

Kohinoor Business School

Academic Audit Report

2018-19

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Academic Year: - 2018-19

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: - 19th July 2019

Timings: 9:30am to 6:30 pm

The audit team visited Kohinoor Business School on 19th July 2019. Team had Interaction with Director, Program Head, In charge Quality Assurance academics, other members of the institute

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

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2 CURRICULAR ASPECTS

2.1 IMPLEMENTATION OF UNIVERSITY OF MUMBAI – CURRICULUM

Institute is implementing the revised curriculum of University of Mumbai.

2.2 VALUE ADDED COURSES (ADD-ONS)

Institute has conducted workshop on

- 1) Excel Training
- 2) Employability Readiness Program
- 3) Emerging trends in New Business Technology

2.3 COVERAGE OF SYLLABUS

Coverage of the syllabus is in line with the university guidelines

2.4 ATTENDANCE

Attendance is monitored regularly. Institute is planning to introduce attendance module through ERP Defaulters are counselled by the program head

3 TEACHING LEARNING AND EVALUATION

3.1 RECORD OF TEACHING-LEARNING SESSIONS

A new comprehensive faculty manual covering vision and mission statement, detailed session plan, student attendance etc. is introduced

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

Examinations are conducted as per the guidelines of University of Mumbai

3.3 FACULTY FEEDBACK AND ACTIONS THEREOF

Feedback is taken regularly. faculty members whose feedback is less than 3 on a scale of 5 are counselled

3.4 REMEDIAL CLASSES

Remedial classes are conducted for students for University papers and ATKT papers

4 RESEARCH AND PUBLICATION

4.1 FACULTY RESEARCH AND PUBLICATION

Faculty members have published papers in national and international journal with one faculty having publication in UGC approved journal.

4.2 PRESENTATION OF RESEARCH PAPERS IN CONFERENCES

Faculty needs to be encouraged for publication and presentation of papers in research conference

4.3 FUNDED RESEARCH PROJECTS

Institute has funded the research project of Kumbh Mela. Faculty with 10 students visited Kumbh Mela during February and March 2019. Students also participated in eye check-up camp

5 LEARNING RESOURCES CENTRE

5.1 TIMINGS

While the library timing are from 9:30am to 8:00pm, It is observed that the institute has extended the timing during examination

5.2 CIRCULATION POLICY FOR STUDENTS

The policy for student is communicated to the students at the beginning of the academic year

5.3 AVAILABILITY OF PREVIOUS YEARS QUESTION PAPER

The library has maintained previous years question papers of University of Mumbai. The same is available on the institutes website

5.4 RECORD OF STUDENTS VISITING LIBRARY

Data of Student's visit to the Library is available

5.5 AVAILABILITY OF E-RESOURCES

Institute subscribes to E journals as per the AICTE guidelines

6 IT LAB

6.1 COMPUTER

Number of Computers as per AICTE norms are available

6.2 INTERNET

Institute has 50 Mbps bandwidth as per AICTE norms

7 STUDENT SUPPORT ACTIVITIES

7.1 SPORTS

Institute has created Turf for outdoor games spread over an area of 17,415 sq. feet (116ft X 150 ft.)

7.2 CULTURAL PROGRAM

Institute has a new yoga centre for faculty and students

7.3 EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities such as

- Cultural Evening
- Diwali Celebrations
- Navratri Pooja and Garbha
- Reading Inspiration Day
- Fresher's Party

7.4 CAREER GUIDANCE

under the employability readiness program students are groomed through personal interview, group discussion, language lab

7.5 CORPORATE RELATIONS AND PLACEMENT

Students have undertaken live projects with companies like ITC and Dabur

8 IQAC ACTIVITIES AND RECORD

IQAC is now preparing for NAAC Accreditation

9 ALUMNI MEET

Alumni association is registered in April 2019. Alumni Meet are conducted regularly

10 RECORD OF GRIEVANCE REDRESSAL CELL / ANTI-RAGGING CELL

Meeting of Grievance redressal cell and anti-ragging cell are conducted regularly. No case has been registered as on date

11 AWARDS AND PRIZES

Ms Ashwini Ghodke has won the following awards

1. ASIAN / INTERNATIONAL KARATE CHAMPIONSHIP- Gold Medal
2. ALL INDIA NATIONAL KARATE CHAMPIONSHIP- Gold Medal

3. SWABHIMAN BHARAT CUP- Gold Medal
4. KSI WORLD TOURNAMENT- Placed 9th of 32 countries

12 CSR

Institute has carried out number of extension activities in the neighborhood community in the areas of

- Community Development
- Skill development
- Education

Under Institutional social responsibility KBS has taken a new initiative "Dayitva"- An Obligation for Societal Development towards service to the community with a smile

13 MENTORING AND COUNSELLING

A mentoring analysis is conducted covering the following areas

1. Attendance
2. Class Participation
3. Understanding of Lectures
4. Areas of Strength and Area of Improvement
5. Areas which student find difficult
6. Reading Habits
7. Participation in Extra Curricular and CO curricular activities

14 GOVERNANCE & LEADERSHIP

14.1 ACADEMIC ADMINISTRATIVE COMMITTEE MEETING RECORDS

Meeting of the AAC are conducted regularly. Academic Administration Committee has maintained all the records. Institute has also formed CDC as per the university of Mumbai Guidelines

14.2 AVAILABILITY OF THE POLICY DOCUMENT AND IMPLEMENTATION

Institute has created organogram in line with the leadership and authority and responsibility

15 OVERALL OBSERVATION

Institute is created various committees for smooth functioning with focus on AICTE and UGC guidelines related to sexual harassment, Women Development etc.

Institute is planning to submit documents for NAAC accreditation in February 2020

Sr.No	Name	Signature
1	DR. MINU MADLANI	<i>MM Madlani</i>
2	DR. (DR) Chandrashekar V. Joshi DLitt, PhD	<i>Joshi</i>
3	Prof M. P. Rege	<i>M P Rege</i>