



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		ZEAL INSTITUTE OF BUSINESS ADMINISTRATION COMPUTER APPLICATION AND RESEARCH
• Name of the Head of the institution	Dr. Rajesh Kumar Kashyap	
• Designation	Director	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	02067206031	
• Mobile no	7447422238	
• Registered e-mail	naac.zibacar@zealeducation.com	
• Alternate e-mail	director.dicer@zealeducation.com	
• Address	Sr. No. 39, Behind Bhairav Nath dhayari Road, Narhe gaon	
• City/Town	Pune	
• State/UT	Maharashtra	
• Pin Code	411041	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	Self-financing				
• Name of the Affiliating University	Savitribai Phule Pune University				
• Name of the IQAC Coordinator	Prof. Madhavi Shamkuwar				
• Phone No.	02067206032				
• Alternate phone No.	02067206031				
• Mobile	7030777790				
• IQAC e-mail address	naac.zibacar@zealeducation.com				
• Alternate Email address	madhavi.shamkuwar@zealeducation.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://zibacar.in/academic-calendar/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://zibacar.in/academic-calendar/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.42	2018	02/11/2018	01/11/2023
6.Date of Establishment of IQAC			16/08/2017		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Entrepreneurship awards to Alumni		
Live Projects		
Online Courses		
Global exposure in form of Guest session series		
Programme specialisationwise guidance session		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
ISO	To ensure TOTAL QUALITY improvement of the institute satisfying all the stakeholders
Newsletter	to provide students, alumni and faculty members platform to showcase their talent.
English communication	improve their speaking and writing ability in English.
MOOC's	Students has gain knowledge through open courses, thus promoting self learning
Newsletter	Students and all stakeholders will be able to participate in the Newsletter with their innovations.
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Development Committee	12/03/2022
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	01/03/2022

Extended Profile

1.Programme

1.1

48

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

File Description	Documents
Data Template	View File

2.Student

2.1 386

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 79

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

File Description	Documents
Data Template	View File

2.3 138

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 11

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 18

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	48
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3.Academic

3.1	11
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	18
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	11
Total number of Classrooms and Seminar halls	
4.2	5498545
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	198
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

At the commencement of semester, changes in the Government, industrial and other important policy documents are referred.

The curricula gap of each course and programme is identified using 'Course and Programme exit survey'.

1. Academic Calendar(AC): It is prepared including academic and non academic activities in accordance with the University AC.
2. Course Allocation: Courses are allocated to the faculty members based on their expertise & subject preferences form.
3. Time Table: Programme coordinator prepares time table which includes time slot for Lecture, tutorial, lab, Digital language lab , Training -placement, Open learning space.
4. Dissemination of Course Plan: It include Course description, teaching/learning mode, CO's, references, extra reading, teaching andragogy, concurrent evaluation.

5. Course file: It includes Vision -Mission, PO's, PSO's, course plan, time table, mapping and attainment of course, gap identified, question papers with solutions, time table, lecture plan, mapping of course outcomes with program, concurrent evaluation.
6. Content Delivery: Innovative teaching andragogy, IT tools are taken into consideration.
7. Tutorial/Assignments: It consists of Novel methods to teach
8. Remedial sessions: For slow learners
9. Feedback, Surveys and reviews: It is taken twice a semester
10. Assessments: Assessments are transparent in manner, answersheets are discussed with students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://zibacar.in/2020-21-criterion-i/

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

Before the commencement of each semester, the University notifies an academic calendar for all

the programs date of commencement, last working day of the semester, holidays Internship schedule and dates for semester-end examinations.

ZIBACAR follows the calendar issued by the University strictly and plans all its academic such as commencement of session including the conduct of Continuous Internal Evaluation (CIE). The Institute calendar of events includes commencement and end of sessions, planned list of events/activities, university exam dates, mid term evaluations etc.

The academic activities, CIE, and all activities are conducted in adherence to the calendar of

events except unforeseen circumstances. A standard of 10% is expected in the conduct of activities especially in the pandemic situation.

The academic calendars help faculty members to plan their meetings, academic activities, CIE conduct, respective course

delivery, research work academic and co-curricular and extra curricular activities. Programme coordinator closely monitors the course plan and the course delivery. Student Staff activity Body coordinator monitors the events/activities and students/staff initiatives.

monitor the completion of the syllabus as per the lesson plan prepared by faculty members.

Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://zibacar.in/2020-21-criterion-i/

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

2

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

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

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

47

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

47

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institute incorporates Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum through various initiatives, academic and non-academic activities. For professional ethics are imbibe through courses planning, implementation and evaluation. Various courses like Object Oriented Software Engineering, Network Technologies, Marketing

Research, Cyber security assimilates professional ethics among students. Gender awareness programs during induction program, International Women's day, various club activities are conducted. The institution routinely holds activities in which famous members of society interact with the students to raise awareness about issues such as gender sensitiveness in public and at work. Labour Welfare course too discusses various Act/Law meant for Women empowerment. The results of the Green Audit, as well as the use of electricity and water, are shared with all members of the institute. The importance of environmental preservation is communicated to participating students through activities. The institution celebrates Yoga Day, Teachers day, Engineers day, Republic day, Independence Day to impregnate values about nationalism and integrity among the faculty and students.

Students are also made aware of the Human values by organizing various activities such as tree plantation are conducted. International Women's Day, Social awareness seminars on sexual harassment are conducted by the Institute.

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

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

2

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

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

138

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://zibacar.in/2020-21-criterion-i/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://zibacar.in/2020-21-criterion-i/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

386

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

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

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

86

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

2.2 - Catering to Student Diversity

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

To Identify Advance learners and slow learners we conducted "Parichay Induction Program" For MBA1 and MCA 1year students. Through this one week of Program duration we introduce teaching

learning , Concurrent Internal Evolution, case studies , Summer interne ship Project and various academic activities to students. For MBA second and MCA second and third year we apply class room performance and university level exam performance. For slow learner institute conducted remedial session , English Proficiency and for advance learner institute provide platform to learn capital market and certification done from National Stock Exchange(NCFM), Institute also arrange in house SAP course in basic and advance module for MBA and MCA students .Paper and book publication and presentation in global platform is a practice for advance learner.

File Description	Documents
Paste link for additional information	https://zibacar.in/2020-21-criterion-ii/
Upload any additional information	View File

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

Number of Students	Number of Teachers
386	11

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

ZIBACAR believes in the adoption of learner/ students centric methods to enhance student involvement as a part of participative learning and problem solving methodology. Theare given:

1. Experiential Learning

a. Project work: It involvesMini/Majorproject,Summer Internship Project

b. Participation in competition at various level

In order to provide Local, National and global exposure, students are encouraged to participate in various competitions.

c. Industrial Visits

Online Industrial visits as a part of experiential learning.

b. Guest Lecture

Knowledge from Industry experts on advanced topics.

2. Participated Learning

a. Role play

Students perform for a concept as role play, Business simulation meeting etc.

b. Team activities

Students participate in various club activities for their holistic development.

c. Group work

Students are given group assignments as a part of Concurrent continuous evaluations.

d. Assembly

Students are encouraged to give group presentation on assigned topic every week.

3. Problem solving Methodology

a. Case studies

Students are sought to implement concept mapping from the syllabus

b. Analysis and Reasoning

- All questions in examination are based on analysis and reasoning.
- self learning and discussion.

c. Quizzes

Quizzes/MCQ test are conducted as part of evaluations or club activity.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://zibacar.in/2020-21-criterion-ii/

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

Our Institute is conducting two programs, namely MBA and MCA under the statutory University named as Savitribai Phule Pune University (Formerly Pune University). ICT tools are most important for effective teaching - learning process. ICT tools helps to understand the concepts of various subjects. It also helps for participative learning, experiential learning. With the help of presentations, visual aids through videos etc., it will help for participative and experiential learning. In our institute we use following ICT tools:

1. Projectors installed in the class rooms.
2. Class room's personal computers.
3. Google classroom

During COVID 19 pandemic situation we used following ICT tools for effective online teaching. These are:

1. Microsoft Teams
2. Google Meet
3. Zoom meet.

With the help of MS Teams, faculties conducted the lectures online. This tool help us for conducting sessions effectively and also help us for class attendance. Also we conducted concurrent evaluations through MS Teams. We used Google meet and Zoom meet for conducting some viva and meetings.

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

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

2.3.3.1 - Number of mentors

11

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

2.4 - Teacher Profile and Quality

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

11

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

5

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

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

2.4.3.1 - Total experience of full-time teachers

122

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

2.5 - Evaluation Process and Reforms

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

The external assessment of the students is done by the Savitribai Phule Pune University once a semester typically at the end of the semester. An online test on all the five units in the form of MCQ's is carried out by SPPU for MBA Programme and is a separate passing head for acquiring the credit. The mechanism of internal assessment is transparent and robust in terms of frequency and variety. Course coordinators have to select minimum of three concurrent evaluation components per full-credit course and five concurrent evaluation components for each half-credit course. University has given a basket of evaluation. The faculty member announce in advance the units based on which each concurrent evaluation shall be conducted. Each semester comprises of 3-4 months, keeping this in mind the course coordinator implements/executes selected parameter in 3-4 weeks. After conduct of parameter, the Course coordinator shares markswith the students and guide the students for betterment. The concurrent evaluation

marks are displayed on notice boards within 5 days of the evaluation. In the pandemic situation MS teams was used for most of the evaluations, project viva subject viva was too conducted online.

File Description	Documents
Any additional information	View File
Link for additional information	https://zibacar.in/2020-21-criterion-ii/

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

The Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient. College examination officer is the one point of contact for all University related actions. The instructions regarding exams are percolated via Notices and Circulars. The Exam committee sensitizes the students and the faculty members towards exam and related process and outcomes. The students are made aware about how to solve the questions, write precise and concise answers, within stipulated time. The Course coordinator conducts a discussion and shares solutions, marking scheme. Grievances handling mechanism at Institute Level: CEO displays notices regarding commencement of exams well in advance on notice board, email. A Circular regarding Question paper setting as is send to the faculty members, so that the students are exposed to the University Question paper pattern. The faculty members assess the answers sheets within the stipulated time and the result is displayed. The answer sheets of internal class tests/assignments are circulated to the students after evaluation and they can immediately convey their grievances, if any, to the Course coordinator. The Institute reports exam grievances to the University Exam department and follows the procedure laid down. University has prepared video for online exam training.

File Description	Documents
Any additional information	View File
Link for additional information	https://zibacar.in/2020-21-criterion-ii/

2.6 - Student Performance and Learning Outcomes

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

The students are aware about the MBA and MCA program, POs, PEOs, and Cos through the existing syllabus of University. Each subjects or courses have their own Course Outcomes (Cos). Also there are other effective modes through which Institute will aware the students for these. These modes are as follows: 1. Institute website, 2. Induction Manual or Student Handbook, 3. During first session. 4. Course file, and 5. Course Plans. Institute website: University syllabus is available on Institute website. Under the tab Academic and in the programs MBA and MCA POs and COs are separately mentioned. Induction Manual or Student Handbook : In this POs and PEOs are mentioned, it given to each students during the Induction Program. During Session: When teachers or course coordinators starts conducting their sessions they communicate POs, PEOs and Cos to the students. Also they explain the students about it and how these are related with the course on the basis of blooms taxonomy. Course File and Course Plan: POs, PEOs, are mentioned in the Course file and COs are mentioned in the Course Plan. This will help the course teacher to communicate it to students for their knowledge.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://zibacar.in/mba/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Teaching-learning mechanism of the Institute is outcome based rather output based. The curriculum planning, delivery, assessment and evaluation methods are streamlined with respect to the Outcome based education. The students are assessed continuously by the institution as they progress through the programme. The Institute's Program Outcomes (POs) are designed and identified by considering the students graduating from Management Programme should be able to do.

PSO's are specific to MBA and MCA programme and are written by the Department offering the programme. The MBA/MCA Department can differentiate its programme through PSOs. Course Outcomes (COs) are the narrower statements that describe what students are expected to demonstrate the knowledge/skill acquired at the end of each course. And are furthered from skills, knowledge, and

behaviour acquired in their earlier education. The course outcomes are set for every course by the faculty experts in that course in consultation with the Academic Monitoring committee and the Director. It is suggested to use action verbs (Bloom's taxonomy) to design course outcomes. The Institute follows concurrent as well as external evaluation of the students, as per the University's curriculum for both the Programmes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://zibacar.in/2020-21-criterion-ii/

2.6.3 - Pass percentage of Students during the year

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

138

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://zibacar.in/2020-21-criterion-ii/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

3

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

Lakshya competitive exam and study centre started on 16th June 2016 with the purpose of grabbing opportunities in government sector. Approximately 10 - 15 students from Management have registered at this centre. One student got selected in Government Services. For the academic year 2020-21, due to pandemic no student registered.

ZIBACAR Research Centre is a research centre affiliated to Savitribai Phule Pune University, Pune. It has Guides from the faculty of Commerce & Management and the faculties are: Financial Management, Marketing Management & Computer Management.

A workshop on Digital Marketing namely Demystifying Digital Marketing was conducted by ZIBACAR it was a Corporate Training Program and was conducted from 21-25 June 2021. The objective of the program was to conduct a Training program under Consultancy wing and to help various participants to grow the business processes.

ZIBACAR has conducted Colloquium Series Under FDP from date 28th November 2020 till 5th Jan 2021 on Case Study teaching methodology.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zibacar.in/2020-21-criterion-iii/

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

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

2

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

1

File Description	Documents
URL to the research page on HEI website	https://zibacar.in/research-center/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	View File

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

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

5

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

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

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

2

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

3.4 - Extension Activities

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

The Institute understands its moral responsibility to carve/shape the future of the students in not only developing their knowledge, Skills and Attitude but also makes them socially responsible. The institute imbibes the basic sense of responsibility and sensitizes students to the social cause / issues so that they maintain equilibrium between their aspirations and societal problems. The institute believes that the philanthropy plays a substantial role and work towards support social causes, welfare and development of the society. The institute practices organising and participation in social projects which will eventually establish a strong bond between the community and the academia.

The Institute further encourages students to participate in Inter-Departmental and Inter-Institutional Co- Curricular activities like Logo Competition, Postercompetition, Screen addiction among student, World environment day. The Institute has constiuted variouc Club to for their holistic development

File Description	Documents
Paste link for additional information	https://zibacar.in/sports-cultural-activities/
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

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

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

3

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

334

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

5

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

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

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute has adequate physical and academic facilities required as specified by AICTE. The infrastructure is created inline with the Vision Mission statement of the institute

through spread of knowledge and wisdom in an intelligent environment. The Classrooms, Library, computer lab, Digital Language Lab and Seminar Halls are well equipped along with computing system and Internet facility. The institute has spacious playground for sports activities.

Classroom: -

The Institute has spacious 16 classrooms of various sizes. All the classrooms are well ventilated, well-equipped with sufficient number of benches and fans. All classrooms are digitalized; facility of mounted projectors and computer with LAN and WiFi is available.

The Library is well equipped with a separate reading room facility for boys and girls and teachers. There is a separate reading space for researchers.

Research Centre: -

The centre has 5 Computers, WiFi facility and research library. A separate computer with internet facility and printer has been provided to the unit.

Computer Centre and Lab:-

The Computer centre has required software and hardware required for MBA and MCA.

Digital Language Lab:-

Language Lab is equipped with Clarity Software. The software is an technical teacher for students to learn English language and improve communication.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zibacar.in/2020-21-criterion-iv/

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

The total area of Zeal Education Society's-ZES, Narhecampus is of 40923.86 sq.mtr from which 2023.43sq.mtr is earmarked to the Institute. Within its premises the institute has two seminar halls decked up with modern equipments like P.A. system projector built in 285.47sq.mtr. The capacity of the seminar hall is of 150 each. Various programs like fresher's party, farewell party, Alumni meet, Teaching-learning sessions are conducted. ZES has built several Central amenities to cater the diverse needs of the students. Gymnasium: Gymnasium has 16 in 1 combination machine and 4 in 1 combination machine along with dumbbells, multipurpose bench and boxing punching bag. The area is 670.56 sq.mtr. Auditorium: Institute has Auditorium with area 488.8 Sq. Mts. With seating capacity of 700 It is well equipped with all modern facilities like • Air conditioning • Public address System • LCD Projector • Internet facility • Wide display screen Dance & Music studio: The dance studio has necessary infrastructure such a music system and mirrors to view the dance performances. The music studio has modern equipments like drums, piano. The studios were established in the year 2015 and the area is 140.58 sq.mtr and 70.29 sq.mtr respectively.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zibacar.in/2020-21-criterion-iv/

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

12

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zibacar.in/investment-lab/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

187508

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Name of the ILMS software: AutoLib Library Management System • **Nature of automation (fully or partially):** Fully • **Version:** New Generation (NG) • **Year of automation:** 2009 upgraded in 2016 & 2018

Description of Library Automation We are using AutoLib library management software since 2009. It is upgraded two times respectively in 2016 and 2018. This ILMS is very user friendly and it enables efficient library administration to cater user services. AutoLib software keeps all the transaction records & generates various reports which are very useful for library administration. ILMS is having various modules like Master, Member, Acquisition, Circulation, Tools, Search, Reports, Print, System Admin, Help etc. Web OPAC: Library information search on the Internet / Intranet. This module allows the user to login as a library member and view his/her circulation history, borrowed items and reservations. User can even reserve an item in the library through the Internet. Along with all these features, catalogue browsing, circulation details etc. Transactional SMS: Through the ILMS transactional SMS facility is provided to user to confirmation of their circulation details. AutoLib is an Integrated Library Management Software encompassing all aspects of library management.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://zibacar.in/2020-21-criterion-iv/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Upload any additional information</td><td>View File</td></tr> <tr> <td>Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Upload any additional information	View File	Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File			
File Description	Documents								
Upload any additional information	View File								
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File								
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)									
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)									
2.05									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Audited statements of accounts</td><td>View File</td></tr> <tr> <td>Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Audited statements of accounts	View File	Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File	
File Description	Documents								
Any additional information	View File								
Audited statements of accounts	View File								
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File								
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)									
4.2.4.1 - Number of teachers and students using library per day over last one year									
15.72									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Details of library usage by teachers and students</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Details of library usage by teachers and students	View File			
File Description	Documents								
Any additional information	No File Uploaded								
Details of library usage by teachers and students	View File								
4.3 - IT Infrastructure									
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi									

To meet the demand of new technology, Institute continuously identifies and procures new equipment, licensed software and updates Internet speed. Internal web server is available for smooth functioning of ERP and conduct of Online Exam. The Institute has 175 [HP Pro 3090] computers of configurations Intel® Pentium 4 Dual Core CPU E5400 2.70 GHz and 3Gb RAM each & Hard Disk 320 GB. All computers are connected through the LAN. We have acquired most of the software and software packages required for functioning of Labs and Project development. We have catered for one computer per student. Internet connectivity has been provided at 155 MBPS for campus (ZIBACAR with 35 MBPS speed) through Leased Line connection

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zibacar.in/2020-21-criterion-iv/

4.3.2 - Number of Computers

198

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

270836

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Policy Regarding use of Common Facilities in ZEAL Narhe Campus
1.The students are required to keep the decorum of ZEAL campus in terms of conduct and good order as a whole. They should refrain from misconduct of any kind, which would tarnish the image of ZEAL.
2.The students should remember that they are now not only a postgraduate student; but also a budding professional. The entire staff of Zeal Education Society, other students and the visitors to the campus would be closely observing each of you.
3.Use of cell-phone is discouraged on ZEAL campus.
4.Vehicles are to be parked at appropriate places and properly locked at one's own risk. Use of additional safety devices is strongly recommended. Do not leave unattended items on the vehicles.
5.Students must carry Identity-card throughout their presence in INSTITUTE / ZEAL campus.
6.Smoking, consuming alcoholic drinks, any hazardous chemical and eating non-vegetarian food on Institute campus is strictly prohibited.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://zibacar.in/2020-21-criterion-iv/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

Government during the year

310

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 of the above

File Description	Documents
Link to Institutional website	https://zibacar.in/2020-21-criterion-v/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

262

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

262

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

57

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

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

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The students are members of the various committees along with faculty members such as:

1. **Training and Placement cell(TPC):**Itensure smooth conduct of Placement activities, Campus drive, design of Placement policy.
2. **Internal complaint committee:** The student members of the committee create a "speak up" culture among the ladies and create awareness about their human rights using activities.
3. **Anti-ragging committee:** The students coordinators create awareness about ragging ill effects, anti-ragging law and hence responsible to prevent any ragging incidences inside the campus.
4. **Staff-Student Activity Body:** The student members initiate, manage and conduct the various events
5. **Sports committee:** The student members initiate, manage and conduct sports activities.
6. **Library committee:**The student members of the committee helps and support in the Library work.
7. **Class representative (CR):** The students elect their Class representative (CR).
8. **Internal Quality and Assurance Cell:** Student representatives are nominated for this cell who participate in the decisions regarding the quality initiatives and action to improve the academic and administrative performance of the Institute.
9. **CDC:** Students are part of College Development committee. Suggestions given by students are taken into consideration in the overall Institute's planning for quality teaching, research, infrastructure, events and activities.

File Description	Documents
Paste link for additional information	https://zibacar.in/2020-21-criterion-v/
Upload any additional information	View File

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

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

0

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Institute has registered Alumni Association and aims to engage alumni with its various stakeholders, rather than just generating operational revenue. 327 Alumni students are enrolled out of which 94 are from MCA and 233 are from MBA.

enrolled students and their teachers. The Institute shows its appreciation by bestowing Alumni with 'Distinguished Alumni Award' and 'Audacious Alumni Award'. But due to COVID 19 pandemic situation this year we have not organized official Alumni Meet. This year, Institute organized Zeal Entrepreneurship Awards to recognize Alumni Entrepreneurs. Shri Ajay Mangde, Swati Gulve, Sadiq Qazi, Prateek Hinge were given the Zeal Alumni Entrepreneur Award. The alumni generally contribute to the Institute in the following way

1. Alumni also interact with the final year students and guide them in preparing for campus interviews.
2. They conduct interactive sessions to provide guidance to juniors on higher studies, competitive exams and placement for juniors
3. They give review on Syllabus and thus contribute to Syllabus development for MBA and MCA programme.
4. They also give their opinion on Programme outcomes to enhance the teaching/learning process.
5. They help undergo industrial training, internship

and Dissertations.

6. Act as ambassadors of the Institute, resulting in increase in the admission.

File Description	Documents
Paste link for additional information	https://zibacar.in/2020-21-criterion-v/
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Institute strongly believes that world-class education is the stepping-stone to progress. With a longstanding commitment towards quality teaching-learning process, the Institute has nurtured values that go into the making of successful careers. Reiterating excellence with every incoming batch, the Institute stands tall with its undeterred commitment to deliver better. Equipped with state-of-the-art infrastructure, the Institute always encourages individuals to think, question, explore and apply their well-honed minds to scale newer heights of success. The Institute believes in imparting education that will build world class citizens of tomorrow. ZIBACAR is well-established management institute of excellence providing quality education with high professional ethics.

In 2020, the institute has reframed its Vision and Mission with involvement of all the stakeholders to ensure its fine tuning. After the change in the National Education policy, the major entrepreneurial, industrial policy and the implementation of Outcome Based Education in 2019 and 2020 for MBA and MCA respectively, a need to reframe Vision-Mission statement was then created.

The institute plans and conducts various activities depending on the Vision Mission statement of institute and department.

File Description	Documents
Paste link for additional information	https://zibacar.in/2020-21-criterion-vi/
Upload any additional information	View File

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

The organizational structure of the institute follows decentralized approach for effective governance.

Following is the Case study showing decentralization and participative management: Induction Day-Parichay. Induction Program for newly admitted students was planned by ZIBACAR. A total of 157 students were present for the session. The 15 days Induction program emphasizes on the process of decentralization where roles and responsibilities are delegated to all the faculty members both teaching and non-teaching staff. For smooth conduction of event, list of committees was assigned. Every committee consists of one or more existing students. The existing students coordinated the event under the committee head and members. All the vents/activities for the students and staff development are conducted exclusively under Student Staff activity body. The Induction programs consists of various activities which were well coordinated by the student-faculty committee. Every committee thus was given liberty to plan activities, schedule, seating arrangements, interaction with guests, registration, feedback, news, etc. The program, the guests sessions topics were discussed by students and faculty members, the topics were suiting the need of the students were identified. The program consists of activities such as library orientation, academics, training and placement orientation. In order to give introduce Case study.

File Description	Documents
Paste link for additional information	https://zibacar.in/2020-21-criterion-vi/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute's name is Zeal Institute of Business Administration, Computer Application & Research, formerly it was known as Dnyanganga Institute of Business Administration & Research. As both the name of institute indicates presence of the word 'Research'. Research being integral part of the Institute's Vision and Mission statement.

The Institute vision is to become ;'Management Institute of Excellence' will thus be achieve by starting with the Research centre. Also, the Vision statement further states about 'developing individuals potential'. The potential will be developed by giving highest and most reputed degree i.e. PhD. Also, as per the United Nation-sustainable goal -'Quality education', the institute strongly believe in imparting quality education to its students.

One of the strategic plan is to be well known-Research centre in Savitribai Phule Pune University. For the same, Centre for Research and Consultancy coordinator has initiated the process of Research centre in ZIBACAR.

The research centre has 5 research guide from different stream of Management viz Computer, Finance and Human resource management.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://zibacar.in/2020-21-criterion-vi/
Upload any additional information	No File Uploaded

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

ZIBACAR follows decentralized, top to bottom approach as given below:

Governing body:

Set and monitor the organization's mission, purpose, direction, priorities and strategies within the boundaries of the organization's constitution and legal obligations, oversee financial direction and accountability, supervise and evaluate management, inspire and act as role model for staff.

Director-Admission, Academics and Administration

Implement strategic plans, goals and policies made by governing body, administration, financial management at Zeal Education Society.

Head of Management Programme:

Implement strategic plans, goals and policies from 'management programme perspective', develop faculty/staff policies, and organize, supervise and evaluate the faculty and staff.

Monitor day to day functioning of the Institute regarding various decision made by the top management.

Director:

The overall Vision -Mission , strategic plan as specified by top management are being implemented through Director.

Committees and Coordinators:

As per guidelines given by various regulatory bodies a strong and hierarchical structure is formed comprising of various committees at institute and department level. The objectives and functions of the committees are implanted as per guidelines given by regulators, management and Director. Coordinators of every committee is the Member Secretary and is responsible for coordinating the Committees work.

File Description	Documents
Paste link for additional information	https://zibacar.in/2020-21-criterion-vi/
Link to Organogram of the institution webpage	https://zibacar.in/organogram/
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The Existing welfare measure for teaching and non-teaching staff are itemized below:

- Provident Fund - As per government norms every months PF has been deducted from employees
- Gratuity- every employee who has worked in the institute
- Maternityleaves- In the Year 2019-2020 Prof.Poonam Kavade Got Maternity leave in the form of three months' full salary.
- Leave Policy - Every approved & ad hoc employee eligible forhas been granted 12 Casual leave & 15 Medical Leave.
- Covid insurance- institute has provided Covid insurance to all teaching & non-teaching staff during A.Y 2020-21.
- Work from Home- in the pandemic situation during first, second & third wave of covid-19, whenever needed institution has provided work from home

- SIM card and Mobile bill-During Covid period when more on line work related meetings, on line teaching through Zoom, Google meet take placed, institution has provided SIM cards to faculty members also paid mobile bill during A.Y 2020-2021.
- Salary- Monthly salary of employees takes place on regular basis
- Atal FDP - for the faculty over all development Faculty development program organized by AICTE conducted by institute with the purpose of quality development in faculty members.

File Description	Documents
Paste link for additional information	https://zibacar.in/2020-21-criterion-vi/
Upload any additional information	View File

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

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

4

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

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

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

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

10

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Institute is committed to apprise those faculty members who demonstrate academic rigor, research inclination, leadership skills and act as role model for students, staff, colleagues. The Institute has developed an effective performance appraisal system both for teaching and non-teaching staff. The faculty appraisal system is transparent and provides clear direction towards professional, organizational and personal objectives attainment. The purpose of the performance appraisal is to provide an assessment of performance that allows recognition of a faculty member's strengths and achievements, and to identify potential areas for professional development. To have an unbiased view of faculty, the Faculty appraisal committee comprises of Director and both the Programme Coordinators. The institute appraise faculty and staff members by financial and non-financial awards and incentives so that they excel in the performance and contribute to the institution development. The institute gives adequate importance to empowerment and professional development of staff through training, shouldering responsibilities, guidance from eminent academicians and technocrats.

File Description	Documents
Paste link for additional information	https://zibacar.in/2020-21-criterion-vi/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

ZES regularly conducts internal and external financial audits. It has a full-time Treasurer and Accounts Department since inception to ensure maintenance of annual accounts and audits.

1. The following agencies conduct regular financial audit internal and external in the Institute:

(a) Internal committee appointed Zeal Education Society

(b) Chartered Accountant of the Institute

2. ZIBACAR conducts statutory audit covering all financial and accounting activities of the Institute. This includes scrutiny of

the following: (a) all receipts from fee, donations, grants, contributions, interest earned and returns on investments;

(b) all payments to staff, vendors, contractors, students and other service providers.

3. All observations/objections of AG are communicated through their report. These objections are examined by separate committees of the institute consisting of Assistant Registrar (Accounts), Internal Auditor, Director and/or any other member nominated by the Director

It is pointed out that no serious objection/irregularity is outstanding. No Draft Para has ever been issued against the Institute by AG.

4. Chartered Accountant of the Institute conducts regular accounts audit and certifies its Annual Financial Statements. All Utilization Certificates to various grant giving agencies are also countersigned by the CA. All Financial Statements upto 2020-21 have been certified by the CA.

File Description	Documents
Paste link for additional information	https://zibacar.in/2020-21-criterion-vi/
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Institute maintains & follows a well-planned process for the mobilization of funds and resource. Institute has designed some specific rules for the fund usage and resource utilization.

- Mobilization of Funds, the student Tuition fee is the major source of income for the institute.
- The management provides need-based loans to individual Institute.

Utilization of Funds

- A committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses
- The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.
- The quotations are scrutinized by the finance and purchase committee before a final
- decision is made based on parameters like pricing, quality, terms of service, etc.
- The Director, finance and purchase committees along with the accounts department

Resource Mobilization Policy and Procedure

- Before the financial year begins, Principal and Heads of Departments prepare the college budget.
- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.
- It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.
- The budget is scrutinized and approved by the top management and Governing Council.

- Accounts department and Purchase department monitor whether expenses are exceeding budget provision.

File Description	Documents
Paste link for additional information	https://zibacar.in/2020-21-criterion-vi/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC initiative-MDP Management Development Programs

IQAC has been very instrumental in design and development of Management Development Programs (MDPs). These can be a good source of revenue and at the same time can provide an opportunity for industry interface. These MDPs also lead to research/consulting or development of Case Studies. It is understood that there is good potential for MDPs in Pune. Hence this note is prepared to chalk out the strategic path for MDP cell.

Segments:

It is observed that there are many institutions offering Management Development Programs viz. TMTC, Dale Carnegie, SIBM etc. to the Multinational Companies and big corporate houses. However Small and Medium Enterprises Sector remains unexplored. Hence it is proposed to explore the following sectors. Small and Medium Enterprises

- Small Software Companies
- Hospitals Local and National
- Traders and Retailers

The Revenue sharing model too is prepared for MDP which includes share for MDP coordinator, Speakers, promoter of events and the institute.

File Description	Documents
Paste link for additional information	https://zibacar.in/2020-21-criterion-vi/
Upload any additional information	View File

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

1. Massive Open Online Courses

IQAC consider the present pandemic situation and need of future, students are motivated, advised and closely monitored regarding the Self learning. At the moment, when the students are into Online learning mode, self-learning through various initiatives would thus enhance their skills and knowledge. IQAC has set up a process where the Faculty members and Mentors identified the students/Mentee subject of interest. Later, various online avenues were shared with the students and students were asked to attend those courses. Discussion over the Certificate courses/MOOC's were then being done with the students. The learning experiences throughout the worldwide Course teachers/instructors were being shared by the students.

1. Open Learning Space(OLS)

IQAC has been instrumental in motivating, guiding and moreover engaging students to present various emerging technologies in OLS, popularly called as 'Assembly'. In Assembly, faculty member guide one or two students to present a topic. This year, in Assembly, programme outcomes were being mapped. Feedback of assembly is also taken. Assembly coordinator schedules the assembly slots and assign faculty members to conduct assembly session. Assembly has helped to achieve multiple Program outcomes.

File Description	Documents
Paste link for additional information	https://zibacar.in/2020-21-criterion-vi/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the

D. Any 1 of the above

institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	
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File Description	Documents
Paste web link of Annual reports of Institution	https://zibacar.in/2020-21-criterion-vi/
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institute has number of security and safety measures taken to assure safety and security at 360 degree in the campus:

- By displaying emergency contact numbers at various locations.
- Maintained first aid box at the easily reachable common area at administrative office.
- For staff and students during their sick or not well situation Medical Room is provided.
- The ZES Campus is under CCTV surveillance which covers 360 degrees of institute.
- To ensure a safe and carefree environment from external nuisance, institute has heightened boundary wall and huge entry gate with security guards.
- Non-teaching & Teaching staff ensure safety atmosphere at every corner within and around the campus.
- All Students and staff carry college ID cards at all times and outsiders are crisscross by security staff with gate pass before letting entry in campus.

- Number of different counselling sessions on personal safety were organized for female faculty and girl students.
- awareness of sexual harassment
- Mentor mentee initiative to counsel students
- girls' common room equipped with a necessary provisions where ladies can take rest when they are sick or unwell.
- The Internal Complaint Cell conducts one meeting during every semester with female stakeholders of institute and address the issues/grievances if any.

File Description	Documents
Annual gender sensitization action plan	https://zibacar.in/2020-21-criterion-vii/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://zibacar.in/2020-21-criterion-vii/

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

To nurture healthy institutional habits to maintain and dispose degradable and non-degradable waste, ZIBACAR has an appropriate provision for cleaning, hygiene, and waste disposal.

1. Solid Waste Management:

To collect solid waste, dustbins are kept at various spots.

To avoid unnecessary garbage, the Faculty members and office staff utilized one-sided used papers for printouts of internal communication work. Old newspapers and both side used papers are given for recycling with proper way. The institute promotes waste management activities through various activities like Mahatma Gandhi Jayanti Celebration as Swachh -Bharat Mission were best from waste activity conducted.

2. Liquid Waste Management:

To manage Liquid waste generated through washrooms and canteen directly connected to the septic tank followed by directly connecting with Narhe Gram panchayat's main drainage lines for further disposal.

3. E-waste Management:

In this electronic era, Institute also uses various types of ICT gadgets, as these products degrades after its long term use and also due to advancement in technology. The institute has a proper disposal and e-waste management system where all dead ICT gadgets are scraped with e-waste recycling agency.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

- 1.Restricted entry of automobiles
- 2.Use of bicycles/ Battery-powered vehicles
- 3.Pedestrian-friendly pathways
- 4.Ban on use of plastic
- 5.Landscaping

A. Any 4 or All of the above

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

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

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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The institute take efforts and initiatives in providing an inclusive environment by organizing various national festivals and the birth/death anniversaries of great Indian leaders.

1. Mahatma Gandhi and Lal Bahadur Shastri Jayanti: Every year

on 2nd October institute celebrates Mahatma Gandhi and Lal Bahadur Shatsri Jayanti

2. **Guru Vandana:** To give tribute to Dr Sarvepalli Radhakrishnan on his birth anniversary Institute celebrates Teacher's Day.
3. **Chhatrapati Shivaji Maharaj Jayanti:** To give honor and tribute to our beloved king Shri. Chhatrapati Shivaji Maharaj, Institute Celebrates the Shiv Jayanti. On this day, Institute in collaboration with students conducts different activities to showcase role model -Chhatrapati Shivaji Maharaj
4. **International Women Day:** On 8th March of every year, institute celebrates this day as International Women Day to promote gender equality and Women Empowerment by organizing different activities under the umbrella of Glo-w Talk.
5. **Vachan-Prerana Divas:** Since 2015 when Education Minister Shri. Vinod Tawdeji declared the birth anniversary of Dr A P J Abdul Kalam as 'Vaachan Prerna Diwas', since that day Institute celebrates 15th October as Vachan-Prerana Divas to encourage students to read books for realizing the importance of reading habit in day-to-day life.

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

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

To do sensitization of stakeholders of the institution to the constitutional obligations like values, rights, duties and responsibilities of citizens, Institute in collaboration with SPPU Pune conducts different initiatives.

1. **Introduction to Constitution:** It is prime responsibility of every individuals of India to know about the Constitution of India. SPPU has introduced Course-introduction to constitution. The main objective of this course is to introduce the philosophy of Constitution of India to students and to acquaint them with their freedoms and

responsibilities.

2. Introduction to Cyber Security/Information Security.: To avoid any misuse and legal actions on individual as well as on organizations, everyone is under stress to maintain information security to avoid legal actions. So to create awareness about different threats to computer system, preventive and corrective actions are being introduced via a course Introduction to Cyber Security/Information Security.
3. Human rights course: To create awareness about human rights and the related roles and responsibilities, University has mandated Human rights courses 1 and 2.

Website link: 1. <https://zibacar.in/human-values-and-professional-ethics/>

2. http://unipune.ac.in/university_files/Introduction_to_Constitution.htm

3. Introduction to Cyber Security OR Information Security
English (unipune.ac.in)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://zibacar.in/2020-21-criterion-vii/
Any other relevant information	https://zibacar.in/2020-21-criterion-vii/

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

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

ZIBACAR celebrate/organizes national and international commemorative days, events and festivals on specific occasion.

1. Independence Day & Republic Day : To entreat a tribute to the great victory and to remember the contribution of great freedom fighters of our motherland ZIBACAR celebrates the Republic day . Also ZIBACAR feels pride and honor to celebrate the Republic Day on 26th of January every year.
2. Mahatma Gandhi and Lal Bahadur Shastri Jayanti: Every year on 2nd October institute celebrates to venerate their birth anniversary .
3. Teacher's day: To give tribute to Dr Sarvepalli Radhakrishnan on his birth anniversary.
4. Chhatrapati Shivaji Maharaj Jayanti: To give honor and tribute to our beloved king Shri. Chhatrapati Shivaji Maharaj, Institute Celebrates the Shiv Jayanti.
5. International Women Day: institute celebrates International Women Day to promote gender equality and Women Empowerment by organizing different activities.
6. Vachan-Prerana Divas: The birth anniversary of Dr A P J Abdul Kalam is celebrated as 'Vaachan Prerna Diwas', on 15th Octoberto encourage reading
7. International Yoga day (21 June):For physical and mental well being
8. Doctor's day: (30 March): to create awareness about health issues and stress management.
9. Bhagwat Geeta day: to empower students and faculties with the management skills used in Bhagwat Geeta.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

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

A) Club Activities

1. Title of practice: Club Activities

2. Objectives of the practice

a) To inculcate innovation, team spirit, creativity and entrepreneurial leadership

3. The context

In the pandemic situation, to keep students engage in creative and innovative activity as club activity.

4. The practice

- Faculty along with three students as Director, Secretary and Treasurer conducts various activities.

5. Evidence of success

Inculcation of innovation, team spirit, creativity, entrepreneurial leadership skills.

6. Problem encountered and resources required

Physical availability of students was the main challenge caused due to pandemic situation which triggered to reschedule the activity dates.

B) Curriculum 360°

1. Title of practice: Curriculum 360°

2. Objectives of the practice

a) To strengthen the curriculum and enrich learning experience

3. The context

The gap between what academia and industry is bridged

4. The practice

It includes industrial visits, Budget sessions, Guests sessions and global guest lectures series -GlobLabs various corporate professionals located across different countries.

5. Evidence of success

Glo-Lab series practice helped students to gain global exposure and exhibit an appreciation of Cross-Cultural aspects of business and management

6. Problem encountered and resources required

- Scheduling the session basis different time zone across the globe

File Description	Documents
Best practices in the Institutional website	https://zibacar.in/2020-21-criterion-vii/
Any other relevant information	https://zibacar.in/sports-cultural-activities/

7.3 - Institutional Distinctiveness

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

within 200 words

The Institute draws its distinctiveness from being able to connect with different under-graduate institutes from different universities and our own students through Level-up activity series. With this level up series about 370 students from 16 college's availed benefit of this activity. Following actives were conducted with the help of in-house staff

1. Career Mantra: Opportunities after graduation
2. Resume Writing & Industry expectation from Graduates
3. Cloud Computing & IoT: need of future
4. Leadership & Stress Management
5. Financial Planning

Report: Level-up activity reports

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

7.3.2 - Plan of action for the next academic year

1. Improvment in MOOC's particiaption for Students.
2. Improvement of FDP/workshop partiicipation for faculty members
3. Increase in number of Research centre initiatives-conduct of FDP, worksjop, Seminars
4. Increase in number of Research initiatives-research publication and participation
5. Students participation at various events/activities
6. Establish Industry-Institute Interaction though Guests sessions and industrial visits
7. To increase pay package of the students.
8. To conduct Soft skills sessions
9. ISO and NBA task

NAAC