



Audyogik Tantra Shikshan Sanstha's
Institute of Industrial and Computer Management and Research (IICMR)
Approved by AICTE, Permanently Affiliated to SP Pune University,
Recognized by DTE, Government of Maharashtra, NAAC Re-accredited



Criterion 6 – Governance, Leadership and Management

Key Indicator - 6.5 Internal Quality Assurance System

Metric 6.5.2

Quality assurance initiatives of the institution



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Metric 6.5.2

Sl.No	Academic Year
1	<u>2022-23</u>
2	<u>2021-22</u>
3	<u>2020-21</u>
4	<u>2019-20</u>
5	<u>2018-19</u>

Metric 6.5.2

2. Academic and Administrative Audit (AAA) of MBA Department



1. 2022-23

1. Academic and Administrative Audit (AAA) of MBA Department -22-23

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.

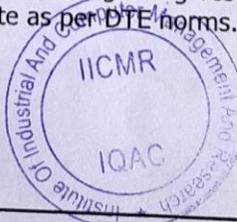
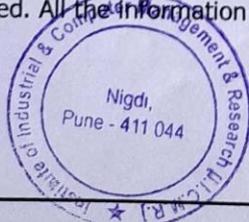
3) Faculty profile with name, qualification, designation, experience, nature of appointment (confirmed/ probation/temporary):

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.



1. Academic and Administrative Audit (AAA) of MBA Department -22-23 Contd.

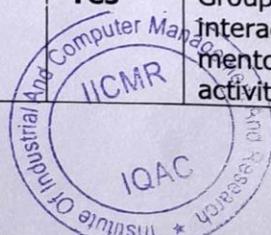
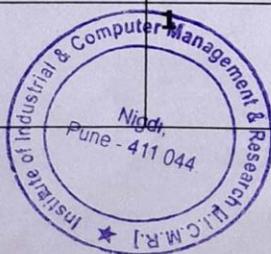
5. Information about Ph. D. program: Organizational Management

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 Broadband leased line	MBPS 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.



1. Academic and Administrative Audit (AAA) of MBA Department -22-23 Contd.

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.

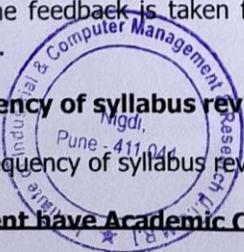
4) While framing curriculum, is feed-back taken from stakeholder's viz. Students/Alumni/Parents/Employers considered?

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?



1. Academic and Administrative Audit (AAA) of MBA Department -22-23 Contd.

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.

1. Academic and Administrative Audit (AAA) of MBA Department -22-23 Contd.

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?

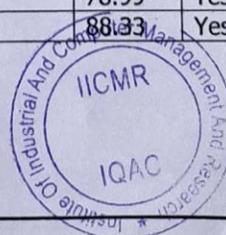
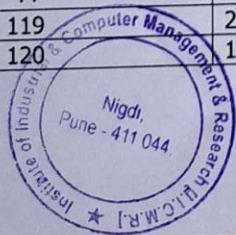
Remarks: Yes. Exam coordinator with inputs received from HOD gives complete orientation about the examination pattern and the methods during Induction and at the beginning of every semester.

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



1. Academic and Administrative Audit (AAA) of MBA Department -22-23 Contd.

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:-

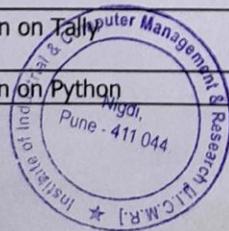
1. Major Activities for Student Development/ Enrichment:

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

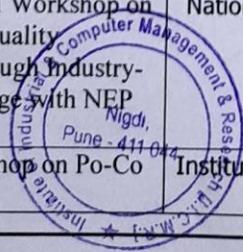


1. Academic and Administrative Audit (AAA) of MBA Department -22-23 Contd.

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

1.Academic and Administrative Audit (AAA) of MBA Department -22-23 Contd.

	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	INZWING 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



1. Academic and Administrative Audit (AAA) of MBA Department -22-23 Contd.

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 Recognitions	Certificate of appreciation	Verification
1.	Awards - 04	Yes available	OK
2.	Patents - 2	Yes available	OK



1. Academic and Administrative Audit (AAA) of MBA Department -22-23 Contd.

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 &	

1. Academic and Administrative Audit (AAA) of MBA Department -22-23 Contd.

	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.

1. Academic and Administrative Audit (AAA) of MBA Department -22-23 Contd.

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 GPT & AI can be taken. Students can be 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.

Metric 6.5.2

2. Academic and Administrative Audit (AAA) of MBA Department



2. 2021-22

2. Academic and Administrative Audit (AAA) of MBA Department -21-22

Audyogik Tantra Shikshan Sanstha 's
Institute of Industrial & Computer Management and Research IICMR
ACADEMIC AND ADMINISTRATIVE AUDIT
Department :-MBA@ IICMR Academic Year :-2021 – 2022
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1) Whether the student faculty member ratio is appropriate?

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Remarks: It is found appropriate as per norms.

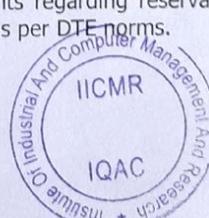
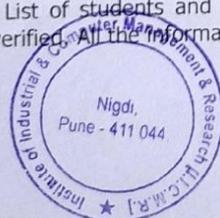
3) Faculty profile with name, qualification, designation, experience, nature of appointment (confirmed/ probation/temporary):

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.

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Year	No. of students Admitted	Seats Available	Male	Female	SC	SBC	OBC	DT NT	OPEN
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2.Academic and Administrative Audit (AAA) of MBA Department -21-22 (contd.)

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

Year A.Y.2021-22	Applications Received	No. of students admitted	Male	Female	Total	Document
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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- 22436 Journals-24 Magazines- 10676 Subscriptions - 2	Books- 22436 Journals-24 Magazines- 10676 Subscriptions - 2	Yes	As per AICTE norms
6.	Knowledge Centre – E resources (Digital library) Books Journals Magazines Subscriptions	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 30 leased line	Yes	
9.	Activity room	1	Yes	
10.	GD room		Yes	Group discussions/ one to one interaction for guiding projects/ mentoring, small group activities takes place.



2. Academic and Administrative Audit (AAA) of MBA Department -21-22 (contd.)

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 Quiz, Webinars, and guest lecture series in COVID 19 pandemic situation.
- b. With the help of new 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 pattern, University exam paper set preparation as per Bloom Taxonomy and conducted Vivas for students in other institutes.
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2) Is Curriculum suitable to make students globally competitive in the subject?

Remarks: Yes, the University makes an attempt 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.

2. Academic and Administrative Audit (AAA) of MBA Department -21-22 (contd.)

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.

2. Academic and Administrative Audit (AAA) of MBA Department -21-22 (contd.)

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	Nigdi, Pune 67.1044	27	78.99	Yes
II	120			88.33	Yes

2. Academic and Administrative Audit (AAA) of MBA Department -21-22 (contd.)

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	07	Yes
3	Employability Enhancement Program	03	Yes
4	Seminars	18	Yes
5	Industrial Visits	3	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	42	Yes
	Certification in Digital Marketing - LSDB	71	Yes
2	Certification in Advanced Excel using Data Science -IIT (BHU)	68	Yes
3	Certification on HR Core Processes	44	Yes
4	Certification on Financial Analysis and Modelling	71	Yes
5	Certification on Digital Marketing	42	Yes
6	Certification on Power BI	42	Yes
7	Certification on Advanced Excel	42	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.	FDPI- INS Shivajinagar	Institute level	Available	OK
2.	Industry Expert Session Structural Thinking Mod. Pre-orientation AVATAAR)	Institute level	Available	OK

2.Academic and Administrative Audit (AAA) of MBA Department -21-22 (contd.)

3.	Industry Expert Session - Experience sharing with Budding Manager (Pre-orientataion Session AVATAAR)	Institute level	Available	OK
4.	Industry Expert Session - Skill sets required for future Managers -(Pre-orientataion Session AVATAAR)	Institute level	Available	OK
5.	Industry Expert Session -The Art of Smart Wealth Creations (Pre-orientataion Session AVATAAR)	Institute level	Available	OK
6.	Industry Expert Session - Explore to Excel-(Pre-orientataion Session AVATAAR)	Institute level	Available	OK
7.	Industry Expert Session :- What will change in next 10 years and what will not.(Pre-orientataion Session AVATAAR)	Institute level	Available	OK
8.	Visit to PCMC smart city Maha Metro project	Institute level	Available	Ok
9.	i2e- Competition Presentation	Institute Level	Available	Ok
10.	ED Cell Prerana visit to Autocluster for Institute of Engineers Meeting	Institute Level	Available	Ok
11.	ED Cell participation in SPPU-PCMC Smart City Smart Training and Innovation Centre. (STIC)	National level	Available	Ok
12.	Industry Expert Session " Importance of Human Resource and Changes in Recruitment process during Pandemic.	Institute Level	Available	Ok
13.	Seminar on awareness of cyber security and crime	Institute level	Available	Ok
14.	Happy Worry free Life One day at a Time	Institute level	Available	Ok
15.	FDP on Innovative TLE Pedagogy	Institute level	Available	Ok
16.	EDC-Seminar on 'Problems to Prosperity'.	Institute level	Available	Ok
17.	Business Process Excellence-Developing Workplace Intelligence for Organisational Resilience	International level	Available	Ok
18.	Rubicon Lifeskill Workshop	Institute level	Available	Ok
19.	Impact Lecture Series 1	Institute level	Available	Ok
20.	UDAAN 2022	National level	Available	Ok
21.	Seminar on unwrapping brighter opportunities for management students	Institute level	Available	Ok
22.	Seminar on understanding the impact of budget 2022	Institute level	Available	Ok

2. Academic and Administrative Audit (AAA) of MBA Department -21-22 (contd.)

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.	03	Yes available	OK

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

Sr.No	Number of Awards Received	Certificate of appreciation	Verification
1.	02	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.	Tree Plantation Drive	Available	IICMR students , Faculty Members and Neighbourhood society with tanpore Foundation & PCMC	
2.	Riverplagation	Available	IICMR students , Faculty Members and Neighbourhood	

2.Academic and Administrative Audit (AAA) of MBA Department -21-22 (contd.)

			society with tanpore Foundation & PCMC	
3.	Shiv Swarajya Din	Available	IICMR students , Faculty Members	
4.	Eco Friendly Gomay Ganesh	Available	IICMR students, Faculty Members and the society	
5.	International Yoga day	Available	IICMR students, Faculty Members & society	
6.	Awareness of Har Ghar Tiranga Campaign	Available	IICMR students & Faculty Members	
7.	Pawan Utsav Jaldandi Pravas	Available	IICMR students & Faculty Members	
8.	Savitri Mahotsav	Available	IICMR students & Faculty Members	
9.	Shivaji Maharaj Jayanti	Available	IICMR students & Faculty Members	
10.	International Women's Day	Available	IICMR students & Faculty Members	

10) Details of Campus Placement and Summer Internship: -

i) Final Placement: -

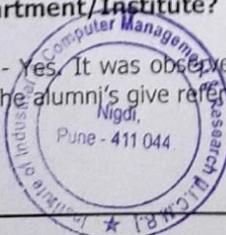
On Campus			Off Campus	Document	Remark
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed		
96	119	55	30	Placement file	Checked ok

ii) Summer Internship:-

On Campus		Document	Remark
Number of Organizations Visited	Number of Students Placed		
49	119	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.



2. Academic and Administrative Audit (AAA) of MBA Department -21-22 (contd.)

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:

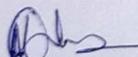
Sr. No	Particulars
1	International certification for students in digital marketing
2	Conducting Case study competitions through Drushti Case Study Centre for Corporates and Academicians.
3	Promoting students to participate in National level Innovative Incubation Cell activities.

15) Overall Observation and suggestion by the auditor: -

Try to Match Academic learn plan as per NEP 2020 provisions. Conduct NRP related programs for faculty and students.

Declaration by the Head of the Department/Institution:

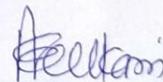
I am aware that the above information provided by the department will be validated by the IQAC.



Head of Department

Date of Audit :- 8/10/2022

Audited By :- Dr. S. Kasande



Director

Auditor Signature

DIRECTOR

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

Metric 6.5.2

2. Academic and Administrative Audit (AAA) of MBA Department



3. 2020-21

3.Academic and Administrative Audit (AAA) of MBA Department -2020-21

Audyogik Tantra Shikshan Sanstha 's
Institute of Industrial & Computer Management and Research IICMR
ACADEMIC AND ADMINISTRATIVE AUDIT
 Department :-MBA@ IICMR Academic Year :-2020 – 2021
 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 2020-2021

Year	No. of students Admitted	Seats Available	Male	Female	SC	ST	SBC	OBC	DT NT	OPEN
MBA First Year	118	120	49	69	17	0	01	20	08	72
MBA Second Year	120	120	52	68	11	0	03	11	01	94

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



3.Academic and Administrative Audit (AAA) of MBA Department -2020-21 (contd.)

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

Year A.Y.2018-19	Applications Received	No. of students admitted	Male	Female	Total	Document
Dr. Abhay Kulkarni	01	01	01	0	01	Yes
Dr. Ashwini Kulkarni	0	0	0	0	0	

Remarks: It was found that totally 15 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	3	Yes.	It is as per norms.
2.	Classrooms with ICT facility	3	Yes.	It supports interactive learning process.
3.	Seminar Hall	2	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	3	Yes	Regularly used
5.	Knowledge Centre – Books Journals Magazines Subscriptions	16551 Journal- National12, International 12	Yes	As per AICTE norms
6.	Knowledge Centre – E resources (Digital library) Books Journals Magazines Subscriptions	Delnet	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 30 leased line	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.



3. Academic and Administrative Audit (AAA) of MBA Department -2020-21 (contd.)

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 Quiz, Webinars, and guest lecture series in COVID 19 pandemic situation.
- b. With the help of new 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 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 online, MCQ type exam, 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 makes an attempt 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



3. Academic and Administrative Audit (AAA) of MBA Department -2020-21 (contd.)

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 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.

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 Viva's, learning diaries.
5. Interactive sessions with help of video clips, MCQs.
6. Development of virtual websites in digital marketing sessions.



3. Academic and Administrative Audit (AAA) of MBA Department -2020-21 (contd.)

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?

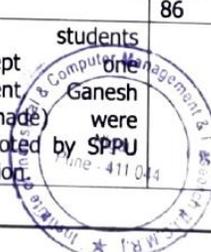
Remarks: Yes. Exam coordinator with inputs received from HOD gives complete orientation about the examination pattern and the methods during Induction and at the beginning of every semester.

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	118	8	86	100%	Yes
II	112	All students (except one student Ganesh Musmade) were promoted by SPPU decision.			



3. Academic and Administrative Audit (AAA) of MBA Department -2020-21 (contd.)

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

Remarks:- Yes

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	07	Yes
2	Career Excellence Program	08	Yes
3	Employability Enhancement Program	11	Yes
4	Seminars	24	Yes
5	Industrial Visits -online	01	Yes

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

2. Value added Courses offered:

Sr. No	Particulars	No. of students benefitted	Record maintained
1	Certification in Digital Marketing	43	Yes
	Certification in HRM	43	Yes
2	Certification in Excel for Data Science	43	Yes
3	Certification in Power BI	43	Yes
4	Certification in Behavioral & Personality Development Skills	43	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.	FDP - ERP training	Institute level	Available	OK
2.	FDP- Effective Online Teaching	University level	Available	OK
3.	SWC- Webinar on Gender Equality -Let's Rise From Shadows (organised by AISSMS COLLEGE OF Engineering, E&TC DEPT.)	Institute level	Available	OK
4.	FDP- "ONLINE FACULTY DEVELOPMENT	Institute level	Available	OK

3.Academic and Administrative Audit (AAA) of MBA Department -2020-21 (contd.)

	PROGRAMME ON Operations and Supply Chain Management Specialization "			
5.	FDP on HR FOR MBA HRM Specialization (DYPIMS& SPPU)	Institute level	Available	OK
6.	Workshop- Case Writing	Institute level	Available	OK
7.	Seminar- National level Webinar on Block Chain	Institute level	Available	OK
8.	FDP on Virtual Classroom management	Institute level	Available	Ok
9.	Library Day Celebration	Institute Level	Available	Ok
10.	PMI initiated Webinar Series 1- Banking Finance Securities & Insurance	Institute Level	Available	Ok
11.	FDP on Fight Against Covid - Vedic Way	National level	Available	Ok
12.	PMI initiated Webinar Series 2- Security Forces/Defence	Institute Level	Available	Ok
13.	Seminar- Investor Awareness Program	Institute level	Available	Ok
14.	Seminar on Guerrilla marketing	Institute level	Available	Ok
15.	National level Seminar on Capital Market	Institute level	Available	Ok
16.	Celebration of Wachan Prerna Diwas	Institute level	Available	Ok
17.	Marathi Bhasha Pandarwada	National level	Available	Ok
18.	FDP on Process Mapping of CO-PO mapping and attainments levels	Institute level	Available	Ok
19.	Drushti Management Case study Competition	Institute level	Available	Ok
20.	EBSB - Kalinga Ashoka war	Institute level	Available	Ok
21.	Seminar on Understanding Debt and Equity	Institute level	Available	Ok
22.	Industry expert session (Marketing)	Institute level	Available	Ok
23.	Industry expert session (Organisational Behaviour)	Institute level	Available	Ok
24.	Industry Expert Session (Digital Business)	Institute level	Available	Ok
25.	Business Process Excellence(BPE) 2021	Institute level	Available	Ok



3. Academic and Administrative Audit (AAA) of MBA Department -2020-21 (contd.)

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. The activities like Kaladarpan, 15th August celebration, Teacher's day were celebrated online.

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.	01	Yes available	OK

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

Sr.No	Number of Awards Received	Certificate of appreciation	Verification
1.	02	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.	Tree Plantation Drive	Available	IICMR students , Faculty Members and Neighbourhood society	
2.	International Yoga Day	Available	IICMR students & Faculty Members	
3.	Wellness Corona Quiz	Available	IICMR students & Faculty Members	
4.	Corona road map- Admission	Available	IICMR students,	

3.Academic and Administrative Audit (AAA) of MBA Department -2020-21 (contd.)

	to Discharge		Faculty Members and the society
5.	Emergency Response-Wellness sessions	Available	IICMR students, Faculty Members & society
6.	Latest update on Corona Virus by Medical Experts - Panel Discussion	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		
77	73	43	10	Placement file	Checked ok

ii) Summer Internship:-

On Campus		Document	Remark
Number of Organizations Visited	Number of Students Placed		
24	83 (Virtual interviews were taken due to COVID conditions)	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.



3. Academic and Administrative Audit (AAA) of MBA Department -2020-21 (contd.)

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 in digital marketing
2	Conducting Case study competitions through Drushti Case Study Centre for Corporates and Academicians.
3	Promoting students to participate in National level Innovative Incubation Cell activities.



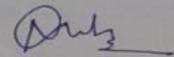
3. Academic and Administrative Audit (AAA) of MBA Department -2020-21 (contd.)

15) Overall Observation and suggestion by the auditor:-

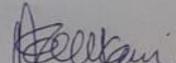
1. Research contribution needed from faculty member
2. Feedback analysis must be inspired for mega
events 3. All activities should be always audit
Centre.

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.]
Mumbai, Pune - 411 044

Auditor Signature

Date of Audit :- 9/11/2021

Audited By :-



Metric 6.5.2

2. Academic and Administrative Audit (AAA) of MBA Department



4. 2019-20

4. Academic and Administrative Audit (AAA) of MBA Department -2019-20

Audyogik Tantra Shikshan Sanstha 's
Institute of Industrial & Computer Management and Research IICMR
ACADEMIC AND ADMINISTRATIVE AUDIT
 Department :-MBA@ IICMR Academic Year :-2019 – 2020
 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	3	1
Assistant Professor	8	09
Total	13	12

Remarks: It is found appropriate as per norms.

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

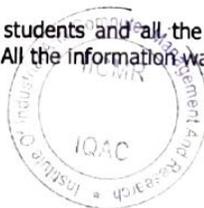
Remarks: List of faculty members and all the other information regarding faculty members were checked from the Faculty Personal file and Faculty data record with Administrative department.

All the details were found as per the table shown above.

4) Student profile MBA 2019-2020

Year	No. of students Admitted	Seats Available	Male	Female	SC	ST	SBC	OBC	DT NT	OPEN
MBA First Year	118	120	49	69	17	0	01	20	08	72
MBA Second Year	120	120	52	68	11	0	03	11	01	94

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



4. Academic and Administrative Audit (AAA) of MBA Department -2019-20 (contd.)

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

Year A.Y.2018-19	Applications Received	No. of students admitted	Male	Female	Total	Document
Dr. Abhay Kulkarni	01	01	01	0	01	Yes
Dr. Ashwini Kulkarni	0	0	0	0	0	

Remarks: It was found that totally 15 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 class rooms	3	Yes.	It is as per norms.
2.	Class rooms with ICT facility	3	Yes.	It supports interactive learning process.
3.	Seminar Hall	2	Yes.	All the events/ activities are conducted. There is a provision of booking auditorium as the two departments are sharing it.
4.	Smart classroom	3	Yes	Regularly used
5.	Knowledge Centre – Books Journals Magazines Subscriptions	16405 Journal- National 29, International 7	Yes	As per AICTE norms
6.	Knowledge Centre – E resources (Digital library) Books Journals Magazines Subscriptions	Ebscohost Business Source Elite	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 30 leased line	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.



4. Academic and Administrative Audit (AAA) of MBA Department -2019-20 (contd.)

Part II – Academic and other related Details:-

A. Teaching Learning and Evaluation

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

Remarks: Yes.

(i) The Institute follow SP Pune University prescribed 2019 Choice based Credit , Grading System. As per that the evaluation criterion and methods are decided. MBA program faculty members are aptly using various evaluation patterns.

(ii) Learning through Alumni guest sessions along with industry experts were conducted for recent developments and inputs and understand industry expectations.

(ii) Faculty members actively participated in attending FDPs to help students understand the concept of CBGS OBE 2019 pattern, University exam paper set preparation as per Bloom Taxonomy and also conducted Vivas for students in other institutes.

(iii) MBA@IICMR, evaluate all students as per SPPU norms through CCE (Continuous Concurrent Evaluation) pattern. The faculty members chose the CCE evaluation as per the courses.

(iv) In COVID 19 pandemic situation, MBA@IICMR conducted online, MCQ type exam, descriptive exam of all MBA I SEM II students.

(v) The institute also conducted Quiz, Webinar and guest lecture series in COVID 19 pandemic situation.

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

Remarks: Yes, the University make an attempt 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?

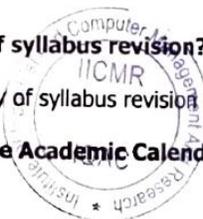
Remarks: Yes, the feedback is taken from the above mentioned stakeholders and the actions are taken.

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



4. Academic and Administrative Audit (AAA) of MBA Department -2019-20 (contd.)

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 through interactions.
- Review of lesson plan file during departmental meetings

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

Remark: Yes .It is verified from lesson plan. It is also observed that extra sessions were given to Financial Management, Economics 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?

Outcome of every unit is incorporated in the lesson plan.

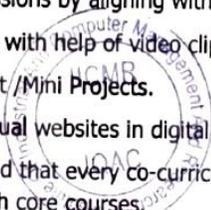
14) Whether the faculty members adopt innovative teaching methodology?

Remarks: Yes.

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

1. Learning diaries.
2. Conducting Case lets.
3. Conducting SDP sessions by aligning with Core courses, Specialization Core courses.
4. Interactive sessions with help of video clips, MCQs.
5. Practical Assignment /Mini Projects.
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.



4. Academic and Administrative Audit (AAA) of MBA Department -2019-20 (contd.)

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 University Level (UL) 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 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?

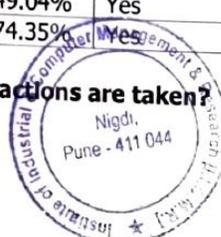
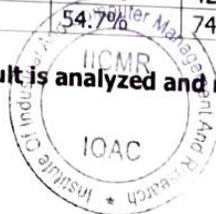
Remarks: Yes.

23) Semester-wise results of students:-

MBA result	Total students appeared	no.	Distinction %	I class%	Pass %	Document
I	112		6.84%	42.2%	49.04%	Yes
III	117		54.7%	74.4%	74.35%	Yes

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

Remarks :- Yes



4. Academic and Administrative Audit (AAA) of MBA Department -2019-20 (contd.)

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	05	Yes
2	Career Excellence Program	05	Yes
3	Employability Enhancement Program	10	Yes
4	Seminars	07	Yes
5	Industrial Visits	03	Yes

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

2. Value added Courses offered:

Sr. No	Particulars	No. of students benefitted	Record maintained
1	Certification in Computerized Accounting through Tally ERP 9	25	Yes
2	Certification in Wealth Management and Banking (Sem. 3)	74	Yes
3	Certification in Wealth Management and Banking (Sem. 2)	84	Yes
4	Certification in Digital Marketing	38	Yes
5	Certification in German language	32	Yes
6	Certification in Tally	29	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.	FDP- Industrial Visit to Forbes Marshall	Institute level	Available	OK
2.	FDP- OSCM - Blooms Taxonomy for CBCS- OBE 2019 pattern	University level(State level)	Available	OK
3.	Seminar on Intellectual Property Rights	Institute level	Available	OK
4	Training Session-' EBSCOHOST'	Institute level	Available	OK
5.	Bardays 3 day workshop on "Campus to Corporate"	Institute level	Available	OK

4. Academic and Administrative Audit (AAA) of MBA Department -2019-20 (contd.)

6.	Sampurna Lakshya	Institute level	Available	OK
7.	Seminar on, "Success Story of an Entrepreneur & management Education	Institute level	Available	OK
8.	Basic Finance terminologies	Institute level	Available	OK
9.	Wachan Prerna Din	Institute level	Available	Ok
10.	Ideation Competition	Institute Level	Available	Ok
11.	Seminar- Power of Data Analysis in all streams	Institute Level	Available	Ok
12.	National Workshop on Application of Data Analytics in Business Functions under QIP	National level	Available	Ok
13.	Job Fair	Institute Level	Available	Ok
14.	Celebration of Marathi Bhasha Diwas	Institute level	Available	Ok
15.	UDAAN 2020- Intercollegiate competition	Institute level	Available	Ok
16.	Seminar- Six Sigma for Total Quality Tools	Institute level	Available	Ok
17.	Seminar- Assertive Communication (SWC)	Institute level	Available	Ok
18.	Industrial Motivation Campaign- Business Process Excellence	National level	Available	Ok
19.	Webinar on EBSCO databases	Institute level	Available	Ok
20.	IIC- Live Session with Dr. Sahastrabudhe	Institute level	Available	Ok
21.	INSAAN –WIC Webinar Introduction Six Sigma	Institute level	Available	Ok
22.	Webinar- Wellness During Corona Lockdown	Institute level	Available	Ok
23.	Webinar-Dr. Ketan Gandhi "Building Business Case for B-Schools"	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 is established under Student Welfare Council .This club conducts Intra Institute Competition and conduct different cultural and sports activities for the students.



5) Is there an established Student welfare Council?

4.Academic and Administrative Audit (AAA) of MBA Department -2019-20 (contd.)

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.	15	Yes available	OK

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

Sr.No	Number of Awards Received	Certificate of appreciation	Verification
1.	02	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.	Tree Plantation Drive	Available	IICMR students , Faculty Members and Neighbourhood society	
2.	International Yoga Day	Available	IICMR students & Faculty Members	
3.	Disaster Management drive(Kerala Flood)	Available	IICMR students & Faculty Members	
4.	Swach Bharat Abhiyaan – Swachta hi Seva	Available	IICMR students, Faculty Members and the society	
5.	Runnathon in association with Rotary Club	Available	IICMR students, Faculty Members & society	
6.	Online Quiz- Are you an Eco-Warrior	Available	IICMR students & Faculty Members	

10) Details of Campus Placement and Summer Internship:-



4. Academic and Administrative Audit (AAA) of MBA Department -2019-20 (contd.)

i) Final Placement:-

Number of Organizations Visited	On Campus		Off Campus		Document	Remark
	Number of Students Participated	Number of Students Placed	Number of Students Placed	Number of Students Placed		
71	79	75	10		Placement file	Checked ok

ii) Summer Internship:-

Number of Organizations Visited	On Campus		Off Campus		Document	Remark
	Number of Students Participated	Number of Students Placed	Number of Students Placed	Number of Students Placed		
30	89	89(Virtual interviews were taken due to current condition)	0		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 .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?

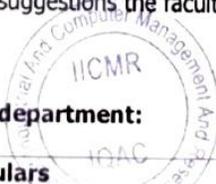
Remarks: Yes, the department collects semester end feedback after the completion of every semester. This feedback is then, analyzed and the suggestions are considered.

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	Certification in German Language
2	Industrial Motivation Campaign- Business Process Excellence Program.
3	Certification course on Excel and tally.
4	Institution Innovation Council- MHRD.
5	Building Business Case for B-Schools by Kg Guruji Academy



**4.Academic and Administrative Audit (AAA) of MBA Department -2019-20
(contd.)**

15) Overall Observation and suggestion by the auditor:-

IICMR can conduct FDP for Syllabus Revision and Paper Setting as per Blooms Taxonomy for 2019 pattern 3rd and 4th Semester. Use Case study Methods to Indian Context to realize the local issues and Business Challenges.

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
MBA @IICMR**

**Director
IICMR**

Date of Audit: - 15/06/2020

Auditor Signature

Audited By :-

Dr. Shailesh Kasande,

Director General

Suryadatta Group of Institutes.

Chainman-BoS Production Operation and Services Management,

Savitribai Phule Pune University



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

Metric 6.5.2

2. Academic and Administrative Audit (AAA) of MBA Department



5. 2018-19

5. Academic and Administrative Audit (AAA) of MBA Department -2018-19

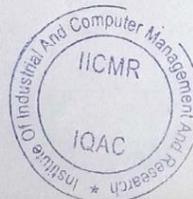


Audyogik Tantra Shikshan Sanstha 's
Institute of Industrial & Computer Management and Research
Nigdi, Pune-44

ACADEMIC AND ADMINISTRATIVE AUDIT

MBA @ IICMR

A.Y. 2018-19



5. Academic and Administrative Audit (AAA) of MBA Department -2018-19 (contd.)

Audyogik Tantra Shikshan Sanstha 's
Institute of Industrial & Computer Management and Research IICMR
ACADEMIC AND ADMINISTRATIVE AUDIT
 Department :-MBA@ IICMR Academic Year :-2018 – 2019
 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	2	1
Associate Professor	2	2
Assistant Professor	8	10
Adjunct Faculty	3	3
Total	16	17

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 2018-19**

Year	No. of students Admitted	Seats Available	Male	Female	SC	ST	SBC	DT NT	OPEN
MBA First Year	120	120	56	64	13	0	3	2	88
MBA Second Year	100	120	56	44	12	0	1	1	77

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.2018-19	Applications Received	No. of students admitted	Male	Female	Total	Document
Dr. Abhay Kulkarni	0	0	0	0	0	
Dr. Ashwini Kulkarni	0	0	0	0	0	

5. Academic and Administrative Audit (AAA) of MBA Department -2018-19 (contd.)

Remarks: It was found that totally 15 students was 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 class rooms	3	Yes.	It is as per norms.
2.	Class rooms with ICT facility	3	Yes.	It supports interactive learning process.
3.	Seminar Hall	2	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	3	Yes	Regularly used
5.	Knowledge Centre – Books Journals Magazines Subscriptions	15525 Journal- National 24, International 6	Yes	As per AICTE norms
6.	Knowledge Centre – E resources (Digital library) Books Journals Magazines Subscriptions	EBSCO host – e book business core collection (9115 e books) Computer & Applied science complete	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	35 MBPS line	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) Does the faculty members take initiative in curriculum development process?

Remarks: Yes. Three meetings were conducted regarding

a) Edition b) Alteration c) Addition in the present MBA syllabus which will come as MBA revised syllabus 2019 pattern.

i) Inputs were received from marketing, Finance, Operations, Services and HR SMEs .

ii) All the faculty members emphasised on the combination of specialisation to reduce the number of specialisation.

5. Academic and Administrative Audit (AAA) of MBA Department -2018-19 (contd.)

- iv) Evaluation methods help students to understand the subject clearly and then they can present in a group to enhance their presentation skills and concept clarity.
- v) Like other universities, faculty members are of opinion to start dual/ major/ minor specialisation.
- vi) Faculty members insisted university to prepare exam paper set as per Bloom Taxonomy clearly aligning POs & Cos.

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

Remarks: Yes, the University make an attempt to alter / amend minor changes in different courses and specialisation as per the changing need of industry.

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

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. Present faculty reference material is uploaded in EduKnox. Faculty File containing data sheets of above: Checked and Verified

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

Remarks: Yes, the review of the syllabus completion periodically 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-

- Monitoring Lesson plan periodically
- Oral feedback taken by the Class coordinators and HOD through interactions.
- Review of lesson plan file during departmental meetings

5. Academic and Administrative Audit (AAA) of MBA Department -2018-19 (contd.)

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

Remark:- Yes .It is verified from lesson plan.it is also observed that extra sessions were given to Accounts and Economics as per the request from the students

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

Outcome of every unit is incorporated in the lesson plan. Attainment of CO's, PO's and PSO's are mapped at the end of every semester.

14) Whether the faculty members adopt innovative teaching methodology?

Remarks: Yes.

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

1. Preparation and evaluation of charts.
2. Emphasise on models.
3. Learning diaries.
4. Conducting Case lets.
5. Conducting SDP sessions by aligning with core Courses.
6. Practical Assignment /Mini Projects.
7. 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?

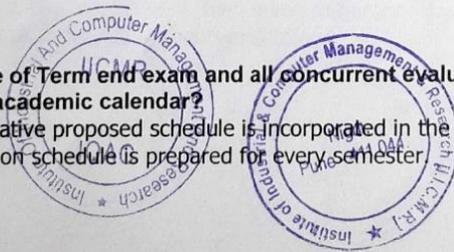
Remarks: Yes

18) Do you offer Bridge/Remedial courses?

Remarks: Yes. Bridge courses are conducted to provide conceptual clarity of Accounting and Statistics 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.



5. Academic and Administrative Audit (AAA) of MBA Department -2018-19 (contd.)

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 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:-

Semester	Total no. students appeared	Distinction %	I class%	II class %	III class %	Pass %	Document
IV Final MBA result							
I	117	6.84	32.48	6.32	0	45.64	
III	100	8.00	17	35	0	60	

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

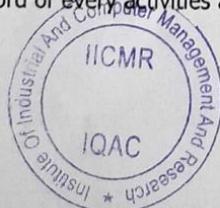
Remarks:- Yes

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	09	Yes
2	Career Excellence Program	11	Yes
3	Employability Enhancement Program	13	Yes
4	Seminars	10	Yes
5	Industrial Visits	02	Yes

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



5. Academic and Administrative Audit (AAA) of MBA Department -2018-19 (contd.)

2. Value added Courses offered:

Sr. No	Particulars	No. of students benefitted	Record maintained
1	Certification in HR core Processes	84	Yes
2	Certification in Banking and Portfolio Management	36	Yes
3	Certification in Digital Marketing	86	Yes
4	Certification in Business English	103	Yes
5	Certification in Excel	29	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.	Seminar On Corporate Mentoring - Building Professional Excellence	Institute level	Available	Ok
2.	Workshop On Strategic Deployment	Institute level	Available	Ok
3.	Seminar on Basic Marketing Terminologies	Institute level	Available	Ok
4.	Seminar on Consumer Awareness and Financial Literacy	Institute level	Available	Ok
5.	Seminar on Basic Financial Terminologies	Institute level	Available	Ok
6.	Seminar on Basic Operational Terminologies	Institute level	Available	Ok
7.	Business Process Excellence	Institute level	Available	Ok
8.	National Workshop on Industry 4.0	National level	Available	Ok
9.	Seminar on Qualities required to become Successful Marketing Professional & Career Opportunities in marketing	Institute level	Available	Ok
10.	Seminar on Success Story of Mr. Sapan Vaidya	Institute level	Available	Ok
11.	Seminar on Finance for Non Finance	Institute level	Available	Ok
12.	Seminar on "Finance for Non Finance" & "Budget 2019"	Institute level	Available	Ok

5. Academic and Administrative Audit (AAA) of MBA Department -2018-19 (contd.)

13.	UDAAN- Inter collegiate	Institute level	Available	Ok
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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.

It is also observed that a student club called ARKO is established under Student Welfare Council .This 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.	12	Yes available	OK

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

Sr.No	Number of Awards Received	Certificate of appreciation	Verification
1.	54	Yes available	OK

8) Whether institute conduct Extension and Outreach activities that supports the neighboring Community and the Society?

Yes. The Institute is having 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 and Remark
1.	World Environment Day with tree plantation and tree conservation awareness program.	Available	Stake holders involved benefitted IICMR students , Faculty Members and Neighbourhood society
2.	International Yoga Day – natural and amazing benefits of yoga.	Available	IICMR students & Faculty Members
3.	Sath Chal – Sakal Group Activity- showing gratitude	Available	IICMR students ,Faculty Members &

5. Academic and Administrative Audit (AAA) of MBA Department -2018-19 (contd.)

	towards parents and purpose of 'Vari Virtuals' and parents service.		Neighbourhood society	
4.	Domestic Waste Management -for recycle and waste expo.	Available	IICMR students, Faculty Members and the society	
5.	Donation drive to help flood victims of Kerala - Noble cause, We rise lifting others.	Available	IICMR students & Faculty Members	
6.	Nirmalaya Collection - Collection of nirmalaya (waste) of Ganesh Visarjan day.	Available	IICMR students, Faculty Members and the society	
7.	Runathon - in association of Rotary Club of Nigdi.	Available	IICMR students , Faculty Members & Neighbourhood society	
8.	Blood Donation Camp – with Acharya Anand Rushiji Blood Bank.	Available	IICMR students & Faculty Members.	
9.	Chhatrapati Shivaji Maharaj Jayanti Celebration - Inspiring and motivating speech by Dr. Pote	Available	IICMR students & Faculty Members	
10.	Arogya Mitra - inaugurated by Dr. Pawan Salve, Chief Medical Officer ,held at YMC hospital.	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		
70	79	62	36 (One student joined family business)	Placement file	Checked ok



5. Academic and Administrative Audit (AAA) of MBA Department -2018-19 (contd.)

ii) Summer Internship :-

On Campus			Off Campus	Document	Remark
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed		
38	90	80	30	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 .Alumni's give reference for Summer Internship and Final Placement .They also play a vital role in branding the Institute by giving appropriate suggestions .

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 with the proposal and discuss it in the departmental meet with all the faculty members and receive suggestions from all the faculty members for improving the processes

14) Future plans of the department:

Sr. No	Particulars
1	National Workshop on, Business Analytics in industry 4.0.
2	FDP on Blooms Taxonomy.
3	Certification course on Business Analytics.
4	Interactive session through Online Computers for effective Teaching & Learning evaluation.
5	Workshop on, Design Thinking.



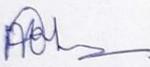
**5.Academic and Administrative Audit (AAA) of MBA Department -2018-19
(contd.)**

Overall Observation and suggestion by the auditor:-

MBA 2019 pattern Implementation
Faculty Development accordingly
Student feed back

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 27/4/2019

Director

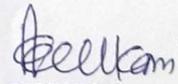
Date of Audit :-

Audited By :-
Dr. Shailesh Kasande,
Director General
Suryadatta Group of Institutes.
Chainman-BoS Production Operation and Services Management
Savitribai Phule Pune University

Auditor Signature

Dr. Shailesh Kasande
CEO & Group Director
Suryadatta Education Foundation's
SURYADATTA GROUP OF INSTITUTES




DIRECTOR
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