institute is committed to provide welfare measures to its staff in regular and effective manner and to improve the quality of work.

Board of management has prepared a HR policy where all the aspects of the welfare are considered as per the policy documents. Following are the highlights of the welfare as per HR policy and as followed during the past year to teaching and non-teaching staff.

1. Provident Fund contribution for each employee (EPF) Institute complied provision of Employees Provident Funds and Miscellaneous Provisions Act, 1952
2. Gratuity Payment Provisions
3. Insurance for each employee Institute provides sufficient amount to recover every employee with insurance
4. Maternity leave is given to female employee
5. All leaves and holidays as per the Savitribai Phule Pune university's norms
6. Financial assistance to faculty to attend seminar or conference (Domestic) or FDPs
7. All the required infrastructural facilities
8. Supply of stationary on requisition
9. Free access to library and computer lab and Wi-Fi
10. Pantry facility

File Description	Document
Any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 13.75

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	5	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	3	2	2	1

File Description	Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 30.47

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	8	4	4	1

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Appraisal is good way of motivation for all types of employees. Appraisals are justifiable only if they are done on the basis of scientific parameters. Matrix believes in the holistic/comprehensive development of every employee. It leaves no stone unturned to motivate hard working and sincere employees for further

development.

Institute is committed to apprise each and every employee after the evaluation of their performances. It has developed its unique mechanism for conducting the performance appraisal of teaching as well as non-teaching staff. The detailed procedure is written as per the HR manual of the institute. It conducts evaluation process by considering the following points.

Sr.No.	Weightage
1	Teaching Style
2	Organizational Behavior
3	Academic Achievement
4	Non Academic Achievement
5	Role Played in the institution
6	Number of papers published
7	New course completed during the year
8	Use of Technology
9	Basic Quality (EQ) <ol style="list-style-type: none"> 1. Patience 2. Leadership quality 3. Communication Skill

Mechanism of Assessment

After every 1 year appraisal form is given to all faculties for filling.

HR department collects all forms & forward it to Director.

The Director of the institution reviews all the forms & gives his comments on each appraisal form for up gradation if necessary.

The forms are passed to the management

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

Every employee is given chance to interact with management in the form of interview.

Management & Director takes final call of appraisal.

Outcome of Appraisal-

- 1.Promotion from Assistant Professor to Associate Professor Post.
- 2.New opportunities & responsibilities at work place.
- 3.Teaching / Non-teaching staff are motivated & guided to perform better.
- 4.Certificates & medals given for good performance in the organization.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Institute conducts financial audit and internal audit to ensure the accuracy and transparency in the books of accounts. They are conducted for the having control checks on the policies implementation and procedures. External auditor is conducted by external Chartered accounting firm on yearly basis. Institute always considers the remarks and suggestions of auditors to enhance accounting accuracy and efficient financial management.

Structure of Audit

Sr. No	Type of Audit	Frequency	Committee/Department
1	Internal Audit	Twice a year	Internal Audit committee
2	External audit	Once a year	Accounts Department

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 1

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Tuition fees and development receipts are the main sources of fund generation for the Institution. These funds are utilized mainly for making payment of salary, repairs and maintenance of infrastructure and students welfare.

The institution has developed its own mechanism to utilize the funds in more effective way. Accountant prepares the financial budget at the beginning of every year as per the standard format prescribed by AICTE.

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

Internal audit committee conducts audit twice in year. All accounts are audited by external auditors and Institute considers the suggestions given by the external auditor.

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

Response:

The Matrix School of Management Studies constituted Internal Quality Assurance Cell (IQAC) on 3rd October 2017 with an objective to enhance quality practices in management education.

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

1. E-Lan & Placement activities

Sr. No.	Measures adopted	Method of Implementation
1.	Certificate course in English language	<ol style="list-style-type: none"> The Institute started Certificate course in English language To inculcate the habit of newspaper reading and to improve pronunciation and presentation skills the Institute has provided free English newspaper Sakal Times to the students. To improve confidence and communication skills of students regular lectures are conducted on spoken and written English. <ol style="list-style-type: none"> 9am – 10am every day from the start of first semester
		<ol style="list-style-type: none"> To make the students more employable the placement cell conducts mock interviews, group discussions and aptitude tests. It's a practice that before sending the students for final placement interviews they are given assignments by the Placement cell which helps them in studying the job profile in detail, collecting the information about the company.

2.	Mock Interviews, Group Discussions and Aptitude tests	<p>company, its products, sale, competitors, branches, g opportunities etc.</p> <p>3. The Placement cell then conducts their mock interview aptitude tests and prepares them well for the final interview.</p>	
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II. Value added courses

Sr. No.	Measures adopted	Method of Implementation	
1.	Personality development	<p>1. In the first semester the students are given additional personality development.</p> <p>2. The objective of the course is to build self-confidence, self-esteem and improve overall personality of the students.</p>	
2.	Gender sensitization	<p>1. The course on gender sensitization is given in the second semester.</p> <p>2. The objective of this course is to make the students aware of the differences irrespective of the gender. They should respect everyone of the same gender while acknowledging the differences.</p>	
3.	Research Methodology	<p>1. The objective of this course is to inculcate research aptitude among students.</p> <p>2. The students are given minor projects which improve their research skills.</p>	

File Description	Document
Any additional information	View Document

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

Response:

The Institute believes that students are more tech savvy and they are more inclined to e- learning. To promote e-learning the classrooms and the entire campus is equipped with Wi-Fi service. The Institute has made following provision for promoting elearning:

1. The Institute has subscribed e-journals, Del net, e-books etc.
2. A separate provision has been made in the Library where the students can get easy access to e-journals and e-books.
3. The Library has a large collection of e-books on various subjects which can be accessed by the students.

4. Some important e-books are mailed to the students which they can refer outside the Institute also.
5. The Institute has also subscription of National Digital Library (NDL) for the faculties and students.

This promotion of e-learning has been successful as it is seen that the faculties are using animations and videos in their classes to make their lectures more informative and interesting. Similarly the students are also using these techniques in their presentations.

Promotion of student centric learning:

On the recommendation of IQAC the Institute encouraged the faculties for a transition from Teacher centric learning to Student-centric learning as it moves students from passive receivers of information to active participants of learning. It was observed that the students who were weak in English communication were not actively participating in the discussion during the lectures. To overcome this problem the Institute started extra classes of spoken English for these students. The faculties changed their teaching pedagogy as per the needs of the students with a blend of traditional and modern teaching methods.

File Description	Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 2.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2. Academic Administrative Audit (AAA) and initiation of follow up action**

3.Participation in NIRF**4.ISO Certification****5.NBA or any other quality audit****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**Response:**

The Institute believes in ‘excellence not by chance’, for attaining excellence there has to be continuous improvements in all the processes of the Institute and accordingly the Institute has made incremental improvements in academic and administrative processes. The following are some of the examples of improvements:

Matrix Archway Test: The test is conducted during the Induction program of the new students. It comprises of question on general English, general awareness, logical reasoning and aptitude. This test is designed by the Institute to differentiate between advance learners and slow learners. On the basis of score of the students different teaching techniques and tools are used by the faculties for advance learners and slow learners.

BASE Program: The BASE (Basic Abilities & Skills Enhancement) Program is started by the Institute to improve and develop the basic skills and abilities of the students and make them employable. Under this program regular lectures are arranged every day from 9am – 10am on Personality development, Interview techniques, Group discussions, Aptitude tests, Newspaper presentations, Storytelling, Book review etc.

Mentor Mentee Scheme: The Institute has implemented the Mentor Mentee scheme effectively since 2016-17. Regular meetings are held between mentors and mentees where the mentor shares the progress of his mentees with them. The mentor advises the mentees on what to study and how to study to score good

marks. He shares the progress of mentees in academics and other activities with the Director.

Parent Teacher Meet: The meeting is organised annually by the Institute, where presentation is made by the Director about the overall progress of the Institute and the students. Later on the mentor meet the parent of their mentees and update them about their performance in academics and other activities.

Constitution of Innovation and Startup Cell: To promote and develop the entrepreneurial skills of the students the Institute has constituted Innovation and Startup Cell. This cell is headed by the Director of the Institute. Experts are invited to make the students aware about the legal requirements and other rules and regulations for starting a new business or enterprise.

E-lan Course: The academic audit done by the IQAC cell emphasised on the improvement of English language of the students. On that basis the Institute has designed and started a course named E-lan certificate course with a focus on verbal and non-verbal English communication.

Concurrent Evaluation: On the recommendations of IQAC cell the structure of concurrent evaluation was changed. Case studies, presentations and application oriented assignments are included in the concurrent evaluations.

IQAC Cell: The academic monitoring committee is replaced by IQAC cell. The cell focuses on continuous improvements in the academic and administrative processes of the Institute.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 16

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	5	2	0

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

To create awareness of equality in students & staff, institute provide equal opportunity to male & female staff and students for all the activities & processes which include administrative, teaching, co-curricular, extracurricular, sports, higher studies, appointments, committees, placements etc. Institute has formed various grievance cells to resolve the issues of students and staff. Special talk by experts arranged for girl students and female faculty members. Apart from grievance cell, suggestion boxes are installed in each department where students and staff can provide their anonymous suggestions / problems related to various issues.

1. Safety and Security :

Institute has an enormous responsibility to strengthen the safety. Institute has video surveillance system to keep watch over the diverse assortment of facilities. We have installed CCTVs on all the floors including outside Director Cabin, Library, Exam Section, Corridors, and Seminar Halls. A system of properly installed security cameras ensure the safety of students, faculty, and facilities in the institute. The use of CCTVs in the institution helps to keep the students in check and under control. The campus provides the

facility of security guards to deal with the all-hazards related to safety and security.

2. Counselling:

The institute has formed an **Anti-ragging committee** chaired by senior faculty of the institute & comprising of faculty representatives and student representatives so as to avoid an undue incidences of ragging either in college or in hostel. If any of the stakeholders are affected by tragic incident, the faculty members and the students of the institute voluntarily come forward to help the concerned. Institute has appointed good counsellor who will able to solve the student related problems and continuously interacting with them. **Mentors-Mentees Groups regularly** counsel regarding attendance, behaviour, performance of the students in the exam as well as student problems.

Institute has appointed counsellor Mrs Manasi S. Bhagwat from Swayam Counselling Centre. Through this counselling centre they lead for psychological counselling through various tests. Because of counselling students overcome their weaknesses.

3. Common Room:

A space for students to hold meetings, study, or simply relax. The common room is a warm and welcoming place, a perfect blend of fun and function. It is sometimes appropriate for events hosted by student groups, particularly formal events that involve faculty or groups such as support groups that require an atmosphere of privacy. Recreational facilities are available in the common room. The institute has **separate common rooms** – one for the girls and the other for the boys. Both Girls' and Boys' common rooms are spacious and airy. Magazines and newspapers are also arranged in the common room for recreation of students.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 23.84

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 12000

7.1.3.2 Total annual power requirement (in KWH)

Response: 50338

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 25.68

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 4080

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 15888

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid Waste Management:

Institute has different methods of disposal and management of each type of waste. Waste management is management of waste that is created by Institute, e.g. paper in classrooms and offices, soiled tissue and disposable cups in the canteen and peelings in the kitchen of canteen. Dry waste and wet is waste collected separately and deposited into garbage van for further recycling procedure managed by Municipal Corporation. Students make the poster exhibition with recycled Papers. Photo copying machine fitted with duplex printing of paper. Anti-plastic drive is conducted in the Institute campus.

E-waste Management

Used electronics which are destined for reuse, resale, salvage, recycling, or disposal are also considered ewaste. Separate bin at designated places act as collection points. Arrangement with local e-waste recyclers

for pickup and further processing. The hazardous E-waste materials like Cables, Cd's, Lan cables, SMPS, Monitor stand, RAM, mother board are kept with us in storage room. This are then collectively disposed with with e-waste recycling agency.

Liquid Waste Management

Used water in washroom directly impact our health and have far reaching consequences when

ignored. Used water directly connected to septic tank, which is connected to main drainage line. Sweeper comes regular basis for cleaning to washrooms and toilets. Drainage system directly connected to municipal corporation drainage pipeline.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain water harvesting is the process of collecting, conveying and storing water from rainfall in an area. As the water crisis continues to become severe, there is an immense need of reform in water management system and revival of traditional systems. The Institute is having rain water harvesting system within the campus. Taking into consideration importance of water for living elements, Institute has taken following steps in rain water conservation and harvesting: The Institute is having large built up area to harvest the rainwater. By implementing rainwater harvesting there is rise in the water level in the bore well which exists in the campus. The Institute also educates the students regarding rain water harvesting and other activities through different programmes like Vasundhara Day, Ozone Day, and Save Water etc.

On Institute building have a good pipeline system to collect rain water flow from building terrace to ground, that will helpful to increase water lever of bore well. Institute use bore well water to gardening, for cleaning activity and for drinking also by filtering process.

Take care of water requirement and maintain level of bore well with help of harvesting activity.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

- **Bicycles:**

A bicycle is the most economical way of transportation. It helps to improve the health of the community. It is pollution free. Institute Director and some senior professor are using bicycles those having residence near to institute. Bicycles lead to good exercise that will helpful for health.

- **Public Transport:**

The members and students use public transport for their convenience. The Institution instructs the students on transportation etiquette like to remain polite, to follow traffic rules, offer their seats to the elderly, pregnant women etc. MBA student using public transport facility by using Bus Concession pass etc.

- **Plastic Free Campus:**

Institute has been taken to make campus plastic free by discouraging use of plastic bags to minimize environmental damage and risks associated with it.

- **Paperless office :**

Use of one side blank papers and maximum maintaining e-records and its reduces carbon footprint.

- **Green Landscaping with trees and plants:**

Maintenance of garden is done by gardener to keep the campus clean and pollution free. Events like tree plantation and rally are organized regularly.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.16

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.22	0.96	0.85	0.60	0.18

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 5

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	0	1	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 5

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Report of the event	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory

bodies / regulatory authorities for different professions**Response:** Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**Response:** 20

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
06	05	03	03	03

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**Response:**

India is a land of multi-ethnicity where people of different languages and cultures live together with peace and harmony. India is worldwide known for its cultural diversity and colorful festivals. Apart from these festivals, we also have national festivals such as Gandhi Jayanti, the Independence Day and the Republic Day. The Institute celebrates following national festival and birth/death anniversaries of the great Indian Personalities:

Independence Day is celebrated to mark the independence of India. India became independent on August 15, 1947. Since then, August 15 is celebrated as the Independence Day. On this day, various formal events including flag-hoisting, in campus are organized to commemorate the day of freedom.

Republic Day is amongst the three national festivals of India. This auspicious day is celebrated on January 26 to commemorate the adoption of constitution. As per the records, the constitution of India came into force on January 26, 1950 by replacing the Government of India Act (1935) as the governing document of India. Like the Independence Day, flag hoisting ceremony and cultural programmes are organized in the Campus.

Mahatma Gandhi Jayanti: - Every year, October 2nd is celebrated Mahatma Gandhi Jayanti to commemorate the birth anniversary of the Father of the Nation. On auspicious occasion of Mahatma Gandhi Jayanti on October 2nd Institute carried out cleanliness drive in and around institute. Commemorate the birth anniversary of the Father of the Nation, Mahatma

Gandhi. Every year, this auspicious day is celebrated on October 2 with great zeal and enthusiasm. In Institute, we offer prayers and tributes to Gandhi Ji on this day.

5th September is celebrated as teacher's day on auspicious occasion of Dr. Sarvpalli RadhaKrishnan Birth Anniversary. On this day students arrange various programs, to tribute to Dr. Sarvpalli RadhaKrishnan and pay respect to their teacher.

Birth anniversary of Sardar Vallabhbhai Patel –

Iron Man of India's freedom struggle, Sardar Vallabhbhai Patel, lent his steely strength to India's consolidation after Independence, in full measure. A new nation was born. The challenge of protecting its unity was evident. With amazing skill, the Sardar accomplished the task, and became Architect of the Unified India. On 31st October, therefore, the nation celebrates his birth anniversary as **Rashtriya Ekta Diwas**, rejoicing over his precious legacy.

Surpassing the celebrations in recent years, the Rashtriya Ekta Diwas this year is going to be a much bigger affair. The day will be marked by taking of pledges to uphold the nation's unity, mass mobilization, paramilitary march past, Run for Unity, poster and quiz competitions and exhibitions to highlight the Sardar's role at the critical juncture in India's history.

Makar Sankranti is kite-flying day.

Makar Sankranti is kite-flying day. Traditionally celebrated on January 14 every year. This immensely popular kite flying festival is held all over India. The festival lures expert kite-makers and fliers not only from major cities of India but also from around the world. A plethora of designer kites are also put on display.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Financial functions-

In every financial year internal audit is conducted after six month by founder secretary. Bank reconciling statements are periodically reviewed by the Accounts Officer and the Founder Secretary.

External audit is carried out once in a financial year.by Chartered Accountant, and Observations pointed out by the External Auditor are resolved to the satisfaction of the Auditors. If any implementation is required then external auditor inform the founder Secretary. After the Audit final Balance sheet prepared and submitted to Income tax department as well as in charitable trust office.

Academic and administrative functions-

Admission is a centralized process which is strictly on the basis of merit in accordance to the CET Cell &DTE policies. Results of internal examinations are regularly display on the institute's notice board and corrected answer scripts are shown to students for any clarification. Important notices regarding college are regularly displayed in the college website to ensure complete transparency in all its functioning. For better transparency in all aspects Institute has established the mentor-mentees program. Our Institute is governed by Savitribai Phule Pune University, so the institute abides by the terms of the university.

Auxiliary functions-

The Institute believes in maintaining complete transparency in its auxiliary functions. Governing body (GB) and Local management committee (LMC) consists of members from the management, teaching staff and non-teaching staff who plans, deploys, controls and assesses different auxiliary functions. The participative decisions taken by the committee/body are communicated to all stake holders. The Institute constitutes various functional committees as mandated by the regulatory authority and director is head of all committees.

7.2 Best Practices**7.2.1 Describe at least two institutional best practices (as per NAAC Format)****Response:****Institutional Best Practice**

Title : 1. Mentor-Mentee Cell: Developing professional capabilities through academic milestones.

Objectives

- The main aim of the mentoring program is to inculcate the best attributes of a true "Matrician", there by developing holistic personality to face the life challenges.

- To help student identify a career path through a program designed to link students with an advocate from the similar profession, who will provide honest insights as students explore and evaluate their potential, educational and career options.
- To expose the students to the experienced industry professionals, alumni and faculty at 'MATRIX' on a one-to-one basis to understand the art of making ethical and informed decisions in their professional life.
- To improve problem solving, communication, leadership, research and entrepreneurship skills of mentee.

The Context :

Ever changing market places at dynamic speed, the customer expectations, aspiration for work-life balance is changing its colours at amazing rate. The present and future impact of these driving forces severely influences today's management youth. As they are going to be future managers and entrepreneurs they are expected to think, plan and act in most creative ways to match the tough competition in the corporate world. Understanding these challenges Matrix started Mentor-Mentee Cell where interaction among mentor and mentee brought out positive dynamics. Thereafter the mentoring system became one of the important and strong pillar of 'MATRIX'. Each mentee was supposed to inculcate best attributes of an 'Matrician'. The most important components of a successful mentoring relationship are a firm commitment, willingness to invest time and energy by both the mentor and mentee, and clarity about expectations.

The role of a mentor is to take few students under his/her wings and be in touch with his mentees on academics/cultural/personal/developmental fronts. This creates a strong bond in teacher student relationship thereby enabling a feeling of care, motivation and confidence building in a student.

The Practice

Mentoring relationships like partnerships started developing over time. Both mentors and mentees worked to make a fruitful and long lasting mentoring relationship with mutual respect for each other. Mentoring is significant aspect of a student's life and helps them to understand the spirit of life. Mentor-Mentee System is an invaluable program of MATRIX where each student of the Institute is nurtured holistically. It becomes the students endeavor to understand the intricacies of the Life both professionally and personally on these grooming platforms provided by the Institute. From placement point of view all the students are guided not only by the respective mentors to choose their specializations but also by industry experts giving them practical insights of the latest opportunities and challenges in the corporate field.

The interaction between mentor-mentee counseling has created positive attitude among students to look at life which is a remarkable achievement to boast about. The way of understanding problems and situations and taking quick decisions have helped them to groom their personality in a better way. The mentor-mentee cell shows records of students where their academics have been improved with continuous counselling. The progress of the mentees is mapped from first semester to final semester and results are brought to the notice of mentees and their parents by the mentors. The emotional and moral support of mentors have helped some students to come out from their introvert, shy zone and as a result these students have participated in intercollegiate competitions and have won trophies.

Evidence of Success (Outcome – Mentor –Mentee relationship)

The students have enhanced their skill sets and capability. There is an increase in the skill sets and esteem level of the students. Students get an exposure to an professional environment. Students share their career aspirations with their Mentors.

Mentors have an personal satisfaction while guiding their mentees. Mentors get immediate feedback about their mentees personally and this helps them to evaluate & guide their mentees properly. There is a healthy experience sharing both among the Mentors and Mentees.

Problems encountered and Resources Required:

As parents are away from their home normally children are neglected and they often tend to fall a prey to bad vices. Inferiority complex was a major issue as most of the vernacular students felt very shy while taking in English to their Mentors. This problem was tackled by Faculty mentors by counselling them in their local language. English Language sessions were conducted by in-house as well as expert professionals to instil confidence in students and help them to face the business world.

Matrix has recognized their problems and so with extra counselling and adding more motivational classes for students it has helped them to build their confidence and in turn helped them to express their feelings thereby performing in a better way.

But still there are few students who are not attending counselling session and Institute doesn't force them as they are mature adults.

Title: 2. Matrix Gelignites:

'MATRIX GELIGNITES' student centric and student driven program displaying their presentation skills, managerial skills and entrepreneurial skill sets through projects.

2. Objectives of the Practice:

- To recognize excellent projects done by students from various management institutes by calling them under one roof of Matrix to share their practical experience from industry.
- To encourage management students to conduct innovative, high summer internship projects.
- To create an interactive environment between management students and company experts from placement point of view.
- To understand the feedback and insights given to students to prepare them better to face the future challenges of the industrial and corporate world.

3. The Context:

- It has become the trend of training the students, assigning them with various management tasks right from summer internship days, as the companies are looking for better fit when it comes for final placements.
- Understanding the complexity of the business domain, it has become essential for today's management youth to withstand the cutthroat competition in healthy way.
- In order to groom the students for better performance in these 2 months project Matrix School of

Management Studies actually came up with 'Matrix Gelignites' an innovative and creative medium for students to display their talents and present their Summer Internship Projects (SIP) where they have got hands on experience in the companies.

- Matrix through this activity fosters the leadership qualities thereby enabling exchange of ideas and gaining awareness of latest trends in the market.

4. The Practice:

This activity of 'Matrix Gelignites' is completely carried out by 2nd year management students with the help of assigned faculty members. The students invite various colleges for presenting their SIP reports. First year students watch and participate in helping their seniors, as they have to carry out this inter collegiate activity next year. There are two rounds in this event where first round comprises of display of their projects in chart form or a model form with time slot of 15 mins. The institute invites corporate and academic experts to judge the whole event. The short listed candidates have to do their final presentation in front of judges in 15 mins. The entire event is charged with healthy competitive spirit with trophies and certificates given to winners. The participation of students, faculty members, industry experts, academicians under one roof of Matrix energize the entire environment with positive vibrations, knowledge sharing, team building atmosphere.

5. Evidence of Success:

Students look forward to host 'Matrix Gelignites' as it has benchmarked Matrix in the educational field. It is a fusion that intellects with Vigor, Vitality, and Vibrancy. Matrix students through this have depicted leadership skills; their entrepreneurial spirits have been kindled. Few students had stage fright, which they overcame it by presenting their projects confidently in front of corporates judges and students from different colleges.

This entire event has helped students to build confidence thereby breaking their introvert behavior demonstrating their positive attitude. By watching, various project presentation of other students they can judge their levels and can mentally prepare themselves to perform better in future.

The insights given by academicians and corporate personalities on latest techniques and trends in the industry have benefited the student community. Inputs of improvement given on their personal projects have broadened their horizon of thinking. The students have developed team spirit attitude and knows how to face the stiff competition in healthy way. With different themes of decoration, their innovative and creative skills have been checked and appreciated.

6. Problem encountered and resources required:

Sometimes students find it difficult to get entries from colleges as their students are preoccupied with other activities of their college.

As the students are packed with lectures, it becomes a herculean task to reach out to other colleges in working hours. However, the college grants the core committee students to carry on this activity by giving them some free time during college hours to carry on this activity successfully. The missed sessions of the students are taken later during the course of time. Resources for conducting this activity are sufficient.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Creation of 'EDU PACK'.

Institute is not known for merely enrolling students in the college but is more recognized for creating satisfaction amongst students. Matrix School of Management Studies firmly believes in deep- rooted, well-grounded, holistic, in-depth development of management youth. Through its 'Vision' and 'Mission' statements, it carries a clear message of giving academic excellence and exhibits it through plethora of its functioning. The institution continuously thrives for excellence in their discipline.

Matrix is running MBA curriculum, which is a postgraduate program so the institute has found it necessary to bridge the gap between rural and urban youths as a result creation of 'EDU PACK' was developed under institute social responsibility. Constant efforts are taken every year by the college to spread social responsibility and to take onus of the actions acting as catalyst of change. As it is very well said "Nine tenths of education is encouragement." Management takes keen interest in spreading awareness of higher education in rural areas in order to remove the backwardness in their academic and living style by broadening their horizon of thinking.

The area of distinctiveness built over past years is the creation of 'EDU PACK'.

The objectives of EDUPACK are as follows:

- To spread knowledge of management education and its career in rural areas.
- To conduct sessions on communication, skill development workshops
- To undertake activities to improve socio-economic conditions of the society.
- To create awareness of the opportunities and challenges in urban areas.
- To make them conscious of their potentials and motivate them for higher education for better job

opportunities

- To empower students from weaker financial backgrounds to climb higher ladders of education as they stop their career at graduate levels.
- Encouraging girls from rural areas to aspire for their dreams and educate them by equipping with higher degrees and salaries, having a better lifestyle and supporting their parents and not falling into marriage rituals at the early age.
- To imbibe confidence and positive attitude in rural youth as they speak in vernacular medium and are not good in speaking English.

Strategy of implementation of ‘EDU PACK’

Under social responsibility, the institute takes responsibility of forming a team of faculty members tapping various colleges in rural areas.

The faculty members of Matrix along with the college staff coordinates with the principal of various colleges for the sessions, which are essential for their students to be conducted in their colleges. The workshops covered are on various topics like “Careers in Management”, “Skill Development”, Communication skills, ”Interview techniques for better job”, “Quiz competition”, “Gender Sensitization”“Personality development” likewise.

With these activities through EDU PACK the rural youth gets aware with the latest happenings in the outside world and gets better equipped to pull on his/her socks for future career journey.

Symbiotic Alliance:

Matrix School of Management Studies forms a symbiotic alliance with different colleges located in rural areas thereby inviting their students, faculty members to attend seminars and other activities conducted here. As a result, good bonding has been formed with various institutions. Sharing of knowledge happens in the major way and the cognizance of societal benefit happens.

- Feedback from the colleges after conducting such activity by Matrix is overwhelming as the management calls us every year to conduct such value added sessions with them. Many youths when they come to Pune they meet us and narrates their career journey which they have perused after getting motivated with our sessions. Some of them have taken plunge in management education; some of them have done their Master of Commerce (M.COM). Likewise, the impact of EDU PACK, which gives them an overview of their potentials and strengths, has indeed changed their lives. Many parents do visit our institution to give their sincere thanks for motivating their children for higher education as their standard of living has become better with their son/ daughter’s job support.

We at Matrix School of Management Studies sincerely believe in upliftment of the lower strata’s of the society by giving them quality education as” The world exists for Education for every man”.

File Description	Document
Any additional information	View Document

NAAC

5. CONCLUSION

Additional Information :

The Institute sincerely adheres to core values while achieving its objectives of quality education, creating management professionals, inculcate human values and to develop sense of responsibility among the young managers.

Concluding Remarks :

Matrix School of Management Studies (MSMS) is a self-financed budding Institution started under Matrix Educational Foundation in the year 2010. The motto of the Institute to provide management education with the prime focus to cater the dynamic and emerging changes in business eco system, develop learning environment to harness individual strengths, inculcate right values and morals, and also develop value based leadership among youth.

MSMS believes in giving importance to rural area students by improving their academic excellence and industry connection helping them become generous human beings. The corporate interactions including corporate supported projects undertaken by our students under faculty supervision is considered unique, in the sense that it provides a close hands on experience to our students as a part of our curriculum.

The Institute has a state of art infrastructure comprising of rich library with reference books, journals, e-journals and open access to unlimited knowledge bank. The classrooms are equipped with latest technology driven smart board, lecture capturing system and sophisticated furniture.

Our Institutional leadership is aimed to achieve academic excellence through governance and effective management. Management focuses on the efforts to harmonise the organisation's objectives, capabilities and resources matching with market needs and opportunities.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>24</td> <td>24</td> <td>21</td> <td>12</td> <td>3</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>24</td> <td>24</td> <td>21</td> <td>12</td> <td>3</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	24	24	21	12	3	2017-18	2016-17	2015-16	2014-15	2013-14	24	24	21	12	3
2017-18	2016-17	2015-16	2014-15	2013-14																	
24	24	21	12	3																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
24	24	21	12	3																	
2.3.2	<p>Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p> <p>2.3.2.1. Number of teachers using ICT</p> <p>Answer before DVV Verification : 16</p> <p>Answer after DVV Verification: 14</p> <p>Remark : DVV has made the changes as per provided list of full time teachers in 3.1 (extended level).</p>																				
2.4.4	<p>Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years</p> <p>2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	1	2	1	0	0	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	2	1	0	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	0	0																	
3.3.4	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p>																				

3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4	7	6	8	17

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	2	0	0

Remark : DVV has made the changes as per pro-rata basis of provided research paper provided by HEI. DVV has not considered those journals which are not in a UGC list.

3.4.3 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 last five years

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., year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
03	05	01	01	01

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
03	01	01	0	0

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
65	42	35	70	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14

127	42	35	70	0
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Remark : DVV made the changes as per number of students enrolled in 2.1 (extended level) in 2017-18.

4.2.6 Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year

Answer before DVV Verification : 40

Answer after DVV Verification: 10

Remark : DVV made the changes as per average number of teachers and students using library 4/7/2017, 10/8/2017, 16/9/2017, 12/1/2018 and 10/2/2018 in logbook.

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Answer before DVV Verification : 20-35 MBPS

Answer After DVV Verification: 5-20 MBPS

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
12.08	17.75	23.16	16.73	16.85

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
12.07	17.75	23.16	16.73	16.85

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

5.1.4.1. Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
116	97	80	70	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14

127	109	66	66	0
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Remark : DVV made the changes as per number of students benefited by guidance for competitive examinations and career counselling provided by HEI for the year 2014-15, 2015-16, 2016-17 and 2017-18.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
7	10	8	5	4

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	4	2	3

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

Answer before DVV Verification : C. Any 2 of the above

Answer After DVV Verification: D. Any 1 of the above

Remark : DVV made the changes as per report of Academic Administrative Audit provided by HEI.

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6	5	5	2	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	5	2	0

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	2	2	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	0	1	0

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4	1	1	1	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
09	06	03	04	03

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
06	05	03	03	03

2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> <td>2013-14</td> </tr> <tr> <td>39</td> <td>39</td> <td>39</td> <td>58</td> <td>58</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> <td>2013-14</td> </tr> <tr> <td>37</td> <td>37</td> <td>37</td> <td>53</td> <td>53</td> </tr> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	39	39	39	58	58	2017-18	2016-17	2015-16	2014-15	2013-14	37	37	37	53	53
2017-18	2016-17	2015-16	2014-15	2013-14																	
39	39	39	58	58																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
37	37	37	53	53																	
2.1	<p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> <td>2013-14</td> </tr> <tr> <td>16</td> <td>16</td> <td>20</td> <td>24</td> <td>24</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> <td>2013-14</td> </tr> <tr> <td>14</td> <td>13</td> <td>20</td> <td>24</td> <td>24</td> </tr> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	16	16	20	24	24	2017-18	2016-17	2015-16	2014-15	2013-14	14	13	20	24	24
2017-18	2016-17	2015-16	2014-15	2013-14																	
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