

**Sau. Leena Kishor Mamidwar Institute of Management Studies & Research,
Kosara, Chandrapur**

ACADEMIC AUDIT REVIEW

Master of Business Administration (MBA)

Date of Visit: 13/08/2018

Sr. No	Criteria	Observations	Marks to be awarded	Marks obtained
1	Number of papers in hardcopy referred by faculty members for subject preparation	a. More than 3 times the number of faculty b. Equal to number of faculty member e. less than number of faculty member	3/2/1	3
2	Number of titles contributed (e format)in digital library facilities	a. At least 2 titles / faculty / subject b. At least 1 title /faculty / subject	2/1	2
3	Faculty members having self-developed power point or flash presentation ./ Readymade presentation or tutorials as a teaching aid for imparting the instruction	a. More than 80% b. 50% to 80% c. less than 50%	4/2/0	3
4	No. of Lectures to be covered as per norms (with calculated data)	a. 100% b.75% to 100 C. Less than 75%	3/2/0	2
5	Conduction of Lab (i) Whether printed journal is prepared (ii) performance report of respective practical's (iii) New Lab/Material in any & what effort has been taken to purchase them (iv) Any new experiment is introduced or not	a. 100% b.75% to 100% c. Less than 75%	4/2/0	2



6	Quality of project work final year students	a. Above 75% b. 65% to 75% c. Below 65%	4/2/0	4
7	Preparation of assignments .question papers ,model answers and 3 year previous papers	a. Above 75% b. 65% to 75% c. Below 65%	4/2/0	3
8	Documentation of equipment's for conduction of experiments as per University norms (Lab manual , DSR.Lab Logbook ,Utilization Register to be kept ready)	a. More than curriculum prescribed b. 75-100% of syllabus c. 50-74 of syllabus d. Less than 49% of syllabus	4/3/2/0	3
9	Preparedness for assessment of students –Exam practical conduction ,documentation .Project Report .Oral etc with future planning	a. prepared properly b. Not prepared properly	2/0	2
10	Attendance record (keep ready with those students who filled up exam form)	a. Maintained with proper documentation b. Not Maintained properly	2/0	2
11	Logbook Maintenance	a. prepared properly b. Not prepared properly	2/0	2
12	Teaching with 2 case studies or study report / practical and 1 case study or study report / theory related to the subject (for every subject and practical)	a. Maintained with proper planning b. Not maintained	2/0	2
13	Individual planning for subjects by subject teacher to teach beyond curriculum	a. Maintained with proper planning b. Not maintained	2/0	2
14	Industrial visit/site visit /demonstration of equipment associated with subject practical	a. 90% subjects b. (70-89)% subjects c. Below 70% subjects	3/2/0	3



15	Number of faculty members to participate in National or International conferences or journals by submitting papers (individual plans)	a. Equal to number of faculty members b. More than half the number of faculty members c. Less than half the faculty members	3/2/0	3
16	Planning of proposals to be submitted to AICTE/DST/MHRD/ISTE/SRM/PTU	a. More than the no. of semesters b. Equal to the no. of semesters c. Less than no. of semesters	3/2/0	3
17	No. of Industry tours (more than 2-3 days)to be organized	a. More than 2 times the no. of semesters b. More than no. of semesters c. Less than the no of semesters	3/2/0	2
18	No. of local Industrial visits to be organized	a. More than the No. of semesters b. Equal to the no of semesters c. Less than the no. of semesters	3/2/0	3
19	No. of Industrial tours (more than 2-3 days) to be organized	a. More than 1 b. 1 c. Nil	2/1/0	2
20	Faculty members going to attended trainings for soft skills. Content updating. Industrial trainings etc	a. More than 20% b. 10-20% c. Below 10%	3/2/0	3
21	Preparation of Departmental academic calendar	a. 90% perfect b. (80-90)% c. Below 80%	3/2/0	3
22	Commitment of result by each faculty member for next sem.	a. Ready b. Not Ready	1/0	1
23	Organizing Technical Quiz / Seminar/ paper presentation /project Competition event (intercollegiate or interdepartmental)	a. More than One event b. One event c. Nil	3/2/0	3



24	Participation of students in Technical Quiz /Seminar /paper presentation /project Competition event and guidance by faculty member to such students for outside event	a. More than Two events b. One events c. Nil	2/1/0	2
25	No. of state/National /International level to be organized by the Dept. in workshop /Seminar/Conference project competitions organization in association with industry / Universities /Any other professional body	a. More than 1 b. 1 c. Nil	2/1/0	2
26	Subject file preparation (according to standard index)	a. Complete in all respect for (more than 85% of the faculty) b. (70-84)% of the faculty member c. (50-69)% of the faculty member d. Less than 50% of the faculty member	6/4/2/0	5
27	Faculty member attitude (questionnaire based)	a. Excellent b. Good c. Average d. Poor	3/2/1/0	3
28	Awareness of HR policy leave /purchase procedure& other new rules , academic calendar to the faculty members (questionnaire based)	a. Fully aware b. Partially aware c. Zero awareness	2/1/0	2
29	Encouragement for participation of students in sports & Extracurricular activities in University level/state level (list of who is good at which sports and planning)	a. 3 or more b. 2 c. 1 d. Nil	3/2/1/0	3
30	Proper allocation of subjects by Committee & verification of time	a. prepared b. Not prepared	2/0	2



	table by committee			
31	Efforts planned by faculty Members to improve results /feedback	a. prepared b. Not prepared	2/0	2
32	Planning and Preparation of Parent's meet with contact, address and Phone number by department	a. prepared b. Not prepared	2/0	2
33	Planning for activities under professional society chapter	a. Prepared as per institute policy b. 50% as per policy c. Less than 50% as per police	3/1/0	3
34	Preparedness of faculty member for training students for competitive exam (GD+ P1 sessions and confidence building)	a. properly planned b. partially/ not planned	2/0	2
35	Planning of each TG for 2 nd Sem, 4 th sem, 6 th sem	a. 100% faculty members prepared b. 75-99% faculty members prepared c. Less than 75% faculty members prepared	3/2/0	3
36	Budget planning for next semester Department wise	a. Prepared b. Not prepared	3/0	2

TOTAL MARKS : 100



MARKS OBTAINED : 86

Committee Members Name & Signature

1) Dr. Rakesh W. Ramteke

(Dr. J.N. Chakravorty)

Principal

C.M. Institute of Management Studies & Research
Kosara, Chandrapur

2) Dr. Niyaj S. Sheikh