

ACADEMIC ADMINISTRATIVE AUDIT REPORT

Internal Quality Assurance Cell

Date of Audit :- 2nd December, 2023




DIRECTOR
ADITYA INSTITUTE OF MANAGEMENT
STUDIES & RESEARCH
Near Kalpana Chawla Chowk, R.M. Bhattad Road,
Ram Nagar, Borivali (W), Mumbai-400 092.
Tel. No. : 022-28656964.

Convenor: Dr. Nitin Sharma

Assistant Professor, N.L. Dalmia

Miraroad

Members:

1. Dr. Alok Chandra

Professor,

Lala Lajpat Rai Institute of Management Studies

2. Prof. Priyanka Oza

Assistant Professor

IES Institute of Management, Bandra




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Near Kalpana Chawla Chowk, R.M. Bhattad Road,
Ram Nagar, Borivali (W), Mumbai-400 092.
Tel. No. : 022-28656964.

To,

Director

Aditya Institute of Management Studies and Research,

Borivali west

Mumbai

The academic audit conducted at AIMS R was meant to comprehensively look into various components of academic operations with regard to the assessment process, attendance tracking, session planning, and students' feedback mechanisms. The audit, upon being carried out and subsequent analysis, identified areas of partial effectiveness within these processes, indicating the need to further enhance organizational efficiency and effectiveness.

Assessment Process:

The process of assessment is shown to be partially ineffective, meaning difficulty in meeting deadlines and providing the required documentations for submission.

Training was carried out by the Exam Head for the faculty on deadline meeting and justification for delays. However, clear modes of communication and channels for enforcement are required.

Recommendation: Tighten the assessment procedure by setting in place good channels of communication for deadlines. Establish mechanisms for tracking submission timelines and enforcing accountability on assessment deadlines.

Attendance Process:

Tracking attendance is partly ineffective, which shows problems in the procedures for documentation and review.

Course heads and exam heads were trained in documenting defaulters and reviewing the student application. However, there are inconsistent submissions of individualized student applications for absenteeism.

Recommendation: Develop the attendance tracking procedure in the documentation process and ensure that the individualized student application for absenteeism is submitted consistently. Conduct periodic reviews of attendance to form trends in a bid to solve attendance problems early. Continuous training and supporting staff in attendance management is necessary.



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Session Planning:

The session planning process is partially ineffective, wherein gaps in achieving the prescribed hour requirements are still present.

Although the faculty and course heads have been oriented on covering 40 hours of the session plan, the deficiency remains at the practical level.

Recommendation: To improve session planning, comprehensive guidelines with resources need to be shared and given to the faculty and course heads to support them in effectively doing session planning while at the same time meeting hour requirements. Develop tools or templates that will help in session planning while meeting hour requirements. Regular auditing of session plans should be conducted to determine areas of improvement and provide targeted training, if necessary.

Student Feedback Process:

The student feedback process is partially ineffective, showing limitations in addressing the issues of poor feedback scores and corrective actions taken, not being well-documented.

Revisions have been made to consider taking actions even on poor feedback scores and adjustment has been made in the feedback documentation.

Recommendation: The student feedback process needs to be improved by putting in place strategies that will ensure the processing of poor feedback scores effectively. Document corrective actions taken based on feedback to make continuous improvement in teaching and learning processes. Train the faculty to use feedback data in the improvement of instructional practice and student learning experiences.

Conclusion:

Therefore, improving in the areas of partial effectiveness of the assessment process, attendance tracking, session planning, and student feedback mechanisms needs to be addressed in order for AIMS R to have better academic governance and organizational effectiveness. It is recommended that the identified areas be given top priority for improvement and establish measures to ensure sustained progress. Monitoring and evaluation will continue with the objective of tracking the progress that will, in turn, facilitate continuous improvement.




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Academic & Administrative Committee

Signature

Dr. Nitin Sharma

Dr. Alok Chandra

Prof. Priyanka Oza

N. Sharma

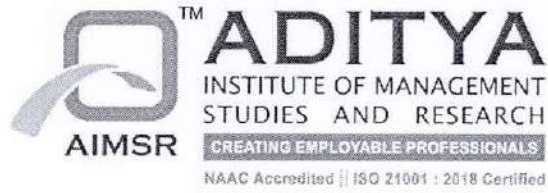
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Priyanka



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ACADEMIC ADMINISTRATIVE AUDIT

ACTION TAKEN REPORT

Internal Quality Assurance Cell

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Assessment Process:

- We have established a mechanism by maintaining a register to record the dates of submission so that the tracking process can be done easily.

Attendance Process:

- Attendance Tracking Procedure is improvised by generating the attendance report on monthly basis.
- The Course Head identifies the defaulters & accordingly take the corrective measures & applications wherever required.
- Training is provided to the newly joined Faculty to mark the attendance on TCS iON so that the monthly report can be generated on a timely basis.

Session Plan:

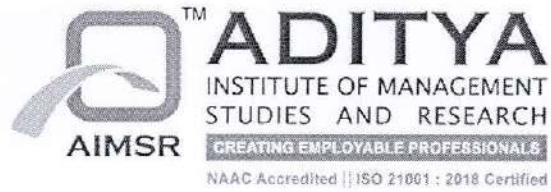
- The faculty were asked to increase the teaching hours by one hour.
- The faculty were asked to create a 40 hours session plan which will be supervised by the Course Head on a regular basis.

Student Feedback Process:

- The faculty were trained to use the Feedback data to improve their regular teaching & learning process.
- Action taken report on all the parameters were included.
- The senior faculty and Head of the institution will take the feedback of the students in person to promote the effectiveness of teaching learning process.




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ACADEMIC ADMINISTRATIVE AUDIT REPORT

Internal Quality Assurance Cell

Date of Audit :- 10th May, 2023




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Academic Audit Committee

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Durgadevi Saraf Institute of Management and Research
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IQAC Coordinator ,
Atharva Institute of Management Studies,
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To,

Director
Aditya Institute of Management Studies and Research,
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Mumbai

The academic audit conducted at AIMSAR aimed to evaluate various aspects of academic operations and administrative processes. Through comprehensive examination and analysis, the audit identified several areas of concern related to documentation control, training procedures, competency assessment, quality management, and HR practices. These findings highlight the need for immediate attention and improvement to ensure adherence to established standards and enhance overall organizational effectiveness.

Findings and Recommendations:

Obsolete Files and Documentation Control:

No evidence of obsolete files was found, indicating a lack of proper documentation control and management.

Recommendation: Implement a systematic process for identifying and disposing of obsolete files to maintain document integrity and compliance with organizational standards.

Quality Manual and Procedures:

Controlled copies of the Quality Manual, Quality Procedures, forms, and formats are not available, leading to potential inconsistencies and deviations from established processes.

The Master copy of the Quality Manual, Quality Procedures, forms, and formats is not updated with the correct and current revisions, indicating a lack of adherence to document control procedures.

Some corrections were made in the rough manual but not reflected in the master copy, compromising the accuracy and reliability of documentation.

Recommendation: Establish protocols for maintaining controlled copies of documents and ensure that the master copy is regularly updated with revisions. Implement a robust document control system to track changes and ensure consistency across all documentation.



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Appointment Letter and Training Documentation:

The appointment letter for the outsourced services employees is not available, raising concerns about contractual obligations and compliance.

The absence of training attendance sheets and evaluation sheets indicates a lack of adherence to training procedures.

Recommendation: Ensure that all contractual documents, including appointment letters, are properly maintained and accessible. Implement procedures for documenting training attendance and evaluations to track staff development and compliance.

Competency Matrix and Quality Objectives:

The Competency Matrix has not been updated for all parameters, and the last update date is unknown, indicating deficiencies in competency assessment and management.

Quality objectives for the HR department have not been identified, suggesting a lack of alignment with organizational goals and quality management principles.

Although the competency matrix indicates no gaps, numerous gaps are evident based on requirements and actual availability, necessitating a re-evaluation of gap assessments.

Recommendation: Review and update the Competency Matrix regularly to ensure alignment with organizational needs and objectives. Establish clear quality objectives for the HR department and communicate them effectively to staff to drive performance and improvement.

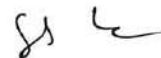
Quality Policy Awareness and HR Documentation:

Staff are not aware of the Quality Policy, indicating a communication gap and lack of awareness of quality management principles.

Employee details are maintained but not in accordance with the approved Quality Management System, highlighting deficiencies in HR documentation practices.

HR requires improvement in documentation related to the Quality Management System to ensure compliance and alignment with organizational standards.

Recommendation: Increase awareness of the Quality Policy among staff through training and communication initiatives. Enhance HR documentation practices to align with the approved Quality Management System and ensure accuracy and compliance.



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Teaching Planning Process:

The teaching planning process needs improvement in planning versus actual documentation, suggesting inefficiencies in curriculum planning and delivery.

Recommendation: Implement a systematic approach to teaching planning that includes clear objectives, assessment criteria, and documentation of actual versus planned activities to improve curriculum delivery and alignment with educational objectives.

Conclusion:

Addressing the identified areas of concern through the implementation of recommended measures will strengthen academic governance, organizational effectiveness, and overall quality management at AIMSIR. Continued monitoring and evaluation will be essential to ensure sustained improvement and alignment with best practices in academic management.

Academic & Administrative Committee

Signature

Dr. Nitin Sharma

N. Sharma

Dr. Sanchita Banerjee

SB

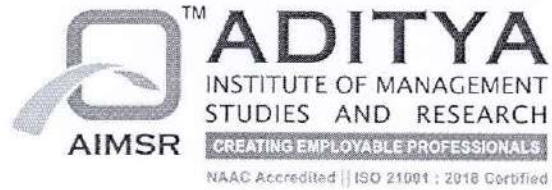
Dr. Shubhi Agarwal

Shubhi

S L



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Outdated Files and Documentation Control:

- The employee concerned was asked to create a policy to discard obsolete files.
- The ISO Management representative was asked to maintain the acute care in declaring the files obsolete after 5 years retention.

Appointment Letter & Training Documentation:

- The ISO head was requested to maintain a file to store contractual documents and appointment letters.

Competency Matrix and Quality Objectives:

- It was suggested to the HR department to create a proper competency matrix so that the gaps can be identified as filled.
- The competency matrix should be created in such a way that it should align with the organization's needs and objectives.
- The same needs to be communicated with the concerned employee so that their performance can be improved.

HR Documentation:

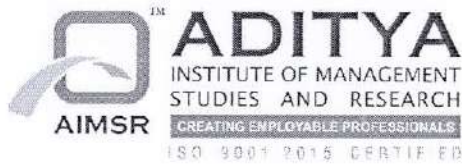
- It was instructed to the HR department to maintain the employee's information in the defined ISO format. Personal files of the employees were suggested to maintain.

Teaching Planning Process:

- The faculty members were asked to plan their sessions systematically, keeping in mind the number of hours to be completed as planned. So that the deviation can be avoided.
- The quality policy among staff through training and communication initiatives were taken. EMOS policy is displayed in the campus.




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ACADEMIC ADMINISTRATIVE AUDIT REPORT

Internal Quality Assurance Cell

Date of Audit :- 17th December, 2022




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Academic Audit Committee

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Associate Professor,
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To,

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Library Process:

The following issues were identified during the audit and were found to be partially ineffective in the library process, with specific issues noted:

- An error in ERP system on the 665 pending book were found.

Recommendation: The rechecking of book records with issues against physical stock in the accession register was suggested.

Infrastructure Maintenance:

The audit found partial ineffectiveness within the infrastructure maintenance area:

- Unproper maintenance of storage areas and the maintenance
- Electric panels and the insulation of wires near the ground were seen.

Recommendation: Inspection and insulation of open wires improve safety measures by mitigating potential hazards and are a step toward ensuring a safe environment for all stakeholders.

Special Needs Education Process:

The audit noted partial ineffectiveness in the special needs education process

- Lack of awareness in examination center for the special needs were seen. **Recommendation:** The maintenance of and reference of a University Circular and the development of a process flow to include Mumbai University norms indicate the need to stay within the set guidelines and standards.

Recommendations:

Library Process:

Continue monitoring and addressing the old pending book reports to keep updated and accurate library records. Implement measures to ensure continuous reconciliation of book records against physical stock for accountability.



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Infrastructure Maintenance:

Regularly inspect and maintain storage areas and electrical infrastructure to avert potential hazards and ensure safety. Develop a comprehensive maintenance schedule to address needs in the infrastructure proactively and minimize disruptions caused.

Special Needs Education Process:

Provide ongoing training and support to examination committees for conformance to university norms for special needs assessment. Regularly update and reference University Circulars and institute clear processes for including external guidelines into institutional practices.

Conclusion:

By implementing the recommended measures, the partial effectiveness in each of the library process, infrastructure maintenance, and special needs education process will be addressed, leading to improvement in academic governance and institutional effectiveness at AIMSIR. Continuous monitoring and evaluation are necessary to ensure that the improvement will be sustained and aligned with the best practices in handling academic management.

Academic & Administrative Committee

Dr. Sanchita Banerjee

Dr. Reena Poojara

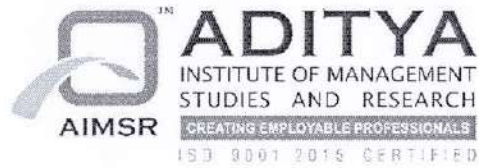
Dr. Shubhi Agarwal

Signature

SB
RP
Shubhi



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Library Process:

- The auditor suggested a proper stock verification of books in the library on a regular basis to resolve the issue of pending books.
- This will also help to reconcile the book records against the physical stocks of books.
- The same was done and the report was shared with the director.

Infrastructure Maintenance:

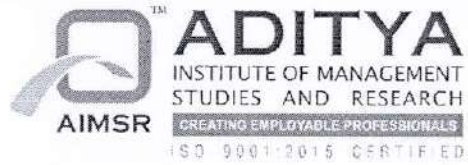
- It was advised that a regular inspection and maintenance of the storage areas and the electrical infrastructure should be conducted on a regular basis to ensure the safety of the institute.
- A proper schedule was created and was implemented.
-

Special needs education process:

- It was suggested by the audit team to regularly update and refer to the university circulars to understand the norms for special needs.
- These norms should be implemented during the examinations. University circulars were included in the examination manual.
- All the committee members were made aware on the concession given by the University of Mumbai for the special needs education examination process.




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ACADEMIC ADMINISTRATIVE AUDIT REPORT

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Academic Audit Committee

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Members: Prof. Rashmi Vipat
Assistant Professor, Thakur Institute of Management Studies,
Career Development & Research
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Dr. Alok Chandra
Professor, Lala Lajpat Rai Institute of Management Studies
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To,

Director

Aditya Institute of Management Studies and Research,
Borivali west
Mumbai

The academic audit performed at AIMSR was meant for wide-ranging assessment of academic operations and administrative procedures. The audit, after diligent examination and analysis, pointed out some areas of concern that need attention and improvement. These findings underline the commitment of the institution toward continuous improvement and adherence to the best practices in the realm of academic governance and organizational management.

Session Plan Oversight:

Lectures, as planned, regarding the Strategic Human Resource Management course were covered. However, the fact that the session plan lacks the signature of the course head does not speak well of the documentation.

Recommendation: Review and sign all session plans by the course head for completeness and documentation accuracy and accountability.

Vendor List and Contract Management:

The vendor list must be updated; performance evaluations of suppliers have not been done.

The AMC contract does not reflect the signatures of the parties involved. This is indicative that the contract management practice is incomplete.

Recommendation: Ensure the vendor list is updated and performance appraisals of suppliers are carried out. All contracts, including AMC contracts, must be duly reviewed and signed to keep them properly in place for compliance and accountability purposes.

Employee Appointment Documentation:

There is no documentation or evidence of appointment letters or requisition forms for newly appointed employees. This is indicative of the absence of proper documentation.

Recommendation: Develop and employ a standard system of issuing appointment letters and requisition forms for newly appointed employees to be able to ascertain documentation compliance with clarity of procedures for employment.



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Training Procedure Compliance:

Training has been done; however, not having a training attendance sheet depicts non-compliance with training procedures.

Recommendation: Ensure a system for documenting attendance during training for the betterment and successful tracking of staff training and development activities.

Minutes of Improvement Meetings:

Regular meetings take place on faculty improvement areas proposed in the feedback sessions; however, minutes are not maintained.

Recommendation: Ensure a system to record the minutes for the improvement meeting is established to track and monitor the effectiveness of the improvement initiatives taken up.

Internal Audit Findings:

In the May 2022 internal audit of the organization, all the above-mentioned departments were audited against the applicable clauses for compliances. There are controlled documents; records are maintained and traceable to the records across all the departments. The outsourcing processes that apply to the organization are also controlled where the documents of external origin are preserved and controlled for the usage by the organization as desired.

Recommendations:

Session Plan Oversight:

Establish a process to verify that all session plans for all courses are reviewed and signed by the concerned course head before the session plan is actually implemented. This will increase accountability and credibility of documentation.

Vendor List and Contract Management:

The approved vendor list should be updated regularly and there should be performance appraisals of the suppliers to ensure the quality standards.

All contracts, including AMC contracts, should be duly reviewed, signed, and updated to conform to regulations and to ensure accountability.

Employee Appointment Documentation:

A standardized process should be developed and followed for generating appointment letters and requisition forms for the newly appointed employee to ensure documentation compliance and clarity in the employment process.




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Training Procedure Compliance:

A process should be introduced for documenting the attendance during the training sessions to ensure conformity to the training procedure and to track and monitor the staff's training and development activities easily.

Minutes of Improvement Meetings:

Implement minutes of improvement meetings to track progress and assess the effectiveness of the improvement efforts. This will ensure continuous improvement and accountability.

Management Review Meetings (MRM):

Hold Management Review Meetings regularly to evaluate the performance of the organization, review new initiatives, and ensure that the organization remains aligned with the objectives.

Document Control and Record-Keeping:

Enhance the control mechanism for documents to ensure that control is properly conducted in relation to version documentation of the organization's records.

Records of outsourced processes and documents of external origin are also to be preserved and controlled for their intended use by the organization.

Customer Complaint Handling:

Develop a strong system for the handling of customer complaints to ensure that the customer is satisfied with the manner in which the complaint has been resolved. Monitor and analyze customer feedback to identify areas of improvement.

Continuous Improvement Culture:

Create a culture of continuous improvement through feedback, implementation of suggestions for improvement, and periodic review of processes and procedures.

Training and Development Initiatives:

Train and develop employee skills to enhance capabilities and improve performance in the pursuit of organizational success.

Implementation of these recommendations will lead to the support of academic governance, organizational effectiveness, and the quality management function of AIMSAR. Continuous monitoring and evaluation will be required for sustained improvement and congruence with best practices in the academic management domain.




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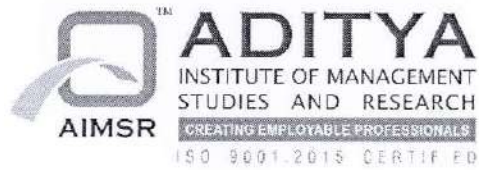
Signature

Kavita
Rashmi
Alok



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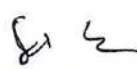
ACADEMIC ADMINISTRATIVE AUDIT

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Session Plan Oversight:

- The auditor suggested that continuous review of Session Plans should be done by the Course Head so that they are complete and accurate.
- The Course verifies the session planned and taken through the semester plan and attendance records and signs it.
- The session plans are approved by the director stating that there is no deviation in the planning and actual conduct of the lecture.

Vendor list and Contract Management:

- The Vendor list should be duly updated, and performance evaluation of the supplier can be carried out.
- All the contracts need to be reviewed, signed and filed properly.

Employee Appointment Documentation:

- HR should develop and employ a standard system of issuing appointment letters & requisition forms.
- The staff requisition form was asked to be filled in by all the concerned department heads.
- Personal files of the employees were asked to be maintained by HR.
- The newly appointed employees' documentation was verified by HR head and administrative officer.

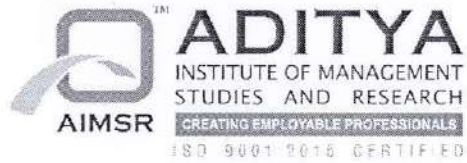
Training Procedure Compliance:

- The HR department should maintain a proper system for documenting the attendance and successful tracking of staff training and development activities.
- The Director took the initiative to maintain and record the improvement areas of the teaching staff. The same initiative was taken by administrative officer for the non-teaching staff.



A handwritten signature in black ink, appearing to be "S. K." or similar.

DIRECTOR
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ACADEMIC ADMINISTRATIVE AUDIT REPORT

Internal Quality Assurance Cell

Date of Audit :- 18th December, 2021

A handwritten signature in blue ink, appearing to be 'S. S.', is positioned above the director's name.

DIRECTOR
ADITYA INSTITUTE OF MANAGEMENT
STUDIES & RESEARCH
Near Kalpana Chawla Chowk, R.M. Bhattad Road,
Ram Nagar, Borivali (W), Mumbai-400 092.
Tel. No. : 022-28656964.



Academic Audit Committee

Convenor: Dr. Alok Chandra

Professor,

Lala Lajpat Rai Institute of Management Studies

Bandra

Members: Dr. Shubhi Agarwal

IQAC Coordinator

Atharva Institute of Management Studies,

Malad, Mumbai

Dr. Ajeet Upadhyay

Professor,

Prestige Institute Indore

Indore



A handwritten signature in black ink, appearing to be "S. S.", located above the director's name.

DIRECTOR

**ADITYA INSTITUTE OF MANAGEMENT
STUDIES & RESEARCH**

Neer Kalpana Chawla Chowk, R.M. Bhattad Road,
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Tel. No. : 022-28656964.

To,

Director

Aditya Institute of Management Studies and Research,
Borivali west
Mumbai

The academic audit of AIMSRS intended to investigate the various aspects of academic operations and administrative procedures. A careful examination and analysis of the audit indicate certain areas of concern that need attention and improvement. These findings reflect the commitment of the institution towards continuous improvement and adherence to best practices in academic governance and organizational management.

Findings and Recommendations:

Discrepancies in the Academic Calendar:

The Academic Calendar does not enumerate some activities, which therefore cannot be harmonized and are likely to interfere with academic scheduling.

Recommendation: Review and revise the Academic Calendar to ensure all academic activities are well planned. Put in place mechanisms to monitor adherence to the calendar and address discrepancies as they occur.

Make hybrid teaching more effective:

The best practices in the current hybrid approach to teaching do not support strategies to promote interaction and engagement in active learning for both the in-class and remote students. Faculty members are dedicated; however, there is a need to enhance their understanding of best practices for teaching in the hybrid environment.

Restructuring of Mentoring Sessions:

Mentoring sessions are not focused on their intended objectives, and therefore restructuring is required for their effectiveness.




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Recommendation: Review, in detail, the objective of the mentoring sessions and align them according to the goal of the institution. Create a framework for mentoring sessions so that clarity and purposeful accomplishment can be ensured.

Inclusion of Faculty Subject Allocation Form:

Absence of a faculty subject allocation form may lead to biases.

Recommendation: A faculty subject allocation form should be adopted so that biases are reduced, and justice is given to the teaching assignments. Monitor the allocation for discrepancies and raised concerns.

Implementation of Mid-Term Feedback:

Mid-Term Feedback needs to be conducted for students to know how much teaching is effective.

Recommendation: A mechanism for Mid-Term Feedback needs to be developed and created, collecting student feedback on teaching quality and shortcomings. Ensure all session plans have any variation from the curriculum, in which case student concerns are addressed.

Placement Feedback Analysis and Action Plan:

Feedback on placements needs to be collected within the time frame but no action plan on the analysis has been prepared

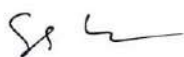
Recommendation: An action plan on the analysis of placement feedback should be prepared to understand the trend in placement opportunities. Measures should be undertaken for the shortcomings and issues raised.

Document Control Mechanism and Course Definitions:

The document control mechanism was weak, and changes in the definition of courses and programs were regularly practiced.

Recommendation: Strengthen the document control mechanism in order to ensure proper version control and proper documentation of course definitions. Develop and implement procedures for handling changes in an effective way and for maintaining consistency in course definitions.




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Responsibilities of Event Incharge:

The Event Incharge has the responsibility to maintain both the Event Report and Event Attendance.

Recommendation: Clarify and rationalize the role of the Event Incharge to adequately document and maintain records regarding all events. Train and support the Event Incharge to fulfill his/her responsibilities.

Organizing Training Sessions for HR:

HR should organize the training sessions and appraise them for the staff.

Recommendation: A comprehensive training program in this regard may be initiated and developed for the skills and capacity-building of human resources personnel. The effectiveness of the training sessions may be analyzed through feedback and performance appraisal for continuous improvement.

Implementation of Performance Measures:

The performance measures must be implemented for all the performance parameters. The clarity of the criteria is essential for the non-teaching staff.

Recommendation: Establishment and implementation of performance measures for all staff categories; the criteria should be transparent and fair for the evaluation. The training and guidelines on the performance evaluation procedure should be provided to ensure equity and transparency.

Improving Coordination among Housekeeping Staff:

There is a lack of coordination among the housekeeping staff; the First Aid Box lacks some essential items.

Recommendation: The housekeeping staff coordination should be improved through regular meetings and training sessions; the First Aid Box must be checked; the missing items to be filled as soon as possible.

Internal Audit Findings:

The internal audit of the organization was conducted in November 2021. The organization's all departments were audited against the applicable clauses. The organization has controlled documents, record-keeping, and the records are traceable in all the departments. The audit results presented a comprehensive quality management and improvement system.




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Recommendations:

1. Review and Revise Academic Calendar:

The Academic Calendar must be duly reviewed in a bid to make holistic plans on all academic activities. Mechanisms for checking adherence to the calendar and acting on deviations must be instituted.

2. Make hybrid teaching more effective:

The institution should emphasize strategies on effective hybrid teaching. This will include comprehensive training of faculty members on how to effectively run in-person and online components of hybrid courses, utilize multimedia resources, and build a sense of community across modalities. In addition, the implementation of new, innovative teaching methodologies specifically for the hybrid environment, including virtual discussions, virtual lab work, and other interactive activities within both in-person and online settings, should be encouraged. Furthermore, establish ongoing support and professional development programs that help faculty members continually refine their skills in hybrid teaching and keep up with changing technologies and new pedagogical trends.

3. Restructure Mentoring Sessions:

Review the objectives of the mentoring sessions and align them with the institutional goals. Design a structured format for mentoring sessions to ensure effectiveness and purpose.

4. Implement Faculty Subject Allocation Form:

Introduce a faculty subject allocation form to mitigate biases in faculty assignments. Monitor the allocation process to ensure fairness and transparency.

5. Introduce Mid-Term Feedback Mechanism:

Develop and implement a Mid-Term Feedback mechanism to collect student input on teaching quality. Use feedback to identify areas for improvement and enhance teaching effectiveness.

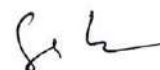
6. Develop Action Plan for Placement Feedback Analysis:

Create an action plan for analyzing placement feedback to identify trends and areas for improvement. Implement measures to address identified issues and enhance placement outcomes.

7. Strengthen Document Control Mechanism:

Enhance the document control mechanism to ensure proper version control and documentation of course definitions.

Implement procedures to manage changes effectively and maintain consistency.



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8. Clarify Responsibilities of Event Incharge:

Clarify and streamline the responsibilities of the Event Incharge for proper documentation and record-keeping of events.

Provide necessary training and support to fulfill responsibilities effectively.

9. Organize Training Sessions for HR:

Develop a comprehensive training program for HR staff to enhance their skills and capabilities.

Evaluate the effectiveness of training sessions through feedback and performance assessments.

10. Implement Performance Measures:

Develop and implement performance measures for all staff categories, including clear criteria for assessment.

Provide training and guidance on performance evaluation processes to ensure fairness and transparency.

11. Improve Coordination among Housekeeping Staff:

Enhance communication and coordination among housekeeping staff through regular meetings and training sessions. Conduct a thorough inventory of the First Aid Box and replenish any missing items promptly.

Implementing these recommendations will enhance academic governance, organizational effectiveness, and overall quality management at AIMSAR. Continued monitoring and evaluation will be essential to ensure sustained improvement and alignment with best practices in academic management.

Academic & Administrative Committee

Dr. Alok Chandra

Dr. Shubhi Agarwal

Dr. Ajeet Upadhyay

Signature

Ac

Shubhi

Ajeet



Seh

DIRECTOR
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ACADEMIC ADMINISTRATIVE AUDIT

ACTION TAKEN REPORT

Internal Quality Assurance Cell

Date of Audit :- 18th December, 2021



DIRECTOR
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Near Kalpana Chawla Chowk, R.M. Bhattad Road,
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Academic Calendar:

The Course Head was asked to review and revise the Academic Calendar in such a way that there should not be discrepancies in the actual and planned activities.

Make hybrid teaching more effective:

The training should be given to Faculty members so that the hybrid teaching can be done in a more effective way. In addition, the implementation of new, innovative teaching methodologies specifically for the hybrid environment, including virtual discussions, virtual lab work, and other interactive activities within both in-person and online settings, should be encouraged.

Restructure Mentoring Sessions:

A structured format for mentoring sessions should be designed to ensure effectiveness of mentoring sessions. It was also asked to review the objectives of the mentoring sessions and align them with the institutional goals.

Implement Faculty Subject Allocation Form:

A faculty subject allocation form should be introduced to mitigate biases in faculty assignments. The allocation process should be monitored.

Introduce Mid-Term Feedback Mechanism:

It was asked to develop and implement a Mid-Term Feedback mechanism to collect student input on teaching quality. So that the feedback can be used to identify areas for improvement and enhance teaching effectiveness.

Develop Action Plan for Placement Feedback Analysis:

An action plan to analyse placement feedback needs to be created to identify trends and areas for improvement.

Strengthen Document Control Mechanism:

The procedures to manage changes in the documents should be implemented for effectiveness.

Clarify Responsibilities of Event Incharge:

A training for proper documentation and record-keeping of events was given to the event in charge to remove the ambiguity and streamline the responsibilities.

Organize Training Sessions for HR:

A comprehensive training program was developed for HR staff to enhance their skills and capabilities. The evaluation of training sessions was done through feedback and performance assessments.




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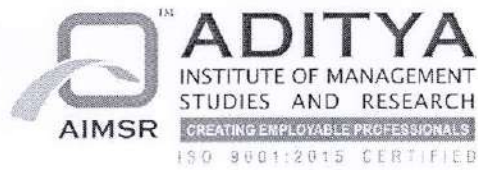
Improve Coordination among Housekeeping Staff:

The training session was conducted for housekeeping staff to have a better coordination and communication among them. Also, the staff was asked to check the First Aid Box regularly and replenish the expired or missing items on a regular basis.



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ACADEMIC ADMINISTRATIVE AUDIT REPORT

Internal Quality Assurance Cell

Date of Audit :- 22nd May, 2021




DIRECTOR
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Tel. No. : 022-28656964.

Enhancing Teacher Feedback System:

- The faculty with low ratings was asked to make an action report.
- The areas of improvement were suggested by the Director.
- The faculty is asked to write an action taken report in their respective subjects and the same is reviewed by the course heads.

Training for Academic Head:

- The training programs were conducted for the Academic Head to equip them with process-based methodologies, identification of risk, and the mechanisms for effective communication.

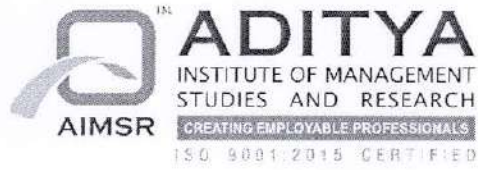
Hybrid Teaching Implementation and Management:

- The Faculty members were provided training on hybrid teaching methodologies, instructional design, and effective utilization of technology to enrich teaching quality and enhance students' participation in both classroom and e-platforms.
- It was initiated to install Smart boards in all the classrooms.
- TCSion LX module was promoted to be used for SEM IV MMS students.
- Clear guidelines and protocols were set up for the effective delivery of the course module, both in-person and online.



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DIRECTOR
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ACTION TAKEN REPORT

Internal Quality Assurance Cell

Date of Audit :- 22nd May, 2021



A handwritten signature in black ink, appearing to be 'VSK'.

DIRECTOR
ADITYA INSTITUTE OF MANAGEMENT
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Ram Nagar, Borivali (W), Mumbai-400 092.
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DIRECTOR

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ACADEMIC ADMINISTRATIVE AUDIT REPORT

Internal Quality Assurance Cell

Date of Audit :- 5th December, 2020




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Academic Audit Committee

Convenor: Dr. Reena Poojara

Assistant Professor,

Atharva Institute of Management Studies, Malad

Members: Prof. Rashmi Vipat

Assistant Professor,

Thakur Institute of Management Studies,

Career Development & Research

Kandivali Mumbai

Dr. Kavita Khadse

Assistant Professor,

Chetana's Institute of Management Studies,

Bandra




DIRECTOR
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Near Kalpana Chawla Chowk, R.M. Bhattad Road,
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Tel. No. : 022-28656964.

To,

Director

Aditya Institute of Management Studies and Research,
Borivali west

Mumbai

The academic audit conducted at AIMSAR was aimed at conducting a thorough assessment of diverse facets within academic operations, administrative procedures, and institutional protocols. Through a meticulous process of examination and analysis, the audit found numerous areas that needs attention and improvement.

Findings:

Online Teaching Implementation and Effectiveness:

The sudden transition to online teaching necessitated by the COVID-19 pandemic has highlighted several challenges and opportunities within AIMSAR's academic operations. While the institution has made commendable efforts to adapt to remote learning modalities, there are areas requiring attention to ensure the effectiveness and equity of online education delivery.

Examination Timetable and Protocol Adherence:

The absence of the examination timetable for scheduled exams suggests a departure from established protocols and procedures within the institution. This deviation raises concerns about the reliability and consistency of administrative processes related to examination scheduling. To mitigate potential scheduling discrepancies and uphold protocol adherence, it is imperative to ensure accurate documentation of examination timetables and scheduling processes. This includes maintaining comprehensive records of examination dates, times, and locations, as well as any changes or updates made to the schedule. By implementing these measures, the institution can enhance transparency, accountability, and efficiency in its examination management practices.

Procedural Compliance and Documentation:

Ambiguity between Course Heads and the Director on prescribed tasks was seen that implies a possible procedural discrepancy that may undermine organizational effectiveness. In some way, it can lead to confusion, inefficiency, and inconsistencies in the execution of tasks, thus crippling the ability of the institution to achieve its objectives. In the light of the above, it is mandatory to carry out full training on procedural compliance and




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documentation for all staff concerned. When everybody is clear about and adheres to prescribed procedures, the institution will move in the same direction and operate efficiently in a streamlined manner to ensure that everything runs smoothly. Moreover, periodic reviews and updating of procedure guidelines will help maintain alignment with evolving institutional needs and best practices in academic governance.

Recommendations:

Online Teaching Implementation and Effectiveness:

Promote the adoption of innovative teaching methodologies and digital learning resources to enhance student engagement and learning outcomes in virtual classrooms. Facilitate faculty development programs and workshops focused on effective online teaching strategies, instructional design principles, and student-centered learning approaches.

Implement robust assessment strategies tailored to online learning environments, incorporating diverse evaluation methods, proctoring solutions, and plagiarism detection tools. Educate students and faculty members on academic integrity policies, ethical conduct in online assessments, and the consequences of academic dishonesty.

Examination Timetable and Protocol Adherence:

Establish a standardized procedure for creating and approving examination timetables, ensuring adherence to established protocols. Implement a centralized system for maintaining and updating examination schedules, accessible to all relevant stakeholders. Conduct regular training sessions for administrative staff responsible for scheduling examinations, emphasizing the importance of protocol adherence and accurate documentation. Designate a point of contact responsible for promptly communicating any changes or updates to the examination timetable to all affected parties. Establish a feedback mechanism to solicit input from stakeholders on the effectiveness of the examination scheduling process and identify areas for improvement.

Conclusion

In the area of Examination Timetable and Protocol Adherence, there is a dire need to have strong mechanisms in place for creating, maintaining, and disseminating examination schedules. With accurate documentation of the examination schedules and proper communication of the examination schedules, including any changes, the institution can establish transparency and reliability for its examination management processes.




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Likewise, in the area of Procedural Compliance and Documentation, task execution and documentation clarity and consistency are very important. The institution can promote effective and efficient operations and organizational excellence through comprehensive training, clarity of guidelines, and regular review of procedural guidelines.

Incorporating considerations for online teaching into the audit findings and recommendations points to the need to adapt academic operations in view of evolving needs and challenges around remote delivery. By dealing with matters regarding technological infrastructure, pedagogical innovation, and assessment integrity, AIMSIR will be able to improve the quality, accessibility, and efficiency of online teaching delivery, thus ensuring fair learning opportunity for all stakeholders in the COVID-19 pandemic and beyond.

In conclusion, acting on the areas of concern identified through the implementation of the proposed measures shall reinforce not only academic governance and administrative best practices but also the commitment of the institution to excellence and continual improvement. Focusing on the adherence of best practices and proactive measures, AIMSIR shall be further able to enhance its reputation for academic integrity and organizational excellence.

Academic & Administrative Committee

Dr. Reena Poojara

Prof. Rashmi Vipat

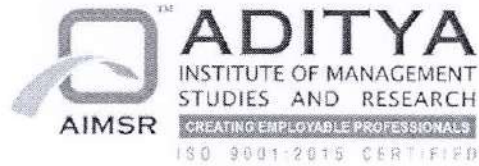
Dr. Kavita Khadse

Signature

RP
Rashmi Vipat
Kavita Khadse



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ACADEMIC ADMINISTRATIVE AUDIT

ACTION TAKEN REPORT

Internal Quality Assurance Cell

Date of Audit: -5th December, 2020




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Online Teaching Implementation and Effectiveness:

- It was asked to the faculty members to adopt an innovative teaching methodologies and digital learning resources to enhance student engagement and learning outcomes in virtual classrooms.
- The FDP Head was asked to facilitate faculty development programs and workshops focused on effective online teaching strategies.

Examination Timetable and Protocol Adherence:

- Exam head was suggested to establish a standardized procedure for creating and approving examination timetables, ensuring adherence to established protocols.
- The training sessions was planned for administrative staff responsible for scheduling examinations, emphasizing the importance of protocol adherence and accurate documentation.

Procedural Compliance and Documentation:

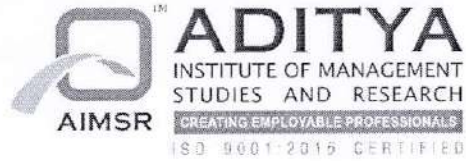
- Training session for Course Head and administrative staff was conducted on procedural compliance and documentation requirements, emphasizing clarity and consistency in task execution.
- Director placed a vital role in understanding and facilitating the change management process in AIMS R.
- An open communication channels between Course Heads, administrative staff, and the Director to clarify any procedural ambiguities and resolve issues.

Trainings Session:

- Training was given to staff to promote the online mode of communication.
- The use of Ms Teams, Zoom call training were promoted.
- IT department was facilitating the Faculty and the staff to deal with this education transition.




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ACADEMIC ADMINISTRATIVE AUDIT REPORT

Internal Quality Assurance Cell

Date of Audit: - 21st May, 2020




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Academic Audit Committee

Convenor: Dr. Ajeet Upadhyay
Professor,
Prestige Institute Indore
Indore

Members: Dr. Sanchita Banerjee
Associate Professor,
Durgadevi Saraf Institute of Management and Research
Malad

Dr. Alok Chandra
Professor,
Lala Lajpat Rai Institute of Management Studies
Bandra



S. L.
DIRECTOR
ADITYA INSTITUTE OF MANAGEMENT
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Tel. No. : 022-28656964.

To,

Director

Aditya Institute of Management Studies and Research,
Borivali west

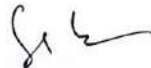
Mumbai

The Institution has satisfactorily demonstrated its ability to operate and maintain its management system to the size, structure, and its provision of services. This commitment ensures that internal requirements, stakeholders' expectations, and policies are met. The audit team duly assessed the implementation and effectiveness of the management system, as well as the processes, through on-site inspection and document review.

This includes in particular:

1. **Policies, Objectives, and Implementation:** Assessing the policies and objectives of the Institution and its practical implementation down to other operational levels.
2. **Management System Processes and Interactions:** Reviewing the processes that exist within the management system and how they interact with each other to enable smooth operations.
3. **Management System Documentation:** Review of documentation regarding the management system to ensure clarity, completeness, and compliance with relevant standards and regulations.
4. **Recording System:** Assessing the system in place regarding records of vital data and information that shall be accurate, accessible, and reliable.
5. **Resource Management:** Assessing how resources are managed within the Institution to facilitate the successful implementation and maintenance of the management system.
6. **Measuring and Analysis:** Evaluating how performance is measured, data is analyzed, and periodic reviews are conducted such as the recent management review and audits to effect improvements. (Last management review, audit).
7. **Continual Improvement Process:** Evaluating the Institution approach on continual improvement, including mechanisms for identifying opportunities, implementing corrective actions, and driving overall improvement in all aspects of operations.




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The Institution placement policy is in place, but there's a notable gap in understanding it across departments. During the placement audit, it was noted that all data, although stored digitally, retrieval is slow and hence reduces the accessibility of the same for other departments without IT intervention.

Some records, such as the examination assessment table, lack identification numbers, which leads to an ineffective system for tracking.

Guidelines for online classes were issued on 16th March 2020. Before the Government announcement of the entire country lockdown due to the Covid-19 pandemic, it was announced on 22nd March.

Though the exam timetable for 20th April 2020 was not available as per protocol, the exam went ahead; it is a gap between documentation and execution. Discrepancies between records of assessments and actual results, as in the case of Mr. Joshi, reflect deficiencies accepted by the Examination Head.

Though the record of the change acceptance meeting record from 20th April to 23rd April, 2020, was available, the actual timetable was also required.

Executing processes such as scheduling the exam involves departments outside the Exam Committee, like the IT, and needs to be monitored since they are essential departments.

In this May 2020 audit of the Institution, all the above-mentioned departments were audited for compliance with the applicable clauses. The Institution maintains controlled documents and traceable records for all departments.

The audit report concludes that though the Institutions maintains controlled documents and traceable records, there are few gaps in policy understanding & data accessibility.

Academic & Administrative Committee

Dr. Ajeet Upadhyay

Dr. Sanchita Banerjee

Dr. Alok Chandra

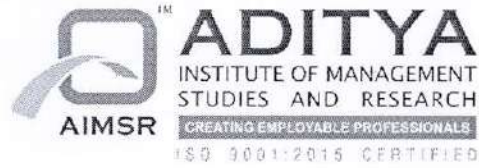
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AC

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ACADEMIC ADMINISTRATIVE AUDIT

ACTION TAKEN REPORT

Internal Quality Assurance Cell

Date of Audit: - 21st May, 2020



DIRECTOR
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Near Kaipana Chawla Chowk, R.M. Bhattad Road,
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Tel. No. : 022-28656964.

1. The placement department was asked to remove the gaps and work in coordination with the IT team.
2. The Placement Head was asked to maintain the data in standard format so that the delay in tracking data is reduced.
3. The examination department was asked to release the timetable 15 days prior to the examination without fail.
4. Director checks that the release of the timetable dates with due coordination with the Exam Head.
5. To reduce the discrepancies between the assessment and actual records, the review of the documents by the Exam Head was kept mandatory.
6. Before the declaration of the result, the examination committee verifies the assessment records that are duly verified by the Director.



Signature

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ACADEMIC ADMINISTRATIVE AUDIT REPORT

Internal Quality Assurance Cell

Date of Audit:- 1st December, 2019




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Academic Audit Committee

Convenor: Dr. Nitin Sharma
Assistant Professor, N.L. Dalmia
Miraroad

Members:

1. Dr. Alok Chandra
Professor,
Lala Lajpat Rai Institute of Management Studies

2. Prof. Priyanka Oza
Assistant Professor
IES Institute of Management, Bandra




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To,

Director

Aditya Institute of Management Studies and Research,
Borivali west
Mumbai

The academic audit carried out at AIMSIR included an in-depth examination of faculty workload and recruitment processes, documentation integrity, fire safety protocols, roles, and responsibilities of employees, guidelines for online classes, and the HR department's needs for training. The audit had sought to find areas for improvement and give actionable recommendations for the betterment of the organization's effectiveness and upholding academic excellence.

Observations:-

1. Faculty Workload and Recruitment Process:

The delay in securing professors for critical courses like Operation Analysis and Technology Management highlights systemic inefficiencies in the recruitment process. The late approval of workload coupled with a prolonged recruitment timeline led to classes commencing without adequate staffing, potentially compromising the quality of education delivery.

Recommendations:-

- Streamlining recruitment procedures to align with workload approval timelines is imperative to prevent such occurrences in the future.
- Establishing clear communication channels between academic departments and the HR department can facilitate timely staffing decisions, ensuring seamless course delivery.

2. Faculty Semester Plan Signature Requirement:

The absence of required signatures on faculty semester plans raises concerns regarding documentation integrity and adherence to organizational protocols.

Recommendations:-

- Signatures from Program heads validates planned academic activities.
- Prompt acquisition of signatures is essential to maintain accountability and transparency in academic planning processes.



Sr. K

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3. Fire Safety Protocol and Training:

Compliance with fire safety protocols is paramount to safeguarding the well-being of students, faculty, and staff.

Recommendations:-

- Proper storage and maintenance of fire extinguishers, coupled with comprehensive training on their usage, are essential components of effective fire safety management.
- Ensuring that fire extinguishers are readily accessible and that staff members are trained to respond swiftly and effectively to fire incidents enhances overall safety preparedness.
- Regular fire safety drills and training sessions can further reinforce emergency response capabilities and promote a culture of safety within the institution.

4. Employee Roles and Responsibilities Documentation:

The roles and responsibilities, authority, and accountability of every employee need to be clearly documented for the effectiveness of any organization and for accountability. The lack of adequate information regarding the role and responsibilities of the Assistant Examination staff was found.

Recommendations:-

- Comprehensive training sessions and distribution of updated role descriptions is recommended.

5. Online Class Guidelines and Website Maintenance:

The online classes held specially for Sem IV and TCS LX module were appreciated. It was suggested to promote online mode. The updating of the website forms an integral part of information dissemination for the benefit of stakeholders.

Recommendations:-

The regular process of review and assigning responsibility can ensure that the information is disseminated in a timely manner and that stakeholders are engaged accordingly.

6. HR Department Training Needs:

The effectiveness of the HR department can only be enhanced if it is provided with targeted training needs that can equip personnel with the required skills and knowledge in order to fulfill their responsibilities effectively.




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Recommendations:-

HR training needs should be pointed out with the help of reporting managers and training calendar should include trainings as per the training needs.

Areas of Improvement:

1. Streamline Recruitment Procedures:

Streamline recruitment procedures to speed up the hiring process to ensure that staffing for key courses is done in a timely manner.

2. Documentation Integrity:

Double-check mechanisms put in place to enforce the signing of faculty semester plans for completeness in documentation and adherence to organizational protocols.

3. Fire Safety:

Hold comprehensive fire safety training for staff.

4. Clarify Employee Roles and Responsibilities:

Conduct comprehensive training sessions and distribute updated role descriptions to ensure employees understand their roles, responsibilities, authority, and accountability clearly.

5. Communication and Adaptability:

Improve communication channels to disseminate information on time, especially during times of change or uncertainty.

6. Improve HR Department Effectiveness:

Invest in targeted training interventions to equip HR personnel with the relevant skills and knowledge to conduct their roles effectively.




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Academic & Administrative Committee

Dr. Nitin Sharma

Dr. Alok Chandra

Prof. Priyanka Oza

Signature

N. Sharma

Ac

Priyanka



S. R.

DIRECTOR

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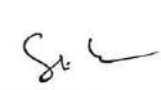
ACADEMIC ADMINISTRATIVE AUDIT

ACTION TAKEN REPORT

Internal Quality Assurance Cell

Date of Audit:- 1st December, 2019




DIRECTOR
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1. Streamline Recruitment Procedures:

The HR was asked to streamline recruitment procedures so that the the hiring process speeds up. An an effective communication system was established between the academics and HR for smooth coordination and decision-making.

2. Documentation Integrity:

Reviews are done to guarantee that documentation standards are followed.

3. Fire Safety:

A comprehensive fire safety training is Review and update of the fire safety protocols is done regularly to meet regulatory requirements.

4. Clarify Employee Roles and Responsibilities:

Reporting Managers ensured to make employees understand their roles, responsibilities, authority, and accountability clearly.

5. Communication and Adaptability:

The communication channels for dissemination of information on time were established. Communication through email was promoted.

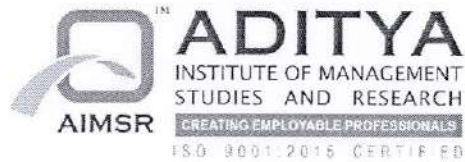
6. Improve HR Department Effectiveness:

Training was provided to the HR personnel with the relevant skills and knowledge so that they conduct their roles effectively. Training on TCS iON for HR module was given.



A handwritten signature in black ink, appearing to be "S. K."

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ACADEMIC ADMINISTRATIVE AUDIT REPORT

Internal Quality Assurance Cell

Date of Audit:- 15th June, 2019



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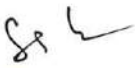
Academic Audit Committee

Convenor: Dr. Shubhi Agarwal
IQAC Coordinator ,
Atharva Institute of Management Studies,
Malad, Mumbai

Members: Prof. Rashmi Vipat
Assistant Professor,
Thakur Institute of Management Studies,
Career Development & Research
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Prof. Priyanka Oza
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To,

Director
Aditya Institute of Management Studies and Research,
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The purpose of the academic audit at AIMSIR was to comprehensively evaluate the institution's performance along the dimensions of quality management, administrative efficiency, and IT infrastructure. The audit of the institution, along with a critical review of the senior management practices, administrative and IT functions, and key performance indicators with areas of concern, will provide a comprehensive assessment of the operational effectiveness of the institution. It is hoped that findings and recommendations of the audit reported here will guide the institution toward creating an environment of continuous improvement and excellence.

Top Management:

The top management team at AIMSIR has shown strong commitment to quality management, which is a cornerstone for organizational excellence. They have displayed decisive leadership and strategic vision, instilling a culture of accountability and continuous improvement across the institution. Particularly, the regular review of policies and objectives indicates a proactive approach toward aligning institutional practices with its overarching mission and goals. While this is commendable progress, there is a window of opportunity to do even better by increasing the depth and frequency of policy reviews to tackle challenges that arise and make the most of strategic opportunities.

Administration and IT:

Administrative and IT departments at AIMSIR have depicted remarkable expertise in dealing with both hard and soft data, ensuring the integrity and accessibility of critical information. Their proactive efforts to draft documents and institute new processes, as evidenced by approvals during the audit, underline commitment to operational efficiency and effectiveness. Encouraging involvement of employees in quality-related activities has contributed towards a positive organizational climate that promotes innovation and ensures continuous IT Infrastructure.




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Performance Indicators:

The institution has achieved notable success in various performance indicators, with 90% employee satisfaction. While the reflection of this indicates a positive work environment, further in-depth analysis may be required in identifying the underlying factors for any lower ratings and targeted interventions instituted accordingly. Further, analysis of data on computer downtime, total events and competitions, admissions figures, branding efforts, student, and stakeholder satisfaction, and candidate status should be undertaken on a regular basis to guide decisions and formulation of improvement strategies.

Academics:

The Academic plan for the year 2019-2020 clearly states the institutional goals to establish innovative approaches in pedagogy and comprehensive semester planning. Integration of lectures, assignments, assessment tools, and extracurricular activities was done. Institutional semester plans reveal meticulous attention. Each semester plan is thoroughly constructed and planned in harmony with the lectures conducted to ensure coherence and continuity in the delivery of course content. Faculty members demonstrated flexibility in pedagogical approaches and have been using many innovative teaching methodologies to accommodate the different learning styles and preferences of the learners.

Areas of Concerns:

Though the institution has many strengths, there are certain areas of concern as identified in the audit.

- Ongoing job training programs should be optimized and assessed stringently to make sure that the staff are competent and professionally developed.
- Performance appraisal and memo systems should be innovated to give holistic feedback and recognition for better development and growth of the employees with a culture of continuous learning and improvement.
- The internal communication processes need to be fine-tuned to facilitate free flow of information and to align all cadres of the organization.
- Moreover, a review of the IQAC process is in order to make it functional, and concrete plans for accreditation shall be drawn up to be in conformity with regulatory standards.
- Further, event management process records should be duly updated and prepared in such a manner as to reflect the outcome and output of every event in order to make decisions and be accountable.




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Areas of Strength:

The integration of lectures, assignments, and assessments into semester planning was done thoughtfully. The faculty has applied various pedagogies in pursuit of increasing students' learning.

Recommendations for Improvement:

- The need for strengthening the offerings of interdisciplinary collaborations and experiential learning.
- Additional technology-enabled tools and resources are to be added to further enhance the experience in learning.
- Ongoing professional development for faculty would empower them with the best teaching methodologies and pedagogies.

Conclusion:

This report details the findings of the academic audit, emphasizing institutional commitment to excellence and delineating areas for improvement. By capitalizing on existing strengths and addressing identified areas of concern, AIMS R can improve its overall performance and preserve its reputation for quality and innovation. Recommendations in this report will serve as a map for continuous improvement to guide the institution on its mission of academic excellence and institutional advancement.

Academic & Administrative Committee

Dr. Shubhi Agarwal

Prof. Rashmi Vipat

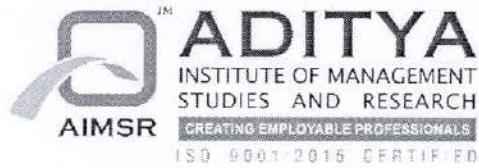
Prof. Priyanka Oza

Signature

Shubhi
Rashmi
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ACADEMIC ADMINISTRATIVE AUDIT

ACTION TAKEN REPORT

Internal Quality Assurance Cell

Date of Audit:- 15th June, 2019



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1. The training Calendar was prepared. The faculty were encouraged to participate in various FDPs, MDPs and professional development programs. The two non-teaching training courses were planned for the academic year. The competency matrix for the staff was prepared and the competency mapping was done.
2. Performance appraisal and Memo systems were introduced. The Process flow chart was prepared and was sanctioned from the Board of Trustees.
3. A review of the IQAC process was done to check if it can be made functional, and planning for accreditation was drawn to be in conformity with regulatory standards. The review of academic audit report was suggested to kept in front of IQAC members.
4. Event management process records should be duly updated and was mapped with outcomes.



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