



JSPM's

JAYAWANT INSTITUTE OF MANAGEMENT STUDIES

(NAAC Accredited – 'A' Grade)

(Approved by AICTE, New Delhi, Recognised by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University)

S. No. 80, Pune-Mumbai Bypass Highway, Tathawade, Pune – 411033.

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Prof. Dr. T. J. Sawant

B.E. (Elec.) PGDM, Ph. D

Founder- Secretary

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Dr. H D Patil

B.E., MBA, Ph. D.

Director

6.5.1: Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

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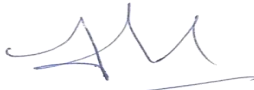
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Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Preamble

- Every recognized Institute has an Internal Quality Assurance Cell IQAC as a post accreditation quality sustenance strategy, according to National Board of Accreditation. Because Quality improvement is continuous process and becomes an integral part of the institute ecosystem which works towards institution's quality improvement.
- IQAC being the lesioning body within the college monitor and reviews the teaching learning and evaluation process regularly through academic meetings and via Internal and External Academic and Administrative audits. Internal AAA is done every year while External AAA is done once in a three year.
- The institute has a robust review mechanism for teaching-learning process which involves review at the Department level by HODs (monthly) and term end review under the chairmanship of Director at the end of the semester by taking feedback from all stakeholders.
- It reviews the progress of academic activities such as, the number of classes held, course syllabus covered, Internal Examinations conducted and teaching lesson plans and also verifies them with academic plan to identify problems, if any.
- Faculty are provided memberships of E-resources, Wi-Fi and encouraged to write research paper in high indexed Journals, national and international forums, publish books, register for Ph.D. and enroll for FDPs, orientation Programs and conferences.




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- Community engagement or Institute Social Responsibilities such Swatch Bharat Abhiyan, Water Harvesting, Tree plantation, Yoga Camp, Donation and etc. on regular basis to promote social, physical and mental awareness.
- Faculty improvement programs for enhancement of quality of teachers, Well-defined recruitment policy, staff welfare policy and options for career development.
- Guest Lecture of Industrialist and Subject experts on latest technology and as per market need. Summer Training for students, HR and Alumni Meets on regular basis.

IQAC conducts periodic reviews of the academic and administrative functioning. Internal quality assurance strategies and processes under each of the following Criteria which are as follows:

1. Teaching and Learning (Process and Outcomes)
2. Research and Development
3. Community Engagement
4. Human Resource Management
5. Industry Relationships

The sample copies of Academic and Administrative Audit (Academic Year 2022-23) are attached below and documents for other years are available at the institute.




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Academic and Administrative Audit (Academic Year 2022-23)

**JSPM's Jayawant Institute of Management Studies,
Tathawade, Pune**

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

1. INTRODUCTION

The monitoring and evaluation of the institutional processes require a carefully structured system of internal and external review. Academic and Administrative Audit (AAA), are essential for the excellence in Higher Education. These are interrelated concepts. Thus in order to have a quality oriented academic, there should be a strong administrative background.

Academic Audit: - Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related to quality assurance and enhancing the quality of academic activities in HEIs.

Administrative Audit: - It can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc.

2. MAJOR OBJECTIVES OF AAA:

1. To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
2. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
3. To evaluate the optimum utilization of financial and other resources.
4. To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

3. PROCESS OF ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) CONDUCTED:

The Institute has devised protocol for conduct of AAA considering the achievement main objectives laid down by NAAC to ensure quality. The IQAC plays a vital role in conducting this process effectively. As per the requirements of NAAC, internal Audit is done every year and AAA by External committee is done once in three years. The AAA was conducted by the IQAC members. Panel of external expert selected on the basis of their credentials such as academic distinctions, experience as reviewer on NAAC or similar credentials. The College conducts audits of both these processes by internal audit committee annually and by external audit committee periodically (after 3 or 5 yrs.) as required by NAAC. The process of AAA followed is described below:

A) ACADEMIC AUDIT:

- Each NAAC criteria in charge prepared annual report of specific criterion.
- 'Academic Audit Summary Report' of 'Observations and Suggestions' was made by the IQAC coordinator.
- Consolidated report indicating observations, examples of exemplary practice, noting of areas for improvement and suggestions was then submitted to the Principal.

B) ADMINISTRATIVE AUDIT:

- Administrative Audit was conducted by 'Internal Administrative Audit committee' comprising of IQAC members/senior teachers/ administrators selected by the Principal and IQAC coordinator.
- The Administrative audit process focused on looking into the functions of the various administrative departments which control the overall administrative system.
- It was verified with documentary evidences from Student section, Principal's office
 - etc.
- Based on the findings, 'Administrative Audit Report' was prepared and necessary recommendations were made to improvise the administrative processes.

C) EXTERNAL EXPERT REVIEW:

- On Completion of the Internal Academic and Administrative Audit, the Principal an IQAC coordinator convened meeting of panel of External Experts.
- External Experts were selected on the basis of their Academic Distinction.
- The Institutional 'Academic Audit Report' and 'Administrative Report' was discuss and deliberated by the panel of External Experts, with all necessary document evidences supporting the report.
- Academic and Administrative 'Summary Report of Observations and Suggest was made by the External experts.

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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT (AY 2022-23)

- The outcome of AAA was placed before Governing Bodies (GB) for deliberations
- The final decisions/suggestions were then conveyed to the all faculty members by Principal.

Plan of action with necessary means of improvement was made by IQAC for Implementation.

AAA COMMITTEE 2022-23			
Sr. No.	Name	Designation	Internal AAA members
1.	Dr Bipin Bankar	Director	
2.	Dr. K. R. Khandelwal	Principal, RSCOP&R	
3.	Prof. A. S. Devastali	Vice Principal, RSCOE	
4.	Dr Anisha Mahindrakar	IQAC (Assistant Professor), JIMS	
5.	Dr Sudarshan Pawar	HOD MBA(Associate Professor), JIMS	
6.	Prof Shweta Padale	HOD MCA(Assistant Professor), JIMS	

Details of Programs in the college:

Sr. No.	Name of the program	Sanctioned Strength	Actual Strength
Postgraduate Program		Ist and IInd Yr	Ist and IInd Yr
1.	MBA	240	265
2.	MCA	120	135
Total Students		360	400

**JSPM's Jayawant Institute of Management Studies,
Tathawade, Pune**

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT (AY 2022-23)

Summary of Academic Audit Report

Assessment Year: 2022-23

Date: 8/2023

Sr. No.	Audit Aspect	Audit Observation	Credit Value/% Compliance		Remark
			Yes	No	
1	Curriculum Development Revision Process and acceptance by Student fraternity	Stakeholders survey on curriculum and gap analysis	Yes ✓	No	100%
2		Conduction of CDC meeting and Action Taken report	Yes ✓	No	100%
3		Conduction of MOOCs, Add on and Value added courses	Yes ✓	No	90%
4		Internships/ Industrial visit / Field Project / Research Projects	Yes ✓	No	100%
			Yes ✓	No	—
5	Environment and Sustainability features and human values and Professional Ethics.	Yes ✓	No	100%	
6	Student Centric teaching learning assessment Plans, Outcome Assessment and student engagement	Availability of Academic Calendar, Teaching Plan	Yes ✓	No	100%
7		Availability of Course file and its content	Yes ✓	No	100%
8		Adopted student centric methodologies in Teaching Learning and use of ICT facilities.	Yes ✓	No	100%
9		Implementing mentoring System	Yes ✓	No	100%
10		Guest lecture and workshops, Industrial the course and curriculum gaps visit to meet	Yes ✓	No	80%
11		Dissemination of PEO's, PO's, PSC's and CO's	Yes ✓	No	100%
12		Attainment of CO, PO, PEO's, PSO,s	Yes ✓	No	100%
13		Pass percentage monitoring (zero failure rate)	Yes ✓	No	95%
14		Availability of functional MoUs & activities conducted	Yes ✓	No	70%
15		Availability of Student Association/ Club events	Yes ✓	No	60%
16		Extra – Curricular and Club activities	Yes ✓	No	80%
17	Conduct alumni association activities.	Yes ✓	No	60%	
18	Research Promotion	Availability of research development policy and research facilities	Yes ✓	No	60%
10		Availability of sponsored research project	Yes ✗	No ✓	—
11		Availability of research publication (UGC and above)	Yes ✓	No	90%
12		Availability of books and chapters and conference proceedings	Yes ✓	No	30%
13		Faculty participated in FDP's, workshops	Yes ✓	No	100%
		Projects incubated by the program	Yes ✓	No	40%
		Revenue generated from consultancy	Yes ✗	No ✓	—
14	Internal Quality	Conduction of CBC and AMC meetings	Yes ✓	No	100%
15		IQAC contributes significantly for institutionalizing the QA strategies & Processes	Yes ✓	No	100%

16		IQAC reviews teaching learning process at regular intervals	Yes ✓	No	100%
18	Placement & Higher Education	Does the Institute provide carrier guidance for Placements	Yes ✓	No	45%
19		Students pursuing higher education or not?	Yes ✓	No	20%
20		IPR, Entrepreneurship and start-ups	Yes ✓	No	90%

Auditors Specific Observations

1	Students should be encourage for entreprensship & start-up.
2	Conduction of FDPs & conference should be focused.
3	More students should be motivated for Govt. Exams.
4	Sponsored research Project shall be increesad.
5	To increase funding with Govt. Projects & consultancy should be increased.
6	Awariness on NEP ⁱⁿ the Staff should be ensured.

Internal AAA Members
Signature



Wankar
Ashok
Shinde
Shinde

**JSPM's Jayawant Institute of Management Studies,
Tathawade, Pune**

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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT (AY 2022-23)

Summary of Administrative Audit Report

Assessment Year: 2022-23

Date: 09/09/2023

Sr. No.	Audit Aspect	Audit Observation	Credit Value/% Compliance		Remark
			Yes	No	
1	Vision & Mission of the Institution and Governance	Frame work for Continuous improvement of the governance with involvement of various apex bodies	Yes ✓	No	100%
2		Institute perspective plan & effective deployment	Yes ✓	No	100%
3		Implementation of Policies, Procedures, appointment. service rules etc.	Yes ✓	No	100%
4		Implementation of e-governance Administration, student Admissions, Finance & Accounts and Examinations	Yes ✓	No	100%
5			Yes ✓	No	70%
6	Student & faculty ratio as per norms	Approved Intake and student Admissions & its procedure	Yes ✓	No	100%
7		Student Teacher ratio as per norms	Yes ✓	No	100%
8		Existence of Qualified and Experienced Teaching faculty	Yes ✓	No	100%
9	Student & Staff Welfare	Establishment of periodic financial audit & its process	Yes ✓	No	100%
10		Existence of Mean-cum Merit scholarship	Yes ✓	No	100%
11		Performance appraisal conducted for teaching and Non-Teaching staff current year	Yes ✓	No	100%
12		Establishment of Grievances & redressal	Yes ✓	No	100%
13		Professional body membership fee reimbursed current	Yes ✓	No	60
14	Establishment of Examination Policies & Procedures	Availability of Examination policies & procedures	Yes ✓	No	100%
15		Addressed grievances on revaluation & Minutes	Yes ✓	No	100%
16		IT integration & Examination reforms	Yes ✓	No	100%
17		Availability of result analysis & annual report	Yes ✓	No	100%
18	Availability of Infrastructure and facilities	Availability of Classrooms during current year	Yes ✓	No	100%
19		Availability of computer labs during current year	Yes ✓	No	
21	Facilities to student	Collection of books, manuscripts, Special reports or any other knowledge resources for library enrichment	Yes ✓	No	100%
22		E-journals, E-books, Database availability	Yes ✓	No	100%
23		Availability of Digital library with remote access	Yes ✓	No	100%
24		Use of Library by faculty, Students	Yes ✓	No	100%

25		Does the Institute have facility for sports	Yes ✓	No	80
26		Awards and Medals achieved in sports & cultural events	Yes ✓	No	100 70
27		Whether Institute frequently updated its IT facilities	Yes ✓	No	100
28		Availability of Bandwidth of Internet	Yes ✓	No	100

Auditors Specific Observations

1	Overall Academic Policies implemented systematically.
2	Excellent internet facility in classroom & other location.
3	Good Infrastructure of classroom - Computer
4	Laboratory & Auditorium.
5	Appropriate implementation of internal examination & external examination of SPPV, Pune.

**Internal AAA Members
Signature**



Manoj
09/09/23

Ash

Sudesh

Khandekar
9/9/23

A.S.D
9/9/23

**JSPM's Jayawant Institute of Management Studies,
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INTERNAL QUALITY ASSURANCE CELL


ACADEMIC AND ADMINISTRATIVE AUDIT REPORT (AY 2022-23)

Action Taken Report for Academic and Administrative Audit for the Academic year 2022-23

Sr No	Observations and Suggestions given by Audit committee	Action Taken
1	Summary required Date of Release of AC Document Supporting to AC need to be Completed Which Correctly inline with AC	Summary Prepared Date of Release of AC mentioned Document Completed
2	More parameters should be introduced to identify slow and advanced learners.	Conveyed to all subject teachers.
3	Number of NPTEL Swayam- MOOC certification per faculty data needs lot to improve. Encouragement for Self-Learning is required No of Training programs for technical and admin Staff organized data is available in softcopy.	Number of NPTEL Swayam- MOOC certification per faculty data needs lot to will be improve. Encouragement for Self-Learning will be done Hardcopy is prepared
4	Infrastructure & Resources Maintenance and Cleanliness data is nicely maintained	Already maintained
5	Focus on E governance Implementation of E Governance in examination, Attendance It is planned to automate library with KOHA software	It is planned to facilitate the publication of University examination in Results and regular lecture attendance through Google Form Requisition Forwarded to Management


IQAC Coordinator
JSPM's , JIMS




Director
JSPM's , JIMS