

PCET's  
**S. B. Patil Institute of Management**  
**MANDATE**

<b><u>Institute</u></b>
• Conduct Administrative, Financial and Academic Audit (AAA) atleast once in a year
• Implementation and utilization of LMS system for administrative and academic management
• Publication of yearly news-letter, yearly magazine and bi-annual research journal by institute
• Conduct Annual planning meetings based on strategic planning
• Should initiate and participate in Socially relevant activities for societal benefit
<b><u>Faculty</u></b>
• Undertake at least 1 Research Project on minor/major level.
• Should publish at least two research papers at IIM or equivalent level or UGC refereed Research Journal.
• Maximum number of faculty members should pursue/complete a Ph.D.
• Attend and conduct FDPs for skill up gradation and knowledge transfer.
• Each teaching staff-member shall attend atleast 1 short-term training program or course.
<b><u>Student</u></b>
• One month industrial training per academic year
• Undertake all skill enhancement training provided by the institute
• Two field based assignments and Field-Visit per semester
• Attend atleast 1 Professional development programs for students
<b><u>Staff</u></b>
• Undertake all skill enhancement training programs organized by the institute to develop Administrative/ Office skills
• Undertake at least 2 external (Out station) skill enhancement training programs for up gradation of knowledge per year.



  
**Director**  
S. B. Patil Institute of Management  
Sector No. 26, Nigdi,  
Pradhikaran, Pune-411 044.