



## Academic and Administrative Audit Report 2018-19

**Date of Conduct of AAA: 26th April, 2019**

### Scope of Audit

1. Implementation of applicable statutory regulations
2. Names of Programmes, Sanctioned intake capacity and Shift
3. Infrastructural and Administrative support to Academic activities
4. Details of Academic, Curricular, co-curricular and extra-curricular, examination and alumni activities
5. Placement activities and steps taken by the Institute for promotion of placement
6. Research & Development of Faculty Members
7. National and International MOUs signed during the year
8. Mechanism for timely redressal of student grievances
9. Student representation on academic & administrative bodies/ committees of the Institution

### Detailed Report

#### 1. Implementation of applicable statutory regulations

- AICTE: F.No. Western/1-3507991591/2018/EOA Dated: 04.04.2018
- University of Mumbai: Aff./ICE/2018-191 403 Dated: 28.08.2018
- Government of Maharashtra: TEM-2002/(183/02) Tanshi. 1 Dated: 05.06.2002 & CTC-2009/(202/09)/Tanshi-4 Dated: 08.02.2010



**2. Names of Programmes, Sanctioned intake capacity and Shift**

Sr. No.	Name of Programme	Sanctioned Intake Capacity	Shift
1	Masters in Management Studies (MMS)	120	Full Time
2	Post Graduate Diploma in Management(PGDM)	120	Full Time
3	Masters in Marketing Management(MMM)	60	Part Time
4	Masters in Financial Management(MFM)	60	Part Time
5	Masters in Information Management(MIM)	30	Part Time
6	Masters in Human Resource Development Management(MHRDM)	30	Part Time

**3. Infrastructural and Administrative support to Academic activities**

**A. Institution facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.:**

**i. Institute facilities:**

Sr. No.	Description	Area as per Norms (Sq.Mts)	Area available (Sq.Mts)	Compliance
1	Instructional Area	844	2870.41	100%
2	Administrative Area	670	1030.76	100%
3	Amenities Area	520	719.48	100%
4	Circulation Area	541	3160.5	100%
	<b>Total Built-up area</b>	<b>2575</b>	<b>7672.31</b>	<b>100%</b>

**ii. Details of Instructional Area**

Sr. No.	Particular	Number of Rooms required as per AICTE (Sq.m)	Total area required as per AICTE (Sq.m)	Room Available (Sq.m)	Total area Available (Sq.m)
1	Class Rooms	6	396	13	1135.78



2	Tutorial Rooms	2	66	5	228.79
3	Computer Centre	1	150	4	411.3
4	Seminar Hall	1	132	1	427.29
5	Library and Reading Room	1	100	1	558.41
6	Counseling Room (Additional)	NA	-	NA	61.16
7	Fintech Lab	NA	-	NA	47.68
<b>Total</b>		<b>10</b>	<b>844</b>		<b>2870.41</b>

### iii. Amenities

- Air-conditioned class rooms, computer labs, tutorial rooms, lecture hall, Study Skill Center, library, ideation room, cubicles for faculty members equipped with computers and internet access, boys and girls common rooms, recreation room, first aid room, student council room, Consciousness Lab, Center for Creativity and Innovation with co-working space and incubators as well as Entrepreneurship Labs.
- The campus and building are under CCTV surveillance fitted with 86 Honeywell cameras and digital displays for institute information / notification of activities.

### iv. Facilities for sports, games and cultural activities

- Indoor Sports facility-** Two recreation rooms with 171.92 sqmts area for indoor sports including snooker, table tennis, chess, carrom and zumba.
- Outdoor Sports facility -** Institute has two play grounds with area of 12000 sqmts and 2415 sqmts.

### v. 600-seater Auditorium

### vi. Library - Number of Membership and Subscription: 8

### vii. IT Infrastructure

- 1) Video Conferencing and Live streaming facility in Study Skill Centre (Seminar Hall)
- 2) 4 labs with 233 computers
- 3) Upgraded Tata Teleservice leased line for Internet
- 4) Remote access facility for Library databases
- 5) TV display screens in Institute for stock market and placement updates.
- 6) Fintech lab to facilitate practical learning
- 7) CCTV Surveillance with recording facility
- 8) Secured server and Data Backup
- 9) In house developed software for online attendance
- 10) ERP for automation of administrative and academic processes
- 11) Mentoring- on- the- Go (MOG)- Constant communication connecting Mentor and Mentee for real-time solutions through WhatsApp



**viii. Waste Management measures taken for:**

- Solid Waste Management
- Liquid Waste Management
- E-Waste Management

**4. Details of Academic, Curricular, co-curricular, examination and extra-curricular and alumni activities**

- A. New courses introduced: 61
- B. Number of certificate/diploma program introduced: 15
- C. Average number of sports and cultural activities / competitions organised at the institution level: 33
- D. Number of awards/medals for outstanding performance in sports/cultural activities at national / international level: 29
- E. Number of activities conducted for promotion of universal values: 16
- F. Number of Alumni Association / Chapters meetings held: 3
- G. Average pass percentage was 96% and the PO Attainment level was above par.

**5. Placement activities and steps taken by the Institute for promotion of placement:**

**A. Placement Details:**

- PGDM: 98
- MMS: 108

**B. Pre Placement Coaching:**

- CAA - Current Affair (News Paper) Analysis
- CAP- Career Action Plan
- PPC- Pre Placement Concept Coaching
- Boot Camp (Simulated Selection Process)

**6. Research and Development of Faculty Members:**

- i. Number of papers published in UGC listed journals: 68
- ii. Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies: 10
- iii. Number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff - 7
- iv. Number of teachers attending FDPs : 20

**7. No. Of MOUs signed:**

- A. National: 3
- B. International: 1



## 8. Mechanism for timely redressal of student grievances

Grievance Redressal Committee ensures timely resolution of issues. But Institute initiatives such as Self Management Sessions, Daily Mindfulness Sessions and Social Responsibility endeavours instil human values in the students making their approach towards life more mindful and the overall environment safe and secure to study and learn thereby reducing conflict.

## 9. Student representation on academic & administrative bodies/ committees of the Institution

- a) Student Council
- b) Anti-ragging committee
- c) Entrepreneurship development cell (EDC), TIMSR Center For Creativity and Innovation(TCCI)
- d) Social Responsibility Cell
- e) Placement committee
- f) College Development Committee(CDC)
- g) Newsletter Student Editorial Board

*Handwritten signature*  
Dr Pankaj Nath

