

Audyogik Tantra Shikshan Sanstha 's
Institute of Industrial & Computer Management and Research IICMR
ACADEMIC AND ADMINISTRATIVE AUDIT

Department :-MBA@ IICMR

Academic Year :-2022 – 2023

Part I-Administrative ,Part II – Academic and other related Details

Part I- Administrative

1) Whether the student faculty member ratio is appropriate?

Present ratio: 1:20 **Remarks:** Yes, it is as per the AICTE norms.

2) Number of teaching posts sanctioned, filled, and vacant.

Designation	Sanctioned	Filled
Director	1	1
Professor	1	1
Associate Professor	2	1
Assistant Professor	8	09
Total	12	12

Remarks: It is found appropriate as per norms.

3) Faculty profile with name, qualification, designation, experience, nature of appointment (confirmed/ probation/temporary):

Remarks: List of faculty members and all the other information regarding faculty members were checked from the Faculty Personal file and data recorded with administrative department. All the details were found as the list shown above.

4) Student profile MBA 2022-2023

Year	No. of students Admitted	Seats Available	Male	Female	SC	SBC	OBC	DT NT	OPEN
MBA First Year	122	120+2			4		17	6	93
MBA Second Year	123	120+3	58	65	2		12	5	96

Remarks: List of students and all the other documents regarding reservation policies were checked & verified. All the information was appropriate as per DTE norms.

5. Information about Ph. D. program: Organizational Management

Year A.Y.2022-23	Applications Received	No. of students admitted	Male	Female	Total	Document
Dr. Abhay Kulkarni	7	3	2	1	3	yes
Dr. Ashwini Kulkarni		0	0	0	0	yes

Remarks: It was found that total students were enrolled in the PGRC under Organizational Management since the inception of research centre.

6. Present details of departmental infrastructural & other facilities:

Sr. No.	Particulars	Details	Yes/No	Remarks
1.	Total number of classrooms	4+1	Yes.	It is as per norms.
2.	Classrooms with ICT facility	5	Yes.	It supports interactive learning process.
3.	Seminar Hall	1	Yes.	All the events/ activities are conducted. There is a provision of booking auditorium as the two departments are using it simultaneously.
4.	Smart classroom	2	Yes	Regularly used
5.	Knowledge Centre: Books Journals Magazines Subscriptions	Books- 16424 Journals- International-6 National -10 Magazines- 1 Subscriptions - 2	Yes	As per AICTE norms
6.	Knowledge Centre – E resources (Digital library) Books Subscriptions	E-Books - 5957 Delnet 240 Ebsco- 1169	Yes	As per AICTE norms (IP based)
7.	Number of Computers	61	Yes	Computer usage register is maintained to monitor the utilization of computers.
8.	Internet facility	100+30 MBPS Broadband leased line 30	Yes	
9.	Activity room	1	Yes	
10.	GD room	1	Yes	Group discussions/ one to one interaction for guiding projects/ mentoring, small group activities takes place.

Part II – Academic and other related details:-

A. Teaching Learning and Evaluation

1) Do the faculty members take initiative in curriculum development process?

Remarks: Yes.

- a. The institute conducted Seminars, Student Development Program , Intercollegiate competitions, Conference , ASR activities and other various other activities also in alignment with Program Outcome.
- b. With the help of new Blended learning tools smart board, the teaching learning has become very effective.
- c. The assessment criterion and techniques are decided as per SPPU norms.
- d. Faculty members actively participated in attending FDPs to help students understand the concept of CBGS OBE 2019 revised pattern, University exam paper set preparation as per Bloom Taxonomy and conducted Vivas for students in other institutes.
- e. MBA@IICMR, we evaluate all students as per SPPU norms through CCE (Continuous Concurrent Evaluation) pattern. The faculty members chose the CCE evaluation as per the courses.
- f. MBA@IICMR conducted timely CCEs , descriptive exam of all MBA I SEM II students.
- g. Understanding through Alumni guest sessions along with industry experts were conducted for current inputs and realize industry expectations.

2) Is Curriculum suitable to make students globally competitive in the subject?

Remarks: Yes, the University tries to alter / amend minor changes in different courses and specialisation as per the changing need of industry.
Now, CBCG and OBE 2019 pattern based on Blooms Taxonomy is globally competitive one.

3) Does the department offer program with sufficient no. of electives options.

Remarks: Yes.

4) While framing curriculum, is feed-back taken from stakeholder's viz. Students/Alumni/Parents/Employers considered?

Remarks: Yes, the feedback is taken from the above-mentioned stakeholders and the actions are taken.

5) What is the frequency of syllabus revision?

Remarks: The frequency of syllabus revision is every 3 years.

6) Does the department have Academic Calendar?

Remarks: Yes HEI prepare calendar for every academic year.

7) Were the teachers informed about subject allocation and workload before the start of the semester?

Remarks: Yes

8) Did the teacher make the Semester planning and upload all the reading material in learning Management System?

Remarks: - Yes

9) Whether the lecture notes/ handouts / other records are maintained.

Remarks:-Yes.

10) Lesson Plan file is updated / Complete on date:

Remarks: Yes, the review of the syllabus completion is periodically done in the departmental meeting.

11) Does the department have any mechanism to ensure that entire syllabus is completed?

Remarks: Yes. The department adopts following mechanism-

- Oral feedback taken by the Class coordinators and HOD.
- Review of syllabus completion, evaluations, records and attendance is taken during the departmental meetings.

12) Whether Faculty members completed the teaching work assigned for this semester and completed the syllabus

Remarks:- Yes . It is also observed that extra sessions were given to subjects like Decision Science, Financial Management, Business Research Methodology and University Level courses as per the request from the students.

13) How does the department ensure that programme objectives are constantly met and learning outcomes are monitored?

Unit outcomes are in the lesson plan.

14) Whether the faculty members adopt innovative teaching methodology?

Remarks: Yes. The training and implemented of blended online tools are adopted by all while conducting the lectures , the institute also provide taring for the same as and when it is required.

15) Innovative processes adopted by the institution in Teaching and Learning:

1. Many blended online tools for educating students were used like Padlet, Quizzes, Loom, Kahoot, Quizzes, Google slides and Polling.
2. Conducting SDP sessions by aligning with Core courses, Specialization Core courses
3. Conducting Case lets and thematic presentations.
4. Interactive learning with Story -telling, In depth Vivas, learning diaries.
5. Interactive sessions with help of video clips, MCQs.
6. Development of virtual websites in digital marketing sessions.

Remarks: Yes. It is observed that every co-curricular activity is planned with objectives and outcome that is aligned with core courses.

16) Does the Department have Annual Appraisal system for faculty members with Peer review process?

Remarks: Yes

17) Does Administrative staff get appraised every year?

Remarks: Yes

18) Do you offer Bridge/Remedial courses?

Remarks: Yes. Bridge courses are conducted to provide conceptual clarity of Accounting and Demand, Forecasting and Analysing, University Level courses to the students coming from different educational backgrounds.

19) Is the Exam schedule of Term end exam and all concurrent evaluation is prepared and incorporated in the academic calendar?

Remarks: Yes. Tentative proposed schedule is incorporated in the academic calendar and individual examination schedule is prepared for every semester.

**20) Whether he/ she conducted the required evaluation components for all courses and the results (mark statements) have been handed over to the department.
Examination System record:**

Remarks: - Yes. Files of Concurrent Evaluation is maintained and recorded with the examination section.

21) Do you have a system of communication regarding exam pattern?

Remarks: Yes. Exam coordinator with inputs received from HOD gives complete orientation about the examination pattern and the methods during Induction and at the beginning of every semester.

22) Whether the examination related details/Norms and schedule is communicated to the students?

Remarks: Yes.

23) Semester-wise results of students:-

MBA result	Total no. students appeared	Distinction %	I class%	Passing %	Document
IV	119	27	67	78.99	Yes
II	120	10	80	88.33	Yes

24) Whether the result is analyzed and remedial actions are taken?

Remarks:- Yes result is analyzed properly and required remedial actions are taken.

B. Student Development/Activities /Achievements /Feedback and other related Details:-

1. Major Activities for Student Development/ Enrichment:

Sr. No	Particulars	No of Sessions Conducted	Record maintained
1	Student Development Program	04	Yes
2	Career Excellence Program	08	Yes
3	Employability Enhancement Program	03	Yes
4	Seminars	14	Yes
5	Industrial Visits	2	Yes

Remark:- It was found that the department has taken different initiatives for student development and the record of every activities are properly maintained.

2. Value added Courses offered:

Sr. No	Particulars	No. of students benefitted	Record maintained
1	Certification on Behavioural and Personality Development Skills	98	Yes
2	Certification in Digital Marketing	71	Yes
3	Certification in NISM	87	Yes
4	Certification on HR Core Processes	91	Yes
5	Certification on Financial Analysis and Modelling	91	Yes
6	Certification on Power BI	42	Yes
7	Certification on Advanced Excel	93	Yes
8	Certification on Tally	63-89	Yes
9	Certification on Python	19	Yes

3. Details of Seminars/ Conferences/Workshops/FDP organized at university, state, national and international level conducted in the academic year.

Sr.No.	Particulars	International/ National/ State/ Institute level	File/Document	Remark
1.	Industrial Visit – Radhyeshyam	Institute level	Available	OK
2.	FDP1 SIP Guidance for Guides	Institute level	Available	OK
3.	FDP2 ‘Enhancing the Spiritual Quotient’	Institute level	Available	OK
4.	FDP 3 ‘Co-Po-Mapping	Institute level	Available	OK
5.	Seminar 1 ‘Road to Excellence’ for aspiring managers	Institute level	Available	OK
6.	Seminar 2 Journey to Excellence for aspiring managers	Institute level	Available	OK
7.	Seminar 3 ‘Campus to Corporate’ for aspiring managers	Institute level	Available	OK
8.	Seminar 4 ‘Skill sets required for new age Organisations’ for aspiring managers	Institute level	Available	Ok
9.	Seminar 5 ‘Self Introduction’ for aspiring managers	Institute Level	Available	Ok
10.	Seminar 6 ‘Top Ten Employability skills for MBA’ for aspiring managers	Institute Level	Available	Ok
11.	Seminar 7 ‘Campus to Corporate – Opportunities and Challenges	National level	Available	Ok
12.	Seminar 8 ‘Digital Marketing Trends’ for aspiring managers	Institute Level	Available	Ok
13.	Seminar 9 ‘Challenges of Corporate World for the future Manager’ for aspiring managers	Institute level	Available	Ok
14.	Seminar 10 ‘Innovation and Start-up’ for aspiring managers	Institute level	Available	Ok
15.	Seminar 11 ‘Training for Compliance’ for aspiring managers	Institute level	Available	Ok
16.	Seminar 12 ‘Negotiation and Conflict Management’ for aspiring managers	Institute level	Available	Ok
17.	Seminar 13 ‘Competencies for Corporate Career-	International level	Available	Ok

	Roadmap for achievers' for aspiring managers' for aspiring managers			
18.	Seminar 14 'Creative and Cross Cultural Skills' for aspiring managers	Institute level	Available	Ok
19.	Seminar 14 'Entrepreneurship'	Institute level	Available	Ok
20.	Prerna- Innovation and Start-up	National level	Available	Ok
22.	Prerna- Session on Entrepreneurship	Institute level	Available	Ok
23	FDP 4- Workshop on CO-PO mapping	Institute level	Available	OK
24	Prerna- Problem to Prosperity	Institute level	Available	OK
25	Essay Event	Institute level	Available	OK
26	Indian Society for Quality (ISQ) TOPS Convention	State level	Available	OK
27	Prerna- Kirloskar Vasundhara Ideation Competition	State level	Available	OK
28	Workshop Be the Change	Institute level	Available	OK
29	Prerna- Avishkar Competition	State level	Available	OK
30	Power of Presentation and MS Office workshop	Institute level	Available	OK
31	Prerna- Sem 1- GIBF student Chapter 'Career Tunes'	Institute level	Available	OK
32	Sem 1 Career Excellence Program 3- Rubicon Life skills Workshop	Institute level	Available	OK
33	Business Process Excellence (BPE) 2023 "Business Process Management for Customer Experience (CX)".	National level	Available	OK
34	Prerna- Deshpande Foundation Bootcamp	Institute level	Available	OK
35	Industrial Visit- Aptiv	Institute level	Available	OK
36	FDP5 on "Enhancing Spiritual Quotient for Better Workplace Management"	Institute level	Available	OK
37	INZWINZ Digital Business	Institute level	Available	OK
38	Spic Macey Event at New Delhi Public School Pune	Institute level	Available	OK
39	National Level Workshop on 'Leveraging Quality Education through Industry-Institute Linkage with NEP 2020'	National level	Available	OK
40	FDP 6 'Workshop on Po-Co Mapping'	Institute level	Available	OK

41	Prerna- UDAAN 2k23	National level	Available	OK
42	FDP 7 Dependence-Independence-Interdependence	Institute level	Available	OK
43	Prerna- Good to Great Leadership	Institute level	Available	OK
44	Prerna- "Cyber Illiteracy: One violating one's own human rights"	Institute level	Available	OK
45	FDP 9 on Library Orientation - EBSCO	Institute level	Available	OK
46	FDP 10 on Library Orientation - Proquest	Institute level	Available	OK
47	FDP 11 on Quality Enhancement Series III	Institute level	Available	OK
48	Prerna- 'Converting Ideas to start the business and scaling it'	Institute level	Available	OK

4. Is there a process for motivating students to participate in inter/Intra Institute Competition?

Remarks. Yes, one Faculty member is assigned with the role as Cultural Coordinators with two student volunteers and details of different national state and local level competition details re displayed in the notice board and announcements are made in the class rooms.

ARKO club conducts Intra Institute Competition and conduct different cultural and sports activities for the students.

5) Is there an established Student welfare Council?

Remarks:-Yes

6) Awards / Prizes and recognitions received by Students at University, State, National and International level:

Sr.No	Number of Awards Received	Certificate of appreciation	Verification
1.	6	Yes available	OK

7) Awards / Prizes and recognitions received by Faculty Members at University, State, National and International level:

Sr.No	Faculty Members Recognitions	Certificate of appreciation	Verification
1.	Awards - 04	Yes available	OK
2.	Patents -2	Yes available	OK

8) Whether institute conducts Extension and Outreach activities that support the neighboring Community and the Society?

Yes. The Institute is having a wing an established under student welfare council for conducting and promoting all these activities.

9) Activities during the year in the sphere of extension activities and Institutional Social Responsibility?

Sr. No.	Particulars	File/Document	Stake Holders involved and benefitted	Remark
1.	ASR- Rotary- Runnathon of Hope	Available	IICMR students , Faculty Members and Neighbourhood society with tanpore Foundation & PCMC	
2.	ASR- Blood Donation Camp	Available	IICMR students , Faculty Members and Neighbourhood society with tanpore Foundation & PCMC	
3.	ASR-Institute of Engineers Program on Energy Conservation	Available	IICMR students , Faculty Members	
4.	ASR- Jaldini	Available	IICMR students, Faculty Members and the society	
5.	Sem 1 Concurrent Internal Evaluation 2	Available	IICMR students, Faculty Members & society	
6.	ASR- Republic Day	Available	IICMR students & Faculty Members	
7.	ASR- Marathi Bhasha Sanvardhan Pandharavada	Available	IICMR students & Faculty Members	
8.	ASR National Voters' Day	Available	IICMR students & Faculty Members	
9.	ASR Pariksha Pe Charcha	Available	IICMR students & Faculty Members	
10.	ASR Shivjayanti	Available	IICMR students & Faculty Members	
11.	ASR- Marathi Bhasha Gaurav Din	Available	IICMR students & Faculty Members	
12.	ASR- Women's Day Celebration (for faculty and staff members)	Available	IICMR students & Faculty Members	
13.	ASR-"Lecture on Energy Conservation and Life Style for Environment"	Available	IICMR students & Faculty Members	
14.	ASR-"Lecture on Energy Conservation and Life Style for Environment"	Available	IICMR students & Faculty Members	
15.	ASR Celebration of World	Available	IICMR students &	

	Environment Day		Faculty Members	
16	ASR Environment Day Celebration with ECA	Available		
17	ASR Poster Competition Environment Day	Available	IICMR students & Faculty Members	
18	ASR Vaari	Available	IICMR students & Faculty Members	

10) Details of Campus Placement and Summer Internship: -

i) Final Placement: -

On Campus			Off Campus	Document	Remark
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed		
25	119	41		Placement file	Checked ok

ii) Summer Internship:-

On Campus		Document	Remark
Number of Organizations Visited	Number of Students Placed		
39	120	Placement file	Checked ok

11) Whether alumni contribute in the development of the students/Department/Institute?

Remarks:- Yes. It was observed that alumni's contribute as a resource person in major events. The alumni's give reference for Summer Internship and Final Placement.

12) Whether the department collects semester end feedback for monitoring all academic and other relevant activities?

Remarks: Yes, the department collects semester end feedback after the completion of every semester. This feedback is then, analyzed and the suggestions are considered.

13) How the department ensures that the planned activities are implemented?

Remarks :- The department has assigned roles and responsibilities of each activity to different faculty coordinators and these coordinators plan the entire activity and prepare a activity calendar and discuss it in the departmental meet with all the faculty members. After receiving the suggestions the faculty members incorporate for smooth functioning.

14) Future plans of the department:

Sr. No	Particulars
1	International certification for students.
2	Conducting Case study competitions through Drushti Case Study Centre for Students Academicians and Corporates.
3	Promoting students to participate in National level competitions Incubation activities.
4	Conduct International Conference at Institute.

15) Overall Observation and suggestion by the auditor: -

FDP on chat APT & AI Canbe taken
Students Canbe taken to Industrial
visit with focused SIP - topics.

Declaration by the Head of the Department/Institution:

I am aware that the above information provided by the department will be validated by the IQAC.

Head of Department



Director

Institute of Industrial & Computer
Management & Research [I.I.C.M.R.]
Nigdi, Pune - 411 044

Auditor Signature

Date of Audit :- 21/08/23

Audited By :- Dr. Shailesh Kasande.