

Anjuman Khairul Islam
Poona Institute of Management Sciences and
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ACADEMIC AND ADMINISTRATIVE AUDIT
(AAA) REPORT
Year: 2019-2021

CONTENTS

Sr. No.	Name of the Title
1	Curricular Aspects
2	Teaching-Learning and Evaluation
3	Research, Consultancy & Extension
4	Infrastructure & Learning Resources
5	Student Support and Progression
6	Governance, Leadership and Management
7	Innovation and Best Practices
8	Office Administration and Financial Audit
9	Departmental Profile
10	Overall Observations
	i. Institutional Strengths
	ii. Institutional Weaknesses
	iii. Institutional Opportunities
	iv. Institutional Challenges
11	Recommendations

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT

Year: 2019-2021

1. Name of the College :- **Anjuman Khairul Islam Poona Institute of Management Sciences & Entrepreneurship**
2. Number of Full time Teachers:-
2019-2020 - 17
2020-2021- 17
3. Number of Programmes :- 2019-2020 - PG: 03
2020-2021 - PG: 03
4. Number of Students Enrolled – 2019-2020 - 184
2020-2021 - 228

External Peer Team Member

Sr. No.	Name of the External Peer Team Member	Capacity
1	Dr. Sajid Alvi <i>Director, Dryansagar Institute of Management and Research (DIMR), Pune</i>	Chairman
2	Mr. Iqbal Shaikh <i>IQAC Coordinator and Vice Principal, Poona College of Arts Science and Commerce, Camp, Pune</i>	Co-ordinator
3	Mr. Faizan Sayed <i>Senior Business Analyst, Veritas Technology, Pune</i>	Member

PEER TEAM REPORT




Sr. No.	Observation on Key Aspects	
1	Curricular aspects	<ul style="list-style-type: none">• The Institute strictly adheres to the curriculum designed by the Affiliating University, Savitribai Phule Pune University.• Choice based credit system adopted in all the programs.• Majority of the faculty members are actively involved in framing the subject curriculum as subject experts.• Effective curriculum delivery through a well-planned and documented process.• Twelve certification courses focusing on employability were successfully introduced during the year of which 391 students were provided with certificates.
2	Teaching-learning and evaluation	<ul style="list-style-type: none">• The Institute publishes an academic calendar at the beginning of the year.• All the faculty members develop course specific teaching plans.• Faculty members actively use ICT tools to enhance the teaching learning process.• Continuous internal evaluation is implemented as per the affiliating university, Savitribai Phule Pune University.
3	Research, consultancy & extension	<ul style="list-style-type: none">• Faculty members have contributed significantly with a total of 22 research papers published in UGC approved list of journals.• Faculty members have been invited as resource persons in various seminars and conferences showcasing their expertise and knowledge.• Extension activities conducted through social cell सेवा.• Two faculty members have demonstrated their academic creativity and innovation by securing copyrights for their work.

4	Infrastructure & learning resources	<ul style="list-style-type: none"> • Library is equipped with good number of books and resources • Adequate ICT facilities available for teaching learning. • Adequate number of class rooms and computer labs are operational. • Faculty members have developed e-content aligning with contemporary educational practices. • Library facility is automated with LIMRA software.
5	Student support and progression	<ul style="list-style-type: none"> • A total of 431 students have benefited from various State and National level scholarships and 115 students received scholarships provided by the Institute. • The Institute has organised activities focusing on guidance for competitive examinations and career counselling. • The Institute has conducted capacity development and skills enhancement programs. • Students got placed in different positions through placement drives.
6	Governance, leadership and management	<ul style="list-style-type: none"> • The vision and mission of the Institute is in tune with the objectives of higher education. • The Institute practices decentralised and participative administration through various bodies and committees. • The Institute provides various welfare schemes for teaching and non-teaching staff. • Teaching Staff was deputed to attend UGC HRDC sponsored FDPs and the Institute has also organized training programs for non-teaching staff. • Faculty members availed financial support to participate in various academic activities. • Performance appraisal system for teaching and non-teaching staff is implemented as per defined rules and regulations. • Internal and external audit is conducted. • The IQAC organised various quality enhancement initiatives for both teaching and non-teaching staff.

7	Innovation and Best practices	<ul style="list-style-type: none"> • LED bulbs have been installed in the premises of the Institute. • Implemented wet and dry waste management with the installation of iron dustbins. • Installed aerators in taps to conserve water. • Ensured a barrier-free environment with the construction of a portable heavy iron ramp at the Institute entrance. • Under the umbrella of the Institute Social Cell "Seva," various activities and sessions addressing Mind, Body & Soul were organized. These included guest lectures on the physical impact of emotions and financial goal setting, workshops covering stress management and mind power, and outings designed for the revitalization of staff members.
8	Office Administration and Financial Audit	<ul style="list-style-type: none"> • Thorough upkeep of administrative records is ensured. • Comprehensive financial audits, both internal and external, have been conducted.
9	Departmental Profile	<ul style="list-style-type: none"> • Departmental records are adequately preserved. • Teaching and learning methods focused on students are organized and thoroughly documented.
10	Overall Observations	
i	Institutional Strengths	<ul style="list-style-type: none"> • Consistent high student enrolment. • Active faculty participation in university-level syllabus design. • Qualified and Experience faculty. • Noteworthy faculty achievements including copyrighted work.
ii	Institutional Weaknesses	<ul style="list-style-type: none"> • Lack of Consultancy & Tie-ups. • Insufficient focus on student mental health and well-being initiatives. • Limited industry-relevant skill development programs for students.

iii	Institutional Opportunities	<ul style="list-style-type: none"> • Developing collaboration with research Institutes / industries • Addition of a greater number of PG programmes. • Establish partnerships for international collaborations and student exchange programs. • Strengthen multi /interdisciplinary approach for better learning. • Explore avenues for financial aid to attract diverse talent.
iv	Institutional Challenges	<ul style="list-style-type: none"> • Adapting to changing accreditation standards and requirements. • Navigating the transition to online education in response to external crises. • Addressing the digital divide among students during remote learning. • Enhancing faculty training for effective online teaching. • Managing budgetary constraints and resource allocation in a dynamic educational landscape
11	Recommendations	
<ol style="list-style-type: none"> 1. Improve and expand sports facilities to ensure students have access to adequate resources for physical activities. 2. Implement measures to increase experiential learning opportunities providing students with hands-on experiences beyond the theoretical framework. 3. Take proactive measures and initiatives to enhance energy efficiency on the campus aligning with sustainable practices. 4. Introduce a wider array of technology related certification programs to meet the evolving demands of the industry. 5. Create interdisciplinary learning opportunities that encourage collaboration across different academic departments. 6. Strengthen online learning platforms and resources to facilitate blended learning and provide flexibility to students. 7. Foster a culture of innovation and entrepreneurship by creating platforms and support systems for students to explore and implement their creative ideas. 8. Invest in modernizing and upgrading learning infrastructure, including classrooms and laboratories, to support innovative teaching methods. 9. Integrate global perspectives and encourage international collaborations to broaden students' horizons 		

12. Name and the Signature of IQAC Anjuman Khairul Islam Poona Institute of Management Sciences and Entrepreneurship Peer Team members with date

Sr. No.	Name of the External Peer Team Member	Capacity	Signature
1	Dr. Sajid Alvi <i>Director, Dnyansagar Institute of Management and Research (DIMR), Pune</i>	Chairman	
2	Mr. Iqbal Shaikh <i>IQAC Coordinator and Vice Principal, Poona College of Arts Science and Commerce, Camp, Pune</i>	Co-ordinator	
3	Mr. Faizan Sayed <i>Senior Business Analyst, Veritas Technology, Pune</i>	Member	



Signature of the Head of the Institution with Seal

Date: 7th August, 2021



ACADEMIC ADMINISTRATIVE AUDIT FOLLOW UP

Recommendations	Action Taken
Improve and expand sports facilities to ensure students have access to adequate resources for physical activities.	Given a dedicated Sports Arena for indoor games and purchased sports equipment for the students.
Implement measures to increase experiential learning opportunities providing students with hands-on experiences beyond the theoretical framework.	Organized various Industrial Visits to Bharat Forge, I Medita (Cisco Registered Partner), SKF India Ltd, Payatu, Thermax , ExcelR, Weikfield Foods Pvt Ltd, NCCRC and Labour Commissioner Office where students got practical hands-on experiences of their domain.
Take proactive measures and initiatives to enhance energy efficiency on the campus aligning with sustainable practices.	LED Tube lights installed in the Institute building ,Power Efficient AC installed with Star Rating ,Purchase of LED energy saving monitors for Computer lab replacing it from LCD, Installation of Solar power Street Lights
Introduce a wider array of technology related certification programs to meet the evolving demands of the industry.	Given Free Certification Courses to Students on Information Security for Next Generation, AWS - Cloud Foundation, Celonis - Process Mining Fundamentals, Data Analytics using Power BI and Tableau, Fundamentals of Full Stack Development, Chat GPT and Artificial Intelligence
Create interdisciplinary learning opportunities that encourage collaboration across different academic departments.	Organized e-Exhibition on 'Making of the Constitution', Book Review Competition, Business Plan Competitions, Session on Sowing to growing a Voyage, Poster making Competition on World Water day, Chart Presentation of Marketing Mix, Research

	proposal Presentation, Business Quiz Competition, Group Discussion (News paper Article Presentation), Sports competition, Preparation of Concept Notes of Viable Venture (Start-ups), News Paper analysis, etc.
Foster a culture of innovation and entrepreneurship by creating platforms and support systems for students to explore and implement their creative ideas.	Signed a MOU with CII (Confederation of Indian Industry) and PMA (Pune Management Association). Organized various sessions/ workshops on Scope of Startup after MBA, Sowing to Growing for "Budding Entrepreneurs" "Startup Procedure" for Nascent Entrepreneurs, Effective ways of wealth creation for Budding Entrepreneurs, Entrepreneurism for acceleration of economic growth and Intellectual Property Rights
Invest in modernizing and upgrading learning infrastructure, including classrooms and laboratories, to support innovative teaching methods.	Purchased New Computers and Smart Board, Installed Language Lab Software and made dedicated Computer Lab for Language Lab and given Digital Library Space.
Integrate global perspectives and encourage international collaborations to broaden students' horizons.	Participated in X Culture and provided a platform for students to participate in International Project Virtually. Signed a MoU with EduSkills to provide IT Based International Certification courses from International Companies i.e Celonis and AWS to Students.



Dr. Porinita Banerjee

Director(Incharge)



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PEER TEAM REPORT




Sr. No.	Observation on Key Aspects	
1	Curricular Aspects	<ul style="list-style-type: none"> • The institute strictly follows the curriculum designed by affiliating university, Savitribai Phule Pune University. • The syllabus is efficiently delivered through a meticulously structured and well-documented process. • 592 students completed 15 different certificate courses focusing on employability. • The Institute started English Language lab sessions to enhance and equip students with good communication skills. • The Institute offers field visits / industrial visits
2	Teaching-Learning and Evaluation	<ul style="list-style-type: none"> • Teachers annually devise comprehensive teaching plans.. • ICT tools are augmented in the teaching-learning process. • As per the syllabus of the affiliating university, Savitribai Phule Pune University, Continuous Internal Evaluation is executed. • An efficient system is operational to promptly handle and resolve stakeholders' grievances. • Students exhibit admirable engagement in seminars, conferences and workshops hosted by the Institute.
3	Research, Consultancy & Extension	<ul style="list-style-type: none"> • Total 22 research papers were published by the faculty members in the UGC-Care List journals. • Faculties participated in different seminars and conferences as a resource person. • The Institute conducted various extension activities through the Social Cell सेवा • 16 active MoUs (industry and academics) including an International MoU have been signed during the tenure for academic enrichment.
4	Infrastructure & Learning Resources	<ul style="list-style-type: none"> • The Institute subscribed to the annual membership of DELNET. • The Institute has a single modern smart classroom for teaching learning. • The Institute has adequate Indoor Sports Facilities • Computer lab is equipped with the latest configuration.

5	Student Support and Progression	<ul style="list-style-type: none"> • 569 students got benefitted from different national level scholarships and 31 students got benefitted with college scholarships. • The Institute has organised Career Guidance, Personality Development and Soft skill development activities. • 473 students got benefitted by guidance for competitive examination and career counselling. • Students get placed through placement drive organized by the institute and other colleges.
6	Governance, Leadership and Management	<ul style="list-style-type: none"> • The institution provides various welfare schemes for Teaching and Non-teaching staff. • 13 teaching faculty availed financial support to participate in academic activities during the term. • Internal and External Audit is conducted. • The IQAC organised various quality enhancement initiatives for teaching and non-teaching staff.
7	Innovation and Best Practices	<ul style="list-style-type: none"> • Installed solar-powered street lights for sustainable and energy-efficient outdoor lighting. • Replaced LCD monitors with energy-saving LED monitors in the computer lab. • Implemented the purchase and installation of a sanitary napkin disposal machine promoting hygiene and waste management. • Introduced a drip irrigation system in the garden for efficient water usage and plant care. • Provided RO water facilities for water purification ensuring access to clean and safe drinking water on campus. • Developed a Green Campus (Flora Ecosystem) garden with a variety of plants to enhance the aesthetic appeal and environmental sustainability of the campus.
8	Office Administration and Financial Audit	<ul style="list-style-type: none"> • All administrative records are adequately upheld. • Both internal and external financial audits have been conducted.
9	Departmental Profile	<ul style="list-style-type: none"> • Departmental records are satisfactory maintained. • Student centric teaching learning methods should be made more systematic and well documented.

10.	Overall Observations	
i	Institutional Strengths	<ul style="list-style-type: none"> • Distinguished and experienced faculty members. • 9 faculty members are PhD holders and they have also been appointed as guides • The faculty has secured one patent. • Institute is ISO certified • Institute has tie ups with NIPM and PMA • Adequate sport facility • Optimum infrastructure with WiFi facility
ii.	Institutional Weaknesses	<ul style="list-style-type: none"> • The Institute is unable to acquire research grants for its PhD faculty • Lack of consultancy and tie-ups • Strategies to boost student participation in sports activities need enhancement.
iii.	Institutional Opportunities	<ul style="list-style-type: none"> • Developing collaboration with research institutes / industries • Establishment of research centre in the faculty of Management. • Introducing programs in niche management specializations like digital marketing and fintech etc.
iv.	Institutional Challenges	<ul style="list-style-type: none"> • Establishing stable and sustainable funding sources to support ongoing programs, infrastructure development, and faculty initiatives. • Adapting the institution's infrastructure and teaching methods to keep pace with rapid technological changes and digital advancements in education. • Developing strategies to enhance student engagement, involvement, and retention rates ensuring a positive learning experience.
	Recommendations	
11	<ul style="list-style-type: none"> • Conduct sessions to provide guidance on the National Education Policy (NEP) for better understanding and implementation • Encourage and facilitate the publication of more research papers in UGC Care Listed Journals and Books to enhance academic contributions 	

	<ul style="list-style-type: none"> • Implement comprehensive training programs for students to excel in State, National, and International Level Examinations, and actively support their participation in sports, cultural events, aiming for awards and medals at various levels. • Initiate efforts to apply for grants from both government and non-government agencies to support research projects, fostering a culture of innovation and exploration. • Actively participate in the National Institutional Ranking Framework (NIRF) to benchmark and enhance the institution's overall standing in higher education.
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12. Name and the Signature of IQAC Anjuman Khairul Islam Poona Institute of Management Sciences and Entrepreneurship Peer Team members with date:

Sr. No.	Name of the External Peer Team Member	Capacity	Signature
1	Dr. Aftab Anwar Shaikh Principal, Poona College of Arts, Science and Commerce, Pune	Chairman	
2	Dr. Priyanka Singh Director, Dr. D.Y.Patil Institute of Management and Entrepreneur Development, Talegaon, Pune	Co-ordinator	
3	Dr. Shabib Ahmed Shaikh Senior Technical Officer (IT), CSIR Unit for Research & Development of Information Products (URDIP), Pune	Member	



Signature of the Head of the Institution with Seal

2nd November, 2023

