

To  
The Principal  
Marathwada Mitra Mandal's  
Institute of Technology  
Lohgaon, Pune — 411047.

**Subject: Report of Academic and Administrative (AA) Audit 2023-24**

Dear Sir,

After going through all the reports of Academic and Administrative (AA) Audit for AY 2023-24, subsequent interactions with department / sections / faculties we are submitting our observations in the form of a conclusive report attached herewith.

We are thankful to the management and principal for inviting us to conduct an AA Audit for AY 2023-24.

Members of External AA Audit

Sign:

Name:

College Name:

Sign:

Name:

College Name:

Sign:

Name:

College Name:

Date: 06/11/2024

Submitted to -

The Principal  
MMIT, Lohgaon  
Pune

Sign:

Name:

College Name:

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College Name:

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Name:

College Name:

# Marathwada Mitramandal's Institute of Technology (MMIT)

Affiliated to SPPU | Accredited with "A" Grade by NAAC

## Academic and Administrative Audit (AAA)

### Preamble

Marathwada Mitramandal's Institute of Technology (MMIT), Pune has a well-defined Academic and Administrative Audit (AAA) process. The Academic and Administrative Audit is a peer review process including a self-study and a site visit by peers from inside and outside the institution. The purpose of an academic audit is to encourage programs, departments, and institutions to evaluate their quality processes and standards based on predetermined benchmarks and to suggest activities required to produce, assure, and regularly improve the quality of the whole system. The benchmarking parameters are academic activities and support systems including administrative, training & placement, alumni, extra-curricular activities (ECA), student chapters and internal quality assurance cell (IQAC) activities.

**Table I: Nomenclature\***

Mechanical Engineering	ME
Computer Engineering	CE
Civil Engineering	CV
Mechatronics Engineering	MTX
Artificial Intelligence & Data Science	AI
Department of Engineering Sciences	DES

\*Use the respective department codes for listing the Item Numbers of Academic Audits

**Table II: Agenda**

Item No.	Description	Nomenclature	Responsibility
1	Academic Audits	AC	Respective HoDs
2	Administrative Audit	AD	Administrative officer
3	Training and Placement Audit	TP	Training and Placement officer
4	Alumni Association Audit	AL	Alumni Association in-charge
5	Extra- Curricular Activities Audit	ECA	ECA in-charge
6	Student Chapter Audit	SC	Dean- Student Affairs
7	Internal Quality Assurance Cell Audit	QC	IQAC Coordinator

## ITEM 1 - DEPARTMENT AUDIT

Item No.	Item Description	Observations of Evaluator
1.1	List of courses and workload allocation	Workload to be allocated with cross-departmental fractional teaching load in mind.
1.2	Curriculum gaps identified and action taken report	Referring to the exam reforms and course outcomes the gap identification and plan of activities must be rigorously followed in order to bridge the gap.
1.3	Guest Lectures/ Expert lectures	The sessions taken on curricular and co-curricular topics must be considered in the final attainment calculations.
1.4	Academic Audit reports (Audit 1, Audit 2)	The routine academic audit report must be standardized across all departments and clear to understand.
1.5	Activities conducted under professional associations	The institute must connect and collaborate with more professional bodies.
1.6	Community services	IQAC can encourage departments to conduct community services.
1.7	Skill development program undertaken by the department	Skill development programs are conducted by the departments. However, their need is to be initiated through gap identification.
1.8	Innovative practices in Teaching Learning/Best practices in the department	The reports of innovative practices adapted by the departments are mentioned in AAA and their reports are available in the department.
1.9	Student strength, Result analysis, Succession Ratio	Result analysis is well maintained by all departments. The succession ratio in the department can be improved by taking additional efforts by the course teacher in the guidance of Dean Academics.
1.10	Ongoing Ph.D. / Completed Ph.D.	The institute can motivate faculty to pursue PhD.
1.11	Visiting Faculty/ Adjunct/ Emeritus Faculty	The department can appoint an Adjunct / Emeritus Faculty following the institute's norms so as to support academic improvements..
1.12	Workshop/ Conferences/ FDP/ STTP/ Seminar / Webinar organized/attended by the department	Institute can plan to organize a conference or workshop of national or global recognition. The increased number of students' participation in the workshop/ conferences can help in their overall career growth.
1.13	Industry sponsored projects in the department (BE projects, mini project, PBL)	Industry sponsored projects should be increased and students should be motivated for the same.
1.14	Funding proposals submitted/sanctioned	The institute should encourage faculty to submit more research proposals for academic as well as industry projects to inculcate funds.
1.15	Consultancy services	The institute's lab facilities can be accredited to comply

	(commercial and non-commercial) offered by the department	with industry standards to attract consultancy projects. Nurturing the individual faculty's technical knowledge and industry experience can further help in commercialised projects.
1.16	Intellectual Property Right	More training, and guidance sessions can facilitate the registration of innovative ideas in the institute.
1.17	Papers published by the department at International, National Journal, Conference/ Book chapters	Number of papers published in indexed journals can be increased. Faculties and BE Students can be encouraged for publications in reputed indexed journals.
1.18	International collaborations	A few activities were recently initiated. Need efforts for more collaborative activities.
1.19	Internship record	The departments can identify and guide students to apply for paid internships.
1.20	Department budget allocation and utilization	The established mechanism for budget is in place.

## ITEM 2 - ADMINISTRATIVE AUDIT

Item No.	Item	Observations by Evaluators
AD2.1	Mandatory requirements	Data for compliance of mandatory requirements is available in the office.
AD2.2	Governance	MoM of essential committees are available in the office. Institute is practicing use of ERP for administrative and academic purposes.
AD2.3	Student support facilities/ Housekeeping	All facilities mentioned are functioning well.
AD2.4	Office Documentation	Administrative Records are maintained in the office.
AD2.5	Library	Records are maintained in the library. It is well stocked with books, periodicals.
AD2.6	IT Infrastructure	IT infrastructure is updated frequently and is well maintained.
	Any other	Nil

### ITEM 3 - TRAINING AND PLACEMENT

Item No.	Item	Observations by Evaluators
TP3.1	Placement details	Placements are having increasing trends.
TP3.2	Companies hiring students	Companies hiring students have shown increasing trends. More companies in core domains may be encouraged. Average package of students' placement can be improved.
TP3.3	Actions taken to improve placements	Efforts are appreciated and resulted in increasing trends of placement. Individual faculty and industry's connect can help in placement of students. Training sessions to improve skills and pass the interview exams is suggested.
TP3.4	Higher studies	More students need to be encouraged for higher studies.
TP3.5	Entrepreneurship	More students need to be encouraged for entrepreneurship.

### ITEM 4 - ALUMNI ASSOCIATION

Item No.	Item	Observations by Evaluators
AL4.1	Alumni data	Data is maintained.
AL4.2	Records of alumni meetings conducted	Record of the meetings held with alumni is available.
AL4.3	Contributions by Alumni	Alumni conducted guest lectures, workshops, mock interviews and assisted in placement drives.

### ITEM 5 - EXTRA-CURRICULAR ACTIVITIES

Item No.	Item	Observations by Evaluators
ECA 5.1	Sports	Record of participation by students in indoor and outdoor sports is available.
ECA 5.2	Cultural activities	Record of cultural activities is available.
ECA 5.3	NSS	Record of Activities by NSS unit is available.
ECA 5.4	NCC	The institute may pursue the NSS Unit.

**ITEM 6 - STUDENT CHAPTER**

Item No.	Department	Observations by Evaluators
1	Computer Engineering	Several activities are conducted under 2 associations
2	Mechanical Engineering	Activities are conducted under 3 associations
3	Civil Engineering	Two activities are conducted.
4	Mechatronics Engineering	Establish a technical Students' Chapter in the department.
5	AI & DS	Students' Chapter established.
6	Engineering Sciences	Not Applicable

**ITEM 7 - IQAC**

Item No.	Department	Observations by Evaluators
1	IQAC Meetings	IQAC Meetings conducted
2	PRC Meeting	-
3	IQAC Policies	Policies updated on website
4	IQAC Activities	IQAC can be involved more in the conduction of the faculty training, orientation, and workshops to enhance academic and research performance at regular intervals.
5	Academic and Administrative Audit	Academic and administrative internal and external audits conducted.