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 2022-23 on 18/11/2023. 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 and accreditation agencies
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 program
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 and committees

### Peer Team

Dr. Chandrahauns Chavan, Professor, JBIMS
(Chairperson, Peer Team)

Dr. Suhasini Arya, Director, Smt. K. G. Mittal College
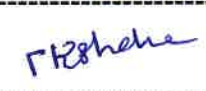(Co-Chairperson, Peer Team)

Dr. Kamal Shah, Professor, TCET
(Member, Peer Team)

Dr. Rekha Singh, Associate Professor, TIMSR
(Internal Member, Peer Team)

Dr. Vishal Sandanshive, Associate Professor, TIMSR
(Internal Member, Peer Team)

## PART - I

1) **Compliance with applicable statutory regulations**

   **A. Compliance**

   a) The Institute has complied with the requirements of AQAR. AQAR for the Academic Year 2022-23 is in progress and likely to be submitted by 30/11/2023.

   b) The letter of Affiliation has been received from the University of Mumbai on 03/08/2022 for conduct of MMS program during the year 2022-23.

   c) Extension of Approval for A.Y. 2022-23 has been received by the Institute from AICTE on 02/06/2022.

   d) The Institute has complied with all the rules, regulations and instructions prescribed by Government of India, Government of Maharashtra, University of Mumbai, DTE and AICTE.

   **B. Recommendations of AAA Peer Team of A.Y. 2022-23**

   The institute has taken action on the recommendation received in the Academic and Administrative Audit Report 2021-22. Action taken report presented in **Annexure 1**

2) **Programs conducted and admissions done**

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

   | Program | No. of Seats | Shift |
   |---------|--------------|-------|
   | MMS | 240 | Full Time |
   | MBA (FM) | 60 | Part Time |
   | MBA (MM) | 60 | |

   **B. Admissions Status**

   | Admission status during A.Y. 2023-24 | | | |
   |---------|--------------|----------------|-------|
   | Program | No. of admissions | % of Admissions | Batch |
   | MMS | 232 | 97 % | 2023-25 |
   | MBA(FM) | 60 | 100 % | 2023-26 |
   | MBA(MM) | 20 | 40 % | 2023-26 |

## 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 (SRC), Learning Resource Centre (LRC), Ideation Room, Cubicles for faculty members equipped with workstations and high-speed internet facility, Common Rooms for boys and girls, 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.

- **Learning Resource Center (Library)**

| SR. | ITEMS | A.Y. 2022-23 | 2002 - 2024 |
|-----|-------|--------------|-------------|
| 01 | Books | 197 | 30215 |
| 02 | E-Books (Subscription of EBSCO database) | 27691 | 27290 |
| 03 | Journals | 36 | 36 |
| 04 | Magazines | 8 | 8 |
| 05 | Audio - Visual Material | 0 | 0 |
| 06 | Newspapers | 9 | 9 |

- **Digital Library:** It provides access to the students and faculty for:
  - ➢ Subscribed online resources
  - ➢ Institutional Repository (available on LAN (Intranet)
  - ➢ 10 PCs, Printer and Scanner available in Digital Library

**INSTITUTE Learning Resource Center uses KOHA software to manage resources**

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

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

- **IT Infrastructure**
  - ➤ Video Conferencing and Live streaming facility in Study Skill Centre (Seminar Hall)
  - ➤ 4 labs with 250 computers for the use of students
  - ➤ Upgraded Tata Teleservice leased line for Internet
  - ➤ Remote access facility for Library databases
  - ➤ Seneca, Canada sponsored 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. 2022-23 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 2*

## A. ACADEMIC

### a. 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 3*

- **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 4.*
  - ➢ 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 5.*

- **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 6*

b. <u>Co-curricular</u>

➢ Activities such as guest sessions and webinars are conducted. The details are as per *Annexure 7*

c. <u>Extra-curricular</u>

➢ Institute organized its most awaited 'Annual Fest' for the year 2022-23, following the theme 'Vidyut', symbolizing a 16-year-old journey that institute embarked upon in 2007. The fest was launched with great enthusiasm by Mr. David Agnew (President, Seneca College, Canada) as the Chief Guest, Ms. Renata Dinnocenzo (Vice- President, Brand and Strategy, Seneca College, Canada) as a Special Guest and Mr. Prashant Srivastava (Director Business Development, Seneca College, Canada) as the Guest of Honor for the event. Intercollegiate and International students participated in the event.

## B. <u>ORIENTATION AND INDUCTION PROGRAMMES</u>

- Orientation program was organized on 06 Oct 2022 for the MMS Semester III (Batch 2021-23) and students of part time programs.
- 10-day induction program was conducted for MMS Semester I (Batch 2022-24) from 24th November to 06th December 2022.
- 7 day's induction on 'Universal Human Values' was done for MMS Semester I (Batch 2022-24) as recommended by AICTE from 28th November to 06th December 2022.
- Orientation session on Summer Internship was conducted for MMS students in 15 April 2023.
- Orientation Program was organized for the students of MMS Semester - II (Batch 2022-24) on 23rd March 2023

## C. <u>ALUMNI INVOLVEMENT IN THE INSTITUTE'S ACTIVITIES SUCH AS:</u>

- Guest Lectures
- Placement preparation/assistance
- Project VIVA
- TCEI Activities
- Participation of Alumni in Cells and Committees
- Other Events

The details of alumni activities are as per *Annexure 8.*

### 4) Assessment and Evaluation

- Examinations were conducted in an offline mode as per the guidelines provided by University of Mumbai.
  The Examination report is as per *Annexure 9*

### 5) Placement

- Group Discussion sessions was organized for MMS Semester-I (Batch 2022-2024) on 07th January 2023.
- Various profile briefing sessions were conducted by respective departments. The details of profile briefing session and Placement Report is as per *Annexure 10*

### 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 in A.Y. 2022-23 are as follows:

| Sr. | Particulars | Number |
|-----|-------------|--------|
| 1 | Number of papers published in UGC listed journals | 41 |
| 2 | Number of papers published in SCOPUS/ ABDC journals | 37 |
| 3 | Financial support to faculty to attend conferences / workshops and towards membership fee of professional bodies (no.) | 25 |
| 4 | Number of professional development / administrative training programs organized by the Institution for teaching & non-teaching staff | 9 |
| 5 | FDPs attended by teachers (no.) | 21 |
| 6 | Number of research sessions organized during the year | 02 |
| 7 | Number of papers presented in conference | 37 |
| 8 | Continuing Management Education Sessions | 06 |

### 7) MOUs and activities

- **National MOU**
  1) Kotak Foundation

- **International MOUs**
  2) Seneca College of Applied Arts and Technology, Toronto, Canada
  3) James Cook University, Singapore
  4) IRM, UK
  5) CIMA, UK

**Activities Conducted under International MOUs**

- Institute organized a National Seminar on the topic 'Green Finance and Sustainability' on March 25, 2023. The seminar was sponsored by Indian Council of Social Science Research (ICSSR) & University of Mumbai. The Chief Guest HE. Erik af Hallstrom, Counsul General, Finland; Guest of Honor - Mr. Rajendra Kumar Sharma, Chief Executive, Consulate-General of Japan in Mumbai inaugurated the seminar.
- Institute has organized a seminar on "Careers in Enterprise Risk Management" on 7th Sept 2022 for the students of MMS semester – II. (Batch 2021-2023) The guest speaker for the session was Ms. Kosha Parekh - Head of Academics & Operations, IRM India.
- Institute organized a Pre-departure session for Seneca College, Canada on 26th July 2022. The guest speaker for the event was Mr. Abhay Kumar, IRS, Additional Commissioner of CGST, Mumbai, Government of India & Mr. Digvijay Mehra, Senior Commercial Officer, Government of Ontario, Canada and Mr. Prashant Srivastava, Director, Business Development, Seneca College, Canada

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

No grievances were reported in A.Y. 2022-23.

**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 Institute 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.*

1. To organize the faculty development program in research methodology.

2. To update the classroom infrastructure with smart board / interactive panel.

3. To maximize the research and consultancy activities in collaboration with the industrial / academic partner.

4. To increase the number of MOUs with industry and academic partners.

**Peer Team**

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