



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**NIT GRADUATE SCHOOL OF MANAGEMENT**

SURVEY NO. 13/2, NEAR FETRI, MAHURZARI, KATOL ROAD, NAGPUR.  
441501

[www.nitmba.edu.in](http://www.nitmba.edu.in)

**SSR SUBMITTED DATE: 30-03-2019**

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**March 2019**

# 1. EXECUTIVE SUMMARY

---

## 1.1 INTRODUCTION

NIT Group of Institutions is situated in lush green campus with three flagship institutes namely NIT Graduate School of Management, NIT Engineering, NIT Polytechnic.

NIT Graduate School of Management was established in the year 2009. The NIT Graduate school is approved by AICTE and affiliated to Rashtrasant Tukdhoji Maharaj Nagpur University. The NIT Graduate school is self finance institution. NIT Graduate School of Management is an institute exclusively for management education.

The campus of institution has environment conducive for academic pursuits like classroom teaching & research. It has spacious building with ample scope for future development and expansion. The Institute has close links with industries especially around Nagpur.

NITGSM with its dedicated work force, committed and efficient teachers, who sharpen the skills of their students, ignite their minds and equip them to take charge of their future.

The institution provides various platforms and facilities for the overall development and growth of the students. The institution have platform for Skill Growth and Personality Development, Entrepreneurship Development Cell to motivate students towards self-employment, Career Development Cell, Women cell, a Central Sports facility. There is independent library situated in the campus with journals, e journals and Magazines. The institution have a playground centrally located and have sports room for indoor games.

The institution is consciously serious in certifying its quality and standard by application for accreditation to NAAC. So the Institution is committed in transforming the students as made managers and business leaders for future dream of India that is 'Make in India'.

### **Vision**

“We believe in imparting quality Management Education which is in line with the latest global requirements & developments of all round abilities of the students.”

### **Mission**

“To be recognized amongst the leading Management Institutions imparting quality education; to produce world class professional who possess knowledge, skills, attitude and necessary values that help them to take challenges at the Global Level.”

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- The NIT Graduate School has excellent reputation in Central India.
- Quality infrastructure away from hassle of the city
- Renowned Guest and visiting faculties from Industry make regular contribution.
- Highly experience and doctorate full time faculties
- Dedicated training and placement cell
- Regular industrial & institutional visits
- Conducting of remedial & skill enhancement programmes
- Result oriented curricular activities & value added courses
- Student focused approach.
- Transparent Admission Procedure.
- Programmes that imbibe Sense of Social Responsibility and Environmental Consciousness and awareness.
- Focus on Research activities of Teachers and motivation of students to take up short term research projects.

### Institutional Weakness

- The institute has no role, no choice and no control in the admission of the students.
- The majority portion of the students admitted are having non-english background hence they are weak in English communication.
- In spite of serious endeavours from the faculties and corporate trainers to enhance the skill mix and the employability the institute suffers in placing the students.
- The institute have not taken any consultancy project.
- Dependence of University for updation and reforms in curriculum.
- Student attendance in class is a growing concern.

### Institutional Opportunity

- Providing access to E Learning through E journals in the library.
- Training students with skills for competitive exams.
- Developing employability skills
- Starting new vocational training courses to create more employable youth.
- Online World Wide Opportunities to link various courses.
- Starting skill based courses to bridge industry and institution gaps..
- Establishing Research Platform for students.

### Institutional Challenge

- As the number of management institutes and growing career options for the students with the dynamics of market, it is a challenge in high voltage competition to get the required number of good quality students.

- To work effectively is a challenge in complex multi – regulatory systems.
- To satisfy and work in a high expectations of job careers and high packages of students and parents.
- It is a challenge to persuade the faculties to involve in research and in producing research output as well as adopting the research culture.
- It is a challenge of transforming the students as innovative business leaders in an emerging scenario of preference of students for jobs.
- It is a conventional general trend of behaviour for jobs, so it is a challenge to transform them into innovative business leaders. In a changing technology and skill sets it is challenge to adopt to market dynamics driven by the digital revolution.
- Maximizing ICT enabled pedagogy
- Slow and ineffective methodology of university in curriculum updation.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

- The institution is affiliated to Rashtra Sant Tukdhoji Maharaj, Nagpur University. Therefore the curriculum is designed by experts in academics and industry. It is mandatory responsibility of the Institution for effective delivery and coverage within given academic time frame. For academic delivery of the curriculum, the institution has a adequate, highly qualified, experienced, competent and approved faculty.
- The Institution designs its academic calendar, time table by keeping in mind university curriculum, co-curricular and extra-curricular activities. The Director allocates the subjects to the faculty by taking into consideration the expertise and experience of teachers. Every faculty prepares the session plans and follows classical conditioning of learning by using PPTs, Case studies, Presentations and assignments. Institution also organizes conferences, workshops and industrial visits for real life learning.
- The Vision and Mission of the Institution is reflected in the day-to-day activities and administration of the college which aims to promote holistic development of the students. Skill development programmes like NEACH, NISE and ED Cell programmes supplement the curricular teaching to make students employable. The employment and Career Guidance cell of the college actively organizes training and campus drives. Special awards are instituted by the Management and Teachers of the college to recognize the academic excellence of students. Student research projects are conducted in collaboration with research Institutes and PG Departments of the University.
- Many Teachers of the College are on the valuation and moderation committee of the RTM Nagpur University.
- Crosscutting issues like Gender Sensitization, Climate Change, Human Rights, ICT and Environment Protection are integrated into curriculum delivery through different activities like celebration of important days related to environment and gender sensitization to inculcate inclusiveness amongst the students.
- Value based education is imparted through the activities Social Outreach Cell, CSR Cell and is duly supplemented by organizing value education lectures delivered by speakers from spiritual communities.

### Teaching-learning and Evaluation

- The institute admits students as per the guidelines of DTE Govt of Maharashtra. We adopt the methods where students are at the Focal Point. After the completion of admission formalities are over, students

are assigned mentors. The mentor-mentee relationship provides an opportunity for the student to seek guidance from the Mentor. In case of students lagging behind remedial classes are provided.

- The evaluation of all the students is made on various parameters, as mentioned by the RTM Nagpur University such as Group/ Individual Assignments, Case Study Method, Quizzes, News Paper reading etc. We conduct formal written test of all the courses offered.
- Transparency is maintained in the evaluation process, all the students are provided an opportunity to verify the results displayed on the notice board. Institute has contributory faculty having rich experience in industry/ Corporate. The faculty members are involved in setting and assignment of the internal (CIE) question papers.
- Institute has adequate teaching faculty as mandated by AICTE as well as DTE and RTM Nagpur University. All the faculties extensively make use of ICT for the delivery of the contents.
- The Program Outcome(PO's) Program Specific Outcomes (PSO's) and individual Course Outcomes are notified to students at the onset of the academic Session as well as the same are displayed on the web site of the institute.

### **Research, Innovations and Extension**

- The Institute has a infrastructure that supports research like good library facility, well equipped computer laboratory. The Institute has 7 Ph.D scholars and the rest of faculties are pursuing their Ph.D. The Institute encourages its faculty to write and present papers in national and international conferences.
- Being a research Institute workshops on research methodology was is arranged in the year 2016 in association PG Department of MBA, RTM Nagpur University Nagpur periodically with eminent speakers who highlight on different topics pertaining to research and statistics.
- These activities lead to the creation of students' awareness on social problems, to improve communication skills, teamwork and to help grow students as socially responsible human beings. The Institute has good collaboration with industries, academic institutes and professional bodies.
- The students are encouraged to do research by presenting papers and taking part in University sponsored event called AVISHKAR, which encourages students to think in a wide spectrum in the area of research. Faculties are provided with laptops and desktop with WiFi facilities.

### **Infrastructure and Learning Resources**

- The policy of institute is to provide infrastructure and supporting facilities as per AICTE norms for quality teaching learning and research.
- The institute has a campus area of 2.10 acres (earmark)
- There are 04 Classrooms,01 tutorial rooms, 01 Computer labs, 01Seminar Halls and 01 digital library.
- The class rooms/ seminar halls have LCD projector facilities.
- The complete campus is on Wi-Fi.
- It has well stocked library.
- There is transport facility available for the staff as well as the students that cover almost all the areas of the city.
- The institute also has a Central playground, cafeteria and health care Centre.
- A serene green campus sets an ambience for peaceful learning. The buildings are kept clean by housekeeping staff members

## Student Support and Progression

In NIT Graduate School of Management Research for holistic development of management students as future manager provides academic and professional development through multi support systems which facilitate for his/her dream carrier.

**NITGSM** is highly focused, care and concern about the overall development of students which is reflected by the list of following support systems provided, namely under the following heads

**Financial support** – Scholarship of Government (students receive financial assistance from the government), Monetary Award, Fees- instalment facility, Concessional fees.

**Academic level support** – IT Facilities, Research cell, ED cell, Extracurricular activity like- Cultural & sports activity, Management Game, Business Quiz, Remedial Coaching, etc.

**Professional level Support** - Placement, Guest Lectures, Workshops, Seminars, Conferences, Industrial Visits, Mentorship, Career Counseling, Personal Counseling Corporate Exposure Seminars, personality development program etc.

### Set of best practices

- Empowerment of students through participation of students in key administrative bodies.
- Alumni Guest talks- focus on employability and employment
- Guest talks for understanding global practices & cross-culture issues
- Availability of grievance handling system
- Participation of students in clubs, co-curricular and extra-curricular activities

## Governance, Leadership and Management

- The college provides high quality and affordable education in keeping with the Vision and Mission of the College to create citizens of character, strength and confidence.
- The focus of the college is on the all-round grooming, individual attention, personality enhancement and holistic development of the students belonging to the poor and underprivileged classes of the community.
- The college has a Five Point framework for Quality Assurance which is in line with the NAAC policy of National Development, Fostering Global Competencies, Inculcating Value systems, Promoting the use of technology and Moving ahead in its quest for excellence.
- The college has a decentralised system of administration where all the components and stake holders play key roles in the administration of the college with the unstinted support of the management with complete autonomy
- The IQAC consists of internal members and external members as well as students and alumni to make its functioning more effective and all inclusive.
- The Principal monitors the day-to-day functioning of the college and the various committees formed for different functions report to the Principal for necessary actions and decisions.
- Every effort is made by the college to encourage the professional development of its teaching and nonteaching staff by conducting workshops.
- The College administration maintains a democratic and congenial work atmosphere due to which staff

retention is high.

### **Institutional Values and Best Practices**

The institute core values are Dedication to excellence, Collaborative Learning, Credibility & Honesty and Social Responsibility & Ethics. They are reflected in the policies/ functioning/ programs/ events conducted by the institute.

- To promote gender equity programs like human rights, constitution of India, awareness program about sexual harassment of women at workplace and women's day. Security guards are available 24X7 on the campus. Cameras are installed for safety and security of all the stakeholders.
- Anti-ragging undertaking is taken from all the students. Anti-ragging Poster is displayed near the entrance.
- Republic & Independence Day celebrated every year. Program on Birth/ death anniversary of great leaders are organized in association with NIT Engineering
- The institute has green landscape with trees throughout the campus. Waste are properly managed at different levels.
- The institute has conducted blood donation camp. Various activities are conducted for the promotion of universal values in association with KOSHISH FOUNDATION.
- The institute maintains financial, academic and administrative transparency. The institute is functioning as per the professional code prescribed by statutory bodies/ regulatory authorities from time to time. Code of Conduct, Administrative Manual, Prospectus and Handbook is available.
- Under best practices International/ national seminars / conferences are organized to help the students, academicians and industry address the issues of research, management and technology. The most effective method of inching towards this objective is through Academia Industry meet and interactions with successful alumni through Alumni Meet, Guest lectures. Gratuity Scheme, PF is provided to the employees for their welfare.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	NIT GRADUATE SCHOOL OF MANAGEMENT
Address	Survey No. 13/2, Near Fetri, Mahurzari, Katol Road, Nagpur.
City	NAGPUR
State	Maharashtra
Pin	441501
Website	<a href="http://www.nitmba.edu.in">www.nitmba.edu.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director(in-charge)	Rajesh Mahajan	091-8600043638	8007722825	0712-2462268	drmahajanrajesh@gmail.com
IQAC Coordinator	Mukesh Patil	091-9923602358	9545571000	0712-6600438	mukeshpatil@nitmba.edu.in

Status of the Institution	
Institution Status	Self Financing and Private

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	15-06-2009



**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Maharashtra	The Rashtrasant Tukadoji Maharaj Nagpur University	<a href="#">View Document</a>

**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	<a href="#">View Document</a>	04-04-2018	12	

**Details of autonomy**

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

**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. 13/2, Near Fetri, Mahurzari, Katol Road, Nagpur.	Urban	2.1	3004.842

## 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,Master Of Business Administration	24	Any Graduate	English	120	120

### 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	0	0	0	0	1	0	0	1	3	4	0	7
Yet to Recruit	1				2				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				6			
Recruited	0	0	0	0	0	0	0	0	4	2	0	6
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				6
Recruited	0	0	0	0
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	3	3	0	6
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
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				1
Recruited	1	0	0	1
Yet to Recruit				0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	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	5	1	0	7
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	5	0	7

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	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

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	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

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		0	0	0

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

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
PG	Male	65	0	0	0	65
	Female	55	0	0	0	55
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	40	59	46	66
	Female	35	53	29	45
	Others	0	0	0	0
ST	Male	0	6	4	4
	Female	3	2	6	3
	Others	0	0	0	0
OBC	Male	10	8	37	27
	Female	11	9	18	5
	Others	0	0	0	0
General	Male	2	9	22	1
	Female	0	8	12	0
	Others	0	0	0	0
Others	Male	12	14	3	20
	Female	7	12	3	9
	Others	0	0	0	0
<b>Total</b>		<b>120</b>	<b>180</b>	<b>180</b>	<b>180</b>

### 3. Extended Profile

#### 3.1 Program

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

Response: 1

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

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
120	180	180	180	180

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

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
60	90	90	90	90

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
72	52	76	98	76

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

### 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
18	24	17	17	16

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

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

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 5**

#### 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	54	76	54	68

#### Number of computers

**Response: 60**

## 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:

The institute follows the curriculum designed by RTM Nagpur University. Therefore, the Institute has less flexibility in terms of syllabus. Structured and systematic, planning and implementation of the curriculum is the main task of the Institute. The Institute adheres to the guidelines given by AICTE/UGC and other relevant regulatory bodies.

MBA being affiliated college to RTM Nagpur University and forms the basis for designing of academic calendar. Academic calendar is prepared by IQAC at the beginning of academic year considering tentative dates for co-curricular and extracurricular events.

The deployment of the curriculum is done through monthly meetings which begin at the end of the academic year in the month of April. Teachers in department implement the curriculum of the department in accordance with their individual Teaching Plan prepared with respect to each subject. There is therefore a confluence of both departmental and IQAC in the effective implementation of the curriculum.

The courses are allocated to the faculty depending on their area of specialization, compatibility, level of comfort and expertise. Time table is prepared, in advance at the back drop of university curriculum guidelines, extra-curricular and co-curricular events. Once the course is allocated to a particular faculty, she/he prepares course file containing session plan, chapter pan, notes, important questions, previous question papers, cases (if relevant). While preparing course file, Program Education Objective (PEO), Program Objective (PO) and Course Objective (CO) are mapped. This exercise is collaboratively completed by concerned faculty, IQAC coordinator and Director.

Students' feedback, Employer feedback, Alumini feedback, Teacher's feedback on the curriculum along with feedback of academic peers is taken and helps in sorting out the difficulties faced by students in implementing the curriculum. The IQAC reschedules the academic Calendar as per the need of semester. The teaching plans of the teachers are deployed and a course Completion

The IQAC will place the AQAR before the LMC and the same will be reviewed and necessary suggestions on improvement and implementation are received from the management committee.

#### A SEVEN STEP FLOW CHART OF CURRICULUM IMPLEMENTATION

The college has a transparent and participatory process of deploying the action plans for effective implementation of curriculum that works like clockwork.

1. Month of April - End of Academic Session – Annual Program Plan is prepared by department.
2. Months of May-June - summer vacations – IQAC prepares the academic calendar.



3. Months of June-July- IQAR is to be prepared by IQAC and presented to LMC.
4. Months of June-July; Teachers prepare Teaching Plan for each subject.
5. Months of July-August; Consultation of IQAC with HODs to adjust Academic Calendar and implementation of Teaching Plan and Annual Program Plans (APPs).
6. Months of October & January – Periodic review through student feedback and stakeholders' feedback.
7. Months of March and April - Yearly reporting of academic activities and events by departments and different cells.

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

**Response:** 3

#### 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	1	1	0	0

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

### 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:** 27.17

#### 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
3	2	0	0	0

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 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: 0**

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

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

**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	<a href="#">View Document</a>

**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: 97**

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
120	176	177	177	163

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

### 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:**

## Human Values and Professional Ethics into the Curriculum

One of the core values of the Institution is ‘Social Responsibility and Ethics’. The Institute tries to practice this value in every operation. Endeavour is made to imbibe human values and to inculcate the best practices in the minds of the students as well as to tone up the civic sense which will make them not only good citizens of the country but responsible corporate citizens to bear the flag of industries. The subject taught by the in-house faculties and guest lectures are also held to teach human values and human rights. As a part to practice human values, institute organises activities like blood donation camps, Swachh Bharat Abhiyan.

Code of conduct exists for Students and employees for guiding their behaviour. Pre-election voters awareness programme is held to register names in voters list and pledge will be taken to observe right of voting. The institute celebrates Independence Day and Republic Day every year in the campus to impart national integration. To promote universal values the institute conducted Sports & Cultural Events, workshops on human rights. Various group activities like presentations, reviews, group debate etc are given to the students to promote social cohesion and communal harmony.

### Environment and sustainability:

In MBA course “*Business Ethics and Corporate Governance*” is mandatory for the students. The course is aimed at creating awareness among students about environment, governance, sustainability and professional ethics. To steam realisation as corporate cannot succeed by impeaching on the rights and privileges of next generation. The campus is blessed with abundant trees, which make it rich in bio-diversity, in spite of being away from hassle of the city. The edges of the play ground are also utilized for planting trees. Though not a part of curriculum, institute organises guest lectures, events to sensitize students about gender issues.

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

**Response:** 3

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

Response: 3

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 100

#### 1.3.3.1 Number of students undertaking field projects or internships

Response: 120

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 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
URL for stakeholder feedback report	<a href="#">View Document</a>

**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
URL for feedback report	<a href="#">View Document</a>

## 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:** 0.67

##### 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
02	00	03	00	00

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 100

##### 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
120	180	180	180	180

##### 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	180	180	180	180

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 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:** 100

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
60	90	90	90	90

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

## 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:**

Yes, the Institute is very serious in assessing the learning level of students. We have a streamlined mechanism for continuous monitoring and evaluation of the students.

**Students are identified based on:**

1. Performance in Graduation Examination
2. Class Test

This helps us to categorize students as slow learners and advanced learners in a class. After the commencement of classes, and completion of one Unit, again the students are categorized based on their class test marks. This helps to encourage students to learn and create enthusiasm in class.

**For Slow learners:**

College organizes special programs for the slow learners. Slow learners are kept in separate section and exams are conducted to them. Our aim is mainly to increase the pass percentage of the students. The student mentor assesses the nature of their problems and then motivates them in a friendly way to reach their academic goals.

Remedial classes are organized to clarify doubts, re-explaining of critical topics for improving performance. Appropriate counseling with additional teaching, eventually helps to students to improve.

**For Advance Learners:**

Advance learners are identified through their performance in examinations, interaction in class room and during interactive session, their fundamental knowledge, concept understanding and expression abilities etc. The Institute promotes independent learning that contributes to their academic and personal growth.

#### **Strategies adopted for student improvement:**

1. Remedial classes are organized to clarify doubts.
2. Re-explaining of critical topics for improving performance.
3. Motivational classes are conducted to improve the mental ability of student to analyze problems and to encourage student to regularly attend classes.
4. Students can discuss their personal issues with teachers for proper guidance.
5. Career counseling sessions are provided to students regarding various fields in which students can do wonders.

All the staff members maintain good relation with students and deal with their problems in a gentle manner.

**i. Slow Learners** - Adequate Support is provided to slow learners to overcome academic difficulties by:

Organizing remedial Classes during the semester

Giving practice assignments

Providing extra reading material to improve basic understanding of subject

Engaging in social activities/class activities/institution activities to develop social skills

1. **Advanced learners** - In order to support the fast learners, it is ensured that:

They are given additional/challenging assignments/ project work

They are encouraged to participate in various symposiums like quiz, poster presentation, conferences, inter institution competition etc.

They are also given opportunities to do mini-project work by choosing interdisciplinary or intra disciplinary elective courses or Outdoor Activity Based Courses as per their area of interest

They are given opportunities to involve themselves in writing research papers by which student gets credit for doing research work. From this many students have got outcomes like Research Publications and all.

#### **2.2.2 Student - Full time teacher ratio**

**Response:** 6.67

#### **2.2.3 Percentage of differently abled students (Divyangjan) on rolls**

**Response:** 3.33

## 2.2.3.1 Number of differently abled students on rolls

Response: 4

File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

#### Response:

Student centric learning is focused on the needs of students, their abilities, interests and learning styles where the teacher acts as a facilitator. Classroom teaching is one-to-many, but to make it more students centric, various strategies are adopted by the institute. A mentor is allocated to each student who guides the individual student. A teacher has usually 10 to 15 mentees.

The following participatory teaching-learning activities are undertaken:

Internet facility enables teachers to access on line resources, in addition to availability of the physical resources in the form of our library.

- Creative learning in groups is enabled by involving students in preparing theme based posters, models and small projects.
- Students are exposed to latest developments in the field through extension lectures, experts in the field, brain storming sessions and project based learning.
- Teaching methods are adopted as per the requirement of the prescribed curriculum. Interactive methods are used to discuss fundamental concepts and students are encouraged to ask questions.
- Students are motivated to work on their own and prepare learning models, charts and make presentations. Small modules/ assignments are given to students for self study. (Seminar, Extempore, etc).
- Annual fests also allow scope for academic and other skills, such as developing leadership qualities and inculcating team work and independent learning amongst students.
- Teachers have the liberty to develop their own study material which is in the form of notes, power point presentations, sharing of e-resources/books with the students.
- Learning receives an impetus by using ICT, and library resources.



Student centric methods are used to enhance the learning experiences:

Sr. No.	Learning method		
	Experimental Learning	Participative Learning	Problem Solving Learning
1	Summer Internship Project	Case Study discussion	Club Activity
2	Dissertation	PPT presentation by student	Case Studies
3	Assignments	Group discussion	Questionnaire
4	Industrial Visit	Debates	Subject Related Studies
5	Management Lesson	Role Play activity	
6	Movies	Team Study	
7		Guest Lectures	

Following activities are conducted for enhancing learning experiences of students which will also help them in boosting their knowledge and skill:

1. Guest lectures are organized for the students on subject related topics.
2. To gain practical knowledge educational tour and Industrial visits are organized by the Institute.
3. Additional Library hours are provided to the students.
4. Encouragement to students for team study and learning.
5. Presentation and assignments are given to students on subject related topics.
6. Subject Quiz Contest is taken to prepare them thoroughly for study.
7. Management lesson movies are shown and students present the learnings from the Movie.

Wi-fi access in departments and the library promotes the habit of self-learning among the students

### 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: 18

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

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

**Response:** 6.67

#### 2.3.3.1 Number of mentors

Response: 18

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

We have taken it as a challenge to improvise the Teaching – Learning environment into student friendly learning. We mainly adopted the below methods to transform the learning environment.

**Digital library:** Students are provided with an access with DELNET references for quick learners. College library has an access to Harvard Business Review international journals & publications through memberships.

**Subjective seminars:** Additional seminars on the subjective topics, mini projects related to their core subjects and submission of study reports on real time analysis is made mandatory for last year students.

**Power Point Presentations:** Faculty made Power point presentations including the videos of the lectures on specific topics as per the syllabus is presented to the students at the end of every chapter for the students' ready reference.

**Class tests:** Students scoring less than 60% are regularly monitored by class tests. Concerned subject faculty members conduct class test by the end of every two chapters. Result in class tests is considered as a grading factor for internals. Results were found improvised by conducting the class tests.

**Outcome base learning:** The institution ensures achievement of learning outcomes through:

- Feedback will be taken by the faculty members at the end of the course on course outcomes and the Assessment Committee analyse whether the corresponding outcomes are achieved through the course outcomes.
- The exit students will also give the feedback of the Program Outcomes when they are leaving the institution.
- Continuous evaluation in of all core subjects.

**Seminars and Guest Lectures:**

We do conduct seminars and call the eminent people to give the guest lecturers were often.

**Industrial Visits:**

It is a regular practice for our students to visit Industries to have a practical experience. Final years do visit industries in their summer vacation and Internship is made compulsory for the final year students. All these activities are taken care and monitored by TPO Cell and Hod's of the concerned departments.

**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	<a href="#">View Document</a>

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

**Response:** 19.98

##### 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
7	6	2	2	2

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

#### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 9.33

##### 2.4.3.1 Total experience of full-time teachers

Response: 168

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

#### 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
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 5.55

##### 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
01	01	01	01	01

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

**Response:**

An internal evaluation is an integral part of the teaching- learning process. This evaluation is done through tests, assignments, project reports and internal viva, & attendance. This comprehensive internal evaluation is the total responsibility of institute.

The evaluation is done by teachers for subjects as per syllabus. MBA students undergoes four semesters teaching learning process in two years. The evaluation system adopted by the NIT GSM has two components continuous internal evaluation and end semester examination by RTMNU Nagpur.

To promote discipline among students attendance, sincerity institute has its internal marking scheme. In academic year 2016-17 onwards out of 20 internal marks 05 marks are for Active participation in routine class, 05 marks are for assignments and 05 marks are for Overall conduct as a responsible student and 05 marks for class tests/ case study.

The institute has put in place a system to effectively plan the teaching-learning and continuous Internal evaluation system. Academic Calendar, teaching plan, and preparation of the study material for the next academic year begins before the end of every semester.

#### Teaching Plan

1. Class wise timetable is prepared for the next semester towards the end of every semester and distributed in advance to all faculties.

The Teaching plan is prepared by individual teachers, verified by the HOD and then implemented. The teaching plan includes the following aspects:

1. Learning outcomes.
2. Structure and schedule of the activities.
3. Learning resources to be given

### Evaluation Blue Print

Internal evaluation is done through a comprehensive exam conducted at the end of the semester as well as unit test is conducted. 20% weightage is for internal evaluation and 80% for university examinations.

The Pattern of University Examinations is as follows:

Total Marks: 80

Question No. 1-10: 5 long answer (Three Hundred words approximately) questions carrying 16 marks each covering the complete syllabus, out of which the student is required to attempt any five questions

class tests/ case study to be conducted in the given semester	05	
An assignment based on curriculum	05	
Active participation in routine class	05	
Overall conduct as a responsible student	05	
Internal assessment Total	20 Marks	
Semester wise End Examination	80 Marks	
Total per course	100 Marks	

The institute has a well-established monitoring mechanism to monitor the quality of teaching-learning. IQAC has been entrusted with the responsibility to monitor the teaching learning process. In order to streamline the process of teaching- learning the following measures are initiated:

CIE is done by the IQAC of all teachers by evaluating the units covered, as provided in the teaching plan and record of all academic as well as co-curricular activities performed. A teacher is evaluated on different parameters such as communication skills, quality of teaching, content and method of delivery, resourcefulness and readiness and accessibility to students.

Feedback for all teachers is assessed by the Director. The feedback is shared with teachers through an interactive meeting where problems are discussed. Solutions to these are also provided to seek improvement

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

**Response:**

In 2016-17 the RTMNU Nagpur adopted the Choice Based Credit System for MBA program. The institute is responsible to provide the internal assessment marks for MBA, the End Semester Examination for the course is conducted by Department of Internal Examination, and the university has specified norms for the conduct for these evaluations, which are strictly followed by the institute.

The institute is continuously working on the effective conduct of the exams.

### **Internal Examination System:**

The Institute conducts the internal examination (Prelims /PUT) on the university exam pattern.

Question papers for internal exams are prepared by the concerned subject faculty and it is submitted to the Department of Internal Examination for conducting the actual test/Exam.

Then HOD reviews the question papers to assess the appropriateness in terms of : Language, Scope of Syllabus, allotted marks to each question and all relevant and requisite information pertaining to the questions asked is provided or not.

Final Copies are then printed and sealed before the conduct of the examination by the Department of Internal Examination.

Answer scripts are evaluated by subject faculty, for class tests and exam.

Marks for internal assessment awarded on the basis of tests, assignment, active participation in class, attendance and overall conduct, as determined by the faculty in the respective subject and moderated by the Director as per the directions of the University.

For the evaluation of Project work for MBA program, the process as specified by the university and amended from time to time, is adopted.

Internal marks of the students are uploaded on RTMNU university web portal.

Institution on its own has initiated reforms in the internal assessment being carried out by way of carrying activity based evaluation along with regular session exams.

Institute conducts the internal Unit Tests, Prelim, Presentations and viva examinations.

Institute also conducts quizzes and soft skill development competitions for the students.

Institute organizes subject seminars at the end of the session.

Institute sends students for summer internship project for 45days after second semester (according to University Norms).

The Institute takes efforts to have transparency in the internal assessment. The test answers and model papers are given to the students. Student gets opportunity to discuss the performance in the tests with the concerned teachers.

Institute sheet which considers attendance, personality, behavior & innovations. The proper weight ages are given to these heads. Institute displays the internal marks obtained by students on the notice boards.

Institute displayed marking scheme at the start of academic year, on the notice board & carries out the evolution & display the result based on above evolutions.

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

#### **Response:**

The institute has the following mechanism for redressal of grievances with reference to evaluation both at the institute level and University level, the details of which are given as under:

#### **Institute level Internal Class Test:**

College evaluation system is very transparent and grievances are rare. Answer sheet of internal assessment are shown to the students.

The answer scripts of the examinations are shown to the students soon after evaluation. If there is any discrepancy, the teacher concerned makes necessary correction, if justified.

If the problem is not solve at the faculty end then student can approached to the Head of the Department who then resolves the problem by discussion with subject experts.

Faculty is very open to discuss any problems encountered and solve them on their level.

#### **University level: External End Semester Examination**

The University has its own grievance redressal mechanism for evaluation.

In case any student has an objection about the marks awarded, he/she has the facility to apply for revaluation within a specified time with the prescribed fee.

The university revalues the answer scripts and takes corrective action.

The facility of revaluation is available for all students

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

#### **Response:**

According to the university calendar, semester wise academic calendar along with calendar for events for the forthcoming session is prepared in advance during the preceding academic semester. The senior faculty members are actively involved in planning the calendar. The faculty members are allotted subjects with

respect to their expertise and preference by the Head of Department in consultation with the faculty member.

For every subject a detailed lesson plan including guest lectures, role plays, etc are prepared and evaluated by the senior faculty and Head of Department.

The Academic calendar has details of distribution of teaching days, event days and examination days. The Academic calendar is shared with the students, well in advance.

To monitor the student progress, Institute has the continuous internal evaluation system which consist of unit test (once in semester), prelim/end term semester examination (once in term), presentation & oral exam. Using this mechanism Institute finds out the progress of the student & it uses this mechanism as a feedback to improve the academic process.

The Institute adheres to the academic calendar strictly. In each semester there is one unit test, presentations to be given on various topics, pre university examination, etc. In case if there is a slight deviation in the Academic calendar, the changes are accepted keeping in view the unplanned holidays of faculty member taking up extra session for their respective subject.

Continuous internal evaluation system also checks whether subject assignments are planned and completed within the given duration. Attendance of the students is calculated for every assessment period and the students are informed about their lack in attendance through mentor. The Institute organizes regular parents & guardians meet to have a communication with students and parents.

## 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:

NITGSM is affiliated to RTMNU Nagpur for MBA program. The program outcomes, program specific and course outcome of the institute are designed and deliberated in line with RTMNU guidelines. These are used in the curriculum design of MBA program. This is being monitored and reviewed by time to time basis and necessary improvements made. These are being regularly communicated to students and faculty to make these teaching learning experiences effective.

The Program Outcome (PO), Program Specific Outcome (PSO) and Course Outcomes (COs) are linked with the basis objectives of MBA program which have been mentioned in the syllabus of RTMNU. There is standard mechanism of communicating POs, PSOs, COs.

These are being communicated at various point of time such as induction program, first session of the semester and mentor mentee level.

#### MBA POs :



Prepare student with a mindset to deal with integrated function of management.

Display the fundamental understanding of various management concepts.

Skill to apply new techniques of management science.

Passed out student is suitable to work in various available sectors of India and abroad.

Passed out student is suitable to work in government sector, NGOs and private sector.

Sensitized students for ethical issues and value system of the society.

### **MBA PSOs :**

Well versed with selling and marketing techniques of products and services.

Enhanced analytical skills in terms of decision making.

Prepare budgets for the organization by studying economic indicators of the country.

Ability to apply financial skills and practices to help the organization to achieve its objectives.

Implement latest HR practices in the organization.

Use of contemporary operation practices looking into quality aspects.

### **COs are in line with the course of MBA program which is defined by RTMNU.**

The offered MBA course and the programs arranged for the enrichment of the students along with the POs and COS of all programs are stated and displayed on website and communicated to teachers and students. These programs are developed by understanding the current and future needs of the employers. Apart from this, program also provides a list of objectives they hope to achieve through the teaching-learning process. These learning outcomes are communicated to the students and the staff through the teaching plans prepared by the group of faculties of each course and the faculty incharge of each activity at the beginning of the course and activity and through the student guides.

The faculty members ensure that the learning outcomes are fulfilled at the end of every session. The POs and PSOs are achieved through a curriculum that offers a number of courses. Each course has defined COs that are linked to the POs and a set of performance criteria that are used to provide quantitative measurement of how well COs are achieved. The COs are thus directly and quantitatively assessed, and are tied to the POs and PSOs. Therefore if the COs are attained, that provides direct quantitative evidence that POs are attained.

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

**Response:**

The process of course outcome assessment is based on unit test, pre university examination and through various curricular and extra curricular activities. As per the academic calendar every program is arranged with an objective and the program outcome is evaluated is a continuous process.

Following measures are adopted by the institute to ensure monitoring and achievement of learning outcomes:

**1. Unit Test:** This type of performance assessment is carried out during the examination sessions which are held ones a semester. Each and every exam is focused in attaining the course outcomes.

**ii) Examination:** Pre university Examination is a metric for assessing whether all the course outcomes are attained or not. Examination is more focused on attainment of course outcomes and program outcomes using a descriptive exam.

**iii) Assignment:** Each and every student is assigned with course related tasks during every course work and assessment will be done based on their performance. Grades/Marks are assigned depending on their attainment and submission of assignment

**iv) Rubrics** are formulated for the assessment of Library, quiz, classroom presentations, activities held under various cells and Internship & Final Project work courses Record the attainment of Course Outcomes of all courses with respect to set attainment levels.

The expected target level of course outcomes is set in the range of 50%-70% based on the cognitive level of course outcome by course instructor at the beginning of the semester. The performance of the students in the examinations during the semester in each course is used to compute the level of direct attainment of the course outcomes. The questions of each examination are tagged to the course outcomes by the course instructor.

The attainment of each course outcome is computed by setting the class average mark as the target. The course outcomes of each course are mapped to program outcomes & program specific outcomes with weights of 1 (poor), 2 (average), 3 (good), 4 (very good), 5 (outstanding).

**Attainment of Program Outcomes and Program Specific Outcomes:**

**Direct assessment:** The performance of the students in the examinations during the semester in each course is used to compute the level of attainment of the program outcomes and program specific outcomes through the mapping of questions to course outcomes and course outcomes to program outcomes and program specific outcomes. Course outcome-Program Outcome & Program specific outcome mapping for all the courses in the program is prepared by the program coordinator.

**Indirect assessment:** The feedback is collected through the feedback forms from the students at the end of program. The quality/relevance of assessment tools/processes used: The attainment of the program outcome & program specific outcome is assessed as a weighted average of attainment of the course outcomes that are mapped to the given program outcome & program specific outcome. The overall

program outcome & program specific outcome attainments are calculated by considering 70% of direct attainment and 30% of indirect attainment through surveys.

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

### 2.6.3 Average pass percentage of Students

**Response:** 68.06

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

Response: 49

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

Response: 72

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

## 2.7 Student Satisfaction Survey

**2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:**

## 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:** 0

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
00	00	00	00	00

**File Description**

**Document**

List of project and grant details

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 44.44

3.1.2.1 Number of teachers recognised as research guides

Response: 8

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

**Response:** 0

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

Response: 00

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

Response: 52

### 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 is making every effort to develop the students for their profession. Their expertise harness with basic management education, guidance by faculties and professional expertise. To harness students entrepreneur skill the institute has created required eco system for their creativity, thinking out of the box, research, leadership, problem solving skills. The required support to the student for his innovation is provided through establishment of Entrepreneur Development, Innovation & Incubation center (EDIIC) in the institute. NIT GSM EDIIC was established.

The establishment of EDII Center is with the following objectives:

- 1.To conduct orientation programmes for students and public to attract them into establishing their own enterprises
- 2.To organize training programmes on establishing and managing industrial units
- 3.To organize programmes for women for acquiring special skills So that they can earn while at home
- 4.To organize workshops participating successful entrepreneurs
- 5.To provide assistance to entrepreneurs in getting bank loans, selection of staff and workers and dealing with day to day problems in their business.

The institute has provided following support to EDIIC:-

Incubation Center Support	EDII Center Benefit	Incubator
Space	Platform to meet expert	Dr. Mukesh Patil
Furniture	Knowledge sharing	Dr. Nilesh Yemde
IT Facility	Harnessing business skills	Dr. Rajesh Mahajan
Maintenance		
Security	-----	-----
Meeting Room	-----	-----

NIT GSM EDIIC :-

Admission Process :- Admission to incubation center is provided to the students of existing MBA batch. Student need to submit business plan within deadline provided. Applications are normally accepted in the month of November every year. Incubation support is provided for 1 year.

Support: - Incubation center facility is provided to the students having interesting idea and provided an opportunity to present his business model at NIT GSM Incubation center.

After the selection of viable business model, student are informed about his admission and to submit required documents at the earliest.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years****Response:** 6

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
01	00	02	03	00

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

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

**3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards****Response:** Yes**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 0

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 6

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

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

**3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0

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
00	00	00	00	00

**File Description**

List of research papers by title, author, department, name and year of publication

**Document**[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:** 0.76

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
01	00	00	02	11

**File Description**

List books and chapters in edited volumes / books published

**Document**[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 services :**

As part of such an initiative, our CSR unit is interacting with villagers and rendering services like planting

trees, organizing medical camps, distributing free medicines, awareness programs on cleanliness, launching Swatch Bharat programs, computer awareness programs for school children, etc.

## **Institutional Social Responsibility Dimension**

### **Extension- Activities that promote the Social Issues in association with Koshish Foundation**

1. Promote Institution Neighborhood community network Visiting rural areas to promote awareness regarding domestic violence women of the society, Tree Plantation Drives in the neighboring areas Inviting people from Old age homes and Orphanages, Diwali Celebration, Literacy camp for students from rural Areas, Contribution to good citizenship & service orientation and holistic development Blood donation Camps are organized Various Community services. Cloth Donation is conducted, aids awareness rallies are conducted to spread awareness regarding Special camps in local village were conducted to study the life profile of the residents. It enables the faculty and students about the importance of their contribution to the local community and thereby the character of service orientation and citizenship builds. Tree plantation is conducted to enable the students to understand the importance safe surroundings.

1. Green Earth: - At NIT GSM we have initiated this extension activity in the year 2014-15.

Following are the objectives of Green Earth activity :-

- To aware society about the importance of plantation
- To inform society about the advantages of cleanliness in their area.
- To make aware about the ill effects of uses of non bio degradable products such as plastics

We promote above objectives through our students by organizing various programs such as no plastic, tree plantation, etc.

#### **1. Blood Donation Camp :**

Blood donation camp is organized in the institute to help blood banks to collect the blood . The institute is organizing blood donation camp from 2014-15.

#### **1. Traffic Day :**

Traffic day is organized at the institute where students make aware to vehicle drivers about the traffic rules, safety management and spend their day helping commuters on the street.

#### **1. Management Games with school children:**

The students involved in this activity conducts management and fun games in the school, teaching management lessons to the school children. This activity was initiated in 2013-14

#### **1. AIDS Awareness :**

As responsible citizen of the country NIT GSM students and faculties engaged themselves in creating awareness about AIDS disease amongst the youth. This activity was a regular event of the year since



2013-14

**1.No Tobacco:**

No Tobacco activity was started in the year 2013-14. The objectives of this activity to make awareness to the community about the tobacco abuse. The students of NIT GSM inform the community about the ill effects caused by chewing tobacco, Smoking, Sniffing.

**1.Swatch Bharat:**

On the initiative of Government of India NIT GSM has decided to be part of this nationwide Initiative. The students of NIT GSM contribute to this cause by cleaning highly visited places.

**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
00	00	00	00	00

**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:** 0

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
00	00	00	00	00

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 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:** 58.17

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
95	131	90	43	117

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

## 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:** 0

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
00	00	00	00	00

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>

**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:** 19

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
6	5	4	3	1

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## 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:**

The sprawling campus of NIT group of Institutes is spread over 18 Acres of land of which 2.10 acres is earmarked exclusively for NIT Graduate School of Management located at the heart of the city of Nagpur. The building of the institute situated on 3004.842 Sq meters having ground floor and one storey building. NIT Graduate School of Management (NITGSM) is equipped with an infrastructure fraught with facilities appropriate for teaching and learning in higher education. The NITGSM building accommodates Director Room, Administrative office, Examination cell, Seminar hall, Computer Lab and library. It also accommodates the Training and Placement cell and staff room.

The institute has well-furnished, well-ventilated, spacious class rooms for conducting theory classes and is equipped with latest overhead projectors and Wi-Fi internet.

In last five years Institute has developed the class rooms, labs, tutorial rooms and seminar halls to meet requirement of regulatory bodies and also for effective implementation of academics. The Institute enriched the computer centre.

The Institute has a library where the seminar reports, thesis reports, reference books are kept for the benefit of the faculty and students. The Institute continuously keeps upgrading the internet bandwidth as latest teaching methods demand. The institute keeps upgrading the software packages. The Institute has a well equipped seminar hall for organizing workshops and seminars. The seating capacity of the hall is about 120.

The sanitation system is designed to maintain a hygienic environment which we believe is a pre-requisite for an Institute of our stature. The shared infrastructure with our group sister institutes make us substantially superior to most of our peers.

The other support facilities viz. Water Drinking facility, Medical Room, toilet blocks etc. are also made available with required housekeeping services. In addition to above, the centralized facilities are available viz. Seminar Hall, Play Ground, Medical, Health Club, Canteen, Hostel etc.

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

**Response:**

The Institute has a very large ground, one of the best in the city. It is protected by a boundary wall and surrounded with trees and plantations. It has sports room, track for athletes, cricket pitch, football poles, basket ball poles etc. The facilities for indoor games like table tennis, chess and carom are also available in the sports room.

The institute has a seminar hall with a seating capacity for 120 people with audio, video facility, activities include Carom, Chess, cricket, football, table tennis and Badminton.

The indoor and outdoor facilities are adequate to accommodate a variety of functions/sports/games throughout the year. The Infrastructure and other facility made available by the management help create a great platform and a larger ecosystem for the holistic development of our students.

This gives us an opportunity to provide the best possible exposure through innovative and creative initiatives for mental and physical growth of our students.

#### 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:** 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

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

**Response:** 30.77

##### 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
19	21	18	16	18

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

Library intends to facilitate creation of new knowledge through acquisition, organization and dissemination of knowledge resources and providing for value added services. Library is well equipped with contemporary amenities including Wi-Fi Technology and Closed Circuit Television System (CCTV), automated with barcode system with LIBMAN software.

Divided into parts like, Stack section, Reference section, Digital Library. Reading hall with a seating capacity of 60 people is available. We offer open access to the stack room so that readers can chose the book of their area of interest.

A proper process of enrolling to the library facility exists. On producing the admission receipt the admitted Students need to fill up the Library enrolling form. Once the form is processed which takes approximately 2 days, students are given a membership card.

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

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

**Response:**

In due consideration of the demand made by the students and faculty, the Librarian places orders for the required no. of titles and volumes, which are quite regularly referred by the users. Further, the users use the facility of accessing e-journals as well as the reprographic facilities in order to meet their requirements. In regular interval, the librarian collects the recommendations of books for central library and department libraries as well from the HoDs and faculty members. Also, the librarian places orders for all required books as per the needs of the curriculum. Every year, it is a common feature for the college library to conduct a book exhibition by inviting various prestigious publishing houses.

#### **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:** C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 0.56

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
0.26	0.41	0.70	0.95	0.50

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

#### 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:** 26.09

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

**Response:** 36

### 4.3 IT Infrastructure

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

**Response:**

Consecutive up gradation arrangements are incorporated into yearly spending plan. The exercises have been arranged in a manner that, the IT framework and related offices are dependably keeping pace with best in class innovation. The institute keeps up push on this crucial territory to guarantee nonstop and reliable accessibility tuned in to the developing needs and evolving innovations. The institute places parcel of significance on e-learning and up gradation of transfer speed, availability and additionally different enhancements

Computer Lab with latest software and Internet facility are available to the students. Practical sessions are allocated within the timetable to ensure optimum utilization of the Computer lab. Students can access Digital Library available in Library with Internet Connection. Separate Language Lab is also available and the campus is 24 hrs Wi-Fi enabled supporting full access to Internet.

The Institute has formed have given additional charge to one faculty who review and analyze the condition of the computers in the Institute to facilitate and decide the type of up gradation required. Hardware and software up gradations are in line with the demand of latest syllabus as well as student feedback. The Institute purchases new versions of computers as and when required. In the annual budget adequate provisions are made for the same

#### 4.3.2 Student - Computer ratio

**Response:** 2

#### 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:** 35-50 MBPS

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

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



## 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:** 11.46

#### 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
6.32	4.93	12.88	5.27	6.62

#### File Description

Details about assigned budget and expenditure on physical facilities and academic facilities

#### Document

[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:**

All functioning units of the institute are provided with all the required infrastructure facilities like class rooms, faculty rooms, girls waiting halls, laboratories etc. The effective usage of all the facilities is ensured by introducing exclusive hours for sports, extra lab hours and Central Library in the regular time table itself. Students can avail the facility of yoga training every week. During these slots concerned class in-charges / faculty members will ensure the presence and utilization of facilities by the students.

A central computer maintenance team is available which handles the departmental requirements. For every computer centre technician is recruited and a faculty member is made in-charge of the centre. Central library has its dedicated human resource and the departmental libraries are taken care of by the department office assistant and a faculty In-charge of the concerned department. Most of the maintenance work is completed during summer break and a close monitoring of maintenance activities is a prime responsibility of heads of the departments.

## 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:** 89.11

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
110	162	149	174	152

#### File Description

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

#### Document

[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:** 0

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
0	0	0	0	0

#### File Description

Any additional information

#### Document

[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	<a href="#">View Document</a>

#### 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:** 59

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
110	79	76	111	100

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 0

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
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of the students benefitted by VET	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 32.6

#### 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
20	16	22	34	31

<b>File Description</b>	<b>Document</b>
Details of student placement during the last five years	<a href="#">View Document</a>

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

**Response:** 0

#### 5.2.2.1 Number of outgoing students progressing to higher education

<b>File Description</b>	<b>Document</b>
Details of student progression to higher education	<a href="#">View Document</a>

**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	<a href="#">View Document</a>

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

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

#### Response:

The various Student Council & Representation of students on academic & administrative bodies/committees of NIT Graduate School of Management are:

#### IQAC:

Student members of IQAC help to propagate quality policies adopted by the institution among the student fraternity and also help in projecting the student view point while taking any quality policy decision.

#### Class Review Committee:

Every Class of MBA Program have a Class Review Committee, consisting of Faculty and Students. Student members of Class Review Committee assist the College Academic Committee in the process of academic plan implementation.

#### Students Professional Societies:

Most of these societies are maintained completely by students under the guidance of faculty members according to a plan of activity.

#### Library Committee:

Student members of the library committee assist in the procurement of text books, journals and other learning material.

#### Alumni Association:

The Alumni Association of NIT Graduate School of Management has been very active and has been organizing regular meeting and get-together of the alumni of the Institution every year . The alumni association provides MBA students with a career counseling service. They recommend programmes to prospective students, connect current students to job opportunities, and contribute significantly to building a college's legacy.

#### Student Grievance Redressal Committee:

Student Grievance Redressal Committee attempts to address genuine problems and complaints of students whatever be the nature of the problem. Students are encouraged to use the suggestion boxes placed on

different sections of the campus to express constructive suggestions and grievances. They may also approach faculty members and student members of the committee as is comfortable to them.

#### **Prevention of Sexual Harassment Committee :**

The matters of sexual harassment and suppression of any single individual are handled by Prevention of Sexual Harassment Committee. Student members can help other students to present the grievance in case the sufferers want the representation in absentia.

#### **Anti-Ragging Committee :**

Student members assist the institution in implementing rigid anti-ragging measures so that the institution becomes ragging-free campus.

#### **Cultural Committee :**

All the cultural activities during the important occasions of any cultural event , annual gathering and cultural festival are coordinated by this committee.

#### **Language & Creativity Club :**

In view of the critical significance of language skills in globalized world, students organize this club through activities like debating, group discussions, book reading and review, poetry, quiz and creative writing.

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

**Response:** 11.8

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
10	12	13	13	11

#### **File Description**

#### **Document**

Number of sports and cultural activities / competitions organised per year

[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:**

NIT Graduate School of Management is blessed with strong Alumni Association which contributes significantly to the development of the institution mostly through non financial means. The main objective is to enroll all alumni as members of the association and facilitating active participation of the alumni in appropriate activities, events, and initiatives of the Institute. Other aim of NIT GSM Alumni Association is to coordinate the networking of all the NIT GSM alumni and to create a single global NIT GSM Alumni community for the benefit of institute as well as student community. The NIT Graduate School of Management Alumni Association is an unit of the Institute with the primary objective of facilitating the pleasant and friendly interface to all the NIT GSM alumni and creating a single semantic web of NIT GSM fraternity. The NIT GSM Alumni Association is truly proud of its brilliant alumni who are currently positioned all over the globe and have distinguished themselves in all spheres of high-end.

##### **Placements:**

The alumni network of a college is one of the biggest sources of placement opportunities to the students. Alumni can help students get placed at their respective organizations. Job opportunities are provided by the alumni in their companies.

##### **Mentorship:**

Alumni can play an active role in voluntary programs like mentoring students in their areas of expertise. To utilize the rich experiences of old students of the college for the benefit. To assist the students in securing suitable jobs.

##### **Career Guidance:**

The Career Guidance programs are organized by NIT GSM Alumni Association by inviting alumni. Alumni are a huge talent pool whose guidance can be beneficial to many students and other fellow-alumni in their respective areas of study. To arrange seminars, debates, workshops on present trends in guidance of alumni.

##### **Networking Platform:**

Alumni network by itself is one of the best professional networking platforms available today. NIT GSM Alumni Association build a strong network between the college, present students, parents and College management. Alumni meet takes place every year to provide a forum for the Alumni to interact with the Institute. To bring together all the old students and the faculty of NIT GSM to share their experiences with each other.

##### **Database:**

To maintain and updated the database of all the alumni and to interact with them. To share this updated



current information in the database available in the website. To provide a common platform for the alumni of the institute to reach out to other alumni across various years, batches and interests. Feedback is collected from the alumni to update the curriculum which are suitable for present needs of industry and technology. To get the valuable advices of the Alumni for development of the college.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 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
Alumni association audited statements	<a href="#">View Document</a>

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

## 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:**

**Mission of College:**

We believe in imparting quality management education which is in line with the latest global requirements & development of all round abilities of the students.

**Vision of College**

NIT GSM has a vision of being recognized as amongst the leading management institutions imparting quality education; to produce world class professionals who possess knowledge, skills and necessary values that help them take challenges at a Global level.

Objective of the Institute is to provide quality education in management to the students from various parts of the society, to make them academically and technically competent. This objective is clearly reflected in the mission statement. The Institute believes that professionals of this Institute should be not only academically sound but should also have values and strong professional ethics. Mission statement has highlighted this expectation.

The Institute aims to achieve this by incorporating experimental and project-based learning in teaching learning process along with strong Institute-Industry Interaction and research opportunities. These efforts will develop graduates who are academically and technically competent thereby making the Institute a globally renowned institute

Committee meets every month and frames policies of development. At the Institute level, governing body is formed as per the AICTE norms. The Institute has also local managing committee (LMC) as per the University guidelines. Director, elected faculty and non-teaching staff representatives are members. Through regular meetings of the Governing body and LMC, members guide on system development and its implementation methodology.

Director and Faculties meet every month to discuss on academic initiatives, students and faculty development and administrative support required for all the activities. Director interacts with the faculty regularly to convey the policies and take the related feedback. Directors take the review and monitor the overall functioning of the Institute

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

The leadership of the Institute believes in participative management and strives to bring in excellence by structured organizational system with the involvement of all the stakeholders. Various stakeholders of the institute are the members of the statutory bodies and their meetings are conducted regularly.

The Institute collects feedback from all the students on teaching, curriculum and support services. The feedback from employers and alumni are used to improve the overall performance of the institute. The Director who works closely with administrative team comprising faculties, co-coordinator and senior teachers, offers effective leadership by setting values and participative decision making process, coordinating the academic and administrative aspects.

The Institute promotes culture of participative management at various levels. The Institute involves its stakeholders in important decision making and management process. The Governing Body, the highest policy making body delegates all authority of implementation to the Director. Employers can participate by offering their expertise for Institute management.

The Institute ensures participative management through a number of strategies: -

- Strategic plan for the activities of an academic year is formed out by the Director in consultation with the various committees.
- Consultations are sought from the teachers in making decisions related to curriculum, teaching-learning and assessment processes.
- The non-teaching staffs take care of the smooth running of the administrative system in collaboration with the teaching staff.
- Teaching and non-teaching members are included in different committees like Academic, Anti-ragging, Co-curricular and Examination Committee.
- Class representative leads to all the activities like Sports, Cultural and Intra-Institute activities etc.
- Feedback from alumni is collected for the improvement of the services provided.
- Decentralized structure of the administrative system of the Institute in planning and implementation of all activities has developed an atmosphere of co-operation, sharing of knowledge, innovations and empowerment of the staff.
- Empowerment of the faculty members and staff is ensured as they are included in various committees. Thus, they can play active role in policy making and its implementation.

The Institute promotes the participation of students, faculty and staff in all curricular, co-curricular, extra-curricular, community development & Social works.

## 6.2 Strategy Development and Deployment

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

#### Response:

The Institute has a perspective plan of development which was developed a few years ago. This plan has been reviewed as per the needs of learners and in keeping with the higher education policies of the nation. Strategic Plan is a specific, action-oriented medium or long-term plan for making progress towards a set of institutional goals.

The aspects considered for inclusion in the plan are as follows:

- Growth in terms of academic programmes that focus on skill based education.
- 100% computer literacy among staff and students.
- Establish the linkages with research institutes/industries.
- Enhancing research work
- Eco friendly campus.
- Improving the soft skills of students.
- Promote extensive use of ICT in all academic and administrative transactions.
- Awareness campaigns for zero waste campus model, e-waste management,
- Addressing gender issues and aligning our activities with social needs.
- Upgrading the physical infrastructure in terms of water resources, power supply and modifications/repairs.
- Maintenance of Computer laboratory, Library, playground etc is included in the future plan.
- Adopting procedures for excellent teaching- learning processes.
- Expansion of infrastructure and human resources to meet the increasing academic and

Research demands.

- Training and skill up gradation to make the students globally competent.
- Organizing programmes to inculcate ethical values.

### **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:**

The Director is the administrative Head of the institution. The Institute has various committees to coordinate curricular, co-curricular & extracurricular matters.

In our Institute, there prevail efficient internal coordinating and monitoring mechanisms. However, the Governing Body of the Institute is the apex body which acts as the supreme authority of the Institute. It frames plans and policies, takes decisions and finally evaluates those after its proper implementation and execution by the various committees. Responsibilities are often assigned to individual Teachers and departments. The line of hierarchy is maintained and to ensure harmony and unity among its various committees and cells, code of conduct is implemented.

As per the guidelines of GB and LMC, Director acts as a leader to percolate policy down the line and decide strategies for the overall development of the institute.

**Functions of various bodies:-**

- **Trust:** Eagle Education of Society provides financial assistance for Institute as and when required. Besides this, trustees act as an advisor for the institute.
- **Governing Body:** The governing body is responsible overall for the smooth conduct of Institute. It is responsible for setting targets & then monitoring all activities accordingly.
- **Local Managing Committee:** LMC shall make recommendations to the management for the improvement of the standard of teaching in the Institute. LMC recommend to the management the creation of the teaching and other posts.
- **Director:** Director is responsible for determining the company's strategic objectives and policies.
- **Administrative Section:** Accountant is to look after daily receipts-payments as well as Balance sheet finalization. Admin staff submits various reports required by Pravesh Niyantaran Samiti, Shikshan Shulk Samiti, University, DTE & AICTE.
- **Teaching Staff:** Faculty members undertake teaching, research and service roles to carry out the academic work of Institute. Various committees are formed with faculties for smooth functioning of Institute.
- **Librarian:** Librarian offers referral service, information and teaching resources. Libraries are found to play an important part in the education, development and promotion of Human Life.
- **Technical Staff:** Computer Lab Technicians perform basic computer troubleshooting including software and printer maintenance. Computer lab attendants are the front-line of service to students and staff making use of IT Services labs. The *lab* attendant ensures that the *lab* environment is appropriate for users to complete their academic *computer* related tasks.

**Service Rules:**

**Recruitment:** Vacancies, if any, are put before the Governing Body. Then Advertisement is published in newspaper for call for an interview. Interview for the shortlisted candidates are scheduled. After the interview, committee prepares a report and sends same to the Director for approval. After approval by Director, appointment letters are issued by appropriate authority to the selected candidates. Then Joining reports are received from the candidates who join the Institute. Recruitments are reported to GOB.

**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:** C. Any 3 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>

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

Institute has established various committees for maintenance and upkeep of the infrastructure, facilities and equipment. The committee monitors and evaluates the requirements for maintenance of infrastructure and facilities. The institute ensures that grievances / complaints are promptly attended to and resolved effectively through following mechanism to analyze the nature of grievances for promoting better stakeholder relationship:

- Anti-ragging Committee,
- Grievance Committee
- Examination Committee
- RTI Committee
- Library Committee
- Industry Institute Interface Committee
- Placement Cell Committee
- Alumni Committee
- Student Welfare Committee
- Women Empowerment cell

**Result Analysis:**

The need of improvement of the Improvement of the performances of student performances of students in various subjects was suggested by subjects conveyed to Director and respective faculty and governing body corrective actions.

**FDP:**

Governing Body suggested encouraging various programs arranged by every department has prepared a plan for various SPPU to be attended by the faculty at various other institutes in the needs of new syllabus and give emphasis on research approach of faculty and publications in International journals.

**Placement of students:**

The members suggested making Efforts have been made to encourage the student's efforts in enhancing

the ability of students in communication in various technical activities. Skill fundamental knowledge, understanding of new technologies, innovative interdisciplinary approach.

## 6.3 Faculty Empowerment Strategies

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

#### Response:

- As a support the faculty is free to use the ICT Infrastructure and take assistance of manpower as and when required.
- Seminars (National and International) and Workshops are conducted which keep the Faculty update and give exposure.
- Healthy and hygienic work environment.
- Career advancement benefits for these with higher qualification such as Ph.D. as well as opportunities for those who wish to improve their qualification. Well maintained, individual work stations.
- Leaves are provided as per policy.
- Vacations and university notified holiday given.
- Academic and support facilities are made available for effective teaching.
- Decentralized structure of the administrative system of the Institute in planning and implementation of all activities has developed an atmosphere of co-operation, sharing of knowledge, innovations and empowerment of the staff.

Empowerment of the faculty members and staff is ensured as they are included in various committees. Thus they can play active role in policy making and its implementation.

#### For Non-Teaching Staff

- ICT Infrastructure.
- Leaves are provided as per policy.
- Vacations and university notified holiday given.
- Emergency Medical Kit is made available staff to meet any First Aid treatment on the campus

### 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: 0

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
00	00	00	00	00

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>

### 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: 1**

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
01	01	00	03	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

### 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: 29.87**

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
11	0	0	15	0

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>



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

#### Response:

The Director reviews the reports containing the contribution of the faculty in teaching, learning and evaluation, co-curricular and extension activities, academic and professional developments and their research activities. Teaching & Non-Teaching Staff is evaluated by students by filling structured feedback forms; self-appraisal is done by filling self-appraisal forms, evaluation by the Director.

- Maximum involvement of staff in various activities of the Institute.
- Total involvement of staff in key programs.
- Sharing of information at various forums.
- Student feed-back shared by the Head of the Institution with the staff in areas of concern has resulted in a very positive outcome in terms of teaching and participation in various activities of the Institute.
- In some departments feed-backs are taken by teachers after a particular topic or programs so as to get necessary inputs leading to improvisation. Those who have satisfactory performance are appreciated at appropriate forums, corrective measures are taken wherever needed.
- Observation may be an important tool in appraisal for teaching as well as non-teaching staff. It can:
  - Identify particular strengths of a member of staff.
  - Identify areas for development.
  - Provide useful information for improvement.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Our institute has an internal auditor who audits all the accounts yearly. The audit reports are sent and there have been no major objections. There are no adverse comments on the accounts.

The institute has mechanisms for internal and external audit. Internal audit is carried out periodically. External audit is carried out once in a year. External Auditor verifies all receipts & expenses bills, payments of the Financial Year.

The Institute has internal and external audit mechanism.

The internal audit is carried out by the auditor appointed by the management.

Statutory auditors are also appointed who certify the financial statements in every financial year. An external auditor is appointed by the Institute which performs an audit of the financial statements of the Institute.

**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:** 0

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
00	00	00	00	00

**File Description****Document**

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)**6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources****Response:**

The Institute has effective audit mechanism to monitor the utilization of the funds effectively & efficiently.

- Every transaction is supported by vouchers.
- All the collections are deposited in the banks.
- Audit is done by registered Chartered Accountant at the end of each financial year.
- All the utilizations are monitored by the Director for effective and efficient use of financial resources.
- Optimum utilization of infrastructure, resources for better output.

The funds received from RTMNU on account of conduct of M.B.A. semester IV Examination ( Project Viva-Voce) are being distributed amongst the teaching and non-teaching staff involved in the examination process

**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:**

As the institute is going for NAAC process of cycle-1, IQAC has been established as per the guidelines of NAAC recently. Although, NIT Graduate school of Management has its internal monitoring system in place since the academic year 2015-16. The basis on which this internal monitoring committee works is to

support the efficient functioning of academic activities.

The academic monitoring committee consists of two management representatives, one renowned academician, one industry expert and Director.

Following are the major points on which yearly monitoring is carried out:

- Quality of Teaching methodology
- Co-curricular activities
- Student performance in examinations
- Placements
- Faculty contributions in research
- Quality of question papers
- Attainment of course outcomes

Faculties take necessary corrective actions as per the assessment. Based on recommendations of the faculty, specific measures taken are as follows:

- Classroom sessions are made more interactive involving group discussions.
- Teaching is made more 'conceptual knowledge' oriented.
- Implementation of innovative methods in teaching methodology.
- Preparing students for the final placements.
- Remedial and special classes.

Various co-curricular activities which are contemporary in nature are included regularly in academic calendar. Faculty members are encouraged by the institute for contributing in research work.

### **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 main aim of Academic monitoring committee is to suggest improvements in the academic and administrative performance of the institution. The regular academic audits by this committee also ensures transparency in the system.

The committee analyses the performance of the institute with parameters in terms of:

#### **Teaching and learning:**

Faculty, students, teaching methodologies used. The Director and academic committees constantly observe and evaluate the teaching learning process. The written feedback from present students and their parents and alumni, the analysis of the result etc. justify the mechanism of improvement and implementation of quality standards. The personal visit to the class and campus by the Director to overview of teaching as well as campus.

**Administrative systems:**

Supporting performance, implementation of policies. The training was given to train the non-teaching staff. By the help of training, non-teaching staff is also able to do all procedures on line. Computerized office for speedy work which is related to admission, examination, result declaration etc.

**Documentation process with respect to:**

Management strategies, budget allocation/ utilization and requirement of additional infrastructure. Regular internal and external audit is executed. The institute has constituted IQAC on 14th June'2018. Composition of IQAC is given below:

Sr. No	Name of Committee member	Designation
1	Dr. Rajesh Mahajan	Chairman
2	Dr. Mukesh Patil	IQAC Co-or
3	Mrs. Ridhee Deshmukh	Member
4	Dr. Nilesh Yemde	Member
5	Dr. Bharat Adulkar	Member
6	Dr. Vaibhav Bhalerao	Member
7	Ms. Pallavi Shekhar	Member
8	Mr. Abhijeet Badole	Member
9	Ms. Sharmila Burande	Member

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

**Response:** 0

**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
00	00	00	00	00

**File Description****Document**

Number of quality initiatives by IQAC per year for promoting quality culture

[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:** E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

**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:**

Particulars	Earlier	Now
Infrastructure	Broadband	CCTV network Wi-Fi Campus Precious Parking
Accounts	Tally 7.2	Tally 9
Admission	Intake 180 More of Paper work and Manual procedures	Intake 120 Computerized off paperless work
Faculty	Experienced Faculties	Doctorate facultie
Computer Lab	Windows XP	Windows 7
Library	Books issue & return was manual	Digital Library
Teaching Methodology	Use of Reference books, Notes, Power Point Use of better E-learning	Google and You t ICT

## 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:** 10

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
2	2	2	2	2

**File Description**

**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:**

**a) Safety and Security**

**b) Counselling**

**c) Common room**

**1. Safety and Security**

The college follows all safety norms. Security comprises of Security Guards which are available 24X7 on the college campus and CCTV cameras are installed at strategic locations. The management of the college has constituted various committees to empower and safeguard the rights of female staff and student of the college. The institute also addresses similar kind of issues on occasions like Women's day.

Statutory Committee is formed as per Clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987) AICTE. The Committee formed ensures transparency in admissions, prevent unfair practices, address to the complaints of discrimination towards staff/ students belonging to Scheduled Caste, Scheduled Tribe, OBC,

Minority or Disabled Categories. The said committee which receives the grievance scrutinizes and conduct proper enquiry before taking any necessary action. The director conducts meetings to address emergency problems. No sexual harassment complaint has been recorded so far.

### 1. Counselling

**Mentee** concept is in practice where each faculty gets around 10-20 students from each batch. The mentor guides for the overall development of the mentees, including academic overall development, career development and personal development. The mentees can meet the mentors additionally any time during the semester. The issues/difficulties are addressed by concerned faculty. Academic counseling is provided to the students throughout their two-year tenure in the College. The teachers provide academic counseling to the weak and slow learners through the remedial classes, while academic counseling of the advanced learners is also made.

### Special counseling cell for Girls:-

To empower women and girls in academia through imparting educational, awareness training programmes are conducted. Timely counseling is provided by over all faculty members to strengthen female student them towards leadership and self- motivation. Efforts are taken to make them confident and competent individuals in career and life.

### 1. Common room

The college has two common rooms –one for the girls and the other for the boy’s students. These serve as an open space for relaxation, socializing. Both girls and boys common room are spacious and have adequate ventilation. Recreational facilities are available in the common room.

For any medical assistance the doctors from the clinic in the campus is readily available.

### 7.1.3 Alternate Energy initiatives such as:

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

**Response:** 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 13375

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

**7.1.4 Percentage of annual lighting power requirements met through LED bulbs****Response:** 0

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

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 13375

**File Description****Document**

Details of lighting power requirements met through LED bulbs

[View Document](#)**7.1.5 Waste Management steps including:**

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

**Response:**

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

**Solid waste management**

Dustbins are kept in all the rooms for proper disposal of wastes. The waste is collected on a daily basis and packed in the garbage disposal bags and disposed using the garbage collection trolleys in municipal bins and later collected by the municipal garbage truck. Proper instructions and guidelines are provided to the staff handling waste disposal. A Vermi composting facility is available at campus.

**Liquid waste management**

Liquid waste generated from the toilets is let out into safety tanks as the college is situated in rural area. The safety tanks are cleaned at regular intervals from the third party. A well equipped drinking facility is provided. All the faculty members and staff member monitor the wastage of drinking water.

**E-waste**

E waste is managed through outside agencies who advise us for proper disposal of e-waste such as damaged computers and batteries. Some of the old computers are given to vendors under buy back scheme. Whereas some of the old computers with lower configuration are donated in the needy at Mahurzari



village.

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

Rainwater harvesting technology is used in our campus to collect and store rain water for later use from relatively clean catchment. It helps in the availability of portable water, as rainwater is to a large extent free of salinity and other salts. With enough space available in the campus and the institute is situated low lying area, the institute in association sister institutions has successfully implemented rain water harvesting project through construction of well situated on NIT GSM campus. The main purpose of rainwater harvesting is to recharge the groundwater which is used by all the institutions of NIT Group

### 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:

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

#### Bicycle and Public transport

Few students residing in near villages come on bicycle. The faculties and students make use of public as well as private transport. The college also provides independent bus service for faculties, staff and students.

#### Carbon neutrality

Specific parking area is allotted for the parking of faculty and student vehicle. There is entry barrier for the

vehicle in the college premises at the main entrance gate which excrete more pollutant gases. The institute restricted the usage of plastic bags in the campus.

### Green landscaping with trees and plants

The management in association with its entire sister institutions have conducted various tree plantation campaign in the campus. The institute is surrounded with rich flora and funa. Various species of birds are sighted at the campus. The institute has total 30 trees of various types such as mango tree, Eucalyptus tree (Nilgiri), Golmohar, ashoka, Rain Tree, Shirish, Gliricidia Sepium, Table palm and, Palm trees and variety of roses. A team of gardeners is specially appointed to take care of the plants and trees at the institute. The campus has clean pedestrian friendly roads for movement.

### Conservation of Energy

Awareness among the students and staff on energy conservation is created by some sort of displays at appropriate places, Switching off all the electrical utilities, the buildings are fitted with greek structured windows for maximum utilization of natural light and free stream of air circulation. Continuous monitoring is done on energy conservation.

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

Response: 0

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
00	00	00	00	00

#### File Description

#### Document

Details of expenditure on green initiatives and waste management during the last five years

[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

<b>File Description</b>	<b>Document</b>
Resources available in the institution for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years****Response:** 12

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
2	3	2	2	3

<b>File Description</b>	<b>Document</b>
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response:** 12

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
2	3	2	2	3

**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

<b>File Description</b>	<b>Document</b>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

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

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Provide URL of website that displays core values	<a href="#">View Document</a>

**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

<b>File Description</b>	<b>Document</b>
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

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

**Response:** No

**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
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**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:** 22

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
4	5	4	5	4

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

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

**Response:**

Every year institute organises several national festivals and birth/death anniversaries of the great Indian personalities such as:

Teachers Day

Women's day celebrations

Diwali Milan

Gandhi Jayanti

International AIDS awareness day

Yoga Day

Independence Day

Republic Day

The details of the activities of national festivals and birth / death anniversaries of the great Indian personalities organised by the institute are made available at institutional website

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

**auxiliary functions****Response:****Financial Transparency:**

Accountant along with the director's consultation prepares a financial budget. It is presented in the managing committee for further discussion. After detail clarifications and corrections if any, the budget is sanctioned. Tally software is used to maintain all the financial records and transactions. The management have appointed external auditors. Statutory Financial audit is conducted every year and audit reports are submitted with recommendations and grievances if any. This audit report is discussed in the managing committee meeting. The program fees are collected through DD only. Purchase of any major item is carried out as per the guidelines set in administrative handbook. The director and the purchase committee take the final call on the purchases after further bargaining with the vendor. This all ensures financial transparency in the institute.

**Academic Transparency:**

The faculty members make an academic calendar which helps in planning the academics and other activities. Induction program is conducted at the beginning of the academic year to address the students on all the areas like Syllabus, Concurrent Evaluation, Online and External Examination, Academic Events, Student Council, IQAC details, Research Activities (Avishkar, initiative by SPPU) and discipline (Attendance and anti-ragging act). The subjects are distributed well in advance so that the faculties can design their session & lesson plans. The faculties also plan their concurrent evaluation and the students are made aware about it. Two Class test is conducted as a part of concurrent. The marks obtained are displayed on the notice board. The corrected answer sheets are made readily available to the students in case they want to review it. Options like additional assignment, presentation, interview, open book test etc. are used in case the student fails to clear the internal / concurrent evaluation. At the end of the semester students' feedback is taken for each subject and the director discusses the feedback with the faculty on individual basis.

**Administrative Transparency:**

The administrative transparency is maintained during all the administrative processes like taking admission, filling examination forms, filling scholarship form. Admission to MBA program is carried out through DTE CAP rounds. If any seats remain vacant the institute invite applications for these seats and admit the students as per the merit through counseling round. All methods/ rules are followed as per the administrative handbook. Biometric machine & attendance master is used for staff attendance. Leave records and service books are kept up to date

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

**Best Practice - I**

**1. Title:** Standardized procedures and practices for periodic quality checks in Teaching – Learning.

**2. Objectives of the Practice:**

The objectives/intended outcomes of these best practices are:

- To ensure quality learning and teaching experiences
- To improve student's learning experiences and outcomes.
- To assist in curriculum planning and implementation
- To identify and address professional development needs.
- To provide staff with reliable, consistent and timely evidence of the quality of their teaching and student learning

**3. Context:**

In education, teachers facilitate student learning which helps students gain skills knowledge and thinking ability. Different ways to teach are often referred to as pedagogy. Teaching using pedagogy involves assessing the learning levels of the students on particular skills. Understanding the pedagogy of the students in the class room involves using differentialized instruction as well as supervision to meet the needs of all students in the classroom.

Quality teaching is defined in terms of effective pedagogical techniques to achieve desired learning outcomes of students. It involves several dimensions, including the effective design and implementation of course content, a variety of learning contexts soliciting and using feedback, and effective assessment of learning outcomes.

**4. The Practice**

- The course outlines and the course schedules are drawn well ahead of the course commencement.
- The director ensures the effectiveness of the process by weekly checks of the teaching, academic records, monthly appraisals and syllabus completion statements submitted by the faculty.
- The teaching- learning process is continuously reviewed by the Director, through a structured feedback system.
- The department submits an annual report on the activities comprising academic activities, research and extension activities, innovations in teaching/learning, publications, staff and student achievements, extra and co- curricular activities to the IQAC.
- Meetings are conducted on periodic basis and whenever needed. The minutes are documented and signed by Director.
- Result analysis is submitted by the individual faculty to director. Syllabus completion statements are also periodically submitted by the individual teachers in order to ensure timely completion of the syllabus.
- Feedback is taken from the students at the end of every semester for teacher evaluation.

**Best Practice – II**

**1. Title:** Industrial Exposure to the students

**2. Objectives of the Practice:**

- Industrial exposure is the backbone of the overall development of MBA students
- It is through industrial exposure that the transformation from a student to a career professional happens. Only the classroom teaching & training can replace the valuable education that a professional student gets through industry exposure.
- Moreover it is important for students coming from different community & family backgrounds to familiarize themselves with the changing role they will have to play for the rest of their working lives & attain success.

**3. Context:**

A student of MBA gets to learn the important Do's & Don't's in professional life through industry exposure. The students pursuing the MBA are reluctant to change. It also takes away the initial "Resistance to change" from a student to professional life. Student also gets a clear picture of the various industry sectors for making a choice which fits their individual personality.

**4. The Practice:**

Institute provides a plenty of opportunities for corporate interactions such as:

- Regular Guest lecturers / Talks Sessions /Seminars & workshops by practicing managers from different sectors of the industry.
- Alumni meetings to share their experiences at their workplaces.
- Industrial visits arranged by the Institute for the students
- Summer Internship Programme for MBA

**5. Evidence:**

The success of this practice of emphasis on Industrial exposure is evidenced from the fact that our students have done remarkably well in their careers. Moreover, students also very categorically demand this exposure and participate very earnestly and enthusiastically in this activity for their betterment and future preparation for their professional career. .

**6. Problems Encountered and Resources Required:**

It is a great challenge, on the chief guest, guest of honours, experts and scholars from various fields.

**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:**

**Holistic Development of Students**



The motto of the Sai Shikshan Sanstha is to spread the light to imparting quality education. We at NITGSM strictly follow this tradition. The vision of the institute focuses on developing virtuous leaders and thus we are committed to create future flag bearers of industry. To fulfill this objective we concisely create an atmosphere where our students are exposed to the challenges of corporate life, by making them interact with industry stalwarts. Very many of our illustrious alumni are holding positions of responsibilities in the corporate world. Quite a few of them have established their own businesses and progressing in their professional life. Very effort is made to sync our vision and mission for the overall development of the students so that they can replicate the success story of their seniors and super-seniors. The most effective method of inching towards this objective is through Academia Industry meet as well as fruitful interactions with successful alumni through Alumni Meet, Guest lectures.

A good number of experts, professionals, industrialists, entrepreneurs and HRD Trainers are the faculty members of this programme which is focused on inculcating personal grooming and over-all development of the students to complement their academic and curricular learning process. On an average 80 students participate every year in this training programme consisting of daily sessions of one and half hours in the morning. Lectures, talks, presentations on the following topics along with panel discussion and field visits are the highlights of this programme to groom and familiarize students with the working modules and patterns of the industry. The following is the list of topics dealt in last years:

1. Knowing Thyself
2. Goal setting
3. Attitude
4. Public speaking
5. Leadership Qualities
6. Communication skills
7. Discussion Making
8. Team Building
9. Time Management
10. Managing Emotions
11. Stress Management
12. Career Building
13. English Language Communication
14. Computer Literacy & Basics (Practical)
15. Motivation

16. SWOT analysis
17. Manner & Etiquettes
18. Entrepreneurship Development
19. Corporate Manners & Etiquettes
20. Success & focus towards future
21. Dressing sense
22. Interview skills
23. Marketing & Career in Marketing
24. Group Discussion
25. Banking & Career in Insurance

NAAC

## 5. CONCLUSION

---

### **Additional Information :**

We have submitted criteria wise information as per the specifications of NAAC.

However we wish to bring the following for your kind notice. Choice based credit system has been implemented through RTMNU. With a view to improve teaching learning process efforts are being put in to arrange for FDPS and certification courses.

Certification courses are made available for all students. Number of activities through professional bodies, student associations is being increased. Student participation in Research activities, Co-curricular activities as well as extra-curricular activities is given top priority. Research and publication activity by the faculty members is being encouraged very much.

We are trying our best to follow as many best practices as possible at NITGSM to meet the required level of internal quality.

### **Concluding Remarks :**

The document of NAAC namely SSR is a holistic self-appraisal and self- accounting exercise designed to create a uniform national standard of quality across higher education institutions. It is extremely satisfying to realize that our vision is in congruence with yours and it is fulfilling to be a small contributor to your larger goal.

In the process we as an institution have become conscious and aware of the systems and processes which lead to the desired objectives of high quality standards and value to stakeholders. While the staff's sense of belonging for the institute has been our hallmark leading to an impressive track record on retention of talent, the eye for details and the appreciation for standard procedures, is now more visible than ever before. Thus we express our gratitude to the NAAC authorities for creating such a holistic framework . We wholeheartedly participate in your endeavour to secularly upgrade the quality of education in HEI.