

Kohinoor Business School

# Academic Audit Report

2017-18

# Academic Audit Report

Academic Year: - 2017-18

Name of the Institute: Kohinoor Business School, Kurla W, Mumbai 400070

## Audit Team Members

Sr. No	Name	Designation	Institute	Team Details
1	Dr. Minu Madlani	Principal	KPB Hinduja College, Mumbai	Convener
2	Dr. Chandrashekar V Joshi	Dean(Academics)	Don Bosco Institute of Management studies and research	Member
3	Prof. MP Rege	Retired IES Officer	Visiting faculty NMIMS	Member

Date of Audit: - 13<sup>th</sup> July 2018

Timings: 9:30am to 6:30 pm

The audit team visited Kohinoor Business School on 13<sup>th</sup> July 2018. Team had Interaction with Director, Program Head, In charge Quality Assurance academics, other members of the institute

The team also went through the documents and records as submitted. Our observations based on Quality Assurance criteria are as under

# 1 TABLE OF CONTENTS

---

2	Curricular Aspects .....	4
2.1	Implementation of University of Mumbai – Curriculum.....	4
2.2	Value Added Courses (add-ons).....	4
2.3	Coverage of Syllabus .....	4
2.4	Attendance .....	4
3	Teaching Learning and Evaluation .....	4
3.1	Record of Teaching-Learning sessions .....	4
3.2	Conduct of Internal Exams, Continuous assessment, Midterm and final exam .....	4
3.3	Faculty feedback and actions thereof.....	4
3.4	Remedial Classes .....	4
4	Research and Publication.....	5
4.1	Faculty Research and Publication .....	5
4.2	Presentation of Research papers in conferences .....	5
4.3	Funded Research Projects.....	5
5	Learning Resources Centre .....	5
5.1	Timings .....	5
5.2	Circulation Policy for Students.....	5
5.3	Availability of Previous years question paper.....	5
5.4	Record of Students visiting library .....	5
5.5	Availability of E-Resources .....	5
6	IT Lab.....	5
6.1	Computer .....	5
6.2	Internet .....	5
7	Student support Activities.....	6
7.1	Sports .....	6
7.2	Cultural Program.....	6
7.3	Extra-curricular Activities.....	6
7.4	Career Guidance.....	6
7.5	Corporate Relations and Placement .....	6
8	IQAC activities and Record.....	6
9	Alumni Meet .....	6
10	Record of Grievance Redressal Cell / Anti-ragging cell.....	6
11	Awards and Prizes .....	6
12	CSR .....	7

13	Mentoring and Counselling.....	7
14	Governance & Leadership.....	7
14.1	Academic Administrative committee meeting records.....	7
14.2	Availability of the policy document and implementation.....	7
15	Overall Observation .....	7

## 2 CURRICULAR ASPECTS

---

### 2.1 IMPLEMENTATION OF UNIVERSITY OF MUMBAI – CURRICULUM

Institute is implementing the revised curriculum of University of Mumbai. Based on the objectives of the new curriculum, Institute has developed Program Specific Objectives in the areas of General Management, Marketing, Finance, Human Resource and Systems. These objectives have been communicated to the faculty members

### 2.2 VALUE ADDED COURSES (ADD-ONS)

Institute has conducted workshop on Excel Training and Employability Readiness Program

### 2.3 COVERAGE OF SYLLABUS

Coverage of the syllabus is in line with the university guidelines

### 2.4 ATTENDANCE

Institute monitors the attendance regularly. Defaulters are counselled by the program head

## 3 TEACHING LEARNING AND EVALUATION

---

### 3.1 RECORD OF TEACHING-LEARNING SESSIONS

Faculty has maintained the record of teaching learning plans as well as the sessions

### 3.2 CONDUCT OF INTERNAL EXAMS, CONTINUOUS ASSESSMENT, MIDTERM AND FINAL EXAM

Institute is conducting the exams as per the guidelines of University of Mumbai

### 3.3 FACULTY FEEDBACK AND ACTIONS THEREOF

Institute takes informal feedback at the end of 3<sup>rd</sup>/4<sup>th</sup> session and the same is conveyed to the faculty if required

Based on the final feedback necessary corrective measures are taken

### 3.4 REMEDIAL CLASSES

Remedial classes are conducted for students who need extra sessions in the functional areas

## 4 RESEARCH AND PUBLICATION

---

### 4.1 FACULTY RESEARCH AND PUBLICATION

Students summer projects are converted into research/case monographs. It is observed that faculty members have contributed in the areas of research and publication

### 4.2 PRESENTATION OF RESEARCH PAPERS IN CONFERENCES

Ms Kavita Joshi has presented the paper in conference Remson International Conference on a Study on employability Issues for management students/ youth

### 4.3 FUNDED RESEARCH PROJECTS

Institute has not conducted any funded research project

## 5 LEARNING RESOURCE CENTRE

---

### 5.1 TIMINGS

The library timing is from 9:30am to 8:00pm. However, these timing are extended during examination

### 5.2 CIRCULATION POLICY FOR STUDENTS

The learning resource centre has circulation policy in place

### 5.3 AVAILABILITY OF PREVIOUS YEARS QUESTION PAPER

The library has maintained previous years question papers of University of Mumbai

### 5.4 RECORD OF STUDENTS VISITING LIBRARY

Library has record of Student visiting the library

### 5.5 AVAILABILITY OF E-RESOURCES

E journals as per the AICTE Policy are available

## 6 IT LAB

---

### 6.1 COMPUTER

Number of Computers as per AICTE norms are available

### 6.2 INTERNET

Institute has 10 Mbps bandwidth

## 7 STUDENT SUPPORT ACTIVITIES

---

### 7.1 SPORTS

Institute has an open ground for all outdoor games and facilities for indoor games

### 7.2 CULTURAL PROGRAM

Institute is conducting cultural program regularly. It is also observed that institute celebrates birthdays of national leaders through various institutional activities

### 7.3 EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities.

### 7.4 CAREER GUIDANCE

Career Guidance is given by the faculty during mentor mentee interaction

### 7.5 CORPORATE RELATIONS AND PLACEMENT

Institute has developed employability readiness program policy for student's grooming and placement. it is a comprehensive policy

## 8 IQAC ACTIVITIES AND RECORD

---

IQAC cell has maintained the document relevant to quality assurance

## 9 ALUMNI MEET

---

Institute has regular alumni meet. Alumni members contribute by way of visiting faculty, mentoring the students etc.

## 10 RECORD OF GRIEVANCE REDRESSAL CELL / ANTI-RAGGING CELL

---

Record are well maintained

## 11 AWARDS AND PRIZES

---

Dr Sandeep Sawant is appointed as Lead Sustainability Assessor by CII for Sustainability Award 2018

Outstanding Innovative Business School Award by MTC Global for Excellence 2018 - Prestigious MTC Global Award for Excellence 2018

Outstanding B School Award by ET Now 2018

## 12 CSR

---

Institute has conducted activities towards community services in the areas of

1. Education
2. Sanitation
3. Hygiene

## 13 MENTORING AND COUNSELLING

---

Mentor Mentee documents are available

## 14 GOVERNANCE & LEADERSHIP

---

### 14.1 ACADEMIC ADMINISTRATIVE COMMITTEE MEETING RECORDS

Academic Administration Committee has maintained all the records


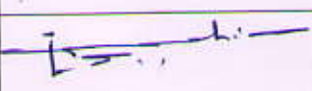
### 14.2 AVAILABILITY OF THE POLICY DOCUMENT AND IMPLEMENTATION

Policy document were made available for verification

## 15 OVERALL OBSERVATION

---

Institute is progressing in developing and implementing standard operating procedures

Sr. No	Name	Signature
1	DR. MINU MADLANI	
2	DR. (DR) Chandrashekhar V. Joshi D.Litt.; Ph.D.	
3	Prof M P Rege	