

## Report of Academic and Administrative Audit 2017 -2018 and 2018-19

Date of visit : Tuesday, 06/08/2019  
Institute Name : Marathwada Mitramandal's Institute of Technology  
Lohgaon, PUNE — 411047.

To  
The Principal  
Marathwada Mitramandal's  
Institute of Technology  
Lohgaon, PUNE — 411047.

**Subject: Report of Academic and Administrative Audit 2017 -2018 and 2018-19**

Dear Sir,

We congratulate you for taking the initiative for conducting Academic and Administrative Audit (AAA) of your institute for the academic year 2017-18 and 2018-19. We are thankful to the management and principal for inviting us for conducting AAA.

We are glad to communicate that after visiting to the institute, departments, we have completed the process of AAA and the report for the same is enclosed herewith.

The report contains:

- (a) Framework and procedure adopted for conducting AAA
- (b) Summary of observations divided into three parts
  - (i) Observations on Key Aspects such as Academic, Practices, Support, etc
  - (ii) Overall Analysis — SWOC analysis and Recommendations
  - (iii) Roles of stakeholders

We are thankful to Management, Principal, HODs, Teaching and Supporting staff, students and stakeholders for their valuable inputs and co-operation during the assessment of AAA.

For us, this entire process has been a learning experience. We wish you all the best for overall development and progress of the institution in all aspects.

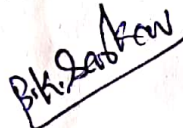
Yours sincerely



Dr. D. A. Adkar  
Head, Engineering Sciences Department  
MESCOE, Pune



Dr. Abhijeet M Malge,  
Dean, R&D  
MITAoE, Alandi, Pune



Dr. B. K. Sarkar  
Head, Computer Engineering Department  
PVPIT, Pune

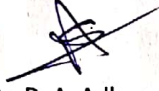



Dr. Jaywant Awaghade  
O.S. (Retd.)  
Fergusson College, Pune

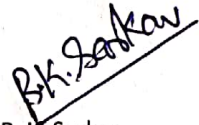
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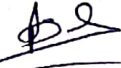
### AAA Framework and Process

1. The institute invited the members for conducting Academic and Administrative Audit (AAA). By mutual consent of members and institute the date for AAA is decided on Tuesday, 06/08/2019.
2. On the day of AAA visit to the institute, initially a meeting of the Heads of the Departments, IQAC Coordinator, NAAC Coordinator, Deans and Principal is organized in Board Room. The various aspects on which AAA is to be conducted are discussed.
3. The department visits are carried out by the members. Head of respective department shared the required information with the members. Interactions with students and staff are carried out.
4. Concluding meeting with all staff is organized after visit to all departments and facilities. The preliminary observations are discussed.
5. The members decided to submit the final report at the earliest.

  
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## ACADEMIC AUDIT REPORT

Sr.	Aspect	Observations
1	Academic Management	<ul style="list-style-type: none"> <li>Management has well defined vision, mission and goals in tune with the policies of higher education.</li> <li>Teaching learning process is regular and it strictly adheres to the well planned academic calendar.</li> <li>Several co-curricular and extra-curricular activities are organized and students' participation in sports is encouraged.</li> <li>Feedback system is in place. It is to be taken positively and remedial steps are to be initiated.</li> <li>Results of various examinations are communicated to the parents. The same are analyzed and relevant efforts are taken for improvement of the performance of the weaker students.</li> </ul>
2	Administration and Management ( Supporting Academics )	<ul style="list-style-type: none"> <li>Strong and supportive management</li> <li>Administrative staff is sincere and most of the processes are computerized</li> <li>Students' interest is the priority. Government scholarships free-ships and so on are available</li> </ul>
3	Academic Practices Faculty and students use MOOCS and NPTEL courses	<ul style="list-style-type: none"> <li>More training needed for teachers for better motivation teamwork, research and innovations.</li> <li>Students have excelled in many competitive events They need more training for career and job opportunities various skills and professionalism.</li> <li>Industry exposure and Partnership need to be enhanced.</li> </ul>
4	Infrastructure, Financial and Support Facilities for Academic Activities	<ul style="list-style-type: none"> <li>Research activities be reinforced with specific financial provisions.</li> <li>Spacious campus with good infrastructure</li> <li>Well equipped library, classrooms, Departmental spaces, office spaces, office blocks, meeting rooms and so on are available</li> <li>Hostels, mess, canteen, play grounds and gym facilities are available.</li> <li>Maintenance committee is desirable to look into the cleanliness, repairs and safety of all the facilities.</li> <li>Facilities of barrier free environment for physically challenged persons are available. There is a scope for improvement.</li> <li>Well equipped laboratories are available.</li> <li>Support and resources of the management are available for the students.</li> </ul>
5	Institutional Social Responsibility	<ul style="list-style-type: none"> <li>Students' interest is considered to be important.</li> <li>The platform of NSS is used effectively to organize socially relevant programmes.</li> <li>Needy and deserving students are supported by the college management</li> </ul>
6	Functioning of the IQAC	<ul style="list-style-type: none"> <li>IQAC is in place and its functioning is as per norms.</li> <li>Systematic efforts to evolve a quality culture need to be reinforced with a view to prepare the students to face the competitive world outside.</li> </ul>

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### ROLES AND DUTIES

Sr.	Aspect	Observations
1	Management	<ul style="list-style-type: none"><li>• Motivate the staff and students with a view to make the college a centre of excellence of Engineering Education.</li><li>• Promote activities and programmes for capacity building of teachers.</li><li>• Encourage activities and programmes for students' skill development</li></ul>
2	Academia	<ul style="list-style-type: none"><li>• Reinforce the participation in research and publication.</li><li>• Encourage students for competitive examinations, Start ups, entrepreneurship and skill development.</li><li>• Scope for more involvement in the functioning of the college.</li></ul>
3	Students	<ul style="list-style-type: none"><li>• Improve inter personal skills, professional skills and career skills</li><li>• Make use of every opportunity and facility to enhance personality development and employability skills.</li><li>• Use the facilities available in college, to the fullest extent for self development.</li><li>• Reinforce the efforts to improve academic performance</li></ul>
4	Other Stakeholders	<ul style="list-style-type: none"><li>• Contribute and support by way of experience, expertise time and skills through activities of the college in the interest of the students.</li><li>• Communicate expectations and suggestions towards the overall development of the college.</li></ul>

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### OVERALL ANALYSIS

Sr.		Observations
1	Aspects observations	<ul style="list-style-type: none"> <li>• Conducive atmosphere for academic activities.</li> <li>• Spacious campus and adequate infrastructure facilities.</li> <li>• Young and enthusiastic teaching staff.</li> <li>• Institutional strengths Management has well defined vision, mission and goals in tune with policies of higher education.</li> <li>• Sound financial condition.</li> </ul>
2	Institutional Weaknesses	<ul style="list-style-type: none"> <li>• Need to inculcate confidence, enthusiasm and various skills amongst the students.</li> <li>• Need to motivate young staff to initiate innovation in teaching methods and students' activities.</li> <li>• Research and publications to be looked into</li> <li>• Need to improve performance of students in some courses/subjects.</li> </ul>
3	Institutional Opportunities	<ul style="list-style-type: none"> <li>• Partnerships with a view to practical exposure and placement opportunities for the students.</li> <li>• Wider scope for linkages and collaborations</li> <li>• Administration, co-curricular and extra-curricular activities.</li> <li>• Scope for better industry, institutional and NGO</li> <li>• Innovation and creativity in Teaching Learning process.</li> </ul>
4	Institutional Challenges	<ul style="list-style-type: none"> <li>• Comprehensive development and image building of the college.</li> <li>• Ensure enrichment of the existing curriculum with supplementary skill based programmes and activities</li> <li>• Reinforce efforts for students' personality development</li> <li>• Evolve research culture</li> <li>• Employability and effective placement activities</li> </ul>
5	Recommendations	<ul style="list-style-type: none"> <li>• Counseling for teachers for better motivation be initiated.</li> <li>• Instruction for competitive examinations, skill based programmes, value addition courses with a view to employability be initiated.</li> <li>• Faculty Development programmes be arranged with a view to enrichment of teaching learning process and research activities.</li> <li>• Participation in seminars, workshops and conferences be reinforced.</li> <li>• Industry exposure and participation be improved</li> <li>• Promote alumni participation in college development.</li> </ul>