

**The Annual Quality Assurance Report (AQAR)
of the IQAC**

of

**MGM Institute of Management
Aurangabad-431003**

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Submitted By

MGM Institute of management

N-6, CIDCO

Aurangabad, PIN:431003, Maharashtra, India

www.mgmiom.org

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Part – A

Data of the Institution

1. Name of the Institution: Mahatma Gandhi Mission, Institute of Management

- Name of the Head of the institution : Dr.(Col.) Pardeep Kumar
- Designation: Director
- Does the institution function from own campus: Yes
- Phone no. /Alternate phone no.: 0240-2473890
- Mobile no.: 9404362962
- Registered e-mail:director@mgmiom.org
- Alternate e-mail : office@mgmiom.org
- Address : MGM Campus, N-6, CIDCO
- City/Town : Aurangabad
- State/UT : Maharashtra
- Pin Code : 431003

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women: Co-education
- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2 (f) and 12 (b)/ Self financing: Self financing
- Name of the Affiliating University: Dr. Babasaheb Ambedkar Marathwada University,
Aurangabad, Maharashtra
- Name of the IQAC Co-ordinator : Prof.Tanuja Dubey
- Phone no. : 0240-2473890
Alternate phone no. 0240-2483405

- Mobile: 8698678777
- IQAC e-mail address: iqac@mgmiom.org
- Alternate Email address: office@mgmiom.org

3. Website address: www.mgmiom.org

Web-link of the AQAR: (Previous Academic Year):
<http://www.mgmiom.org/downloads/AQAR17-18.pdf>

4. Whether Academic Calendar prepared during the year? Yes....., if yes,
 whether it is uploaded in the Institutional website: www.mgmiom.org

Web-link: http://www.mgmiom.org/downloads/Academics/ACADEMIC_CALENDAR.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	A	3.05	2014	from: 10 th Dec 2014 to 9 th Dec 2019
2 nd	Not applicable			
3 rd				
4 th				
5 th				

6. Date of Establishment of IQAC: DD/MM/YYYY: 05/09/2013

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture:		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Meeting Quality Demands in Education with Special Reference to Management Institutes	26 th - 27 th April 2019	41
IQAC Meeting	16 th Jul 2018 15 th Oct 2018 17 th Jan 2019 8 th May 2019	08
Participation in NIRF	2018-19	-

ISO Certification	Internal Audit 18 th Sep 2018	-
	Surveillance Audit 27 th Sep 2018	-
AICTE-CII Survey	24 th July 2018	Awarded Platinum Rank
Business Today-MDRA B School 2019 Survey	24 th Jun 2019	Participated in 2019 Survey & Result Awaited
Local Governing Council Meeting	21 th Jul 2018 10 th Oct 2018 11 th Jan 2019 20 th Apr 2019	10
Internal Training Course-ISO 9001:2015	19 th Jul 2017	25
Faculty Development Program	29 th Jun-10 th Jul 2017	18

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meetings to discuss outcomes of earlier measures and new quality issues. Timely submission of Annual Quality Assurance Report (AQAR) to NAAC.
- Feedback from all stakeholders collected, analysed and used for improvement.
- Academic Administrative Audit (AAA) conducted and its follow up action taken.
- Participation in NIRF event. Scores were compared with the best institutes and analysed.
- ISO Certification obtained.
- NBA - Preparation for NBA Accreditation is going on. Likely date for submission of documents is Dec 2019.
- Use of online resources.
- Setting up of research centre in the institute.

8. Provide the list of funds by Central/ State Government-----Nil----

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Nil				

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC

Web-link: http://www.mgmiom.org/downloads/IQAC_CELL.pdf

10. No. of IQAC meetings held during the year: 3

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website. Yes/No: **Yes**

(Please upload, minutes of meetings and action taken report)

Weblink: <http://www.mgmiom.org/downloads/IQACMEETING.pdf>

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes **No** ✓

If yes, mention the amount: Year: We applied for a grant to NAAC but turned down.

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- Improving the quality of IOM publications (Research Journal Assimilation, Newsletter Glimpses & Gawaksh, and institute magazine Renaissance)
- Participation in various surveys (AICTE-CII Survey, Business Today-MDRA B School Survey)
- Organization of two days state level workshop (Meeting quality demand in education with special reference to management institutes 26th-27th Apr, 2019)
- Organization of a Management Development Program (MDP)(Import Export Documentation Procedures and Related GST Aspects 30th & 31st July 2018)
- On behest of IQAC, change in the system of working out of internal marks awarded to the students.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year:

Plan of Action	Achievements/Outcomes
Academic Planning	Academic Calendar, Time-table, Subject allotment, all made in time and executed as planned.
Appointment of Academic & Administration Committee	All committees functioned properly and the functioning of the Institute was smooth.
Planning for Various Events	Faculty Development Program, Management Development Program and National Conference were organized with stated objectives which were achieved successfully.
Planning for Consultancy	Revenue generation by faculty members from various industries amounts to Rs. 7000 /-
Planning for Research and Publication	28 papers in Seminars/Conferences and 20 papers in Journals were published.

14. Whether the AQAR was placed before statutory body? Yes /No: **Yes**

Name of the statutory body: Local Governing Council of the Institute.

Date of meeting(s): 21th July 2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: Yes (Local Inspection committee)

Date: 4th May 2019

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2018-19

Date of Submission: 31st Dec.2018

17. Does the Institution have Management Information System? Yes ✓

Brief Description and a List of Modules Currently Operational.

The institute implemented ERP system in 2012 to coordinate all the resources, information, and academic activities conducted by the institute. An ERP system supports most of the processes in a single database the data which is needed for a variety of functions. The system has various modules as under:

- **Organization Module:** This module includes all the academic activities which include preparing lesson plan, creating batches, assigning students to the batches etc. It also keeps record of some administrative activities like leave record, biometric attendance etc.
- **Student Module:** The module keeps all the details of the students.
- **Employee Module:** Employee module includes all the details of the employees.
- **Time Table Module:** Time table module deals with creating time table, assigning faculty members to subjects etc.
- **Examination Module:** Examination module keeps the record of all exams conducted by the institute as well as the university.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum delivery is done through a well structured and coordinated mechanism which is described below briefly:

- Faculty development programs (FDPs) are organised regularly. Faculties are sent for training in specialized areas across India at Institutes of national and international repute.
- Academic Calendar is prepared as per the University calendar and number of teaching dates available, commencement and end of session and internal examination dates are clearly mentioned.
- Subject preference is taken from faculty members well in advance.
- Subjects are allotted to the faculties as per area of specialization, expertise, industrial experience, subject knowledge, result of the same subject in the past, (if taught by the same faculty) and activities conducted by the faculty in that subject to ensure best subject- teacher match.
- Course plan is prepared in a structured, predesigned format by the faculty members as per the ISO format (F/ACAD/01) which is reviewed periodically.
- Course plan is discussed if the same subject is taught by three different faculties to ensure the uniformity in content in all the sections. Course Coordinator and the Coordinator Academics coordinate the plan. The Director approves the plan.
- Teaching plan includes independent learning, collaborative learning, group learning, face to face method, online video method, blended method, offline videos methods, use of e- resources like MOOCS, MOODLES, Open Educational Resources, e-books, e-assignments, spot tests, group activities, work books, open book tests in a view to offer the best of teaching methods and evaluation.
- Final course plan is also uploaded in ERP system of the Institute before the teaching starts and week wise planning is also done in ERP system by the faculty members.
- Syllabus and Course Plan are also discussed with the students at the beginning of the semester only by conducting subject orientation to make them aware the nature of the syllabus.
- Subjects are taught as per the Course Plan and it is updated properly. Dates of the topic taught, names of the books used, methods used to teach the topic, type of lecture conducted, extra topic covered, and assessment done if any are mentioned in the course plan to ensure best of the and timely delivery.
- Topic taught and the attendance are marked in the ERP system.
- Course plan is reviewed by Course Coordinator, Coordinator Academics and the Director at regular intervals for better implementation of plan.
- Feedback is taken from the students about individual subjects and action plan is prepared as per the feedback for further improvement. Feedback is taken from industry and alumni regarding course content and useful points are intimated to the concerned agency/person.

1.1.2 Certificate/ Diploma Courses introduced during the Academic Year

Name of the Certificate Course	Name of the Diploma Courses	Date of Introduction and duration	Focus on Employability/ entrepreneurship	Skill Development
Financial Derivatives	NIL	03 rd Jan2019, Three Months	Aptitude Test & TPO Sessions	Digital Marketing Course
Digital Marketing	NIL	03 rd Jan2019,, Three Months	Aptitude Test & TPO Sessions	
Labour Law	NIL	03 rd Jan2019, Three Months	Aptitude Test & TPO Sessions	

1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
Nil	Not applicable				
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
MBA	NA	MBA	19-07-2018 9CBCS P-2018)	-	MBA
Already adopted (mention the year) CBCS (P-2015 Pattern) adopted in the year 2015					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	154		NIL		
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses	Date of introduction		Number of students enrolled		
Business Communication	26 th July 2018 & 03 rd Jan2019		154		
General Awareness	26 th July 2018 & 03 rd Jan2019		154		
Etiquettes	26 th July 2018 & 03 rd Jan2019		154		
Gandhian Thoughts	26 th July 2018 & 03 rd Jan2019		154		
Moral and Ethical Values	26 th July 2018 & 03 rd Jan2019		154		
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title		No. of students enrolled for Field Projects / Internships			
Miniproject		177			
Community Service Project		177			
Inplant Training		154			
Project study		154			
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	Yes	Yes	Yes	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
<p>The Institute has a well structured system of collection of feedback from the stake-holders of the Institute in each semester. Feedback is collected from all the stakeholders like students, parents, teachers, employers and the alumni.</p> <p>Students' written descriptive feedback is collected in a structured format covering the parameters like syllabus enrichment, faculty, teaching methodology, co-curricular and extracurricular activities, sports, infrastructure, guest lectures, placements, library and the admin office. This feedback is collected twice in a semester, one at the mid and other at the end of the semester. Students feedback once collected from all the students are analyzed and then action taken report is prepared by the Director. Feedback analysis is discussed with teaching and non teaching staff members by the Director in a separate session for the improvement in the overall system. Similarly the analysis is discussed and shown to the students by the Director in a session. Changes are implemented in the Institute based on the feedback. Issuing more number of books to each student, installation of new operating system in lab, syllabus enrichment, courses, use of innovative teaching</p>					

methodology, ease in offering data to Institutional ERP and University database system, making online resources available etc are some of the improvements made on the basis of feedback. Industrial visit feedback and co-curricular activity feedback is taken from the students for improvement.

Online feedback is also collected from the students covering the parameters like faculty teaching methodology, punctuality, syllabus covered, interest generated in the teaching and the assessment done etc. After getting the quantitative analysis from ERP system interaction is done with the faculty members and students by the Director and feedback is discussed and suitable action is initiated if required.

Parent's feedback is collected at Parent Teacher Meet conducted by the Institute. Parent's feedback covers the parameters like admission process, syllabus enrichment, teaching learning environment, system of monitoring student's progress, commitment of faculties, encouragement to students for participation in academic forums, quality of learning resources, support services, institutional sensitivity to changing educational, social and market demands, discipline practices and parent-teacher communication and cooperation. Improvements which resulted from parent's feedback include better communication with parents, timely information to parents about their ward's progress, syllabus enrichment, ease in administration and improved student's participation in the institute.

Employer's feedback is collected in a structured format. It covers the parameters like academic knowledge, keenness, dedication, confidence, leadership, communication, listening skills, problem solving ability, positive points about the student, weakness, and overall rating of the student. Analyzed feedback has helped the institute in identification of the strengths and weaknesses of the students which helps to train them and offer suitable and relevant placement.

Alumni feedback is collected for the better contribution from the alumni for the Institutional and student development. Interaction is done with the students as per the alumni feedback.

Teacher's feedback is collected for the syllabus enrichment and for the overall improvement of the Institutional systems.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
MBA	180	Not known (CAP)	176

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2018-2019	Not applicable	I year-176 II year-176	Not applicable	16	Not applicable
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2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
15	15	<ul style="list-style-type: none"> • Projectors • Computers with internet connection • Web Camera • Speakers 	10	10	DELNET Open Source For You (Magazine) ProQuest J-Gate Emerald, e-books internet

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Institute follows a three tier system for mentoring of the students. Starting from the Guardian faculty member (GFM) to the Director and finally the Counsellor. A faculty member acts as a guardian (GFM) to a group of 20-25 students, who is responsible to advise the students on issues pertaining to his/her psycho- social development, academic growth, career and personal issues. Depending upon the requirement, a student is subsequently counselled by the Director and/or a trained Psychologist. Also mentors are allotted for the co-curricular activities, sports and extra curricular activities. The institute maintains the record of important incidents of each student in the progress card which is maintained for each student. Record of counselling is also kept. The parents are involved in the mentoring process. Important incidents, both positive and negative, are shared with the parents.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
352	17 (plus 2 adjunct teachers)	20

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Director-1 Professor-1 Associate Professor-4 Assistant Professor-12	Director-1 Professor-Nil Associate Professor-1 Assistant Professor-14	Professor-1 Associate Professor-3 Total=04	0	06

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
	Nil		

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
MBA	--	II/IV	16 th May 2019	08 Aug 2019

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

- The Institute has adopted the changes done at the university level and conducts the internal examination (Prelims) on the university exam pattern.
- The Institute has improved the pattern of awarding Internal Marks (20 marks) to make it more motivating and participative on the part of the students.
- Time bound declaration of result of internal written exam and discussion of performance with the students.
- The evaluation is carried out continuously through spot tests, workbooks and Quizzes etc.
- Online exams have been incorporated.
- Evaluation formats for various activities have been made and are improved /reformatted as per requirement and to enhance the objectivity of the system.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Before the commencement of every semester, the Institute prepares an academic calendar based on the university schedule. The calendar summarizes the teaching schedule, examinations and other co-curricular and extracurricular activities planned in that particular semester. The calendar is prepared by Coordinator Academics and approved by the Director. The academic calendar contains a description of each event and the planned dates for the same. Probable dates for activities such as internal exams, industrial visits, seminars, guest lectures, extra curricular and co curricular activities are mentioned in the planner. This academic calendar is displayed on the notice board, institute website and also an orientation programme is taken on the same so as to facilitate planning for staff, faculty as well as the students.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.mgmiom.org/downloads/ProgramOutcomes.pdf>

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year	Pass Percentage
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			examination	
	MBA			

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

The institute takes a feedback from students using a written questionnaire. The written questionnaire covers teaching, faculty, infrastructure, activities and admin and the feedback has shown that a large majority of students are quite satisfied with the Institute. The feedback is shared with the students and faculties and steps are taken for the betterment of faculties and quality of education in the institute.

<http://www.mgmiom.org/downloads/FacultyFeedback.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	Nil	-	-	-
Minor Projects	Nil	-	-	-
Interdisciplinary Projects	Nil	-	-	-
Industry sponsored Projects	Nil	-		
Projects sponsored by the University/ College	1 Month	Next PEB	15,000/-	Not yet received
Students Research Projects (other than compulsory by the College) (CMIA)	2nd March to 10th July	Chamber of Marathwada Industries and Agriculture	Not yet sanctioned	Nil
International Projects	Nil	-	-	-
Any other(Specify)	Nil	-	-	-
Total	Nil	-	-	-

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Seminar: Intellectual Property Rights	MGM Institute of Management & Dr. G. Y. Pathrikar College of C.S& IT	6 th Feb 2019

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	-	-	-	-

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
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Yes	-	-
Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
Nil	1	Nil

3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	No. of Ph. Ds Awarded
Nil	05 students enrolled for Ph.D.

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	MBA	Nil	Nil
International	MBA	2	5

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
MBA	3

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	-	1	2	7
Presented papers	2	1	-	-
Resource Persons	1	-	-	-

3.4 Extension Activities				
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year				
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities	
Free Eye Check-up Camp at Patoda,Gangapur Nehri Village on 8 th June 2019	NSS unit & MGM Medical College & Hospital	04	10	
Blood donation camp at MGM IOM on 26 th Sep 2018	NSS unit & MGM Hospital Blood Bank	03	27	
'Ashadhi Ekadashi' Cleanliness activity from Nagar Naka to Pandharpur (Waluj) temple on 23 rd Jul 2018	NSS Unit & 'SAHYOG, NGO	05	30	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
-	-	-	-	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Maharashtra Police	MGM Institute of Management	Lecture on Gender Sensitivity by DCP Deepali Ghadge	2	200
Dr. Monali Deshpande	MGM Institute of Management	Lecture on Gender Sensitivity & Stress Issues in the Students	2	175
Swaccha Bharat Abhiyaan	NSS Unit & the Entire Institute	Cleanliness drive from H.P. Office to MGM Hospital on 17 th Jan 2019	02	125
Swaccha Bharat Abhiyaan	NSS Unit	Cleanliness Drive at Bhindon Village on 27 th Oct 2018	04	35
Swaccha Bharat Abhiyaan	NSS Unit & the Institute	Cleanliness drive from Crossing of N-5	10	163

		CIDCO to MGM Mahagami area on 19 th Oct 2018		
Swaccha Bharat Abhiyaan	MGM Trust	Cleanliness activity on the occasion of Gandhi Jayanti on 02 nd Oct 2018	12	160
Swaccha Bharat Abhiyaan	MGM Unit	Cleanliness activity from Salt Restaurant to MCRI & Sports Canteen to H.P. Office on 28 th Sep 2018	12	40

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity (Research)	Participants	Source of financial support	Duration
CMIA (An Industrial Survey conducted for Chamber of Marathwada & Agriculture Association)	20 Students	MGM Institute of Management	2 Months
Nature of Activity (Faculty Exchange)	Participant	Source of financial support	Duration
Special coaching to students of MGM Mother Teresa College of Nursing	30	Self Financing	2 Months
Soft skill training session for MGM Institute of Hotel Management	60	Self Financing	6 Months
Resource Person at Dr. Babasaheb Ambedkar Marathwada University, Aurangabad for pre Ph D course work	1	-	1 day

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
MGM Jawaharlal Nehru Engineering college, Aurangabad	06 th Mar 2019	Hardware/software Services	4
NRB-IBC Bearing Pvt. Ltd. Aurangabad	31 st Jan 2019		3
Green E0Bin Electronic Waste Solutions, Aurangabad			4

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year	
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5,00,000/-	12,00,000/-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	2771.46	--
Class rooms	8	--
Laboratories	4	--
Seminar Halls	2	--
Classrooms with LCD facilities	8	--
Classrooms with Wi-Fi/ LAN	8	--
Seminar halls with ICT facilities	2	--
Video Centre	--	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	1,67,70,883/-	2,90,738/-
Others	--	--

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}: - YES

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Usha Libsoft	Fully	0.1	2012

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Textbooks	28402	1,01,87,145/-	288	89,581/-	28690	1,02,76,726/-
Reference Books	1962		41	6423/-	2003	
e-Books	243	13,500/-	9117	77910/-	9360	91410/-
Journals	44	1,06,320/-	--	--	44	1,06,320/-
e-Journals	20000	1,79,829/-	30000	29720/-	50000	1,08,190/-
Digital Database	36	13,570/-	--	--	36	13,570/-
CD & Video	300	--	--	--	--	--
Library automation	Yes	--	--	--	--	--
Weeding (Hard & Soft)	682 (Hard) 24 (DB)	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others

					es				
Existing	290	3	Yes	3	2	5	200	20 MBPS	-
Added	-	-	-	-	-	-		-	
Total	290	3	Yes	3	2	5	200	20 MBPS	-

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
--	--

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Undergraduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc.

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
--	--	--	--

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
8,25,000/-	5,60,999/-	2,00,000/-	6,81,077/-

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

Physical facilities

The physical facilities including Classrooms and Computers, Library, reading room etc. are made available for the students. The classroom boards and furniture are utilized regularly and at times the infrastructure is also made available for the other government and the non – government organizations for conducting training and exams if the infrastructure is available. Adequate non-teaching and maintenance staff is available for upkeep of the infrastructure. Departmental procedure (DP/ADMN/04) for infrastructure usage has been laid down

The institute has adequate number of computers with internet connection and utility softwares are available in different locales like office, computer labs, library, departments etc. All the stakeholders can avail opportunity to use those facilities as per the rules and the policies of the institution. The central computer laboratory connected with LAN is open for the students as per the time. Office computers, which are also connected through LAN, have required softwares. The library has also been provided LAN facility for the computers and they are loaded with the library software. The departments and the staff can make use of the IT systems with internet at their place of work.

Academic and Support Facilities

The academic support facilities like library, sports, adventure and outdoor camping, Entrepreneurship Development Cell (EDC), Research Centre, NSS etc. are available. Students avail sports facilities as per institute timetable. Inter house competitions are held.

Access to library is permitted with the identity card issued by institute to the students and books are issued against library card. The activities like fumigation and keeping library clean are carried out regularly.

A wide variety of sports facilities exist which consists of cricket stadium, badminton halls, table tennis, carom, chess, basketball, volley ball, rifle shooting range, gymnasiums, swimming pools, fencing and the athletic track which can be used by students and staff.

Weblink:<http://www.mgmiom.org/downloads/AQAR.pdf>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Financial Support Given (Rupees)
Financial support from institution	Free ship for financially weak Students (not availing any Govt. Scholarship benefits)	19	Rs.5,55,203/-
Financial support from other sources			
a) National	GOI, Minority, EBC, Scholarships	219	Rs.70,20,208/-Amount actually received , claimed amount Rs.1,13,17,320/-
b) International	No International Scholarship	-----	-----

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of The Capability Enhancement Scheme	Date of Implementation	Number of Students Enrolled	Agencies Involved
1. Maths, Aptitude and Reasoning	1. 14 th Jan 2019 to 8 th Feb 2019	1. All	1. MGMIOM
2. Remedial Classes for Back Log Students	2. 21 st June 2019	2. All backlog students	2. MGMIOM
3. Language Lab		3. All	3. MGMIOM
4. Foundation Course, General Awareness, Business Communication, Moral and Ethical Values		4. All	4. MGMIOM
5. Yoga Day, Heartfulness Program		5. All	5. MGM Arogram, Hearfulness Foundation
6. Guardian Faculty Members for Counselling		6. All	6. MGMIOM

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018	Service Selection Board (SSB) Interview Training for Defence Forces	13	13	1	-
2018	Guidance for MPSC, UPSC	69	69	-	-
2019	SSB Training	10	10	-	-
2019	Career Counselling	-	23	-	-
2019	Guidance for MPSC, UPSC	61	-	-	-

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year: Students are free to bring out their grievances either in the feedback, through GFM's or by way of suggestion box. Internal complaints cell (ICC, erstwhile Vishakha Committee), anti-ragging committee, anti ragging squad work meticulously to prevent any untoward cases.

Total grievances received	No. of grievances	Average number of days for grievance
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	redressed	redressal
-	-	-

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
HDFC Ltd., Aurangabad	53	1	Eclerx, Pune	20	2
A K Engineering Pvt Ltd.	7	1	Reliance Jio, Aurangabad	46	0
ICICI Bank	75	32	Excelsior Research Pvt.Ltd	56	3
HDFC Sales	29	0	Nava Baratha	2	2
Ecom Express	29	2	Dhoot Transmission, Aurangabad	5	1
Universal Hunt, Pune	43	3	TCS	6	0
Maitrya Consultants, Aurangabad	23	1	Pool Campus Gurukilli (I Mobile Insurance Co.)	15	15
Yograj Construction	13	0	Bajaj Capital Finance Pvt. Ltd.	20	0
Jeevansathi (Shadi.Com)	31	3	Jaro Education	21	0
Venus Safety & Health	28	1	ICICI Prudential	5	0
Strides Software	34	1	GlaxoSmithKline	19	0
			Cropland Agro	5	0

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
-NA-	-NA-	-NA-	-NA-	-NA-	-NA-

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/qualifying	Registration number/roll number for the exam
NET	-NA-	-NA-
SET	-NA-	-NA-
SLET	-NA-	-NA-
GATE	-NA-	-NA-
GMAT	-NA-	-NA-
CAT	-NA-	-NA-
GRE	1	Ms Surbhi Aher
TOFEL	1	Ms. Surbhi Aher
Civil Services	-NA-	-NA-

State Government Services	01	-NA-
Any Other	-NA-	-NA-

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
4 th MGM Olympics (Dec 2018)	Inter Campus	1215
5 th MGM Heritage Run for Aurangabad City (Dec2019)	Open for all Event	2500
MGM Open Tournaments (Chess, Golf, Wrestling)	Open for all Event	360
1. MGM MeGaMind (Mar 2019) Intercollegiate Extra-curricular Activities Competition	Intercollegiate	785

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018	Silver Medal	University Level	Judo	---	---	Dhiraj Gurav
2018	II Rank	National	---	Kuchipudi Dance	---	Trupti Kurle
2018	II Runner Up	National	---	Quiz Competition	---	Ms. Surbhi Aher and Ms. Arunima Pusdekar

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

1. Student council for the academic year 2018-19 was appointed on 23rd August 2018; following members were selected as student council representatives

Name	Class	Appointment
Saurabh Lunkad	IV Sem (POM)	President
Neha Wasekar	IV Sem (FIN)	Vice President
Surbhi Aher	IV Sem (HR)	Secretary
Seona Solomen	IV Sem (MKTG)	Treasurer
Saurabh Rathod	II Sem (A)	CR and Member
Purna Bafna	II Sem (B)	--do--
Vishal Magre	II Sem (C)	--do--

Eligibility criteria for becoming a Student Council member as well as formation, structure, roles and responsibilities of the student council were discussed with students as per SOP of Student Council.

Monthly meetings of the Student Council were held to discuss various issues by students which are as under:

- **Status of student attendance in classes:** The council discussed the status of attendance in class and common reasons for class absenteeism.
- **Problems faced by Students:** Typical problems that were observed were related to projector not working properly at times, issue of I cards and parking were discussed.
- **Formation of houses:** The council recommended the formation of 3 houses in the institute for inter-house competitions in academic and sports activities..
- **Feedback of General Awareness (GA) and Business Communication (BC) classes:** Council discussed that GA/BC classes could be more interactive in nature and more activity based.

- **Additional areas for suggestions were participation in quiz competition and MGM Olympics, selection trials for games, volunteering in Heritage Run, national conference and conduct of intercollegiate event.**

S.N.	Meeting Date	Points by Council	Action Taken
1	30 th Aug 2018	Projector not working in two classes	Projector in classrooms were repaired/bought and made them working
		Drinking Water	Water Cooler filter changed and working properly
		Some students have not got I cards	I cards of all students who had given their data were prepared and distributed
2	12 th Sept 2018	System of houses should be implemented	3 Houses have been formed viz. Chanakya, Vivekanand, Aryabhata House
		GA and BC classes to be more interactive	Interactive learning tools of teaching were implemented like using Google maps for GA subject, teaching English through music, poem and Language Lab
3	22 Oct 2018	Students wanted to participate in MGM Olympics and needed facilities as well as a coach	Sports facilities like badminton, cricket, basketball were provided as per availability and students were guided by professional sportsmen.
4	2 Feb 2019	Students wanted to host intercollegiate event that would be completely run by students	Decision of conduct of MeGaMind was taken which would be solely managed by students.
5	28 Mar 2019	Business Plan activity should be held in first year	Same was communicated to I/C co-curricular activity and would be implemented from next academic session
		Lab computers contain virus.	The feedback was communicated to IT Incharge and antivirus was reinstalled.
		Sports tournaments should be held for two consecutive days.	IC Sports was informed about it and would be implemented in the next sem.
		Workbook after each unit should be taken after college hours.	Communicated to Coordinator Academics

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes.

One of the most valuable assets IOM has built over the years is its alumni network. The alumni association is an important factor for achieving the goals which we have set for ourselves i.e. to set highest

standards in academics and to meet the aspirations of our stakeholders.

A vast number of IOM Alumni have distinguished themselves in almost every aspect of management across the country. The IOM Alumni Association was formally established in 2005 with a central executive committee. Membership is open to all who have participated in the institute's programs. We invite all our alumni to keep in touch with the institute and also remain in touch with each other and be a continuous source of motivation to all of us.

Many of our alumni are in leadership positions in corporate sector. These leaders with their vision, dreams, aspirations and hopes have contributed to the academia and their organizations have benefitted equally. Present Member of Parliament from Aurangabad, Mr. Imtiaz Jaleel is alumni of the institute. The MGMIOM Alumni Association was registered with Commissioner of Charities, Aurangabad on 18 Nov 2014 with Registration No. 1083/14. Alumni can register online from www.mgmom.org portal.

Three elections of Alumni Association have been held till date. The details of Alumni Associations are:

Date of meet	Tenure Upto	Designation	Name of the member
21/9/2018	20/9/2020	President	Mrs. Gazala Shaikh
		Vice-President	Mrs. Megha Khodwe
		Secretary	Dr. Abhijeet Birari
		Joint Secretary	Mr. Nitin Mahajan
		Member	Mr. Ameit Jain
21/9/2016	20/9/2018	President	Mr. Nitin Mahajan
		Vice President	Mrs. Sayali Wable
		Secretary	Mrs. Chitra Deshpande
		Joint Secretary	Mr. Ashish Wagh
		Treasurer	Ms. Priti Mane
		Member	Mrs. Surbhi Asawa – Soni
21/9/2014	20/9/2016	President	Mr. Sagar Namjoshi
		Vice- President	Mr. Vivek Mutha
		Secretary	Dr. Rohini Chandge
		Jt. Secretary	Mr. Ashish Wagh
		Member	Ms. Archana Gaikwad
		Member	Mr. Mohit Harsole

5.3.2 No. of registered / enrolled Alumni:

2208

5.3.3 Alumni contribution during the year (in Rupees) :

Rs. 75,500/-

5.3.4 Meetings/activities organized by Alumni Association :

Minimum 5-6 Alumni meetings are conducted every year. The record of the same is maintained by Alumni Co-ordinator. Alumni elections are held after every two years. The term of executive committee of Alumni Association expired in Sept 2018. Thereafter meeting of Alumni Association was conducted on 15th Dec 2018 to decide the schedule of fresh election. Election including e-voting was conducted in the month of Feb 2019 and the result was declared on 16 Feb 2019. Process of changing names in the records of Charity Commissioner is in progress.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The institute has constituted various committees composed of teaching and non-teaching staff and the students to ensure the participative management and decentralization of responsibilities and authority. These committees facilitate efficient functioning by implementing innovative ideas and executing the tasks given to them. These committee are as under:

- Placement Committee
- Library Committee
- Sports & Extra-curricular Activity Coordinators
- Housekeeping Committee
- Guest Lecture Committee
- Alumni Committee
- College Research Journal (Assimilation Committee)
- Grievances Redressal Committee
- Women Anti-Harassment Committee (Internal complaints committee)
- Committee for implementing Economy Measures (Water, Electricity & Stationary etc.)
- Publication Committees- Glimpses & Gawaksh and Renaissance
- Publication Committee- Renaissance
- Counselling Cell
- Internal Quality Assurance Cell/ISO
- Website and ERP Committees
- Anti-Ragging Committee
- Anti-Ragging Squad
- NBA, NAAC & NIRF Committees
- Entrepreneur Development Cell
- NSS & Community Services Committee
- Student's Council
- Women Empowerment Committee/Sakshma Committee
- Research & 'Avishkar' Committee
- MOUs/Industry Liaisons/Collaboration & Consultancy & Incubation Cell
- Disaster Management Cell
- Students Welfare Committee
- Infrastructure Advisory Committee
- Medical Check Up Committee

Decentralization has been done at the levels of management, the Director and the in-charge / heads of various committees.

2. Management of MGM Trust has delegated financial and decision making powers to the Director. These powers are further delegated to the faculty members and the student council of the Institute.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

Yes, The Institute has a comprehensive ERP system

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Curriculum Development

1. Some of the faculty members are members of Board of Studies of Dr. Babasaheb Ambedkar

Marathwada University thereby contributing to curriculum revision and design. College has conducted seminar for curriculum development and faculties also participated in such seminars conducted by other colleges. The institute projects the amendments which may be done in the curriculum to the university.

2. Study of contemporary curriculum as followed in National and International universities and B-schools is done for improving own curriculum.
3. Institute level subjects have been incorporated for the benefits of the students.
4. Feedback from all stakeholders regarding curriculum development is taken. IQAC, student council and Alumni associations are approached for recommendations through feedback.
5. Subject allocation as per specialization of teachers.

Teaching and Learning

1. Use of ICT in teaching learning process.
2. Preparation of teaching plan for every subject well before the commencement of each semester along with the course contents are made available to all students on the start of the academic year online and through ERP.
3. Good practices for independent learning (individual presentations, writing articles, book review activity, business plan activity) collaborative learning (making group of students and giving assignment/project to group), interactive learning (Group discussions, presentations, role plays, quiz, case studies, puzzles, debate) have been adopted.
4. Use of MOOCs and Webinars.
5. Availability of smart classrooms, books, e-books and journals.
6. Continuous evaluation and remedial classes.
7. Well planned and guided projects and inplant training.
8. Interactions with guest speakers from industry and industrial organizations.
9. Organization of events at state/national level with industrial organizations namely Confederation of Indian Industry (CII), National Institute of Personnel Management (NIPM), Aurangabad and Indian Society for Training and Development (ISTD).

Examination and Evaluation

1. Switched over to Choice Based Credit System (CBCS) in 2015 as per university regulations. Assessment is based on 20 percent internal and 80 percent external exams.

Research and Development

1. The faculty members are encouraged and incentivized to improve their qualification to PhD program.
2. Research centre 'Manthan' provides facilities of reputed journals, e-resources and guidance for research.
3. Monetary incentives for publishing research papers in reputed journals
4. The annual budget of the institute also makes provision for R and D for research activity.
5. College has signed MOU with industry that helps the students in undertaking projects in the

industry.

6. Participation and organization in National, International Conferences by the faculty members and students.
7. Students are encouraged to participate in paper presentation, projects, research projects competitions through 'Avishkar' cell.
8. Sending faculties to attend training programmes on research methodology.

Library, ICT and Physical Infrastructure / Instrumentation

Library

Library is computerized for issue and collection of books. Adequate number of printed, online /e-journals and e-books have been subscribed. Institute also has reference library. More than 32,000 books and 7000 titles are available in the library. 54 national and 03 international journals (print edition) have been subscribed.

ICT

Students are encouraged to enrol for various short term courses as well as college-run courses. Wi-Fi connectivity is available. Computer labs and computer centres are equipped with latest systems and licensed software.

Physical infrastructure / instrumentation

Adequate physical infrastructure in terms of classrooms, furniture, IT equipment, sports equipment, hostels, canteen, common areas, parking, standby electricity, medical, safe drinking water and recreational facilities exists. Infrastructure committee monitors to observe high standard of upkeep and cleanliness.

Human Resource Management

1. Transparent recruitment and selection process.
2. Opportunities for career development.
3. Recognition and reward for good performance.
4. The Institute has developed an effective performance appraisal system for both teaching and non teaching staff. It includes self appraisal, peer appraisal and appraisal by the Director. The appraisal is discussed with the staff members and strengths and weakness are intimated.
5. Highly competitive compensation.
6. Regular feedback and counseling.
7. Quality enhancement measures like deputing to Faculty Development Programmes in subject and capacity building domains etc.

Industry Interaction / Collaboration

A. Membership of Industrial Organizations The institute has the membership/association with following organizations :-

1. Confederation of Indian Industry (CII) Marathwada zonal council, Aurangabad
2. National Institute of Personnel Management (NIPM), Aurangabad Chapter
3. Aurangabad Management Association (AMA) ,Aurangabad
4. Quality Circle Forum of India (QCFI), Aurangabad Chapter

5. Chamber of Marathwada Industries & Agriculture (CMIA)
 6. All India Management Association (AIMA), New Delhi
 7. Indian Institute of Materials Management (IIMM), Aurangabad Chapter
 8. Indian National Suggestion Schemes Association (INSSAN), Aurangabad Chapter
- B. The association with industrial organisations is helpful for conducting the project work, guest lecture, industrial visits and placements.

Admission of Students

1. Admissions are processed by the Govt. of Maharashtra, Admission Regulation Authority through online centralized admission (CAP) rounds on the basis of student's merit.
2. For institute level admissions applications are invited through advertisements in newspapers.
3. Admissions are conducted according to merit.
4. Information about admission is put on institute website and local newspapers.

6.2.2 : Implementation of e-governance in areas of operations:

Planning and Development

The Institute has a fully functional ERP system and other software like SPSS through which data analysis, planning and budgeting is done for development. Development proposals are vetted using software. e-records are maintained.

Administration

The ERP and intranet facilities are utilised for administration. Use of e-notice boards, bulk SMS service, social media sites and biometric system of attendance are being used effectively. Effective use of website of the institute for disseminating information to alumni and parent teacher association.

Finance and Accounts

Tally software and income tax calculator are used for effective management of Finance & Accounts department. Internal and external audits are periodically conducted. Digital payment system is available. Budgeting and balance sheet are computerised. Payments to vendors/statutory bodies are done online.

Student Admission and Support

1. Admission process is conducted by Govt. of Maharashtra, Directorate of Technical Education through online Centralized Admission Process Rounds on the basis of student's merit.
2. For institute level admissions, applications are invited through advertisements in newspapers and social media sites and website.
3. Information about admission is put on institute website.

Examination

The ERP system has an inbuilt Exam Module through which the internal examination records are updated. For external examinations, the university sends the link to download the question papers. Online internal tests are also conducted.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers are provided financial support to attend conferences / workshops and towards

membership fee of professional bodies during the year. Details of financial assistance provided to faculty members in the last year are given below:

Year	Name of teacher	Name of conference/ workshop attended for which financial support was provided	Name of the professional body for which membership fee is provided	Amount of support Rs.
2019	Dr.(Col) Pardeep Kumar	Case Writing in Indian Scenarios'	All India Management Association, New Delhi(AIMA)	5900
2019	Dr.(Col) Pardeep Kumar	Workshop: Outcome Based Education System	Dept. of Mgt Sci, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad	1500
2019	Dr. Pooja Deshmukh	Workshop: Outcome Based Education System	-do-	1500
2019	Dr. Pooja Deshmukh	Conference : Smart Cities: Digital Solutions For a More Livable Future	-do-	1500
2019	Dr. Harshali Deshmukh	Workshop: Outcome Based Education System	-do-	1500
2019	Dr. Pooja Deshmukh	Conference: Indispensable Skills Required to Endorse Rural Entrepreneurship and Government Initiatives	-do-	1500
2019	Ms. Tanuja Dubey	Workshop on Psycho Geometrics	MGM Education Unlimited Aurangabad	4000
2019	Ms. Bhakti Banwaskar	Workshop on Psycho Geometrics	MGM Education Unlimited Aurangabad	4000
2019	Dr. Kunal Gaikwad	Workshop on Psycho Geometrics	MGM Education Unlimited Aurangabad	4000
2019	Ms. Suchitra Mendke	Workshop on Psycho Geometrics	MGM Education Unlimited Aurangabad	4000
2019	Prof.Tanuja Dubey	Conference: Microfinance Pathway to Financial Inclusion: A Case Study of Aurangabad District in the State of Maharashtra	Prestige Institute of Management and Research, Gwalior	500

2019	Dr. Jitendrasinh Jamadar	Microfinance Pathway to Financial Inclusion: A Case Study of Aurangabad District in the State of Maharashtra	-do-	500
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6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2019	State Level Seminar	'Meeting Quality Demand in Education with special reference to Management Institutes'	26 th -27 th April , 2019	30	11
2019	Seminar	Intellectual Property Rights	6th Feb 2019	17	5
2018	Faculty Development Programme Teaching	Teaching of Business Communication	3rd to 6th June 2018	30	-
2018	Management Development Programme	Import Export Documentation Procedures and Related GST Aspects	30th & 31st July 2018	25	-

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from-to)
Case Study Writing based on Indian Cases	1	26-27 June 2019
Career Counselling	2	24 th -26 th June 2019
Career Counselling Mission	3	May 2019
Meeting Quality Demands in Education with Special Reference to Management Institutes	41	26 th -27 th Apr 2019

Workshop on Revised NAAC Methodology for the Principals/ IQAC Coordinators	1	11 th – 13 th Apr, 2019
Revised Accreditation Framework of NAAC	14	22 th Apr 2019
Workshop on Psycho Geometrics	4	11 th – 13 th Feb 2019
Outcome based education system	3	7 th Mar 2019
Research Methodology (Course Work)	1	10 th -20 th Jun 2019
Students Council Election	1	26 th Jun 2019

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
18	3	13	Nil

6.3.5 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • 50% discount is provided on all medical facilities to the teaching staff • 10% discount is provided to all teaching staff on all the sports and restaurant facilities. • 50% discount on tuition fee to the wards of staff of MGM in all disciplines other than medical education • Gratuity and life insurance cover are provided.
Non teaching	<ul style="list-style-type: none"> • Provident fund facility is available for non teaching staff. • 50% discount is provided on all medical facilities to the Non-teaching staff • 50% discount on tuition fee to the wards of staff of MGM in all disciplines other than medical education • Gratuity and life insurance cover are provided.
Students	<ul style="list-style-type: none"> • Up to 20% concession to students based on their merit in MHCET. • Installment facilities in payment of Institution fee. Student can pay as per their convenience. • Fee concession to students from weaker sections of society depending upon their financial condition. • Free gymnasium and sports facilities.

6.4 Financial Management and Resource Mobilization

6.4.1 Does the Institute conduct internal and external financial audits regularly?

(with in 100 words each)

1) **Audits.** Yes, external audit is conducted on regular basis by the chartered accountant appointed by the

institute. All the financial documents, fees receipts, financial statements, scholarship receipts, capital and revenue expenditure are verified and cross checked in the audit process annually. Audit report is given to the trust office. Internal financial audits are carried out by the internal committee convened by the institute. The report is given to the Director.

2) Resource Mobilisation. Budget for the next financial year is made by Dec of previous year. Infrastructure and other requirements are reflected in the proposal after due discussion among the faculty members, non-teaching staff and student feedback. Requirements are projected to the Local Governance Council and the approval is sought. Resources are mobilised by the management and the requirements are fulfilled based on the priority and urgency.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
NA	Nil	NA

6.4.2 Total corpus fund generated. Rs. 1,58,83,062.00/- as on 31st March 2019 (As per Balance Sheet)

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Staff from other colleges nominated by the Trust office	Yes	Director
Administrative	Yes	TNV Certification and M/S Patil and Associates	Yes	Director

6.5.2 Activities and support from the Parent -Teacher Association (at least three)

1. Parent Teacher Meet is organised at regular intervals for interaction among faculty and parents on matters related to progress of their wards.
2. The parent teacher association address the newly admitted students about their experiences related to the institute which sets the tone for further interaction.
3. The parents take active part in all the events organised by institute such as Heritage Run, National festival such as 15th August, 26th January etc.
4. Assistance by the parents in industrial visits, project work and liaison with government departments.

6.5.3 Development programmes for support staff (at least three)

1. Training for the support staff on topics such as time management, team building, soft skills and their professional tasks were organised.
2. Adequate support for professional advancement is provided by the institute to the staff (Short term / Diploma/ Certificate Courses from open university etc).

3. Support staff is motivated to participate in various development programmes organised by university and other professional institutes on regular intervals.

6.5.4 Post Accreditation initiative(s) (mention at least three)

1. Enhanced focus on developing communication and soft skills of students by conducting classes in relevant subjects not being subscribed in the university curriculum but are useful for industry needs.
2. Use of SPOC in teaching learning process.
3. Teaching through outdoor activities including camps, management games and adventure activities.
4. Online assignments and tests are conducted for every subject.
5. Formation of student council on new format or student empowerment in the institute.
6. Changes in various academic and administration process and practices. Continuous review of documents and records including students' progress card, course plan, formats of co-curricular activities, project guidelines and library procedures for improvement.
7. More emphasis on Sports and Extra Curricular activities of student viz. conduct of weekly sports classes, inter house competition, participation in inter university and inter collegiate competitions.
8. Activities conducted by Alumni Association for students like interactive guest lectures, seminars, workshops.
9. Participation in the SWAYAM platform committee of university held by the HRD Ministry Government of India.
10. Smart classrooms.
11. Use of MOOCs in teaching learning process.
12. Emphasis on placement training through adjunct faculties.

6.5.5

- a. Submission of Data for AISHE portal : Yes, carried out for AY 2018 - 19
- b. Participation in NIRF : Yes, Every year since 2017
- c. ISO Certification : Yes (ISO 9001:2008) and ISO 9001-2015 certified
- d. NBA or any other quality audit : Yes, registered for NBA accreditation.

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to-----)	Number of participants
2018-19	State Seminar on 'Meeting Quality Demand in Education with special	26 th Apr, 2019	26 th -27 th Apr , 2019	41

	reference to Management Institutes’			
2018-19	Seminar on Intellectual Property Rights	6 th Feb 2019	6 th Feb 2019	22
2018-19	Faculty Development Programme Teaching of Business Communication	3 rd June 2018	3 rd to 6 th June 2018	30
2018-19	Management Development Programme on Import Export Documentation Procedures and Related GST Aspects	30 th July 2018	30 th & 31 st July 2018	25

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Gender Sensitivity	12 th Jan 2019	120	130
International Women’s Day celebration – MGM ‘Sakshama’	08 th Mar 2019	400	50
Personal Development	18 th Aug 2018	127	35
Human Rights and Racism	23 th Aug 2018	225	120
Issues of today’s Youth and their Behaviour towards the Society and Women Harassment	11 th Sep 2018	175	125

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources:

1. Solar panels installed on an area of 604 sq.mtr. and 51.8 KW of electricity is produced.
2. Weather Monitoring System has been installed in the campus which records, stores and displays the

temperature, pollution and humidity. Data is available to all through mobile app and is shared with people through press/media.

3. All classrooms and other halls of the institute have electricity switches placed outside the room or the hall. Electricity supply can be switched off when not required.
4. Green MGM: Bio waste is disposed off in specially designed drums and compost pits.
5. All electrical and electronic equipments are switched off when not in use, message and sign boards are placed at suitable places to remind users of the same.
6. Tree plantation was done in and outside the campus and the plants are looked after for ensuring survival.
7. Waste paper is recycled in the recycling plant in MGM Polytechnic College.
8. Assisting Social Welfare Department, Govt. of Maharashtra, by providing infrastructure for their training sessions.
9. Use of cycles is encouraged.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	3
Provision for lift	-NA-	
Ramp/ Rails	Yes	
Braille Software/facilities	-NA-	
Rest Rooms	Yes	-
Scribes for examination	Yes	-
Special skill development for differently abled students	-NA-	
Any other similar facility	-NA-	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2019	1	1	8 th June 2019	Free Eye check-up camp	Free Eye check up camp organised in village	10 students and 5 staff members

					Patoda, Aurangabad	
2019	1	1	17 th January 2019	Cleanliness drive from N-5, H.P. Office to MGM Hospital	Cleanliness of the road adopted by MGMIOM&R	40 students & 19 staff members
2018	1	1	09 th December 2018	Heritage Run (Run for awareness of Preservation of Heritage)	Preservation of Monumental heritage in Aurangabad	3522 participants and 24 staff members
2018	1	1	27 th October 2018	Cleanliness Drive at Bhinda Village	Cleanliness of the village adopted by MGMIOM&R	35 students and 4 staff members
2018	1	1	19 th October 2018	Cleanliness drive from N- 5, H.P.office to MGM Mahagami area	Cleanliness of the road adopted by MGMIOM&R	30 students and 6 staff members
2018	1	1	02 nd October 2018	Cleanliness activity on the occasion of Gandhi Jayanti	Cleanliness of the road adopted by MGMIOM&R	35 students and 6 staff members
2018	1	1	28 th September 2018	Cleanliness activity from Sports Club gate to MCRI & Sport Canteen to H.P. Office	Cleanliness of the road adopted by MGMIOM&R	40 students and 8 staff members
2018	1	1	26 th September 2018	Blood donation camp at MGM IOM&R	Blood donation camp	30 students and 4 staff members
2018	1	1	23 rd July 2018	'Ashadhi Ekadashi' Cleanliness activity from Nagar Naka to Pandharpur (Waluj) temple	Cleanliness of the road from Nagar Naka to Pandharpur (Waluj)	27 students and 6 staff members

7.1.5 Human Values and Professional Ethics**Code of conduct (handbooks) for various stakeholders**

Title	Date of Publication	Follow up (maximum 100 words each) Weightage assigned in internal marks
Code of conduct for MGM, IOM Handbook	Jul 2018	Code of conduct (COC) in form of handbook has been made and is available on the institute website. Care of the students, mentoring and transparency in assessment are the core areas highlighted in the COC. The COC motivates faculties towards dedication in delivery of content and guidance in academic pursuits. The institute propagates principles of truthfulness, hard work and selfless service. Institutional values and ethics given in the COC provide a framework to be followed by the faculty and students and also becomes foundation of decision making at all levels. Promotion of Values and Ethics is taught as an institutional level subject. (10 Marks)

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from---to---)	Number of participants
1. Moral and Ethical Values as a institute level subject which is assessed for award of internal marks. 2. Gandhian Thoughts is taught as institute level subject which is assessed for the award of internal marks.	Aug-Dec 2018	98

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The campus has been declared as Plastic Free Zone and No Smoking Zone
2. Compost Pits are being used for disposal of bio waste.
3. Eco-friendly plants have been planted as a part of MGM Clean India Programme.
4. Tree plantation and nurturing in and outside the campus.
5. Installation of solar panels on the entire roof of the institute and energy saving device like LEDs
6. Recycling of water in STP and ETPs.
7. Rainwater harvesting
8. Recycling of paper.

9. Promoting the use of cycles.

7.2 Best Practices

Describe at least two institutional best practices

(Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link)

1. The institute includes Business Communication, General Awareness, Etiquette and Mannerism, Aptitude Training, Gandhian Thoughts for motivation, inspiration and value education in its specially designed subjects for multi faceted development of students. These are all clubbed under institutional subjects.
2. Conduct of outdoor camps for development of management, cognitive and behavioural skills.

Weblink: <http://www.mgmiom.org/downloads/AQAR.pdf>

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

1. The institute envisions to create an excellent academic environment where aspirations of all stakeholders are consciously met. This is done by:
 - Creation of an excellent academic environment is central to the vision of the institute. This task is being accomplished by constantly reviewing the curriculum, appointing the best of faculties, planning the curriculum delivery, monitoring, providing the best of learning resources, objective and transparent evaluation and by implementing a sound feedback system.
 - We gauge the initial level of students based on the result of opening test. The test is given for assessing the communication, language and mathematical skills of students. The performance of students in these tests helps to understand the academic needs of the students.
 - Use of Modern Methods & Pedagogy: Thereafter the students are exposed to the well designed academic system using the best of the methods and techniques including language laboratory, e-resources, multimedia presentations, co-curricular and extracurricular activities, industrial visits, project work and interaction with alumni and parents.
 - NPTEL Lectures: The Institute is a centre of NPTEL. This institute has access to best of teaching material.
 - Specially Designed Institutional Curriculum: The institute includes business communication, general awareness, etiquette and mannerism, aptitude training, Gandhian thoughts for motivation, inspiration and value education in its specially designed subjects for multi faceted development of students. These are all clubbed under institutional subjects.

- Use of MOOCs for Teaching: Faculties are encouraged to use MOOCs in teaching.
- ‘Avishkar’ Cell: For promoting research in the Institute, ‘Avishkar’ Cell and the Research cell ‘Manthan’ have been established. Faculty members have been earmarked to carry out projects and research work along with students.
- Enterprise Resource Planning(ERP): ERP provides major administrative support for academics. Data pertaining to attendance, assignments, results and course plans is maintained in the ERP.
- Parent Teacher Association Meetings: Parents are involved in monitoring the progress and activities of students. Information about the students is shared through SMS, Email and ERP.
- Alumni Association provides inputs from the environment and assists the students in project work, guest lectures, placements and guidance of the students.

Weblink: <http://www.mgmiom.org/downloads/AQAR.pdf>

8. Future Plans of action for next academic year (500 words)

Future Plans of Action for next Academic Year are as under:

1. **To be an autonomous Institute by 2020.** As a smaller and agile system the institute will improve the quality of education and student’s employability.
2. **Upgradation of the Syllabus as per the Need of Industry.** Addition of skill based courses will reduce the gap between theory and practice and will help the students to be employable.
3. **Addition of the online education, tests and assessment in the internal marks.** Apart from traditional tests and assessment use of online education and tests will be encouraged to enhance the exposure of students.
4. **More academic flexibility to the students.** Skill based, online, practical, certification, life skills, human values, professional ethics, service courses, interdisciplinary, elective, laboratory and field based courses will be introduced in the syllabus to improve the personality and employability of the students.
5. **To create full fledge consultancy and incubation centre.** The centre will be able to help to enhance the spirit of entrepreneurship amongst the students. It will also support the start ups and will offer the consultancy services to the Industry. The institute is planning to set up a incubation centre as Section 16 company and seek financial grants for start-ups.
6. **To have key partnerships and collaborations with corporate and Institutes of national and international repute.** This partnership will facilitate the training of the faculties at the Industry and Institutes of national repute. It will also help to make best of the resource person available for the training of the students and faculties in the specific areas.
7. **To have a vibrant Student Exchange Programme with certain partner state and private universities across the country including the universities abroad.**
8. **To have strong industry academia connect.** To have stronger corporate connections for guest lecturers of industry executives, student’s projects, consultancy, industry associations connect, industry research, strong alumni relations, executive education programmes, faculty industry tie ups and placements.
9. **To Strengthen the Research Work.** To strengthen the research by publishing research papers in the journals of national and international repute.
10. **To Make Healthy Contribution to Environmental Preservation.**

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
MOOC	-	Massive Open Online Course
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SF	-	Self Financing
SPOC	-	Special Private Online Course
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution