


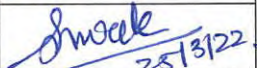


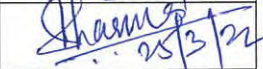
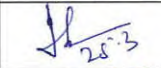
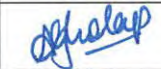
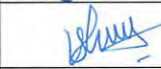


Staff Meeting

Meeting of staff held on 25/3/2022 at 10 a.m/p.m. in the Board Room, Ashoka Business School, Rane Nagar, Nashik.

Subject/Agenda..... AAA AUDIT

Following members attended the meeting:

Sr. No	Name	Signature
1	Dr. D.M. Gujarathi	
2	Dr. N.D. Gaikwad	
3	Dr. M.M. Shelar	
4	Dr. Sanita Dhavale	
5	Dr. Vikas Gaundare	
6	Dr. Vaishav Bhalerao	
7	Dr. Vandana Sharma / (Tanaya Patil)	
8	Ms. Manisha Bhanne	
9	Mrs. Pooja Gholap	
10	Mr. Vishal Sonkamble	

-Minutes of the Meeting-

The Audit meeting started at 10 am with a welcome of the committee members Dr. N.D. Gaikwad and Dr. M.M. Shelar by JATE coordinators, Dr. Sanita Dhavale. It was followed by introduction of guests by Dr. Vaishav Bhalerao. Introduction & presentation of PPT was done by Dr. Sanita. All

The faculties of the respective centres presented their work.

After the presentation was over, a discussion was held in which suggestions from the experts were heard and discussed upon. Lots of suggestions were given and faculties got many of their doubts cleared.

Details of the discussion are as follows :-


Minutes are confirmed.


Meeting was Chaired by-.....

Ashoka Business School.
2022-23
Plan of Action
AAA Recommendations

Sr. No	Criteria & Accountability	Recommendations	Action Plan	Date of Compliance
1	Criteria-I Dr. Vikas Gaundare <i>VSG</i> <i>5/9/22</i>	1. Curriculum of Bridge and Add-on courses should be approved from the affiliating University. 2. Regular industrial visits need to be organized for students. 3. Functional MoUs need to be signed with industries those are involved in enrichment courses. <i>(providing evidences of functionality of moUs)</i> 4. Curriculum related feedback from faculty, students and alumni should be communicated to academic body of affiliating University for further improvements	1. Certificate Courses to be plan for SEM-II students. 1. Certification : "Emotional Intelligence" 2. Certification : " Human Resource Analytics" 3. Certification : " Financial Technical Analysis" 2. Regular Industrial visits are planned by T & P with genesis for students. 3. List of MOU's : Plan of action planned through MOU. 4. Feedback of Syllabus shall be executed and send through mail.	sem II & sem II July 2022 Regular practice of T & P May-22 May 2022
2	Criteria-II Dr. Vaibhav Bhalerao <i>VKB</i> <i>5/9/22</i>	1. The special projects can be assigned to advanced learners. 2. Advance Learners who are willing to do start-up projects should be specially guided and seed funds may be provided with association with industries. 3. Mock exercise for Student Satisfaction Survey need be conducted every year for further improvement of the institution	1. Projects will assigned to Super 20 students by Elite Coordinator 2. Selected and potential Business Plan can be identified from AISC can be forwarded to Mgt for further seed funding process . 3. It is in practice and uploaded on AQAR for 3 years.	June-22 June-22 —

3	Criteria-III Mrs Pooja Gholap <i>Gholap</i> <i>06/04/22</i>	1. Research Policy need to be approved from CDC /AEF (Management)	1. Research Policy need to be revised and approval of mgt.	<i>April 22</i>
		2. As ABS has very good association with industries, research projects can be strengthened by providing funds.	2. Selected research projects can be proposed to Industry or ABS can give Consultancy to Industry in a required area of Industry. (Dr Diwedi Sir can create opportunities for the same)	<i>June to Dec 2022</i>
		3. Extension activities conducted should be properly presented in this criteria.	3 Extension Activities can be planned by keeping the social aspect in mind. (Like NSS activities)	<i>June to Dec 2022</i>
		4. Functional MoUs with research industries should be signed for strengthening of research.	4. Activities can be planned to make each MOU functional.	<i>9th April 22.</i>
4	Criteria-IV Mr Vishal Sonkamble <i>Sonkamble</i> <i>5/4/22</i>	1. Sport facilities for outdoor games need to be provided to students to groom their hidden talents in sports.	1. Out door facility is not there in the campus .	
		2. Canteen facility should be resumed	2. It will be resumed in SEM II.	
		3. Donations received in the forms equipment, books or any other physical thing can be valued in the form of cost with the help of certified auditor.	3. Books given in earlier year can encashed and certified through librarian and submit the certified report to IQAC.	
5	Criteria-V Dr. Tanaya Patil	1. Start-up and Innovation Cell should be strengthened	1. AISC shall be strengthened for students.	
		2. Student progression record related need to be maintained (Number of students going for further study, PhD, employment, business etc.)	2. Student progression record can be added to any ,ISO process to collect the data on regular mode.	
		3. Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee need to presented time to time in front of CDC or higher	It is in practice.	
6	Criteria-VI Dr. Sarita Dhawale <i>Dhawale</i> <i>5/14/22</i>	1. The record of beneficiaries under staff welfare measure should be maintained and presented properly	1. Number of beneficiary are added to AQAR	<i>Complete</i>
		2. The funds of non-government organization for student welfare may be increased	2. Student welfare fund can be initiated through association with Industries (CSR fund)	<i>July-22</i>

7	Criteria-VII Ms.Manisha Bhamre 	1. All policy reports should be made available on college website	1. It will be there by May 15.	May '22
		2. Green audit may be conducted as per the guidance by experts	2. Green Audit can be planned for 2022-23	June onwards
		3. One of the Best practices should be related to teaching-learning activity that would be beneficial for further assessment.	3. Best practices will only be related to Teaching & Learning and student development.	7 th April '22

- 1 Dr. Niladri S. - 12/5/22
- 2 Dr. Vaibhav B. 15/4/22
- 3 Ms Pooja A.G. Official 08/04/22
- 4 Mr. Vishal Sonkamble - Blus
- 5
- 6 Smale - 5/4/22
- 7 Ms. Manisha Bhamre 

I. LETTER OF INTENTION: AFFILIATED /CONSTITUENT COLLEGES

1	We would like to opt for	Academic and Administrative Audit(AAA)
2	Name of the Institution	Ashoka Business School ,Nashik Recognized by AICTE-New Delhi, DTE- Mumbai & Govt. of Maharashtra Affiliated to Savitribai Phule Pune University
3	Name of the Head of the Institution	Dr. D.M. Gujarathi
4	Designation of the Head of the Institution	Director
5	<p>a. Contact Details of the college: Address: City: Pin : Tel: Mobile: Email: Website:</p> <p>b. Contact Details of the Director: Address: City: Pin : Tel: Mobile: Email:</p> <p>c. Contact Details of the IQAC Director: Address: City: Pin : Tel: Mobile: Email:</p>	<p>Ashoka Business School Rane Nagar,Nashik Nashik 422009 +91 - 253 – 6649524 +91 - 9130022849 abs@aeef.edu.in www.ashokabschool.org</p> <p>Dr. D.M. Gujarathi Rane Nagar,Nashik Nashik 422009 +91 - 253 – 6649524 +91 - 9822036131 Director.abs@aeef.edu.in www.ashokabschool.org</p> <p>Dr.Sarita Dhawale Rane Nagar,Nashik Nashik 422009 +91 - 253 – 6649524 +91 - 7774032686 iqacabs@aeef.edu.in www.ashokabschool.org</p>
6	Date of Establishment	14/07/2012
7	Date of Recognition by UGC under section 2(f)s	MM/DD/YYYY
8	Date of Recognition by UGC under section 12(B)	MM/DD/YYYY

9	University to which College is Affiliated	Recognized by AICTE-New Delhi, DTE-Mumbai & Govt. of Maharashtra Affiliated to Savitribai Phule Pune University <input type="checkbox"/>
10	Nature of Funding	Govt. Funded: <input type="checkbox"/> Grant in Aid: <input type="checkbox"/> Private/Self-Financing: Yes Any other: <input type="checkbox"/>
11	Faculties	Arts: <input type="checkbox"/> Commerce: <input type="checkbox"/> Science: <input type="checkbox"/> Education: <input type="checkbox"/> Medical Science: <input type="checkbox"/> Management: Yes Distance Education: Yes <input type="checkbox"/> Engineering and Tech: Any other: (Please specify)
12	Total Number of (Number only)	Teaching Staff: <u>9</u> Non-Teaching Staff: <u>23</u> Students: <u>232</u>
13	Programmes Offered (Numbers only)	UG: <u>0</u> PG: <u>2</u> Research: <u>1</u> Others: <u>0</u>
14	Date of Accreditation/	18-10-2019
15	Date of Re- Accreditation	17-10-2024

d. **Criteria for Academic and Administrative Audit (AAA) in colleges**

Sr. No	Criteria	Weightage (in %)	Marks
1	Academic Management	15	150
2.	Academic Practices	45	450
	2.1 Human Resource	10	45
	2.2 Teaching Learning Evaluation Processes	50	225
	2.3 Research Output	20	90
	2.4 Community Outreach/Extension	10	45
	2.5 Student Support	10	45
3	Infrastructure & Other Facilities	25	250
4	Initiatives and Supplementation	15	150
	Total	100	1000

C. KEY ASPECTS**1. ACADEMIC MANAGEMENT (15%= 150 Marks)**

Sr.No	PARTICULARS	SCORE		SCORE	
1.1.a	Has Institution appointed a permanent Director?	Yes	Yes		-
1.1.b	Is she/he Ph.D.?	Yes	Yes		-
1.2.	Total Non-Teaching Staff	Yes (27)			-
1.3	Number of professional Programmes held for non-teaching staff in the last two years:				09
	≥4	☒	12		
	3	☒	09		
	2	☒	06		
	1	☒	03		
1.4	Extent of grant utilization (UGC + Government +fees) in the last two years Utilization % 100%				12
		☒	12		
		☒	09		
	75%	☒	06		
	50%	☒	03		
	Less than 25%				
1.5	Is the perspective and strategic plan prepared and being followed in the Institution?	Yes ☒	10		10
1.6	Office Automation				
	1. Administration				
	a. Admission Processes				
	- Online Admission	Yes ☒	6		6
	- Other Processes only	Yes ☒	4		4
	b. Enrollment	Yes ☒	4		4
	c. Maintenance of Records	Yes ☒	4		8
		Yes	4		0
	2. Accounts				
	a. Fees Collection	Yes	4		4
	b. Maintenance of accounts	Yes ☒	4		4
1.7.a	Is there a College website?	Yes ☒	6	Feb -	6
1.7.b	Is it updated till	Yes ☒	3	22	3
1.8.	Is the College Library automated?	Yes ☒	-	Yes	
	a. Record of Books	Yes ☒	5		5
	b. Issue and Return of Books	Yes ☒	5		3
1.9.a	Does the library provide open access facility?				
	a. To all	Yes	6	Yes	6
	b. To Only teachers	Yes	3		

1.9.b	Is there Internet facility in the library? a. For All b. For Teachers only	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes	5 3		5
1.10	Is there an Anti-ragging Cell in the college?	Yes	10		10
1.11	Are there any Welfare schemes? If Yes, List them_____	Yes <input checked="" type="checkbox"/>	10		10
1.12	Is there a Women's Development Cell/ Anti-Sexual Harassment Cell?	Yes	10		10
1.13	Is there a functional Alumni Association? (minimum of 1 meeting per year)	Yes <input checked="" type="checkbox"/>	10		10
1.14	Do you organize Institution & Stake holders meetings? (minimum one meeting per year) (Stake holders: Governing Board, Parents, Alumni, Industries, etc.)	Yes	10	Yes	10
	Total		150		135

2. ACADEMIC PRACTICES (45%=450 Marks)

2.1 HUMAN RESOURCE (10%= 45 Marks)

Sr.No	PARTICULARS	SCORE		SCORE		
2.1.1	Total Permanent Staff(Teaching)	-	-	07/12	-	
2.1.2	A.How many faculties have attended FDP?			Yes >90%	3	
	71% to 100%	<input checked="" type="checkbox"/>	3			
	41% to 70%	<input checked="" type="checkbox"/>	2			
	Up to 40%	<input checked="" type="checkbox"/>	1			
	B. Faculties who have attended Refresher or Orientation Courses			No	0	
	71% to 100%	<input checked="" type="checkbox"/>	12			
41% to 70%	<input checked="" type="checkbox"/>	06				
	Up to 40%	<input checked="" type="checkbox"/>	03			
2.1.3	Participation of Faculties in Capacity Building Workshops (CBCS, RUSA, UDISHA, NME-ICT, KMP etc.)			-	5	
		71% to 100%	<input checked="" type="checkbox"/>			15
		41% to 70%	<input checked="" type="checkbox"/>			10
		Up to 40%	<input checked="" type="checkbox"/>			05
2.1.4	Innovative Practices	<input checked="" type="checkbox"/>	15	Mgt Guru, SRPS, AISC,	10	
	Total		45		18	

2.2 TEACHING LEARNING- EVALUATION PROCESS (50% = 225 Marks)

Sr. No	PARTICULARS	SCORE		SCORE	
2.2.1	Number of programmes/courses offered - CBCS system - Multidisciplinary approach - Any other specify	<input type="checkbox"/>	20	No	20
2.2.2	Percentage of students who graduated during last 1 or 2 year(s): First Class, Second Class, Pass Class				
	>50% First Class	<input type="checkbox"/>	15		15
	>50% Second Class	<input type="checkbox"/>	12		
	> 50% Pass Class	<input type="checkbox"/>	09		
2.2.3	Contribution of the faculty in Course Design 51% to 100% 26% to 50% 5% to 25% <5%	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10 05 2.5 01		5
2.2.4	Extent to which lecture plans and outlines (log books) are prepared and implemented by the individual faculty? 81% to 100% 51 % to 80% 31 % to 50% <30%	Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes Yes <input type="checkbox"/>	25 20 15 10		25
2.2.5	Is academic calendar being prepared and implemented?	Yes <input type="checkbox"/>	10		10
2.2.6	Use of any other Teaching – Learning Tools - OHP } - LCD } - Videos } - Interactive boards } - Any other (Please specify)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10 10 10		10 10 10

2.2.7	Use of ICT in teaching – Learning Evaluation <ul style="list-style-type: none"> - e-journals - IT enabled classrooms - Online assessment - Online assignment submission - Online feedback on teaching & learning 	<input type="checkbox"/>	7.5	<input type="checkbox"/>	7.5
		<input type="checkbox"/>	7.5	<input type="checkbox"/>	7.5
		<input type="checkbox"/>	7.5	<input type="checkbox"/>	7.5
		<input type="checkbox"/>	7.5	<input type="checkbox"/>	7.5
		<input type="checkbox"/>	05	<input type="checkbox"/>	05
2.2.8	Do you offer Bridge Courses/ remedial courses?	Yes	25		15
2.2.9	Are projects, assignments, field work, and seminars etc. part of curriculum?	Yes <input type="checkbox"/>	25		25
2.2.10	A.Evaluation of Teachers by Students B. Is it analysed and communicated?	Yes Yes <input type="checkbox"/>	5 5		5 5
2.2.11	Innovative teaching practices	Yes	20		10
	Total		225		223

	b. Un-sponsored research				
	Completed _____ (At least 1)	<input type="checkbox"/>	07	No	0
	Ongoing _____ (At least 1)	<input type="checkbox"/>	03	No	0
2.3.7	Innovative practices	Yes	15		5
	Total		90		22

2.3 COMMUNITY OUTREACH /EXTENSION (10%) 45 Marks

Sr. No	PARTICULARS	SCORE		SCORE	
2.4.1	Number of Outreach projects (???????)	NS	Yes <input type="checkbox"/>	05	No 00
		S	Yes <input type="checkbox"/>	05	
		NCC	Yes <input type="checkbox"/>	1.25	
		NGO's	Yes <input type="checkbox"/>	1.25	
		Own funds	Yes <input type="checkbox"/>	1.25	
		Local funds Govt. funds	Yes <input type="checkbox"/>	1.25	
2.4.2	Number of faculty hours for outreach activities	Yes	<input type="checkbox"/>	10	5
2.4.3	Number of student hours for outreach activities	Yes	<input type="checkbox"/>	10	5
2.4.4	Innovative practices (Specify with report)	Yes	<input type="checkbox"/>	10	No 00
	Total			45	10

2.4 STUDENTS SUPPORT (10%) 45 Marks

Sr. No	PARTICULARS	SCORE		SCORE	
2.5.1	Number of effective teaching days (Number of working days – Exam days) 140 or >140 120-139 100-119 <100	?	04		04
		?	03		
		?	02		
		?	01		
2.5.2	Use of Power Points in Classes/ Use of BISAG inputs >50% students < 50% students	?	2.5		2.5
		?	1.25		
2.5.3	Does the Institute do anything for the Improvement in learning quality enhancement? If yes, List them	Yes ?	2.5		2.5
2.5.4	Do you conduct study visits, field trips, Exhibitions learning quality enhancement?	Yes ?	04		04
2.5.5	Are any Personality development programmes conducted?	Yes ?	04		04
2.5.6	Do you organize & document various extracurricular activities?	Yes	04		04
2.5.7	a. Is there a student council in place?	Yes ?	03		03
	b. How often do they meet? 2 or more times Once only	Yes	02		
		Yes	01		
2.5.8	Does your College have any Feedback Mechanism (students, Faculties & Industry)?	Yes	03		03
2.5.9	Do you have any Community Audit Mechanism? (through Stake holders)	Yes ?	03	No	00
2.5.10	Discipline, Decorum & Ambience (in class and campus.)	Yes ?	03		03
2.5.11	Innovative Practices (Specify)	Yes ?	10	AISC, Mgt Guru, Equity Club, SRPS	10
	Total		45		40

3. INFRASTRUCTURAL FACILITY (25% = 250 Marks)

Sr.No	PARTICULARS	SCORE		SCORE	
3.1	Campus Area Exemplary Good Inadequate	?	07		07
		?	04		
		?	02		
3.2	Campus Ownership Owned by Management On rent	?	07		07
		?	04		
3.3	Office Space Exemplary Good Inadequate	?	07		07
		?	04		
		?	02		
3.4	a. Area of Library _____				
	b. Do you have separate reading area for student & Staff?	Yes	03		03
	c. Do you display the new arrivals?	Yes	02		00
	d. Do you maintain Book Volumes?	Yes	02		02
	e. No. of Books per student _____		02		00
	f. No. of Issue/Return books per day _____		02		00
	g. No. of Research Journals _____		02		01
	h. No. of Periodicals _____		02		01
3.5	Laboratories Exemplary Good Inadequate	?	07		07
		?	04		
		?	02		
3.6	Security	?	05		05

3.7	Potable Water facility	Exemplary Good Inadequate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	07 04 02	<input type="checkbox"/>	07
3.8	Power Backup facility		<input type="checkbox"/>	05	<input type="checkbox"/>	05
3.9.a	Washroom facility (for Male)	Exemplary Good Inadequate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	05 03 01	<input type="checkbox"/>	03
3.9.b	Washroom facility (for Female)	Exemplary Good Inadequate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	05 03 01	<input type="checkbox"/>	03
3.9.c	Washroom facility (for Staff)	Exemplary Good Inadequate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	05 03 01	<input type="checkbox"/>	03
3.10	Parking	Exemplary Adequate Inadequate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	08 04 02	<input type="checkbox"/>	08
3.11	Class rooms (as per requirement)	Exemplary Adequate Inadequate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	15 10 05	<input type="checkbox"/>	15
3.12	Staff room (Tick only one) Individual Staff room with IT facility Staff room with separate cabins Departmental Staff Common		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	15 12 09 06	<input type="checkbox"/>	15
3.13	Seminar Room	Exemplary Adequate Inadequate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	15 10 05	<input type="checkbox"/>	15
3.14.a	Common room (Boys)	Exemplary Adequate Inadequate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	07 04 02	<input type="checkbox"/>	04

INSTITUTIONAL INITIATIVES IN HIGHER EDUCATION (15% = 150 Marks)**4. Questions under different initiatives carry 2.5 marks each :(42*2.5=105)**


Sr. No	Particular	Score		Score	
PART- 1					
4.1.					
4.1.1	Has the college installed the required dish and antenna or internet facility for govt programs?	Yes	2.5	No	2.5
4.1.2	Is there a separate room in the college where TV/LCD has been installed for watching the online lectures?	Yes	2.5	No	2.5
4.1.3	What is the percentage of Faculty members from your college have delivered lecture/(s) at the online platform 81% to 100%				2.5
	61% to 80%	?	2.5		
	40 % to 60%	?	2.0		
	20% to 40%	?	1.5	?	
	<20%	?	1.0		
		?	0.5		
4.1.4	Is the 'Video Communication at work' facility installed and operational?	Yes	2.5		2.5
4.1.5	How frequently do the students from your college ask questions during the live telecast of lectures?				
	regularly	?	2.5		
	Seldom	?	1.25		
	Never	?	0		00
4.2					
4.2.1	Have all students filled the Self-Assessment Form?				2.5
	>80%	Yes	2.5	No	
	<80%	Yes	1.5		
4.2.2	Have you appointed different staff member as per AICTE?	Yes	2.5	No	2.5
4.2.3	Have students opted for govt. scholarships?	Yes	2.5	No	2.5


4.2.4	Is Student Development activity conducted at least once a month?	Yes	2.5		2.5
4.2.5	Have you maintained record for Student Development activity and if any fund received under that activity?	Yes	2.5		2.5
4.2.6	How many students of your college participated in the state level competition in different competitions during these academic year?	?	2.5	?	2.5
4.2.7	Performance of the College at the Zonal and State Level or national Level Program	?	2.5	?	00
4.3	INFORMATION AND COMMUNICATION TECHNOLOGY (NME-ICT)				
4.3.1	How many Faculty members/ Administrative staff can operate MS-Word/ Power point and Microsoft Excel? Teaching _____ Non-teaching _____	?	2.5	?	2.5
4.3.2	Did your College arrange for Training of Faculty members in the use of Computers?	Yes	2.5		2.5
4.3.3	How many Computers do you have in the College?	?	2.5		2.5
4.3.4	Does the College have Internet facilities?	Yes	2.5		2.5
4.3.5	Have your Faculty members undergone training for ICT technology for teaching? If yes, How many?	Yes	2.5		2.5
4.3.6	List out names of Faculty and non-teaching Staff with their respective e-mail ids.			List seen	
4.4.	PLACEMENT ACTIVITY / UDISHA				
4.4.1	Has the Placement cell/ Career Counseling Cell been formed in your college?	Yes	2.5		2.5
4.4.2	How many students have been enrolled?	?	2.5		2.5
4.4.3	Has there has been any campus placement?	Yes	2.5		2.5
4.4.4	Have you conducted any pre placement training For student's placements? If yes, then Specify.	Yes	2.5		2.5
4.4.5	Have you organized any company visits or guidance camp for students?	Yes	2.5		2.5
4.4.6	Does the placement cell maintain the record of job opportunities and students?	Yes	2.5		2.5

4.4.7	Are the students provided computers and Internet to search job, to down load application forms etc?	Yes	2.5		2.5
4.4.8	Does the college have a system of registering students at the Employment office?	Yes	2.5		2.5
4.4.9	Does the college subscribe to LinkedIn, Employment News or any other website subscription? If <i>yes</i> , Give names of magazines.	Yes	2.5		2.5
4.5	CHOICE BASED CREDIT SYSTEM (CBCS)				
4.5.1	Have your Faculty members been sent for training in CBCS?	Yes	2.5		2.5
4.5.2	Has your College arranged for Training on CBCS for college Staff?	Yes	2.5		2.5
4.5.3	Is your College familiar with e Content? >50% of Faculties > 50% of Students	Yes Yes <input checked="" type="checkbox"/>	1.25 1.25		2.5
4.6	India & Maharashtra	<input checked="" type="checkbox"/>			
4.6.1	Has your College conducted any programme for specifically for Maharashtra State, kamgar din or Marathi Diwas?	Yes	2.5		2.5
4.6.2	Do your students know about `Indian/ <i>Maharashtra culture and languages`?</i>	Yes	2.5		2.5
4.6.3	Do your students know about `Indian / <i>Mahashtrian Festivals like Ganesh Pooja, Diwali or any`?</i>	Yes	2.5		2.5
4.6.4	Is any members taking interest in Spreading awareness about Indian Culture or Maharashtra culture?	Yes	2.5		2.5
4.7	QUIZ (Q)				
4.7.1	Do your students know about the Business Quiz?	Yes	2.5		2.5
4.7.2	How many students have participated in Business Quiz ? >50% <50%	Yes Yes <input checked="" type="checkbox"/>	2.5 1.25		2.5
4.7.3	How many students have cleared Cluster level or District level Competition at B Quiz?	<input checked="" type="checkbox"/>	2.5		2.5
4.7.4	Is there a committee to implement Quiz at your college?	Yes	2.5		00

4.8	Lang-SCOPE				
4.8.1	Does your College have a Verbal English Language Lab?	Yes	2.5		2.5
4.8.2	Do you propose to apply for a any specific software?	Yes	2.5		2.5
4.8.3	How many students use the V Lab in a day? At least 10%	Yes <input checked="" type="checkbox"/>	2.5		2.5
4.8.4	Have your teachers taken any Courses in VC in V Lab	Yes	2.5		00
4.8.5	How many teachers pass the Verbal communication Certification in a year?	Yes	2.5		00
	Total		105		87.5
	** The following questions carry 3+6+6 respectively. (15 Marks)				3
A.	Does your College facilitate Academic links/ collaborations/ MoU, etc. with other centers of higher learning?	Yes	3	No	6
B.	Does the college have a functional Alumni Association?	Yes	6	No	6
C.	Number of students enrolled _____ Activities of Alumni Association _____ Give details of any Progressive Practices of the Institution if any.	Yes	6	No	6
	Total		15		15

Remark By Peer Team:

*  (Dr. M. N. Shelar) NAAC - Coordinator
K. T. H. M. College

*  (Dr. N. D. Pawar) IQAC - Co-ordinator
K. T. H. M. College

Ashoka Business School, Nashik
Academic and Administrative Audit (AAA) Committee
Report
2021-22

Date: 25th March 2022

Academic and Administrative Audit (AAA) Committee visited Ashoka Business School (ABS), Nashik on 25th March 2022 at 9.45 am and begin the work with Mediation under the direction of the Director Dr. D.M.Gujarathi which is the daily and regular practice of ABS for all faculty and students.

All activities of ABS carried related to academic and administrative work has been presented criterion wise by IQAC coordinator and all coordinators followed by campus infrastructural visit.

AAA committee hereby unanimously present the observations and recommendations as follows.

Special Observations:

- The unique activity of Meditation for all faculty and students for about 15 minutes' daily that increases the holistic development and boosts productivity and concentration. It may be presented as role model for all educational institutions.
- Full devotion of all faculty and staff members in day to day academic and administrative activities.
- Excellent Governance and Leadership from top to operational management

Observations:

Criteria-1

- Regular activity of conducting enrichment programmes for communication, technical and employability enhancement of students
- Bridge courses at entry level for students without management and commerce background
- Efforts taken by faculties in curriculum development is remarkable.

Criteria-II

- Good efforts being conducted for students' counselling, induction and goal setting
- Examination results are appreciable

Criteria-III

- Research paper publications and presentations are good, but can also be improved.
- FDP are organized recently especially on research and development can help faculty for further improvements

Criteria-IV

- All physical infrastructure to conduct academic activities are up to the mark
- Facilities required for divyangjan students are as per the norms
- Indoor game facilities are available for students as per their requirements

Criteria-V

- Regular organization of guidance sessions for students by industry experts
- Training and Placements Cell has organized training session for improvement of employments.
- Alumni engagement is good with ABS, but can also be strengthened for fund raising.

Criteria-VI

- Excellent governance and leadership from top management to the operational management is observed as per the documentation and activities.
- Performance appraisal system is being conducted on sufficient number of parameters.
- Staff welfare measures are being taken care by the management.

Criteria-VII

- Gender and Energy audit is conducted on regular intervals
- Institution is promoting best values to students and stakeholders

Recommendations:

Criteria-I

- Curriculum of Bridge and Add-on courses should be approved from the affiliating University.
- Regular industrial visits need to be organized for students.
- Functional MoUs need to be signed with industries those are involved in enrichment courses.
- Curriculum related feedback from faculty, students and alumni should be communicated to academic body of affiliating University for further improvements.

Criteria-II

- The special projects can be assigned to advanced learners.
- Advance Learners who are willing to do start-up projects should be specially guided and seed funds may be provided with association with industries.
- Mock exercise for Student Satisfaction Survey need be conducted every year for further improvement of the institution.

Criteria-III

- Research Policy need to be approved from CDC or AEF, the parent management
- As ABS has very good association with industries, research projects can be strengthened by providing funds.
- Extension activities conducted should be properly presented in this criteria.
- Functional MoUs with research industries should be signed for strengthening of research.

Criteria-IV

- Sport facilities for outdoor games need to be provided to students to groom their hidden talents in sports.
- Canteen facility should be resumed
- Donations received in the forms equipment, books or any other physical thing can be valued in the form of cost with the help of certified auditor.

Criteria-V

- Start-up and Innovation Cell should be strengthened
- Student progression record related need to be maintained (Number of students going for further study, PhD, employment, business etc.)
- Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee need to be presented time to time in front of CDC or higher authorities

Criteria-VI

- The record of beneficiaries under staff welfare measure should be maintained and presented properly
- The funds of non-government organization for student welfare may be increased.

Criteria-VII

- All policy reports should be made available on college website
- Green audit may be conducted as per the guidance by experts
- One of the Best practices should be related to teaching-learning activity that would be beneficial for further assessment.

Peer Team: Member

★



1. Dr. M.N. Shelar

**Associate Professor and Head, Department of Computer Science,
KRT Arts, BH Commerce and AM Science (K.T.H.M.) College, Nashik**

★



2. Dr.N.D.Gaikwad

**Associate Professor and Head, Department of Chemistry,
KRT Arts, BH Commerce and AM Science (K.T.H.M.) College, Nashik**

Recommendations/ Observations

Criteria-1

1. Images to be included in the write up
2. Functional MOUS with both the party signed, sample document
3. Industrial visit can be included in 1.3.4 along with necessary proofs (permission letter, photograph, report)
4. URL for feedback structure, analysis and ATR to be made available in college website

Criteria-2

1. SC/ST/OBC seats earmarked
2. minutes of grievance cell
3. Circulars pertaining to assigning mentors to mentees
5. Mock exercise for Student satisfaction survey

Criteria 3

1. Research policy to be approved.
2. Seed money to teachers only for research
3. Research Projects to be strengthened
4. Research guides
5. Extension activities are to be strengthen
6. Activities and summary on all activities carried out for the functional MoUs signed by both the parties

Criteria-4

1. All the photos should be geo tagged
2. Finance related documents should be signed by certified Auditor along with Principal

Criteria-5

1. Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee - hardcopies to be scanned
2. Details of student grievances including sexual harassment and ragging cases
3. Students Progression
4. Alumni financial contribution and Alumni Association/Chapters (registered and functional)
5. Placement Annual Report signed copy

Criteria-6

1. Funds / Grants received from non-government bodies, individuals, philanthropists
2. Institutional strategies for mobilisation of funds
3. Performance appraisal to be included
4. Organogram for all the depts

Criteria 7

1. Policy document for Green, energy, environment

2. Audit report for Green and environmental
3. Policy for Divyangjan
4. Screen reading software

Recommendations

1. Add on, Skill based or Career oriented courses made available for students
2. Students can be provided, learn other language certification course like Japanese, French. German etc
3. Feedback of the stake holders regarding curriculum, should be communicated to university
4. Special plan should be given for advanced learners
5. Bridging the gap between Private sector and Academia
6. Faculty members are insisted to attend the programs like Conferences, Faculty Development Program(FDP), Seminars and Workshops in the reputed Institutions.
7. Final year students are advised to submit project proposal and try to get the funds for their projects
8. Quality of research publications should be improved. Students and the faculty Members are recommended to publish more articles in SCI, SCIE and Scopus Indexed Journals
9. For the development of Research Activities, tie-up (MOU) can be made with reputed organizations / Industries
10. Students can be motivated to take up the internship with stipend
11. Apply for funding in research and Development
12. In sports facility students are demanded Outdoor Play ground
13. Canteen facility should be provided on campus
14. All activity reports are made available on college website
15. Out of two Best practices one practice should be related to teaching learning.
16. Welfare schemes for teachers should be mentioned with documental proof.