

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

**ACADEMIC AUDIT REVIEW**

**Master of Business Administration (MBA)**

**Date of Visit:** 10/08/2021

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	03
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	02
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	04
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	02
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	02



6	Quality of project work final year students	a. Above 75% b. 65% to 75% c. Below 65%	4/2/0	04
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	04
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	03
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	02
10	Attendance record (keep ready with those students who filled up exam form)	a. Maintained with proper documentation b. Not Maintained properly	2/0	02
11	Logbook Maintenance	a. prepared properly b. Not prepared properly	2/0	02
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	02
13	Individual planning for subjects by subject teacher to teach beyond curriculum	a. Maintained with proper planning b. Not maintained	2/0	02
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	03



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	02
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	03
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	03
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	02
19	No. of Industrial tours (more than 2-3 days) to be organized	a. More than 1 b. 1 c. Nil	2/1/0	02
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	03
21	Preparation of Departmental academic calendar	a. 90% perfect b. (80-90)% c. Below 80%	3/2/0	03
22	Commitment of result by each faculty member for next sem.	a. Ready b. Not Ready	1/0	01
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	03





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	02
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	01
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	06
27	Faculty member attitude (questionnaire based)	a. Excellent b. Good c. Average d. Poor	3/2/1/0	03
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	02
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	02
30	Proper allocation of subjects by Committee & verification of time	a. prepared b. Not prepared	2/0	02



	table by committee			
31	Efforts planned by faculty Members to improve results /feedback	a. prepared b. Not prepared	2/0	02
32	Planning and Preparation of Parent's meet with contact, address and Phone number by department	a. prepared b. Not prepared	2/0	02
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	03
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	02
35	Planning of each TG for 2 <sup>nd</sup> Sem, 4 <sup>th</sup> sem, 6 <sup>th</sup> sem	a. 100% faculty members prepared b. 75-99% faculty members prepared c. Less than 75% faculty members prepared	3/2/0	02
36	Budget planning for next semester Department wise	a. Prepared b. Not prepared	3/0	03

TOTAL MARKS : 100



MARKS OBTAINED : 88

Committee Members Name & Signature

1) Dr. Rakesh W. Ramteke

2) Dr. Farukh A. Sheikh

Principal

(Dr. J.N. Chakravorty)

**Principal**  
**LKM Institute of Management Studies & Research**  
**Kosara, Chandrapur**