

Date-09<sup>th</sup> October 2021

To,  
The Director  
Thakur Institute of Management Studies and Research,  
Kandivali (East)  
Mumbai 400101

**Sub: Submission of AAA Report by Peer Team**

Academic and Administrative Audit (AAA) of the institute was conducted by the peer team for Academic Year 2020-21 on 9<sup>th</sup> October 2021. The details on infrastructure, administration and accounts, admissions, teaching learning process, assessment & evaluation, alumni interactions, placement, research and other activities were placed before the team. The team examined the documents and verified the same. The team hereby submits the report of (AAA) on the following aspects:

1. Compliance with applicable statutory regulations
2. Programs conducted and admissions done
3. Infrastructure, Administration and Accounts
4. Initiatives of the Institute for teaching learning process, curricular, co-curricular and extra-curricular and alumni activities, Orientation and Induction programmes
5. Assessment and Evaluation
6. Placement
7. Research & Development
8. Functional MOUs and activities
9. Mechanism for timely redressal of student grievances
10. Students' Participation in various activities
11. Activities of various cells

**Peer Team**

Dr. Chandrahauns Chavan, Professor, JBIMS

(Chairperson, Peer Team)

Dr. Suhasini Arya, Director, Smt. K.G.Mittal College

(Co-Chairperson, Peer Team)

Dr. Kamal Shah, Dean R& D, TCET

(Member, Peer Team)

Dr. Shuchi Gautam, Professor, TIMSR

(Internal Member, Peer Team)

Dr. Leena Gadkari, Associate Professor, TIMSR

(Internal Member, Peer Team)



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Shyamnagar Thakur Marg, Thakur Village  
Kandivali (E), Mumbai - 400 101

**Academic and Administrative Audit 2020-21**

**Date of Conduct of AAA: 9<sup>th</sup> October 2021**

**1) Compliance with applicable statutory regulations**

**A. Compliance**

- a) The Institute has received permission for increase in intake capacity from 120 to 180 from academic year 2020-21.
- b) The letter of Affiliation has been received from the University of Mumbai on 18<sup>th</sup> August 2020 for conduct of MMS programmes during the year 2020-21.
- c) Extension of Approval for A.Y. 2020-21 has been received by the Institute from AICTE on 13<sup>th</sup> June 2020.

**B. Instructions from authorities for conduct of Institute functions during lock down period**

The Institute has complied with the lock down instructions, social distancing norms and safety measures prescribed by Government of India, Government of Maharashtra, University of Mumbai and AICTE.

**2) Programs conducted and admissions done**


**A. No. of seats programme-wise:**

Programme	No. of Seats	Shift
MMS	180	Full Time
MBA (FM)	60	Part Time
MBA(MM)	60	

**B. Admissions Status**

Admission status during A.Y. 2020-21			
Programme	No. of admissions	% of Admissions	Batch
MMS	180	100	2020-22
MBA(FM)	60	100	2020-23
MBA(MM)	24	40	2020-23
Admission status during A.Y. 2021-22			
Programme	No. of admissions	% of Admissions	Batch
MMS	180	Expected to start in November	2021-23
MBA(FM)	60	100	2021-23
MBA(MM)	25	40	2021-23



  
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### 3) Infrastructure, Administration and Accounts details

#### A. Infrastructure & Administration

##### • Infrastructure

The institute has complied the AICTE norms with regards to infrastructure & learning resources.

##### • Amenities

The institute provides air-conditioned class rooms, tutorial rooms, lecture hall, computer labs, Study Skill Centre, library, ideation room, cubicles for faculty members equipped with workstations and high speed internet facility, boys and girls common rooms, recreation room, first aid room, student council room, Consciousness Lab, Centre for Creativity and Innovation with co-working space and incubators as well as Entrepreneurship Labs.

##### • Facilities

The institute provides facilities for indoor and outdoor sports, games, and cultural activities.

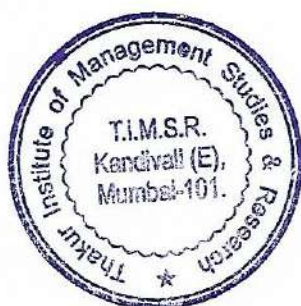
##### • Auditorium

An Auditorium with 600-seater capacity is available.

##### • Library

SR NO	ITEMS	TOTAL
01	Books	29759
02	E-Books	21586
03	Journals	36
04	Magazines	9
05	Audio - Visual Material	142
06	Newspapers	8

Library uses KOHA software to manage resources



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- **Subscribed Online Resources (E-Resources)**

Sr. No	E Resources
1	KNIMBUS Remote Access
2	EBSCO E-Books
3	ProQuest Database
4	ACE Equity
5	Taylor & Francis E-books

- **Digital Library**

It provides access to the students and faculty for:

- subscribed online resources
- Institutional Repository (available on LAN (Intranet) )

- **IT Infrastructure**

- Video Conferencing and Live streaming facility in Study Skill Centre (Seminar Hall)
- 4 labs with 218 computers for the use of students
- Upgraded Tata Teleservice leased line for Internet
- Remote access facility for Library databases
- Fintech lab to facilitate practical learning
- CCTV Surveillance with recording facility
- Secured server and Data Backup
- Software for online attendance
- Customised ERP for administrative and academic processes

- **Maintenance of infrastructure and amenities**

Mainly outsourced to reputed agencies and supervised by maintenance unit.

- **Waste Management**

Institute takes measures for the management of solid, liquid and E-Waste.

## **B. Details of Accounts**

Budgets for the A.Y. 2020-21 under different heads such as infrastructure, electricity, library, salaries, staff welfare, examination, students' development and other recurring and non recurring expenses were available along with the details of their utilization. The summary is as per *Annexure*

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**Report of Peer Team**

**Academic and Administrative Audit 2020 - 21**

**Date of Conduct of AAA: 9<sup>th</sup> October 2021**

**Recommendations of the Peer Team**

1. Improvisation of the research policy can be done as per the cadre/ number of years of the tenure of faculty members in TIMSR.
2. Research workshop can be organised for the faculty members and students.
3. Compendium should be made of students' research papers.
4. Student to student mentoring should be done to improve learning effectiveness.
5. Alumni chapters should be initiated to seek alumni support for the institute's initiatives.

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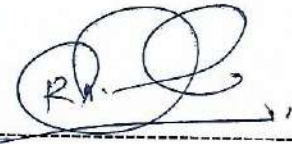
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### 8) Mechanism for timely redressal of student grievances

Two exam related grievances were recorded during A.Y. 2020-21. The report is as per *Annexure 10*. No other grievances were reported.

### 9) Students' Participation in various activities

During the year, students participated in various activities such as research paper writing, webinars, competitions, conferences, workshops and certification programs etc. organized by TIMSR and other institutes. The details of the same are as per *Annexure 11*.

### 10) Activities of various cells

During the year the cells such as women development cell, Social Responsibility cell, TCEI conducted various activities. The detailed report of the same is as per *Annexure 12*.

#### Peer Team

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## 7) MOUs and activities

### National MOU

Kotak Foundation

### International MOUs

- 1) Camosun College, Victoria, British Columbia, Canada
- 2) Universidad Politecnica De Cartagena, Cartagena, Spain
- 3) University of East London
- 4) Seneca College of Applied Arts and Technology, Toronto, Canada
- 5) James Cook University, Singapore
- 6) Waikato Institute of Technology (Wintec), New Zealand
- 7) Royal Roads University, Canada
- 8) College of Saint Benedict Saint Johns, USA
- 9) BCIT Canada
- 10) NZMA, New Zealand
- 11) Weltec, New Zealand
- 12) Whitireia, New Zealand
- 13) Middlesex University, Dubai
- 14) Mages Institute, Singapore
- 15) IRM, UK

### Activities Conducted under International MOUs

- A session was organized on July 25, 2020 by TIMSR and TGBS on 'Global Supply Chain Management: Covid-19 Scenario'. The Key Note Speaker for the session was Prof. Kingshuk Mukherjee from St.John's University, USA.
- Mr. Othmar Christian Hardegger, Consul General of Switzerland conducted a session on Doing Business in Switzerland on 7<sup>th</sup> August 2020.
- Mr. Tang Guocai, Chinese Consul General in Mumbai, conducted a session on 'India China Business Scenario in Covid Times' on 12<sup>th</sup> August 2020.
- A session was organized on the topic 'Globalization in New Normal' on 7<sup>th</sup> Sep. 2020 by Ms. Nora Colton, Pro-Vice-Provost, University College London, United Kingdom.
- One month training programme of students by Kingshuk Mukherjee from St.John's University, USA.



  
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## 6) Research & Development

- Faculty members have participated in conferences, workshops, FDPs and taken the membership of professional bodies
- Faculty members are provided with financial support to attend conferences / workshops and towards membership fee of professional bodies.
- The highlights of research activities are as follows:

Sr. No	Particulars	Number	
1	Number of papers published in UGC listed journals	34	
2	Number of papers published in SCOPUS/ ABDC journals	22	
3	Financial support to faculty to attend conferences / workshops and towards membership fee of professional bodies (no.)	69	
4	Number of professional development / administrative training programs organized by the Institution for teaching and non-teaching staff	Teaching	10
		Non teaching	7
5	FDPs attended by teachers (no.)	26	
6	Number of research sessions organized during the year	8	
7	Number of papers presented in conference	21	
8	Continuing Management Education Sessions	2	



**Director**

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Kandivli (E), Mumbai - 400 061



### Extra-curricular

- TIMSR E Fest was conducted in June 2021 which received intercollegiate and international registrations.

### **B. ORIENTATION AND INDUCTION PROGRAMMES**

- Three-day orientation program was organized for MMS Sem III students and students of Part Time students in July 2020.
- Orientation sessions on summer internship were conducted for MMS students in May 2021
- 10 day induction program was conducted for MMS students, Batch 2020-22 in February 2021.
- 7 days induction on 'Universal Human Values' was done for MMS students of batch 20-22 as recommended by AICTE.

### **C. ALUMNI INVOLVEMENT IN THE INSTITUTE'S ACTIVITIES SUCH AS:**

- Guest Lectures
- Placement preparation/assistance
- Project VIVA
- TCEI Activities
- Other Events

The details of alumni activities are as per *Annexure 7*.

#### **4) Assessment and Evaluation**

- Examinations were conducted in an online mode through MCQs and Case Study Based questions.

The Examination report is as per *Annexure 8*

#### **5) Placement**

- Mock GD sessions were conducted for MMS I Semester students on 3<sup>rd</sup> April and 10<sup>th</sup> April, 2021 via a virtual platform, Zoom.

The placement report is as per *Annexure 9*



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## A. ACADEMIC

### Curricular

- **Curriculum and its coverage**
  - Institute follows the curriculum for Masters in Management Studies (MMS) and Part-Time programs as laid down by the University of Mumbai.
  - Institute collects inputs from all stakeholders for curriculum and course review on a periodic basis and gap analysis is done.
  - The summary of inputs and gap analysis are placed before the Advisory Board to receive their inputs and suggestions.
  - The syllabus Coverage report is as per *Annexure 2*
- **Program calendar and timetable**
  - The institute has prepared the program calendar in line with University of Mumbai, AICTE and institutional guidelines. The same is as per *Annexure 3*.
  - Timetable is prepared before start of academic year.
- **Teaching pedagogy**
  - Application of Knowledge, Skill, Attitude (KSA) Approach
  - Use of ICT Tools for teaching
  - Use of Experiential and participative teaching pedagogy
- **Semester Plans**
  - Semester plan is prepared in line with prescribed syllabus and institutional guidelines.
- **PO-CO Mapping**

Program Outcomes and Course Outcomes (PO- CO) mapping is done by respective faculty. The same is as per *Annexure 4*.

- **Rubrics**
  - The institute has improvised rubrics for the effective assessment of the Summer Internship projects of MMS and Dissertation projects of Part time students.

The details of Rubrics are as per *Annexure 5*

### Co-curricular

- Activities such as guest sessions and webinars are conducted. The details are as per *Annexure 6*
- Feedback reports were available for the activities.



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