

MAHATMA GANDHI MISSION
INSTITUTE OF MANAGEMENT
(Affiliated to Dr. Babasaheb Ambedkar Marathwada University)
Aurangabad – 431001



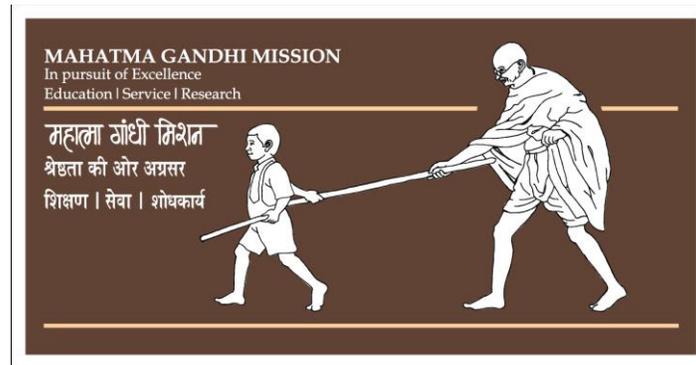
SELF STUDY REPORT
PART – I & II
INSTITUTIONAL DATA & EVALUATIVE
REPORT FOR ASSESSMENT &
ACCREDITATION BY
NAAC

SELF STUDY REPORT

Mahatma Gandhi Mission

Institute of Management

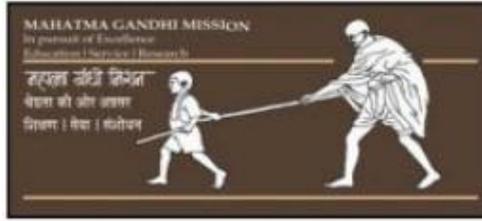
MGM Campus, N-6, CIDCO, Aurangabad



SUBMITTED TO

**The National Assessment and Accreditation Council
(NAAC)**

Bengaluru – 560 072



MGM INSTITUTE OF MANAGEMENT

(Affiliated to Dr. Babasaheb Ambedkar Marathwada University)

Aurangabad – 431003



Table of Contents

Sr. No	Particulars	Page No.
I	Preface	5
II	NAAC Steering Committee	7
III	Executive Summary	8
SELF STUDY REPORT		
IV	SSR Part – I Institutional Data	19
V	SSR Part – II Criterion-wise Inputs	
	Criterion I : Curricular Aspects	33
	Criterion II : Teaching-Learning and Evaluation	58
	Criterion III : Research, Consultancy and Extension	90
	Criterion IV : Infrastructure and Learning Resources	116
	Criterion V : Student Support and Progression	135
	Criterion VI : Governance, Leadership and Management	157
VI	Criterion VII : Innovations and Best Practices	187
	Evaluative Reports	196
	Evaluative Report of MBA Department	197
	Evaluative Report of MCA Department	208
VII	Declaration by the Head of the Institution	214
VIII	Certificate of Compliance	215
IX	Annexure I: Approval of courses of affiliating university	216
	Annexure II: ISO 9001:2008 Certificate	219
	Annexure III: Master plan of the Institute	220

PREFACE

Nurturing a humble initiative of providing very basic medical assistance in a remote area of Marathwada region, Mahatma Gandhi Mission (MGM) Trust was established on 20 Dec 1982 by educated youth of a small village called Nila in Dist. Nanded (Maharashtra). The Trust cherishes a vision of ensuring sustainable human development which encourages self reliant and contented society and to promote activities related to community services, social welfare and Indian heritage and culture. In order to realise this vision, one of the highly valued missions of the Trust is to impart education and technical expertise to students in multiple disciplines. The Trust is the parent body of MGM Institute of Management, Aurangabad which is affiliated to Dr. Babasaheb Ambedkar Marthwada University, Aurangabad (Maharashtra).

Established in the year 1994 with a yearly intake capacity of 60 students, MGM Institute of Management offered Master of Business Administration programme only. Subsequently, Master of Computer Applications programme with intake capacity of 60 seats was added in 2007 and intake of MBA was enhanced to 180 seats in 2010. Since its establishment, the Institute has translated the goals of the Trust in to well defined vision and mission statements to produce outstanding quality of management and computer applications education for our students.

Committed to its resolve of further improving the quality of education, the Institute has opted to get accreditation by National Assessment and Accreditation Council (NAAC). Preparations in this regards were started about a year ago and in this duration we have learnt a lot from the manual supplied by NAAC which is extremely comprehensive and educative. This Self Study Report (SSR) has been prepared as per the guidelines of NAAC and it consists of two parts as under:

1. Part I of SSR comprises of Institutional data as mentioned in the format of the SSR.
2. Part II of SSR includes a detailed explanation of all seven criteria as applicable to this Institute.

Preparation of this report alongwith the thought process which has gone in has reinvigorated our functioning in the Institute. We express our gratitude to Shri. Ankushrao N. Kadam, Secretary MGM Trust for continuous encouragement and

guidance all throughout. All members of the staff deserve copious praise for their untiring efforts and unstinted support in compiling the data and bringing this report to the final shape.

Preparation of this SSR has not only raised our quality consciousness but also ingrained quality as a 'motto' in this Institute. We look forward to meet the Peer Team of NAAC to visit us as the ensuing interaction will further enable us in making quality a hallmark of this Institute for the benefit of students and other stakeholders.

Dr. (Col) Pardeep Kumar
Director
20 Mar 2014

**MAHATMA GANDHI MISSION
INSTITUTE OF MANAGEMENT**

NAAC Steering Committee

Sr. No.	Name	Designation
1	Dr. (Col) Pardeep Kumar, Director	Chairman NAAC Steering Committee
2	Prof. Anil Palve, Coordinator Academics	Member
3	Dr. I. D. Alte, Coordinator Research	Member
4	Prof. Ashish Gadekar	Member
5	Prof. Abhijeet Thakur, HoD, MCA Department	Member
6	Prof. Smita Khursale, Incharge IQAC	Member
7	Prof. Tusharkant Mishra, Course Coordinator, Marketing Management	Member
8	Prof. Tanuja Dubey, Course Coordinator, Financial Management	Member
9	Prof. Suchitra Mendke, Course Coordinator Human Resource Management	Member
10	Prof. Unmesh Kadam, Incharge Administration	Member
11	Prof. Pradnya Deshmukh, Training & Placement Officer (TPO)	Member
12	Dr. Sachin Gadekar, Librarian	Member
13	Prof. Asmita Joshi	Coordinator NAAC Steering Committee

EXECUTIVE SUMMARY

MGM Institute of Management (MGM IOM) was established in Jul 1994 under the authority of All India Council for Technical Education (AICTE) New Delhi vide their letter No. F 440-27/BOS (M) 94 dt 04 Jul 1994 and Dr. Babasaheb Ambedkar Marathwada University (Dr. BAMU) letter No. Edu/ Affiliation/94-95/8560-565 dt 18 Apr 94 under which affiliation to the university was granted. The Institute offers MBA and MCA programmes with yearly intake of 180 and 60 respectively.

Taking inspiration from the life of the 'father of the nation' MGM IOM envisions creating an academic environment where highest standards of scholarship and professionalism are met and expectations of all stakeholders are consciously met. Motivated by this vision the management and the Institute have joined hands to recruit and retain excellent faculty, procure adequate infrastructural resources of highest quality and fostered links with industry and other institutions befitting the standard of an excellent Institute of higher education.

The Institute is the most preferred management Institute in Marathwada region of Maharashtra. But this is not the reason to be complacent. We strive continuously to enhance quality of the Institute to include the quality of teaching, curricular and co-curricular activities so that the students of this Institute play a significant role in the development of the nation and for the betterment of humanity.

The Local Governing Council (LGC) is the principal authority and organ of management of the Institute. Important decisions are taken by the LGC and are implemented. MGM Trust plays an important role in policy formulation, implementation, co-ordination and in providing resources. Academic Council is an important organisation set up at the Institute level which makes policies and takes decisions on academic matters pertaining to maintenance of quality, teaching, research activities, evaluation and inter-disciplinary matters. The academic council is guided by the rules and regulations of BAMU, the affiliating university. Internal Quality Assurance Cell (IQAC) functions in areas of quality maintenance and upgradation. Processes and procedures in the Institute have also been streamlined by certification of ISO 9001-2008.

Any Institute of higher education is duty bound to add to the treasure of knowledge through research. The Institute is also determined to play its role in this arena by attempting to make contributions towards solving problems peculiar to the local industry and people. Members of the faculty are encouraged to carry out research. Efforts are on to establish a research centre in the Institute for achieving the recognition as centre of excellence.

The move towards accreditation by NAAC has provided an impetus to the ongoing process of quality improvement. All appointments of the Institute have had an opportunity to carry out deep introspection and they have set new goals for further improvement. Being a team effort, all members of the staff have been involved in the preparation of the report in the form of criteria committees and they are looking forward for the visit of the peer team. The steering committee has been working round the clock to ensure that the loose ends are tied up and the Institute gains from the experts of peer committee. Preparation of SSR has been a memorable learning experience. Strengths, weaknesses, opportunities and challenges of the Institute have been given in succeeding paragraphs.

Criterion-I: Curricular Aspects

Being an affiliated Institute to Dr. BAMU Aurangabad, the Institute follows the curriculum designed by the university. Therefore, the Institute has less flexibility in terms of syllabus. Structured and systematic planning and implementation of the curriculum is the main task of the Institute. The Institute adheres to the guidelines given by AICTE/UGC and other relevant regulatory bodies. The Institute focuses on enhancing the employability of the students by offering best of the faculties, infrastructure and self development activities. The Institute is always trying to improve the quality of curriculum planning and implementation by benchmarking, competency building and offering best of the resources. Feedback from stakeholder is an important tool for continuous improvement.

Unique Features in Curriculum Planning and Implementation

- a) Structured and systematic planning and implementation of curriculum.
- b) Excellent support system to faculty members for planning and implantation of curriculum.
- c) Activity based and participative teaching process.
- d) Unique system for awarding internal marks as a means to holistic development of students.
- e) Consistent efforts for enhancement of employability of students.
- f) Continuous monitoring and review of curriculum implementation.
- g) All time enrichment of curriculum by conducting Institutional activities and offering infrastructural support.
- h) Critical analysis of feedback of stakeholders and timely changes in curriculum planning and implementation.
- i) Regular interaction with industry through placement and other activities for recommending necessary amendments to curriculum.

- j) Various value added activities regarding human rights, moral and ethical values, better career options, heritage consciousness, environmental consciousness and community orientation.

Best Practices

Value addition in the university curriculum by incorporating small capsules like business communication, general awareness, aptitude, etiquette, tutorials, Gandhian thoughts, certifications and guest lectures at Institute level for personality development and making the students more suited to the industrial and societal expectations.

- a) Regular monitoring of student's progress in various aspects as academics, co curricular and extracurricular activities, sports, attendance, overall involvement and behavior in each semester in a well designed Students' Progress Card.
- b) Inclusive feedback system from all the stakeholders for consistent improvement in curriculum planning and implementation.
- c) Student centric approach in curriculum planning and implementation.

Challenges

- a) No flexibility in content designing as university curriculum is followed.
- b) Time constraint for imparting additional skills. Therefore time management is a challenge.

Criterion-II: Teaching-Learning and Evaluation

- a) The Institute considers the teaching, learning and evaluation (TLE) as the most cherished academic processes. Sincerest efforts are made to make these processes very effective, productive and objective.
- b) The Institute has adopted a learner centric approach.

Key features of TLE Process

- a) The Institute abides by the regulations of Dr. BAMU and Directorate of Technical Education for the selection of candidates which is through the Common Entrance Test conducted by the state government and through various national level admission tests conducted by various other agencies.

- b) All the courses are widely publicized through advertisements about admissions in various local and national newspapers as well as on Institute website.
- c) The performance of students in the internal examination conducted by the Institute at the time of admission serves as the basic indicator of the student's knowledge and skills. Two days orientation programme is organized for the newly admitted students.
- d) The Institute plans to conduct Foundation Programs in the first year so as to enable the students to cope up with the MBA and MCA programs.
- e) At the onset of every semester, the Academic Committee of the college prepares an academic calendar which summarizes the events, examinations and other activities planned in that particular semester.
- f) Teaching is based on course plan made by the faculty and approved by course coordinator and the Director.
- g) High difficulty level assignment is given to advance learners and tutorials are arranged for weak students.
- h) Teaching-learning strategies include interactive learning (group discussions, presentations, role plays, case studies, puzzles), independent learning (individual presentations, writing articles, book review, business plan) and collaborative learning (assignments/projects given to group of students).
- i) Formative and summative evaluation is carried out. The whole examination process is fully transparent and secure. Student progress is made available to students and parents through progress report cards available with guardian faculty members (GFM).
- j) The Institute facilitates extensive use of information and communication technology (ICT) in teaching and learning.
- k) Guardian Faculty Members advise the students on issues pertaining to his/her psycho-social development, academic growth, career and personal issues.
- l) Efforts are made to recruit and retain qualified and competent faculty members. Faculties are encouraged to organize and attend Faculty Development Programs, Workshops, and Conferences which broadens their knowledge horizon and encourages them to adopt innovative teaching methods.
- m) Evaluation of faculties through structured feedback is conducted along with stakeholder's feedback on teaching learning process.

Best practices

- a) ICT integrated TLE process.

- b) The Institute ensures implementation of TLE process that is student centric and supportive.
- c) Transparency in admission process, counseling through GFMs, calendar of academic events, course plan, unique internal assessment scheme and emphasis towards slow and fast learners and learning activities.

Challenges

Institute does not have any control over quality of students getting admitted in the MBA and MCA programmes.

Criterion-III: Research, Consultancy and Extensions

Unique Features of Research, Consultancy and Extensions

- a) The Institute has dedicated research committee which is responsible for all research activities. The research activities include guiding members of faculty and students in research work and conduct research activities in the Institute.
- b) The Institute has sufficient infrastructure like experienced faculty members, rich library, e-journals, journals, online resources and magazines etc. for conducting research. The management of the Institutes also encourages and supports research work by giving sponsorships and incentives. Faculty members are given special leave and monetary support if their research work is accepted for publication with impact factors.
- c) The Institute has received the grant from ICSSR, New Delhi for a major research project. Forty eight papers were published by the members of faculty in national and international conferences/journals.
- d) Nine faculty members are pursuing their Ph.D. in their specialized subjects. The Institute has also organized faculty development program (FDP) for the members of the faculty in Research Methodology.
- e) A national conference on “SEZs and Development of Delhi Mumbai Industrial Corridor (DMIC): Opportunities and Challenges” was organized by the Institute. Seventy one research papers were presented in the

conference by faculty members, research scholars and students. The conference souvenir is being published with the ISBN number.

- f) The Institute has collaboration with many organizations for imparting knowledge to the students, resource sharing and for carrying out research work. The Institute has also signed MoUs with the industries as well as other institutions for promoting research. All collaborations have enriched the knowledge of our students in multidisciplinary domains.
- g) The Institute has established Center for Incubation and Consultancy for giving opportunities to students and faculty to apply their knowledge in practice.

Challenges

The Institute is affiliated to Dr. BAMU. According to the rules of the university, affiliated colleges and Institutes are not allowed to establish research centers. Though two faculty members of this Institute are acting as research guides for Ph.D., yet the Institute does not have an independent research center.

Criterion-IV: Infrastructure and Learning Resources:-

Unique features of Infrastructure and Learning Resources

- a) The Institute has ample infrastructure as required by a management Institute to conduct all types of curricular, co-curricular and extracurricular activities. The Institute, with its gross build up area of 5833 sq m., is located in approximately 72 acres of serene and green MGM campus in the heart of the city.
- b) It has well equipped computer laboratories and centers, library with all the modern e-amenities, auditorium, seminar halls, common areas and class rooms equipped with modern ICT tools for intense learning. The Institute avails the impeccable and state of the art Rukhmini auditorium where 1200 people can assemble for any central activity.
- c) The Institute's library functions in a built-up area of 545 sq m. A separate reference library is also available to cater for the requirements of researches and project-works conducted by students and faculty.
- d) Libraries with their constant up-gradation in the form of the purchase of updated versions of books ensure quality of material available.

- e) Boys and girls hostels with canteens, spacious playgrounds, gymnasium and swimming pool are available.
- f) The Institute makes adequate budgetary provisions for the up-gradation of infrastructural facilities including housekeeping, maintenance of buildings, plants, lawns, flower beds and security.

Best Practices

- a) With its emphasis on an ever evolving academic system, the Institute is alive to the requirements of the students coming from interiors of Marathwada, one of the neglected regions with respect to social and economic development.
- b) The MGM trust has created ample infrastructure to bring the educational complex to world class standards.

Challenges

Due to space constraints, the staff cannot be accommodated within the campus.

Criterion-V: Student Support and Progression

Unique Features of Student Support and Progression

- a) The students are the primary stakeholders of the Institute. Policies of the Institute are based on the mission and vision and commitment of the Institute to students and all other stakeholders.
- b) The Institute provides facilities for the benefit of students like skill development in business communication, computer literacy, general awareness, aptitude testing, etiquette training and TPO's assistance.
- c) Review of results and activities is carried out to see congruence between the institutional commitment and the actual achievements.
- d) Counseling services are made available to the students in various forms, such as in academics and behavioral aspects to improve their performance in studies as well as in soft skills. Academic and personal counseling is done by GFM as well as other faculty members.
- e) Different committees have been constituted for the welfare and involvement of students such as Student Council, Grievance Redressal Committee, Anti-ragging Committee, Anti Sexual Harassment Cell

(Vishakha Committee), Placement Committee, Housekeeping Committee, Alumni committee and so on.

- f) The Institute provides sports facilities for the indoor and outdoor games.
- g) The Institute supports activities that are held during academic session such as cultural activities and competitions at local, state or national level.

Best Practices

- a) Providing maximum encouragement and assistance to students for excellent performance in academic as well as in co-curricular and extra-curricular activities.
- b) Student profiles updated and reviewed regularly in each semester.
- c) Enthusiastic participation in sports and cultural activities.

Challenges

Most of the students in this Institute come from rural background and from vernacular medium. Students with low score in MH-CET are also admitted. They find it difficult to cope with the teaching. The difference of level among students is very wide.

Criterion-VI: Governance, Leadership and Management

Unique Features in Governance, Leadership and Management

- a) MGM Trust and the Local Governing Council represent top governance and leadership entities of the Institute. The Director as the head of the Institute is responsible for academic administration, management, and improvement of assets and financial resources of the institution. Governance is based on participative, goal and value-oriented principles towards imparting and creating knowledge. As provided in the MGM IOM rules, the following authorities have been constituted:
 - i) Local Governing Council
 - ii) Academic Council
 - iii) Management Council
 - iv) Research Committee
- b) The Institute ensures the following:

- i) Academic excellence with the support from its Academic Council, and various committees as ingrained in the vision and mission of the Institute.
- ii) Measures taken by the Institute for attracting and retaining eminent faculty.
- iii) Welfare schemes given by the Institute to the teaching and non teaching staff.
- iv) Quality up gradation of its employees, both teaching and nonteaching staff who are encouraged to participate in training programs / Seminar / Conferences by granting leave and financial assistance.
- v) The Institute has developed an effective performance appraisal system both for teaching and non teaching staff. It includes self appraisal, peer appraisal and appraisal by the Director (Refer Departmental Procedure as given in ISO9001-2008, DP/ADMN/05).
- vi) Tie up with industry and industrial organizations.
- vii) Student centric functioning of the Institute and activities.

Best Practices

- a) Well defined vision and mission statements that support a well formulated action plan.
- b) Definite organizational structure and perspective planning for effective human resource development.
- c) Decentralization of responsibilities by forming various committees for smooth and effective administration..
- d) Effective audit mechanism by internal and external auditors.
- e) Good governance, responsible administration with accountability, responsive staff, least bureaucracy and commitment to welfare and growth of all stakeholders.

Challenges:

Enhancing the leadership qualities in the junior staff due to non-availability of senior staff.

Criteria-VII: Innovations and Best Practices

Unique Features of Innovations and Best Practices

- a) Innovation is the crux of any Institute's overall development and success. To nurture this, Institute promotes innovations in the Teaching-Learning as well as in administrative processes. The Institute always strives to adopt best practices in teaching-learning process to impart quality education to the students. There are many innovations and best practices implemented in the Institute. Some of the innovations are:
 - i) Very comprehensive and fair system to award internal marks which is transparent and relevant to assessment of graduate attributes.
 - ii) In addition to curriculum of the university the Institute has designed value addition capsules of general awareness, business communication, aptitude tests, technical tests, etiquettes, TPO's guidance and sports activity aimed at grooming of the students.
 - iii) Inter-Institute co-operation in the MGM campus where many types of Institutes are available to work on interdisciplinary topics and subjects.
 - iv) The Institute organizes educational tours to give students a countrywide industrial exposure.
 - v) The Institute has automated many teaching learning and administrative processes through ERP.
- b) The Institute has also implemented best practices which have contributed to achieving the institutional objectives and to the improvement of quality. These are as under:
 - i) Value addition curriculum to improve skills of the students.
 - ii) Student Progress Card which gives complete record of a student at a glance.
 - iii) Financial assistance to those who are economically weak students.
 - vi) Encouraging and sponsoring research related activities.
 - vii) Relationship and interaction with industry and industrial organizations.
 - viii) Social responsibility of the Institute.
- c) The Institute always strives to promote environment consciousness among its stakeholders. The Institute has taken many initiatives to make the campus eco-friendly and for energy conservation. Some of the initiatives are:
 - i) Tree plantation.

- ii) Use of CFL bulbs instead of traditional tube lights/bulbs.
- iii) Solar energy for street lights within the campus.
- iv) Recycled water is used for gardening.
- v) Creating awareness amongst the students and faculties about PUC checkups.

All these unique features, best practices and challenges mentioned in the Executive Summary are exhaustive. However the Institute is always ready to adopt the best practices which can lead to the benefit of students and other stakeholders.



SELF STUDY REPORT

PART-I INSTITUTIONAL DATA

Profile of the Institution

Mahatma Gandhi Mission Trust was established on 20th December, 1982 with a futuristic vision to provide quality education by creating an academic environment where aspirations of society and students are met fully. Since inception, the Trust has focused on providing health care services, school and higher education with dedication and commitment. Though MGM Trust was established in Nanded, but in the course of time it extended its services to Aurangabad, Navi Mumbai and Parbhani in Maharashtra and Noida in UP. Establishment of a vibrant chain of schools, engineering, architecture, medical, nursing, management, computer science & IT, biotechnology, fine arts and journalism Institutes stand testimony to the goals enshrined in our motto. MGM has also been instrumental in promoting classical dance and music for art seekers. The Trust has also paid considerable attention to the aspect of promoting sports by converting a vast expanse of land into a sports complex with multiple modern amenities. MGM's lush green and serene campuses are conducive to create a peaceful learning atmosphere.

The recipient of International Environment Trophy, MGM continues its journey, imparting value based services, creating global technocrats, managerial manpower and health care personnel.

About MGM Institute of Management

MGM Institute of Management (IOM) is an AICTE approved and ISO 9001:2008 certified Institute affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. Established in the year 1994, the Institute runs MBA and MCA programs. With its modern teaching methods, brilliant faculty, emphasis on all round development and employment oriented activities, the IOM has emerged as the most preferred choice for management and IT education. Place of pride which the Institute has earned is evident from the outstanding record of placements and the heartening feedback from the industry and the alumni. The Institute is ISO 9001:2008 certified and ready for NAAC accreditation. Under the worthy leadership of the management, the faculty and the administrative staff of the IOM stand shoulder to shoulder to provide our stakeholders a life time experience of quality and need-based education. We are committed to our pledge of making MGM IOM a premier B-School of the country.

Vision

To create an academic environment where the highest standards of scholarship and professional practices are observed and where responsibilities towards stakeholders are consciously met.

Mission

- To provide knowledge and skills in the basic disciplines and functional areas of management and IT(computer applications).
- Widening the horizon of students by developing their abilities of independent inquiry, inquisitiveness, decision making and creative abilities so that they become enablers of effective and efficient organization.
- Ensuring very enriching, healthy and rewarding interaction between the students and faculty members and among students.
- Utilizing innovative and modern content delivery methods.
- Constant interaction with industry and professional associations to understand the contemporary trends in management education and carry out adaptation.
- Maintaining an efficient and effective infrastructure edifice in the Institute.
- Encourage research related activities.
- Use feedback and guidance from the parents and the alumni for continual improvement.
- Meet expectations of society as responsible citizens.
- Provide accomplished human resource to the job market and thus contribute towards India attaining a 'pride of place' at global level.

Quality Policy

- To provide education in business and IT (Computer Applications) fields as per AICTE and other relevant guidelines.
- To enhance the employability of the students in their chosen fields by providing best faculties, infrastructure and self development activities.
- To continually improve Quality Management System performance by bench marking, competency building, providing best of the resources and taking action on feedback of stakeholders.

B. Profile of the Affiliated /Constituent College

1. Name and address of the college:

Name : Mahatma Gandhi Mission Institute of Management
Address : MGM Campus, N-6, CIDCO
City : Aurangabad Pin: 431003 State: Maharashtra
Website: www.mgmim.org

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Director	Dr.(Col.) Pardeep Kumar	O:0240-2473890 R:	9404362962	0240-2473890	director@mgmim.org
Dy.Director	--	O:-- R:--	--	--	--
Steering Committee Co-ordinator	Prof.Asmita Joshi	O:0240-2483405 R:	9823620545	0240-2473890	asmita.joshi@mgmim.org

3. Status of the Institution:

Affiliated College
Constituent College
Any other (specify)

√

4. Type of Institution:

a. By Gender	<input type="checkbox"/>
i. For Men	<input type="checkbox"/>
ii. For Women	<input type="checkbox"/>
iii. Co-education	<input checked="" type="checkbox"/>
b. By shift	<input type="checkbox"/>
i. Regular	<input checked="" type="checkbox"/>
ii. Day	<input type="checkbox"/>
iii. Evening	<input checked="" type="checkbox"/>

5. Is it a recognized minority institution?

Yes

No

√

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

Not Applicable (NA)

6. Source of funding:

Government

Grant-in-aid

Self-financing

Any other

√

7. a. Date of establishment of the college: ...**01/07/1994**.. (dd/mm/yyyy)

b. University to which the college is affiliated /or which governs the college (If it is a constituent college)

Dr.Babasaheb Ambedkar Marathwada University, Aurangabad.

c. Details of UGC recognition: **NA**

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	--	--
ii. 12 (B)	--	--

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/clause	Recognition/Approval details Institution/Department/ Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	AICTE	19/03/2013	A.Y. 2013-14	For One Year only
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes No

If yes, has the College applied for availing the autonomous status?

Yes No

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes No

If yes, date of recognition:**NA**..... (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes

If yes, Name of the agency**NA**..... and

Date of recognition: (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area in sq. mts.	6191.7 (1.53 Acre)
Built up area in sq. mts.	5833

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the Institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

a) Auditorium/seminar complex with infrastructural facilities	<input checked="" type="checkbox"/>
b) Sports facilities	<input checked="" type="checkbox"/>
* play ground	<input checked="" type="checkbox"/>
* swimming pool	<input checked="" type="checkbox"/>
* gymnasium	<input checked="" type="checkbox"/>

c) Hostel	√
* Boys' hostel	√
i. Number of hostels	02
ii. Number of inmates	00
iii. Facilities (mention available facilities)	Canteen, recreation room, common room, TV, parking, Security
* Girls' hostel	√
i. Number of hostels	03
ii. Number of inmates	03
iii. Facilities (mention available facilities)	Canteen, recreation room, common room, TV, parking, Security
* Working women's hostel	No
i. Number of inmates	--
ii. Facilities (mention available facilities)	Not applicable
d) Residential facilities for teaching and non-teaching staff (give numbers available -- cadre wise)	Not available
e) Cafeteria --	Yes
f) Health centre --	Yes

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance... **Yes....**
Health centre staff –

Qualified doctor Full time Part-time
Qualified Nurse Full time Part-time

- Facilities like **banking**, post office, book shops **Yes...**
- Transport facilities to cater to the needs of students and staff ...**Yes..**
- Animal house --**NA**--
- Biological waste disposal --**NA**--
- Generator or other facility for management/regulation of electricity and

VoltageYes.....

- Solid waste management facilityNo.....
- Waste water management....Yes.....
- Water harvesting....Yes.....

12. Details of programmes offered by the college (Give data for current Academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned /approved Student Strength	No. of students admitted
1.	Under-Graduate	--	--	--	--	--	--
2.	Post-Graduate	MBA	2 Years	Graduation	English	360	296
		MCA	3 Years	Graduation	English	180+12	131
3.	Integrated Programmes P G	--	--	--	--	--	--
4.	Ph.D.	--	--	--	--	--	--
5.	M.Phil.	--	--	--	--	--	--
6.	Ph.D.	--	--	--	--	--	--
7.	Certificate courses	--	--	--	--	--	--
8.	UG Diploma	--	--	--	--	--	--
9.	PG Diploma	--	--	--	--	--	--
10.	Any Other (specify)						

	and provide details)						
--	----------------------	--	--	--	--	--	--

13. Does the college offer self-financed Programmes?

Yes No

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes		No <input checked="" type="checkbox"/>		Number	
-----	--	--	--	--------	--

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG	Research
Science	--	--	--
Arts	--	--	--
Commerce	--	--	--
Any Other not covered above	--	MBA MCA	--

16. Number of Programmes offered under (Programme means a degree course like BA,BSc,MA,M.Com...)

a. annual system	
b. semester system	02
c. trimester system	

17. Number of Programmes with

a. Choice Based Credit System	
b. Inter/Multidisciplinary Approach	
c. Any other (specify and provide details)	02

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes No

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)
and number of batches that completed the programme **Nil**

b. NCTE recognition details (if applicable)

Notification No.:NA...

Date: (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes No

19. Does the college offer UG or PG programme in Physical Education?

Yes No

If yes,

a. Year of Introduction of the programme(s).....NA..... (dd/mm/yyyy)
and number of batches that completed the programme **--**

b. NCTE recognition details (if applicable) NA

Notification No.:

Date: (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC / University / State Government <i>Recruited</i>	** 02	--	** 08	--	** 25	--	--	--	--	--
	--	--	--	--	09	08	--	--	--	--
Yet to recruit	02	--	08	--	--	--	--	--	--	--
Sanctioned by the	02	--	01	--	04	12	13	05	02	--

Management/society or other authorized bodies <i>Recruited</i>										
Yet to recruit	--	--	07	--	+8	--	--	--	--	--

*M-Male *F-Female **-Not Specified

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total	
	Male	Female	Male	Female	Male	Female	*M	*F
Permanent teachers								
D.Sc./D.Litt.	-	-	-	-	-	-	-	-
Ph.D.	-	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	01	01	01	01
PG					08	07	08	07
Temporary teachers								
Ph.D.	02	-	01	-	-	-	-	03
M.Phil.	-	-	-	-	-	-	-	-
PG	-	-	-		04	12	04	12
Part-time teachers								
Ph.D.	-	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-	-

22. Number of Visiting Faculty /Guest Faculty engaged with the College.

01

23. Furnish the number of the students admitted to the college during the last four academic years.

2010-11

2011-12

2012-13

2013-14

Categories	Year1		Year2		Year3		Year4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	23	07	19	13	23	08	29	07
ST	01	--	01	-	01	--	--	--
OBC	25	21	26	10	18	18	18	05
General (Open)	79	66	65	62	63	65	63	36
Others SBC/VJ/NT	10	08	22	07	15	06	17	02

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	-	296(MBA) 131(MCA)	-	-	427
Students from other states of India	-	-	-	-	Nil
NRI students	-	-	-	-	Nil
Foreign students	-	-	-	-	Nil
Total	-	427	-	-	427

25. Dropout rate in UG and PG (average of the last two batches)

UG	PG	
--NA--	2011-12	2012-13
	2.08%	1.67%

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component

Rs.85,036/-

(b) excluding the salary component

Rs.37,454/-

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes No

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes No

b) Name of the University which has granted such registration.

c) Number of programmes offered

NA

d) Programmes carry the recognition of the Distance Education Council.

Yes No

28. Provide Teacher-student ratio for each of the programme/course offered **1:15**

29. Is the college applying for

Accreditation : Cycle 1 Cycle 2 Cycle 3 Cycle 4

Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only) **Not Applicable**

Cycle 1: (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 2: (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 3: (dd/mm/yyyy) Accreditation Outcome/Result.....

* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.

31. Number of working days during the last academic year. **2012-13**

288 Days

32. Number of teaching days during the last academic year **2012-13**

132 Days

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC ...**05/09/2013(at Institute level)**...(dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC. **Not Applicable**

AQAR (i) (dd/mm/yyyy)

AQAR (ii) (dd/mm/yyyy)

AQAR (iii) (dd/mm/yyyy)

AQAR (iv) (dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

SSR Part – II Criterion-wise Inputs

CRITERION I: CURRICULAR ASPECTS



Criterion I: Curricular Aspects

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

a) **Vision**

To create an academic environment where the highest standards of scholarship and professional practices are observed and where responsibilities towards stakeholders are consciously met.

b) **Mission**

- i) To provide knowledge and skills in disciplines and functional areas of management and IT (Computer Applications).
- ii) Widening the horizon of students by developing their abilities of independent inquiry, inquisitiveness, decision making and creative abilities.
- iii) Ensuring very enriching, healthy and rewarding interaction between the students and faculty members.
- iv) Utilizing innovative and modern content delivery methods for better assimilation.
- v) Constant interaction with industry and professional associations to understand the contemporary trends in management education and carry out adaptation.
- vi) Maintaining an efficient and effective infrastructure edifice in the Institute.
- vii) Encourage research activities.
- viii) Use feedback and guidance from students, parents and the alumni for continual improvement.
- ix) Meet expectations of society as responsible citizens.
- x) Provide accomplished human resource to employers and thus contribute towards India attaining a 'pride of place' at global level.

c) **Objectives**

- i) To provide education in business and IT (Computer Application) fields as per AICTE and other relevant guidelines.
- ii) To enhance the employability of students in their chosen fields by providing best faculties, infrastructure and self development activities.
- iii) To continually improve quality management system performance by benchmarking, competency building, providing best of the resources and taking action on feedback of stakeholders.

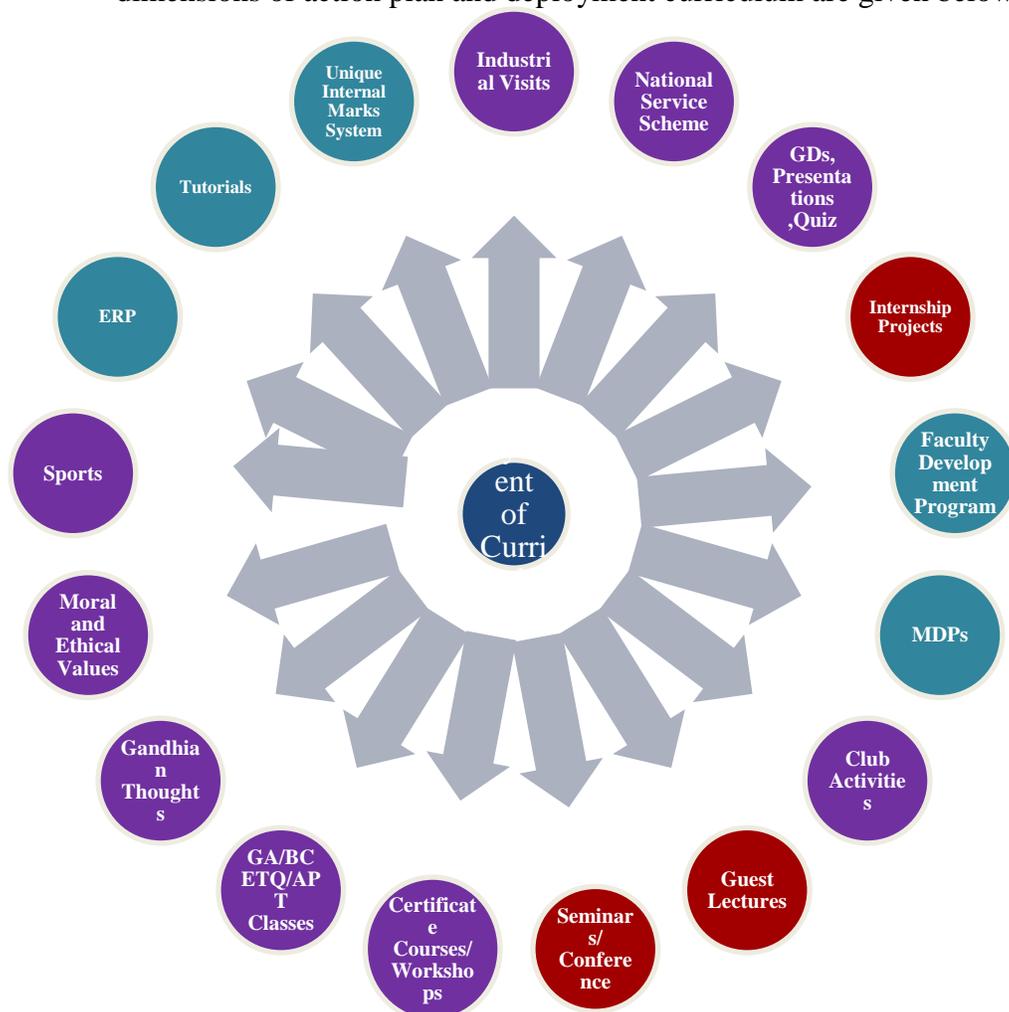
- d) Mission and Vision are communicated to stakeholders by different ways and means as:
 - i) Vision and Mission statements are intimated to new students and staff at the time of admission, during session orientation and during interaction.
 - ii) Mission and Vision statement has put on the Institute website (www.mgmiom.org), prospectus and publications.
 - iii) Flash Cards.
 - iv) Display Boards in the Institute.
 - v) Students Council Meetings.
 - vi) Teacher Parent Meets.
 - vii) Industrial interaction.
 - viii) Association with different industrial bodies like NIPM, CII, AMA.
 - ix) Campus Placement Activities.
 - x) Alumni Association Activities, Alumni Association Meetings.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

Curriculum of the Institute is run through structured planning and implementation. It is done as:

- a) Subject preference is taken from faculty members in subject was preference sheet.
- b) Subjects are allotted to the faculties as per area of specialization, past experience with that subject, industrial experience if any, result of the same subject in past, (if taught by the same faculty), the way subject was taught by the faculty in past and activities conducted by the faculty in that subject. Finally subjects are allotted.
- c) Preparation of course plan in a structured, predesigned format by the members of the faculty.
- d) Discussion of the course plan if the same subject is taught by three different faculties. Course Coordinator and Coordinator Academics coordinate the plan.
- e) Course plan is approved by Course Coordinator, HOD-MCA/ Coordinator Academics and finally by Director.
- f) Teaching plan must include collaborative learning, group learning, use of e- resources, spot tests, group activities, work books, open book tests etc.
- g) Syllabus and Course Plan is also discussed with the students at the beginning of the semester only by conducting subject orientation.
- h) Final course plan is also uploaded in ERP system of the Institute.

- i) Subjects are taught as per the Course Plan and record is maintained properly.
- j) Course plan is reviewed and signed by HOD-MCA, Coordinator Academics and Director on weekly and fortnightly basis respectively for better implementation of plan.
- k) Feedback is taken from the students about individual subjects and action plan is prepared as per the feedback for further improvement. Feedback is also taken from industry regarding course content for enrichment of the curriculum and to minimize the gap between theory and practice. Schedule is planned and implemented very scientifically and all dimensions of action plan and deployment curriculum are given below:



Note: GA-General Awareness Classes, BC-Business Communication, ETQ-Etiquette classes, APT: Aptitude Tests

1.1.3 What type of support do the teachers receive from Institution for effectively translating the curriculum and improving teaching practices?

For effectively translating the curriculum and improving teaching practices faculty members get the following support from the Institution as:

- a) **Faculty Development Programmes.** Faculty Development Programmes are organized by the Institute according to current trends and practices in management as business research concepts and methods. Faculties are also nominated to attend FDPs arranged by other institutions inside and outside the campus.
- b) **Workshops and Seminars.** Apart from FDP faculties are also nominated to attend Workshops and Seminars conducted by other Institutes including Institutes of national repute. Seminars and Workshops which are having relevance with academics, current management practices, marketing, finance, human resource, teaching practices etc. are selected specially for nomination of faculty members.
- c) **Visit to Leading Educational Institutes.** Faculties are also motivated to visit leading educational Institutes to learn the excellent practices adopted by them. Faculties are also nominated to attend certain Workshops, Seminars organized by such institutes as Indian Institute of Management, Ahmedabad, Indian Institute of Technology, Delhi and Narsee Monjee Institute of Management Studies etc.
- d) **Financial Assistance.** Members of the faculty are granted financial assistance by the Institute to attend Seminars, Workshops and FDPs.
- e) **Research Conferences.** Faculties are also encouraged to participate in research conferences by presenting research papers. Conferences based on higher education, teaching learning practices always help faculty members in effective implementation of curriculum.
- f) **Induction Training of New Faculty Members.** New faculty members are put through induction to make them aware of the teaching learning practices, routine and culture of the Institute.
- g) **Exceptional Infrastructure and Teaching Facilities.** Institute is having excellent infrastructure in the form of smart class rooms for making teaching more comprehensive and effective using ICT tools. Sufficient numbers of well equipped class rooms are available for compulsory and specialized subjects. Separate PC is offered to each faculty member which is equipped with multimedia, software and all time internet facility to make teaching more interesting and comprehensive.

- h) **Departmental and Reference Library Support.** Apart from exceptional infrastructure, Institute also offers excellent library support to faculty members. Separate departmental library is available for MBA and MCA departments with more than 30000 books. Latest National and International journals are also available in the library. Separate reference library is also available for faculty members equipped with reference books, journals and multimedia PCs for better access to e- resources.
- i) **ERP System.** Independent ERP (Enterprise Resource Planning) system is a backbone of curriculum planning and implementation. Separate ERP website is available for faculty members in which faculties have to upload course plan of the respective subject. After conduct of class, faculty has to mark the attendance of the students in ERP along with the topic taught in that lecture. It also helps to monitor the syllabus coverage and attendance of students on daily basis. Syllabus coverage is also monitored by Coordinator Academics and Director on daily basis which always helps faculty members to cover syllabus in time with more efficiency. It also enables performance of tasks like Assignments, Notes, SMS, emails, student and infrastructure feedback and result analysis. Each student has his own account and login.
- j) **Academic Meetings.** Academic meetings are conducted by Director on weekly basis to discuss coverage of syllabus, activities done in class, problems faced by faculty members while teaching and new methodologies of teaching so that improvements in teaching could be made.
- k) **Reprographic facilities.** In house reprographic facilities are available for faculty members to have photocopy of case studies, class tests, work books etc.

1.1.4 Specify the initiatives taken up or contribution made by the Institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory Agency.

Details of the initiatives taken by the Institute to make the curriculum delivery more effective are given below:

- a) Complete course plan is prepared by each faculty members mentioning all the details like Spot Tests, Work Books, Class Activities, Open Book Tests etc. before commencement of session. Day wise schedule is mentioned in the course plan for the entire semester, which is meticulously implemented by the faculty members. This practise really makes the subject delivery very effective and structured.

- b) To minimize the gap between theory and practice, the Institute organises in and out of the town industrial visits every year separately for MBA and MCA students. Industrial Visits to companies like Parle Products Pvt. Ltd., Bangalore, Coca Cola Beverages Pvt. Ltd. Bangalore, Hindustan Unilever Ltd. Mysore, Anand Milk Union Ltd. (AMUL), Anand, Cengres Tiles Ltd., Ahmedabad, Link Phrma Chem Pvt. Ltd. Vadodara, Harsha Engineers Pvt. Ltd., Ahmedabad, Cisco India Pvt. Ltd., Bangalore, Bombay Stock Exchange (BSE), Mumbai etc. were planned in last three years aiming to enhance the understanding of students.
- c) Guest lectures, Seminars are also organised for both students and faculties with the objective of updating them with current practises.
- d) Summer Internship Projects and Project Study are also done by MBA-III, MBA-IV and MCA-V semester students. Students do live projects in corporate for forty five to sixty days for MBA II and six months for MCA-V semester students. It enhances practical exposure of student on one side and also fulfils the norm of doing actual project work in Industry laid down by the University. Such projects make the learning more meaningful and comprehensive.
- e) Latest tools of ICT have been provided for effective teaching learning process. All classrooms are smart classrooms.
- f) ERP is available to monitor the progress of coverage.
- g) Library is equipped to cater for the need of latest material.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

Institute continuously interacts with beneficiaries such as industry, research bodies and the university by following means:

- a) The Institute has tie ups with Industry Associations like NIPM (National Institute of Personnel Management), Confederation of Indian Industry (CII) and Aurangabad Management Association (AMA). Office space has been given to AMA in the Institute. Meetings of such bodies are also conducted at the Institute as Institute is also a member of such bodies. Faculty members regularly attend all the activities and events conducted by these bodies. Such forums offer an opportunity to the Institute to network and interact with various industry representatives and understand the expectations of the industry from Institute and enrich and deploy of the curriculum in the same manner.

- b) The Institute also interacts with industry by offering the infrastructure, utilities to some well known corporate players for conducting their activities in an academic environment. Such initiatives also offer an opportunity of healthy interaction with corporate. Institute is having such healthy interactions with Wockhardt Ltd., Endurance Technologies Pvt. Ltd. and Walmart Ltd.
- c) Regular networking and interaction is happening with industry through placement activities. Open campus, campus, off campus interviews are conducted for student's recruitment. Feedback from recruiters is also taken which work as guideline for improvement in curricular operationalisation and input offered to students.
- d) The Institute is networking with research bodies by organising National Conferences sponsored by such bodies. Recent example is the National Conference organised by the Institute on the current topic, "Performance of SEZs and Development of Delhi Mumbai Industrial Corridor- Opportunities and Challenges". This conference was sponsored by Indian Council of Social Science Research (ICSSR), New Delhi. Participation of faculty members in such conferences, organised by other Institutes, and the university offers a platform for healthy interaction with research bodies. Faculty members attend Orientation/ FDPs/ Pre Ph.D courses at the university.
- e) The Institute is in the process of fostering an academic collaboration with Pittsburg State University, Kansas, USA in order to enhance opportunities for the students. The process of academic collaboration is going on and not finalised yet.
- f) On Saturdays Institute organises guest lecturers / activities under 'Transformation and Empowerment' series. In this activity eminent personalities from industry or academia deliver lectures on current topics.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (Number of staff members / departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.)

Though currently there is no faculty member who is a part of Board of Studies but valid feedbacks were given by faculty members in revision of the University syllabus of some subjects. A feedback was given to add the subject Research Methodology in IInd semester instead of having in Ist semester of MBA to have better use of research methods for Industrial

Projects which are done immediately after IInd Semester. It was accepted by the University and the subject is now included for MBA II Semester.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process (Needs Assessment, design, development and planning) and the courses for which the curriculum has been developed.)

- a) In order to enhance employability of the students Institute has added some institutional subjects like General Awareness, Business Communication, Etiquette and Aptitude Tests. Many students for MBA and MCA come from rural background. Such students face problems in English, business communication and also lack general awareness of business world. A need was felt to develop these skills and therefore the institute has designed a syllabus to enhance the employability of such students by teaching subjects like General Awareness, Business Communication and Etiquette. These subjects are also taught by the faculty members along with other subjects which have really improved chances of getting better job to students. For more details please refer 1.2.1 also.
- b) The Institute also conducts Management Development Program (MDP) for industry executives. Recently such MDP was organized on 9-10 January 2014. Entire syllabus of such MDP was designed and developed by faculty members as per need of industry after having an interaction with industry. The MDP has topics like leadership, conflict management, corporate social responsibility, time management etc.
- c) A workshop was also conducted recently for MCA students in Android Technology, module of which was developed by faculty members as per the currents technological trends and students need.

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

Analysis and confirmation of achieving stated objectives of curriculum is very important. It is done by the Institute as:

- a) Conducting regular meeting of Academic Council.
- b) Regular updation of the course plan by faculty members
- c) Regular monitoring of the course plan manually and in ERP by Coordinator Academics and the Director of the Institute.

- d) Getting feedback on curriculum from Industry, experts and Academicians.
- e) Study of Syllabi of other Universities and suggesting changes in the current syllabus.
- f) Getting students feedback and analysing these feedbacks for improvements in curriculum implementation.
- g) Result analysis of students to understand the actual success rate of curriculum implantation.
- h) Improvement in placements as compared to last year and understanding the role of curriculum implementation in it.
- i) Paper setting as per subject objectives and outcomes mentioned in the respective subject course plan. Adding more practical based and conceptual questions.
- j) Getting the feedback from parents and alumni for curriculum improvements.
- k) Identification of slow learners based on certain subject tests. Conducting tutorials for slow learners so that all the students should come at the same platform.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate / diploma / skill development courses etc., offered by the institution.

- a) **Objectives**
 - i) To develop skills as per requirement of Industry/Place of work/Society and make them employable.
 - ii) To enhance the level of awareness of students and enable them to communicate effectively.
 - iii) To raise them confidence in their conduct, working and handling situation.

MGM Institute of Management offers certificate courses. Such courses are really useful for students to get better career opportunities. These certifications are value added courses for the students details of which are as follows:

S.No.	Name	Association/ Collaboration	Duration	Objectives
i)	Red Hat Certification	Red Hat Academy	60 Hours	To get acquainted with open source operating system.
ii)	Certification in Project Management	International Association of Project Management and Aurangabad Management Association	36 Hours	To get acquainted with concepts of Project Management

b) Details of other skills development courses conducted by the Institute are given in the Table below:

Table: Value Addition Classes Organised by MGM IOM

S. No.	Name	Duration	Objectives
1	Business Communication	10 Hours	Improving speaking, writing and business communication skills.
2	General Awareness	10 Hours	Enhancing general awareness, business awareness of students
3	Etiquettes	6 Hours	Educate the students about good manners and etiquettes at work place.
4	Aptitude	6 Hours	Learning logical, verbal, mathematical aptitude.
5	Gandhian Thoughts	4 Hours	Educating about life of Gandhiji, role in India's freedom struggle, Gandhian Thoughts and Management quotes of Gandhiji.
6	Moral and Ethical Values	3 Hours	Inculcating ethical and morally responsible behaviour amongst the students.
7	Technical Tests	10 Hours	To make the students to improve their technical skills.

1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If ‘yes’, give details.

The Institute follows the curriculum prescribed by Dr. BAMU therefore; the twinning/dual programmes are not available as yet. The MoU with Pittsburg States University, Kansas, US is being processed.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- **Range of Core / Elective options offered by the University and those opted by the college**
- **Choice Based Credit System and range of subject options**
- **Courses offered in modular form**
- **Credit transfer and accumulation facility**
- **Lateral and vertical mobility within and across programmes and courses**
- **Enrichment courses**

- a) Since the Institute follows the Dr. BAMU curriculum, it restricts the academic mobility of students. The curriculum is designed by the University and there is no scope of academic flexibility.
- b) Third semester MBA students take elective specializations as Financial Management, Marketing Management and Human Resource Management which, are available at the Institute. Apart from these specializations University also offers other specializations like Operations and Production and Information Technology (IT) which are not available at the Institute currently.
- c) Choice based credit system is not available yet since credit system is already prescribed by the University.
- d) Courses offered in modular form are not applicable to Dr. BAMU.
- e) Credit transfer and accumulation facility is not applicable to Dr. BAMU.
- f) Lateral and vertical mobility within and across programmes and courses is not applicable at Dr. BAMU for MBA course. From last year onwards B. Sc. Computer Sciences or Information Technology (IT) and B.C.A. graduate students were allowed to have lateral entry for MCA second year.

- g) Various enrichment courses offered by the Institute are Business Communication, General Awareness, Etiquettes, Aptitude Tests, Moral and Ethical Values and Gandhian Thought. Leadership Enhancement Course and Mind Mapping Course. Red Hat Certification and Certification in Project Management were also available for students.
- h) The basic objective of all the above mentioned courses is to enhance skills sets of students. It will help the students to acquire practical exposure, gain business awareness, self confidence, improved personality and overall improved employability of the students.

1.2.4 Does the institution offer self-financed programmes? If ‘yes’ list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

As brought out earlier, the Institute is affiliated to Dr. BAMU on Permanent Non-Grant Basis or Un-Aided Basis. Therefore all the courses that the college offers are self financed. They are as follows:

- a) Master of Business Administration (MBA) Full Time Two Years course.
- b) Master of Computer Application (MCA) three year Full Time or Two Year Full time course for lateral entry students.
- c) Admissions are carried out for both the courses as per the directions of Directorate of Technical Education through entrance exam conducted by both Central (C-MAT), State Government (MH-CET), Association of Management of MBA/MMS Institutes (AMMI) and Management of MCA Institutes (MAMI).
- d) Curriculum for both the MBA and MCA courses are prescribed by Dr. BAMU.
- e) Qualification of Teachers are as per UGC/AICTE. Salaries are as per Institutional norms.
- f) Fees structure is decided by Shikshan Shulka Samiti (SSS), Govt. of Maharashtra.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.

The Institute offers various skill development activities to the students in order to enhance the students’ employability in regional and global markets. Details of such activities are as follows:

- a) **Co curricular Programmes and Club Activity Programmes.** Every Saturday is known for ‘Transformation and Empowerment’ activities on which such programs are conducted. It includes Club Activity Programs, Debate, Extempore, Group Discussion, Book Review, Presentation, Business Plan etc. Three clubs i.e. Finance Club, Marketing Club, HR Club and IT Club (of MCA) are functioning in the Institute. Various programs/activities like Role play, Presentations and Guest Lecture Series are organised by these clubs. Recruiters also like to conduct same type of activities while selecting the students for Summer Placements or final placements.
- b) **TPO Lectures.** Special TPO (Training and Placement Officer) lectures are planned for students to teach interview techniques, current market trends, soft skills etc. It makes the students more confident while appearing in the interview.
- c) **Extra Curricular Activities.** Students are also motivated to participate in various extracurricular activities organised by other Institutes. Activities like Business Quiz, Case study Competition, Promotional Plan Competition, Business Plan Competition conducted at inter collegiate or University level motivate students and is always helpful in enhancing confidence and knowledge. Participation of students in events like ‘Tatva’ organised by University Department of Management Sciences offers a platform for students to perform at University level. The Institute is champion in ‘Tatva’ from last two years. Students have also won many awards in various intercollegiate level competitions.
- d) **Transformation and Empowerment Lectures.** The Institute also organises ‘Transformation and Empowerment’ guest lecture series where speakers from various organizations or even other countries have also been invited. Few examples of speakers are Miss. Lee Yown (Professor, South Korea), Irvin Vanda (Entrepreneur, Taiwan), Mark Lindley (Environmental Economist, US), Arun Palve (Procurement Professional, UK), Cathy Lee (Coordinator, Department of Management Studies, Pittsburg State University, Kansas (USA) etc.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combo of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

The provision for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice is not available at Dr. BAMU.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

Institute aims at enhancing the employability of the students by offering best faculties, infrastructure and self development activities. Continuous efforts are made by the Institute to ensure that the academic programmes and objectives of the Institute are integrated. To supplement the University's Curriculum various initiatives are taken by the Institute as:

- a) As brought out every Saturday, activities under 'Transformation and Empowerment' programme are conducted which include guest lectures, debate, group discussions, books reviews, presentations, business plan, role plays etc. Such activities enhance employability of the students by improving confidence and soft skills.
- b) Similarly additional classes in business communications, general awareness, aptitude training, etiquette classes and TPO's training classes are organised to supplement the university curriculum. RedHat certification and PHP android workshops are also conducted for value addition.
- c) Student's Progress Card is also maintained by the GFM (Guardian Faculty Members) so as to know the progress of the students from first to final semester in terms of academics, co curricular and extracurricular activities, sports, attendance, behavioural aspects, counselling done etc.
- d) Creative Writing: Students are also motivated by the faculty members to write some articles on general topics, research articles, academic articles, etc. The Institute is having its own publications Renaissance (annual magazine), IOM Glimpses (quarterly publication) and Assimilation (Research Journal). Apart from above mentioned publications MGM Trust publishes a quarterly newsletter "Gawaksh". So students are also getting a platform for enhancing their writing skills by contributing in the above mentioned publications.
- e) Continuous interaction with industry.
- f) Industrial visits arranged by the Institute every year separately for MBA and MCA courses.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

Every semester student's feedback is taken regarding to curriculum. Feedback analysis is meticulously done to know the expectations of students in terms of curriculum. Suggestions and recommendations are prepared based on such feedbacks which are implemented immediately so that enriched and organised curriculum is available for next batches. To meet this dynamic need of the employment markets following initiatives are taken by the Institute:

- a) Vibrant Training and Placement Cell which is working continuously for Training and Placement of students.
- b) Club Activities of Finance Club (Blue Chip), Marketing Club (Market King), HR Club (Humangers), IT Club (e-Innovatons) and Adventure Club.
- c) Continues Industry interaction by:
 - i) Networking with industry associations as CII, NIPM and AMA.
 - ii) Offering institutional facilities for conduction of various activities like Training, employee assessment etc.
 - iii) Tata Consultancy Services had recently used IT infrastructure of the Institute to conduct online examination of their employees.
 - iv) Organising Management Development Programmes (MDPs) for industry as per their need.

Due to such activities valid feedbacks and experiences are achieved by the Institute which are useful for understanding the need of dynamic employment market.

- d) Offering Specialised Training to Students: Depending on the need of corporate world, specialised training is also offered to students from time to time. Training was offered to students of MBA IV semester in Human Resource specialization regarding to operationalisation of a website maharojgar.gov.in. Executives from Directorate of Employment and Self Employment (Maharashtra State) and Office of Advisor to Prime Minister conducted the training session.
- e) Participation of students in competitions organised by corporate. Students are encouraged to participate in specific competitions conducted by corporate. Recently four groups of students of the Institute participated in Promotional Plan Competition organised by Tata Motors. Students designed promotional plan for newly launched Tata Nano Twist car and finally selected two groups will demonstrate how to

implement the designed promotional plan more effectively to enhance the test rides, bookings and awareness of the car.

- f) Organization and Participation of students in competitions organised by Institutions of National Importance: The Institute is focusing to host competitions organised by Institutions of National Importance. It gives an idea about curriculum initiatives taken by Institutions of National Importance to cater the need of dynamic employment market. Recently in the month of March, Institute hosted National Network Security Championship organised by Indian Institute of Technology, (IIT) Delhi. Two day workshop was organised for MCA students on Hardware Networking and Security which was followed by a Test. After qualifying in final round students will be offered highly technical training by IIT Delhi, which is designed to cater the need of dynamic employment market.
- g) Case study based teaching methodology: The Institute has adopted case study based teaching methodology which is really helpful for students to conceptualise the situations.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

However efforts are made by the Institute to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, Heritage and cultural Consciousness, ICT etc in support of curriculum by the way of organising related activities and spreading awareness which are as under:

- a) **Gender Issues.** The Institute organises gender based guest lectures, workshops, role-plays, ‘Sakshama’ awards for successful women in their field as shown:
 - i) Recently in the month of February Institute had conducted a role-play on pre and post marital issues of women in association with an NGO ‘SAKAR’.
 - ii) A guest lecture series was organised by the Institute in association with MGM Medical College and Research Centre for six days on the occasion of Women’s Day on various issues related to women’s empowerment.
 - iii) MGM Trust has created an association of women employees of all the Institutes in the campus known as ‘Sakshama’. All the female teaching and non teaching staff members are the members of the

- association. Regular guest lectures, seminars, meetings are conducted by 'Sakshama' for women's empowerment.
- iv) On the occasion of International Women's Day 'Sakshama' Awards were given to two successful women.
 - v) The Institute also celebrates international Women's Day on 8th March by felicitation of all the women teaching and non teaching staff members.
 - vi) The Institute has Women's Anti Sexual Harassment Committee ('Vishakha' Committee). Gender Sensitization workshop was also held at the Institute for Women Empowerment.
- b) **Climate change.** There is a need to focus on environmental issues which have caused climatic changes. Initiatives taken in this area are as follows:
- i) MGM Trust has maintained the lush green campus for reducing the adverse effects of pollution which may cause climatic changes.
 - ii) Regular plantation activities are conducted by the Institute on the occasion of Independence and Republic Day.
 - iii) The Institute has adopted a village, Daregoan in Phulambri tehasil of Aurangabad district. In the month of August 2013, NSS Unit of the Institute had organised plantation activity at Daregoan in which 1000 saplings were planted by students and faculty members.
 - iv) The Institute has a Committee for implementing Economy Measures (Water, Electricity & Stationary etc.) which is working continuously to create awareness regarding climatic changes.
- c) **Environmental Education.**
- i) To create the awareness about the natural environment informative boards are displayed in the entire campus.
 - ii) Syllabus prescribed by University has a subject Environment and Management which is focusing on awareness creation about environmental issues amongst the students.
 - iii) The Committee for implementing Economy Measures (Water, Electricity & Stationary etc.) works continuously not only for creation of awareness about environment but also for implementation of environment conservation initiatives.
 - iv) For conservation of electricity each staff room or class room has a central switch for disconnecting the supply of all the connections in that room. It helps in energy conservation.
 - v) The Institute focuses on reduced use of paper. Entire communication amongst the faculty members happens through institutional e-mail and ERP e-mails which reduces paper work.

- vi) Rough pages are also used for taking print outs so that paper consumption is reduced.
- vii) The Institute also has a provision for teaching and non teaching staff members to apply for paperless leave through ERP which is also sanctioned on line.
- viii) The Institute has well equipped computer and language labs which are used for conduction of online aptitude and business communication tests due to which paper work is reduced.
- ix) The Institute conducts guest lecturers for creation of awareness about environment amongst the students. For the same purpose Institute had organized a guest lecture by Mr. Mark Lindley who is well known Environmental Economist from United States. He discussed environmental and economic challenges in 21st century.
- x) Student's feedback are also taken online through ERP which is also helpful for reducing paper work.
- xi) Waste water of the Institute is also used for watering green areas of the Institute.
- xii) Instead of presenting bouquets to guests/ visiting faculty/ saplings are presented to create awareness about the environment.
- xiii) In the Institute premises itself compost pit has been created for disposal of institutional garbage which is used as manure for plants. It has also helped to solve the issue of garbage.
- d) **Human Rights.** Lectures related to human rights are also conducted for creation of awareness amongst the students. A guest lecture of an eminent advocate was organized by the Institute to sensitize the students regarding human right.
- e) **Heritage and cultural consciousness.**
 - i) In a view to create awareness and preservation of historical monuments of the city Aurangabad, the Institute organised 'Heritage Run' on the occasion of the foundation day of MGM Trust. (20 December 2013) Three thousand people participated in the activity from across Maharashtra in various categories.
 - ii) Heritage Committee of the Institute works in this direction for creation of awareness amongst the students.
 - iii) During Industrial visit also, students visit heritage sites of the country for creation of awareness. This year students visited heritage and historical sites of Vadodara, Ahmedabad in Gujarat and Bangalore, Mysore in Karnataka state.
 - iv) Cultural programmes are also organised by students during both the semester of the year to hone the skills and to create awareness about culture and heritage.

- v) Adventure club of the Institute also conducts treks and visits to world heritage sites nearby city for preservation and awareness creation amongst the students.
- vi) In association with CII and 'Mahagami' (A dance Institute of MGM group of International repute) the Institute assisted in organising a cultural and traditional dance program on weekends of each month of December and January known as, "Aura Aurangabad". In this programme artists across India performed and it created awareness about Indian culture, tradition and heritage especially amongst the Indian and foreigner tourists who visit the city in the month of December and January.
- h) **Information and Computer Tools (ICT).** A certification course is run by the Institute in collaboration with Red Hat Academy to make the students learn Information and Computer Tools.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- a) **Moral and ethical values**
- b) **Employable and life skills**
- c) **Better career options**
- d) **Community orientation**

There is a need of holistic development of students. To fulfil this objective the Institute takes following initiative as:

- a) **Moral and Ethical Values.**
 - i) As a part of syllabus also moral, ethical values and business ethics are taught to the students. Students are motivated to act morally and ethically through talks and lectures including guest lectures.
 - ii) An innovative step is taken by the Institute in this regard by maintaining a record of students about their moral and ethical behaviour in the progress card.
 - iii) Moral and ethical value is also one of the criteria for granting internal marks to students.
- b) **Employable and Life Skills.**
 - i) Training and Placement cell is working throughout the year to inculcate employable and life skills by training, placement drives and TPO lectures.
 - ii) Guest lectures, seminars, business communication, general awareness, aptitude and etiquette classes and mock tests are conducted regularly to enhance employability of students.

- iii) Feedback from recruiters and industry is also taken to enhance employability and life skills of the students.
- c) **Better Career Options**
- i) The Training and Placement Cell works continuously to add new companies in the recruiters list from manufacturing, services and trading sector each year to offer better career options to students.
 - ii) Guest Lectures, Seminars are also conducted by the Institute to make the students learn new career opportunities available in their respective fields.
 - iii) The Training and Placement Cell displays all the career opportunities available to students on the notice board regularly. Career options in Government services are also displayed due to which some students have also got opportunity to work in Government Departments. During both the semesters Director of the Institute interacts with students making them aware about career opportunities available in defence, financial services and IT Department and MPSC etc.
 - iv) Rather than only working on placements the Institute also works on development of entrepreneurship. For the same purpose Entrepreneurial Development Cell (EDC) has been established which is working for development of entrepreneurs which can be the best and most suitable career option for MBA and MCA students. EDC of the Institute had organised guest lecturers of successful entrepreneurs to like Mr. Mukund Bhogale (Nirlep group) to enhance entrepreneurship.
 - v) The Centre for Incubation and Consultancy (CIC) of the Institute is also functional which works on live industrial projects. It also helps to identify new career opportunities of doing consultancy work for students. The Incubation and Consultancy Cell run by alumni and faculty members has already developed its first project of MGM Golf Club and Velocity Automatic Car Washing Centre which are functional now.
 - vi) In association with AMA, the Institute organises Rare Share guest lecture series in which entrepreneurs, industrialists, CEOs, managers, academicians, authors etc. shares their experiences. It offers new platform for students to identify better career opportunities.
- d) **Community Orientation.** Various community oriented activities are conducted by NSS Unit and CSR Committee of the Institute as:
- i) The Institute has adopted a village Daregaon in Aurangabad district where tree plantation activity was carried out.
 - ii) Eye check up camp was also organised in the same village by the Institute.

- iii) Protein food supplements made by the students were distributed to patients in MGM Hospital for early recovery.
- iv) Visit to 'SAKAR', an NGO working for bringing up and adoption of orphan children in the city was also organised.
- v) Milk powder, donations are also given by the Institute, faculty members and students to 'SAKAR' regularly.
- vi) Role play of 'SAKAR' group was also organised in the Institute to create awareness about social issues.
- vii) Marathwada region was badly hit by severe drought last year. Examination fees waiver and financial assistance was offered by State Government. The Institute also worked rigorously right from offering information of the students in drought affected areas online to the University till transfer of money in student's bank accounts. The Institute also offered donations to people of drought affected areas. Facilitation of financial help to students from such areas was also done by the Institute from various Industrial Associations.
- viii) Cleanliness drive of the village was organised by the Institute at Daregaon.
- ix) As a part of social and ethical responsibility of the Institute it offered facilities, utilities, premises to Police Department, MAHAGENCO for conduct of Examinations. The Institute is also a centre for conducting online GATE examination.
- x) Since Aurangabad is a part of Delhi Mumbai Industrial Corridor, the Institute had organised a research conference on the topic 'Development of SEZ and DMIC-opportunities and challenges'. Apart from doing some valid research work the Institute also had other social objectives like creation of awareness of DMIC, study of job opportunities available in the project, impact of the project on farmers, land acquisition and understanding of environmental impacts of the project.
- xi) The Institute has 'Earn and Learn Scheme' also which offers work to students on hourly basis. It helps needy students to earn and fulfil their day to day needs while completion of their post graduation.
- xii) As a part of social and community obligations and to create awareness amongst the students the Institute celebrates days which are of local, regional, national and international importance as Women's Day, University Foundation Day, 'Vidyapeeth Nam Vistar Din', 'Gandhi Jayanti', 'Marathwada Mukti Sangram Din', Martyr's Day, MGM Foundation Day etc.

- xiii) The Institute also helped students for adding their names in voter's list right from offering Voter's Form till submission to respective polling centre for the next elections.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The Institute takes regular feedback from stakeholders like students, faculties, parents, industry and alumni to make the curriculum better. Some examples are:

- a) A feedback was given by students and faculties whether subject like research methodology should be a part of second semester rather than first semester to University. Same amendment was done by the University in new syllabus which has really enhanced applicability of the subject for Summer Internship.
- b) Suggestion was given to make changes in syllabus of few subjects like Computer Application In management (MBA I) which was accepted by the University. The example is also quoted in 1.1.6.
- c) Alumni had given the feedback for organising business communication classes for the students. This was done.
- d) Parents had requested SMS messages for the attendance of their ward. This has been started.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

- a) The Institute has Academic Committee comprising of Director, Academic Coordinator, Course Coordinators and faculty members which ensures the quality of enrichment programmes.
- b) Feedback from stakeholders is taken analysed and corrections are done to maintain and enhance the quality of enrichment programmes. Every semester new initiatives are taken to enhance the employability and career opportunities of students.
- c) Feedback is taken for every activity from the students.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

Dr. BAMU has revised MBA I, II and MCA I, II semester syllabus in June 2013. The Institute had given feedback for changes into syllabus which was also accepted by the University. MBA, MCA II Year syllabus will be revised in June 2014 for which Academic Committee is already working to suggest changes in the syllabus for enriching the curriculum.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

The Institute has formal feedback system from stakeholders as students, parents, alumni and industry through questionnaire. Even online feedback is also taken from students. Analysis of this feedback is used for enrichment of the curriculum. A feedback regarding SMS service informing parents of activities and progress of students was received from parent which has been already implemented.

Any feedback received regarding changes in the syllabus are analysed and given to University for changes for enrichment.

Thus feedback received from all the stakeholders is used internally for introducing changes for betterment. Few examples are as under:

- a) Feedback regarding to EDC was received from alumni and it has started working now.
- b) Feedback about flexibility regarding forming of student groups for various activities was received, now a lot of flexibility is given to students while making their groups.
- c) Feedback regarding improvement in communications skills of students was received from alumni. Now Institute has initiated so many activities for communications skills like business communication classes, seminars, presentations, workshops etc.
- d) Feedback was received from Industry to enhance the interaction of academics and corporate. The Institute has started networking with industry by many ways like industry associations, assistance to industry for their assignments etc.
- e) Feedback received from MGM Trust about applicability of Gandhian Thoughts in business management in current context should be done.

The Institute has now added Gandhian Thoughts as one of the criteria for granting internal marks. Sessions are also conducted for the same. MBA student's one group recently also visited Sabarmati Ashram, Ahmedabad to study the simplicity in his life and importance of Gandhian Thoughts in business world.

1.4.3 How many new programmes/courses were introduced by the Institution during the last four years? What was the rationale for introducing new courses/programmes?) Any other relevant information regarding curricular aspects which the college would like to include.

MGM Institute of Management is planning to start new specialization for MBA students as Operation and Production Management from August 2014. Proposal for the same was sent last year only but it could not materialise due to changes in regulatory body (AICTE/UGC) of MBA/MCA course. Fresh proposal also has been sent to the University. Though no new programmes were started in last four years but intake of MBA was increased from 90 to 180 from August 2011. The same way MCA II year intake also increased from 60 to 72 due to introduction of provision of lateral entry from August 2013.

CRITERION II: TEACHING – LEARNING & EVALUATION



Criterion II: Teaching-Learning and Evaluation

2.1 Student Enrolment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

The Institute is affiliated to Dr. BAMU and Directorate of Technical Education (DTE), Maharashtra conducts the admission to MBA and MCA programmes. Admission is carried out through MAH-MBA/MH-CET. The Institute follows instructions of DTE issued for the admission process. Admission process is publicized by using the following

- a) Prospectus.** MGM Institute of Management publishes its own prospectus annually which displays information about the MGM Trust, MGM Institute of Management, contents of the courses, admission and eligibility criteria, details about the faculty and the details of the Value Added Programs etc.
- b) Institutional Website.** Institutional Website (www.mgmiom.org) exhibits detailed information about the Institute, its vision and mission, admission process, courses offered, seminars and workshops, club activities, industry visits, examination time tables etc.
- c) Advertisement in Regional/National Newspapers.** All the courses are widely publicized through advertisements after the centralized admission process (CAP) rounds are over in various local and national newspapers for the unfilled seats.

2.1.2 Explain in detail the criteria adopted and process of admission(Ex. I) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance or merit, entrance test and interview (iv) any other) to various programmes of the institution.

The allocation of seats in the Institute is done in accordance with rules given by 'Directorate of Technical Education, Maharashtra Govt. DTE conducts three CAP rounds. 80% of the seats are allotted by DTE of which 65% are given to students qualified in Common Entrance Test conducted by the state government and 15% are given to students qualified in other admission tests conducted by national agencies. The

remaining seats are allotted to students at the discretion of the institution alone. Institutional level seats are allotted to those who have cleared any of the entrance tests and are meeting academic qualification criteria. One institution level seat is reserved for wards of army personnel and for physically challenged category each. Institutional level seats are also allotted based on the merit of students. Admission is open to all students irrespective of their region, caste, religion, gender etc.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

Following are the details of percentage of graduation marks in respect of students admitted at entry level for the year 2013-14:

Course	MGM Institute of Management		Rajarshi Shahu Institute of Management		Marathwada Institute of Management and Research	
	Max	Min	Max	Min	Max	Min
2013-14						
MCA	82.17%	59.83%	78%	61%	NA	NA
MCA Lateral	78.97%	57.17%	72%	61%	NA	NA
MBA	86.56%	52.33%	81%	59%	NA	NA
MBA II Shift	71.72%	50.63%			NA	NA

Following are the details of marks scored in MH-CTE for admission in entry level of each course for the year 2013-14:

Course	MGM Institute of Management		Rajarshi Shahu Institute of Management		Marathwada Institute of Management and Research	
	Max	Min	Max	Min	Max	Min
2013-14						
MCA	80	17	61	12	NA	NA
MCA Lateral	100	20	93	30	NA	NA
MBA	165	20	90	5	105	10
MBA II Shift	72	20	108	80		

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If yes what is the outcome of such an effort and how has it contributed to the improvement of the process?

- a) The Institute has no control over the profile of students that are allotted by DTE.
- b) The Institute provides fee concession on admission to meritorious students, which helps to improve the quality of students being admitted.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the national commitment to diversity and inclusion.

- a) **SC/ST**
- b) **OBC**
- c) **Women**
- d) **Differently abled**
- e) **Economically weaker sections**
- f) **Minority Community**
- g) **Any other**
 - i) **SC/ ST/ OBC.** Reservation policy is applied to all the courses as per the guidelines of the state government. This ensures diversity and inclusiveness during the admission.
 - ii) **Women.** Girls constitute a large proportion of the students seeking admission to the Institute. All the necessary amenities are provided to them.
 - iii) **Differently abled /Economically Weaker Sections.** The Institute has reserved one seat for differently abled students from institution level quota. A number of students from economically weaker section of society are given fee concession as per the merit of the case. Presently 12 economically backward class students have been provided fee waiver.
 - iv) **Minority Community.** Scholarship is given to students from minority community, as per the guidelines of the state government.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends i.e. reasons for increase/decrease and actions initiated for improvement.

a) The details of admission in various programmes are given below:

Course	Number of Applications	Number of Students	Demand Ratio	Number of Applications	Number of Students	Demand Ratio	Number of Applications	Number of Students	Demand Ratio	Number of Applications	Number of Students	Demand Ratio
	2010-11			2011-2012			2012-13			2013-14		
MC A	NA	60	NA	NA	60	NA	NA	39	NA	NA	11	NA
MC A Lateral	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	28	NA
MBA	NA	120	NA	NA	120	NA	NA	120	NA	NA	111	NA
MBA II Shift	NA	60	NA	NA	45	NA	NA	60	NA	NA	26	NA

b) **Trends.**

- i) **MBA.** The Institute admitted 137 students against 180 seats in academic year 2013-14. This was primarily due to change in admission pattern as MH-MBA/MMS-CET was replaced by AICTE entrance exam. Many students were not aware of this change and the overall number of students who took the entrance exam dropped significantly. Secondly due to drought situation in Marathwada Region in 2013-14, many students could not take admission. More than 30% MBA seats remained vacant in the state.
- ii) **MCA.** Same reasons are responsible for decline in admission in MCA.

c) **Remedial Measures.**

- i) MCA has been made more attractive by adding value addition courses, short capsules and concentrating on their placements.
- ii) Enhanced emphasis on honing the soft skills of the students to make them more employable.

2.2 Catering to Diverse Needs of Students

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

The Institute is alive to the needs of differently-abled students. The Institute follows the reservation norms, as per the State Government Rules for admission to the differently-abled students. Five percent seats are reserved for differently-abled students in Institute level seats. Other facilities for differently-abled students are as under:

- a) Provide guidance and counseling to differently-abled students. Institution has a separate Committee to look after differently-abled students.
- b) Assist differently-abled students to gain successful employment in the public sector as well as private sector through Training & Placement Officer (TPO).
- c) Awareness about the needs of differently-abled students and other general issues concerning their learning.
- d) Financial assistance provided to differently-abled students depends upon the merit of the case.
- e) Celebrate important days such as the World Disabled Day, White Cane Day, etc. in the Institute to create awareness among students.
- f) The Institution has constructed ramps for ease of movement of wheel chair.
- g) Separate washroom has been earmarked for differently-abled students.
- h) Teaching and non-teaching staff have been sensitized towards the needs of differently-abled students.
- i) These students are also informed of scholarships, free-ships or any other special facilities offered by organization such as the Government of India, the State Government, and the university.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

- a) Yes, there is a provision for assessing the students' knowledge and communication skills before the commencement of the programme. The performance of students in the entrance examination (MH-CET etc) conducted by the DTE serves as the basic indicator of the students' knowledge and skills.

- b) The Institute conducts a performance test in the first week of the new session. The result serves as an indicator for the level of the student in languages skills.
- c) A mathematical ability test is conducted to gauge the proficiency level of students in simple maths and their ability to handle numerical data.
- d) Special classes for slow learners are organized as tutorials.
- e) Lectures for enhancing performance in aptitude tests are conducted.
- f) Guardian Faculty Members (GFMs) keep a record of the performance of students and counsel them when required. Based on the result of the test, students are classified as Adequate, Borderliners and Inadequate based on this test.

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.)

Majority of the students joining the Institute need coaching in language and General Awareness, therefore the following measures are adopted to bridge the knowledge gap:

- a) Conducting English language and Business Communication classes for all sections of MBA and MCA.
- b) Conducting General Awareness classes to cover a wide variety of areas to enhance knowledge and cope up with programmes.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

a) Gender equality.

- i) The Institution has a separate cell to look into the welfare of the girl students.
- ii) Generation awareness about gender equality by organizing lectures/ functions on the subject e.g. 'YUWATI MELAWA'
- iii) Gender sensitization workshop for staff & students was conducted on 29 Jan 2014 by Dr. Jayashree Godse.
- iv) Celebration of International Women Day.
- v) Providing equal opportunity to girl students in sports, visits and extra curriculum activities.
- vi) Establishment of 'Vishakha' and 'Sakshama', the organizations for women welfare and empowerment.

- b) **Inclusion.** To promote overall development of the students from reserved category, economically backward class, differently-abled students, rural

and tribal areas, following intervention strategies have been adopted by the institution:

- i) Students are provided equal opportunities in all activities of the Institute.
 - ii) Financial assistance to students in terms of fee concession and payment of fee at their convenience.
- c) **Environment.** Students of today are exposed to vast amount of knowledge on environmental issues from their curriculum on environmental issues as the MGM IOM experience goes beyond merely academic studies. Students are made aware of various issues related to environment protection and conservation of natural resources through following activities:
- i) The Institute has a separate committee to look into the issues related Environment Protection and Conservation called as the Environment Consciousness Committee (ECC).
 - ii) Essay writing Competition on Environment Consciousness in Marathwada region.
 - iii) Advisories and slogans regarding environmental protection are displayed in the Institute.
 - iv) Tree Plantation drive in monsoon months is organized.
 - v) Students made responsible to ensure no wastage of electricity and water takes place.
 - vi) Conservation of electricity and 'green audit'.

2.2.5 How does the institution identify and respond to special educational/ learning needs of advanced learners?

- a) Initially, on the basis of marks obtained in the qualifying/ preceding examination, advanced learners are identified. Every semester, after completion of the one fourth syllabus, subject teacher conducts an exam. Alternatively, every subject teacher may also give the students an assignment to complete. The assessment of this class test/ assignment gives the subject teachers an idea of the level of knowledge of the students and helps them in identifying the advanced learners.
- b) A meeting of all the subject teachers is organized by the respective course-coordinator so as to identify such advanced learners from each class.
- c) These students are given high difficulty level assignments, which they have to complete on their own by referring to reference books from the library.

These assignments may also require the students to refer to the internet or he/she may have to visit some industry to find out the necessary information.

- d) These students may be given special appointments like membership of editorial boards of the publication etc.

2.2.6 How does the Institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

The Institute collects, analyzes and uses the data and information on the academic performance of the students at risk of drop out by undertaking various measures:

- a) The Institute tries to minimize the dropout rate of the students by preparing their attendance record and by discussing reason of their absence in class with their parents and monitoring their academic progress.
- b) The regular attendance and internal examination help the teachers to know the performance of students. The teachers persuade the students by counseling them to attend the lectures regularly.
- c) Special attention is given to the weaker students. After the completion of the topic, tests are conducted at a regular interval to identify slow, average and advanced learners. Further, the performance of the students in the Midterm and the Prelim examination helps the faculty members in determining the slow learners and advanced learners. The slow learners are encouraged by the teachers with care to facilitate them.
- d) Personal and academic counseling is given to the students in and outside the class room to minimize the dropout rate.
- e) The physically challenged students are given special care and attention.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The organization and planning of teaching learning process is prepared at MGM IOM in the following manner:

- a) **Academic Calendar.** At the onset of every semester, the Academic Committee of the Institute prepares an academic calendar which

summarizes the teaching schedule examinations and other co-curricular and extracurricular activities planned in that particular semester. The Academic Committee comprises of the Director, Coordinator Academics and all the Course Coordinators of the Institute. The academic calendar contains a description of each event and the planned dates for the same. Probable dates for activities such as internal exams, industry visits, seminars, guest lectures, extra curricular and co curricular activities are mentioned in the planner. This academic calendar is displayed on the notice board and also orientation programme is taken on the same so as to facilitate planning for staff, faculty as well as the students. The Academic Planning Committee meets every month to review plans and to plan further.

- b) **Teaching Plan.** Departmental meetings are held to allocate subjects and classes to faculties. Every subject teacher has to submit a course plan in the specified format to the Course Coordinator. The course plan contains a brief description of the topic to be covered and the number of lectures required to cover that particular topic. The course plan is to be submitted to course coordinator who collects them for all subject teachers and submits them for approval to the Coordinator Academics and the Director. Every full time and guest faculty maintains attendance register. The teacher puts the attendance in ERP and student can check their attendance through internet.
- c) **Evaluation Blueprint.** For every subject the evaluation pattern is as follows:
 - i) Final evaluation is external (60%) and internal (40%) as laid down by Dr. BAMU.
 - ii) Internal marks (40%) are awarded based on the performance of the students in the following:
 1. Midterm and preliminary exams
 2. Attendance (in class and guest lecture)
 3. Class participation
 4. Extra and co curricular activities (Presentations, Discussions, Debate, Book review,etc)
 5. Miscellaneous activities (Gandhian thought, social service, moral and ethical conduct etc.)
 - iii) Weightage given to these parts vary in different semesters.

In addition to the above; every subject teacher gives assignments, case studies and projects to the students. Evaluation schedule is included in the academic calendar as well.

The time-tables for all the examinations are displayed on all the notice board, Institute website and ERP. The assessed answer sheets are shown to the students and the model solution/ scheme of marking is also shared by

each subject teacher. Marks scored by individual student in all the subjects for the Internal Exam (Midterm & Prelim) and external examination are displayed on the notice board.

- d) In addition to theory examinations, the MCA students have to complete practical for which a separate practical examination is conducted at the end of every semester. The second year MBA and MCA students have to complete a project for which project viva is conducted at the end of the semester. Schedule for the same is displayed on the Institute notice board.
- e) Circulars regarding syllabus, examination pattern issued by the university authorities are conveyed to the faculty members and students from time to time using notice boards, ERP, website and class announcements.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

The IQAC plays a significant role in the Teaching learning process. The IQAC has regular meetings in which activities relating to the academic development of the students such as regular lectures, guest lectures, seminars, workshops, co-curricular activities, study tours are discussed. IQAC of the Institute has two quality circles (QC) namely Academic QC (Academic Council) and Administrative QC including teaching learning process. Problems faced, remedial measures and new methods of teaching/learning are discussed in Academic Council and suggestions are tried and implemented if found useful. The IQAC also looks into the feedback obtained from the students on faculty, curriculum, infrastructure etc. and suggests suitable steps for improvement.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Teachers use a combination of different teaching-learning methods to make learning an enjoyable and fruitful experience for our students. Level of students is assessed at the beginning of session and instruction is pitched at the appropriate level. Methods used are:

- a) **Lecture method.** During the lectures, teachers use various teaching aids such as white board, presentations, videos, etc. to make this method more interesting. Teacher student interaction is encouraged and difficulties encountered by the students are discussed during the lecture as well as informally after the lecture. This method is very useful in developing a rapport with the students.

- b) Interactive learning.** Teachers also use the interactive method of teaching and conduct group discussions in class rooms. Students are divided in groups of 5-10 students and are encouraged to discuss subject and speak on national, international and social topics. Faculty members also use methods such as role plays, quizzes, puzzles, case studies, extempore, management games, and debates and so on to make learning an interesting experience. These activities are also conducted as lectures under the title general awareness and Business Communication development.
- c) Independent learning.** Teachers encourage students to work independently to complete projects. Projects are also useful in developing problem solving and research skills among the students. For the subjects such as Industrial Marketing, Project (MCA VI Semester), Specialization subjects (Marketing, Finance, Human Resource Management) for MBA III Sem and IV Sem and so on, activities like preparation of field visit reports, preparation of business plan, market survey, comparative study, advertising etc. are undertaken by the students. As per the syllabus, the MCA students carry out projects in subjects like Visual Basic, Dot Net, and JAVA. Students are encouraged to write articles, review books and pursue independent / collaborative (student –student, student - teacher) research papers for Institute Research Journals and newsletter.
- d) Collaborative learning.** To inculcate collaborative learning among the students, following methods are adopted by the Institute:
- i) Students are encouraged to pursue research projects, projects with different organizations and so on under the able guidance of faculty members. For example - the students of MBA along with Ms. Annah Elija, Assistant Manager, Endurance Technologies Ltd. worked at Delhi plant of the Company and designed the job profile of AGM and above.
 - ii) To inculcate leadership skills among students and for overall personality development, students are encouraged to organize and participate in various events such as club activities, intercollegiate events, Indian Student Parliament and so on.
 - iii) Faculties make groups in the class room and assign different activities related to syllabus on this basis a positive competitive environment is created in the classroom.
 - iv) The Institute also has association with AMA in which different industry entrepreneurs with vast experience are invited to the campus to interact with students.
 - v) The Institute also organizes industry visits for the students to various industries all over India. A number of guest lectures and workshops are conducted for the students. Experts from respective fields are

invited on the occasion. These sessions have proved useful in updating the knowledge of the students as well as teachers in their expertise.

e) Problem Method.

For subjects involving numerical problems students are asked to solve Question Banks comprising of numerical examples prepared on every topic. Numerical assignments stimulate student interest.

f) Case Study Method. The teachers use the case study Method to encourage students to study the practical application of the theoretical concepts; cases are given to the second year MBA students, according to their specialization. They are expected to come prepared with the case for the lecture and cases are discussed.

g) To enable the teachers and students to enhance the teaching-learning process, following support systems are available in MGM IOM:

i) **Infrastructure.** The best infrastructural facilities are available to the students. Teachers often use ICT to make learning an interesting experience. This minimizes the monotony of the lecture and makes understanding simpler and an enriching experience. Students are also encouraged to give presentations in the class by using the latest technology. The Institute provides 24 hours free internet facility to all the staff and students. Students are encouraged to use internet as learning resource for assignments on current topics as well as for projects. Also software ERP is provided to students and faculty on which information related to academics can be checked.

ii) **Library.** Library is equipped with CDs and DVDs on topics such as programming in C++, file structures, database concepts and so on. The teachers make effective use of e-learning and e-library, e-journals to make learning an interesting and enriching experience for the students.

iii) **FDP, Seminars, Workshops and Conferences.** Teachers are made available to organize and attend Faculty Development Programs, workshops and conferences which broadens their knowledge horizon and encourages them to adopt innovative teaching methods. Leave and financial assistance is given by the Institute for their purpose.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovations?

- a) Effective teaching content with examples of 'how' and 'why'.
- b) Encourage diversity in thought process and by answering to their questions.
- c) Encourage them to question status quo and participate in research activity.
- d) Conducting classes on the subject of creativity and innovation.
- e) Allow them to choose their own projects or internship topics/areas.

- f) Giving them collective assignments in academic work and co curricular activities.
- g) Encourage creative writing for journals and magazines.
- h) Emphasize on use of modern tools for research.
- i) Provide financial support and guidance to attend conferences and/or workshops.
- j) Emphasis on creativity in business plan and projects.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? e.g: Virtual laboratories, e-learning – resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

- a) Institute provides latest tools of Information and communication technology. All classrooms are smart classrooms. Multimedia teaching aids are available in each classroom. SPSS software is available and is utilized by faculty and students. Delnet portal and e-journals are available.
- b) Separate language lab is established and daily schedule is prepared for students in which basic English communication is carried out.
- c) Institute subscribed to e-journal portals named “Emerald” and “Springer”.
- d) To make teaching effective, especially for the MCA and MBA students, webinars are arranged for our faculties.
- e) NPTEL and NWCL are made available as required.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

- a) At IOM, a number of seminars, guest lectures, workshops are arranged for the teachers to enable them to keep abreast of recent developments.
- b) Teachers are also encouraged and sponsored to participate in workshops and seminars organized by other Institutes.
- c) The Institute library is equipped with latest books and journals on latest topics. Teachers are encouraged to participate in Faculty Development Programs organized by the University, as well as other colleges and Institutes.
- d) The Institute publishes a newsletter quarterly to which the faculty members and students are encouraged to contribute articles.

- e) Teachers are also motivated to write research papers, research articles in College Journal- “Assimilation” and are rewarded for contributing to journals with good impact factor.
- f) The Institute has a tie-up with RED HAT ACADEMY to update the teachers and the students with recent developments in the IT sector.
- g) The Institute also organizes Study Tours for faculty and students for giving them latest practical exposure.

2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advice) provided to students?

- a) **Guardian Faculty Members.** Institute follows the guardian faculty member (GFM) concept. Under this, faculties act like a guardian to a group of 30-40 students. It is the responsibility of the GFM to advise the students on issues pertaining to his/her psycho- social development, academic growth, career and personal issues.
- b) **Individual student academic Counseling.** Academic and career counseling of the students is done as per requirements by the faculties. Parents are involved in some cases.
- c) **Counseling for further Studies.** Students are counseled for higher studies and choosing career path by TPO and guests from various professions. Entrepreneur development cell also helps students to decide their career.
- d) **Career Counseling.** Placement officer provides guidance to the students on various issues pertaining to competitive examinations such as structure of examination, guidance for preparation of examination, personal interviews at regular intervals through formal as well as informal interaction with them.
- e) **Students counseling Cell.** Students counseling cell has been set up in the Institute where qualified psychologist is available.
- f) **Career Guidance, Aptitude Test.** Career guidance cell is functional and it provides suitable guidance to students appearing in various group discussions, personal interview and aptitude tests

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

Teaching learning approaches being followed are as under:

- a) Use of ICT in teaching.
- b) Activity based teaching e.g. role play, games and discussions etc.
- c) Teachers use case method very extensively so that students learn applications of what they are learning in real life situations. Simulative exercises are also given to students to encourage them to think pragmatically and independently.
- d) Institute faculties use tools such as crosswords to develop the interest of students in the subject and to give them confidence to think beyond the boundaries of the subject. Students are encouraged to prepare magazines. Innovative teaching methods make learning more interesting, interactive and inspiring which is reflected in the good academic performance of the students.
- e) Consultative planning processes.
- f) Performance surveillance and corrective measures.
- g) Tutorials and general classes.
- h) Teachers are provided all the support for using their teaching methods e.g. arranging visit to BSE or a BPO if such topics are to be taught.

2.3.9 How are library resources used to augment the teaching-learning process?

- a) Provision of books with latest editions and in adequate numbers.
- b) Provision of journals, magazines and newspapers including e-journals for latest on the subject and for research.
- c) Preserving old project work for reference.
- d) Accessibility to internet multimedia center.
- e) CD ROM on different subjects are available including soft skills and computer programming.
- f) Photocopying facility available.
- g) Spacious reading rooms are available for reading.
- h) During exam time reading rooms are kept open for longer duration.
- i) Books are procured on demand of teachers/students.
- j) Library software is available for quick tracing of books.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

The challenge of completing the curriculum within the planned time frame and calendar is not very severe as the Academic Planning Committee plans the events well in advance. However, if there are any unplanned activities or events or due to some unforeseen circumstances, there may be a problem in completing the syllabus within the stipulated time period. Under such circumstances, the faculties who are facing a problem in completing the syllabus conduct extra classes. Vacations are curtailed and students are asked to attend extra classes.

2.3.11 How does the Institute monitor and evaluate the quality of teaching learning?

- a) Institute has in place a healthy feedback collection system - the student Feedback System, wherein feedback is taken from the students every semester.
- b) Transparency is ensured in the process and the data thus collected is analyzed and presented to the Director and the Management.
- c) Director has counseling sessions with individual faculty members if and where improvement is required.
- d) Suggestions are also taken from the students on different aspects of teaching and these suggestions are shared with all the faculties. This helps the faculties to introspect and improve their teaching skills.
- e) Result analysis is done on regular basis and review of result analysis as well as planning of any further action is done through academic council meeting, management council meeting as well as management review meeting.
- f) Feedback is taken from parents, alumni and employers visiting the Institute for placements.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

- a) Following are the details of staff members in the current academic year 2013-14:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./D.Litt.	----	----	----	----	----	----	0
Ph.D.	02	----	01	----	----	----	0
M.Phil.		----	----	----	----	----	0
PG	----	----	----	----	06	04	10
Temporary Teachers							
Ph.D.	02	----	01	----	----	----	0
M.Phil.	----	----	----	----	----	----	0
PG	----	----	----	----	03	11	14
Part-time Teachers							
Ph.D.	02	----	----	----	----	----	02
M.Phil.	----	----	----	----	----	----	0
PG	01	----	----	----	----	----	01

- b) Recruitment of competent and qualified teachers is as per the norms of UGC and Dr. BAM U, Aurangabad.
- c) Requirement of faculty is calculated on the basis of workload in both terms (in the Academic Year) and accordingly, vacancy position is finalized in association with Dr. BAM U. Advertisement is released in all the leading newspapers as well as on the website of the Institute. From the applications received, eligible candidates are shortlisted and called for interview by the Selection Committee of University.
- d) Qualified and quality individuals are selected and issued approval letters by the university and appointment letters by the Institute.
- e) Strategies adopted by the college to retain the staff:
 - i) Competitive compensation
 - ii) Provision of good working conditions and transparency in working.
 - iii) Opportunities for career building/ progression
 - iv) Facilities as applicable
 - v) Teachers are allotted subjects as per their area of specialization and preference. The Director of the Institute maintains total transparency in decision making.
 - vi) Teachers are encouraged to write and publish articles, books as well as research papers. Conducive environment is provided to them in the

form of e-databases, access to books from sister institutions of MGM, infrastructural facilities, duty leave etc.

- vii) The Institute also organizes various seminars, developmental activities, study tours for teachers. This encourages the teachers to pursue an enriching career in academics.
- f) Considering the advancements in teaching content and new curriculum, FDPs and refresher courses are organized to enable the teachers and giving them an edge.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes / modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

- a) To cope up with the growing demand of qualified faculty, Institute recruits new faculties as per guidelines prescribed by Dr. BAMU. Highly competent and experienced teachers are appointed so that the quality of teaching is improved.
- b) Faculties with varied exposure and experience in new combination of subjects have been appointed e.g., faculty with subject combination of IT and Marketing, Administration and Public Administration, Business Administration and Psychology, Production and Operations etc, have been appointed in the past. Faculties with foreign degrees/ exposure have also been working in the Institute.
- c) In addition to appointing full time faculties, the Institute also appoints visiting faculties from the Industry and professional organizations, Company Secretaries and so on to meet the growing demand of teachers. These teachers also provide their expertise in practical areas of training and thus the requirement of teachers is made up through the appointment of such visiting faculties.

2.4.3 Providing details on staff development programmes during the last four years, elaborate on the strategies adopted by the institution in enhancing the teacher quality.

- a) Nomination to staff development programmes is given in the following table:

Table: Nomination in Staff Development Programmes

Academic Staff Development Programmes	Number of faculty members nominated			
	2010-11	2011-12	2012-13	2013-14
Refresher Courses	Nil	Nil	Nil	2 *
HRD Programmes	Nil	Nil	2**	3 ****
Staff training conducted by the university	Nil	Nil	Nil	2
Staff training conducted by other institutions	Nil	3	3+1*****	1 #
Summer/ Winter schools, Workshops etc.	Nil	1	6	4

* Prof. N. Jajoo, Prof. A. Kulkarni – Refresher course at University

** Dr. Pardeep Kumar, Prof. A. Gadekar – IIM, Ahmedabad

*** Dr. Pardeep Kumar, Prof. A. Palve, Prof. S. Mendke

**** Prof. N. Jajoo – Erasmus Mundus programme, Valencia University, Spain

Prof. B. Banwaskar at IIM, Ahmedabad

- b) Faculty Training programmes are organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning.

Table: Faculty Training Programmes Organized by the Institute

Faculty Training Program	Number of training programmes organized			
	2009-10	2010-11	2011-12	2012-13
Teaching learning methods/approaches		1*		1 *
Handling new curriculum	2	2	2	2 (Faculty Orientation)
Content/knowledge management	---	---	---	3 **
Selection, development and use of enrichment materials	---	---	---	---

Assessment	---	---	---	---
Cross cutting issues	---	---	---	---
Audio Visual Aids/multimedia	---	---	---	1
OER's – Open Educational Resources	---	1***	1***	1***
Teaching learning material development, selection and use	---	---	---	---

* Smartboard installation and training to all staff. Case study teaching method by Prof. B. Banwaskar

** FDP by Dr. V. Padhye, Android workshop, PHP workshop

*** Digital Library setup, e-journals like Emerald and Springer, Registration for Crisil Database

c) Percentage of faculty participating in Seminars/Conferences

Table: Participation of Faculty Members in Conferences and Seminars

Particulars	Percentage of Faculty			
	2009-10	2010-11	2011-12	2012-13
Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies	Nil	Nil	2.6%	2.4%
Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies	3.4%	Nil	2.6%	7.3%
Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies	10.3%	9.09%	34.21%	60.9%

d) In order to enhance teacher quality, MGM - IOM has always encouraged faculties to participate in events organized by sister institutions as well as other institutions. The expenditure for such external activities is borne by the Institute. Faculties are also encouraged to write research papers, research articles, present papers and adequate support and facilities are provided to them in the form of infrastructure and finances. Refresher classes on weekly basis are organized to improve the teaching methodology.

2.4.4 What policies/systems are in place to recharge teachers? (e.g.: providing research grants, study leave, support for research and academic publications, teaching experience in other national institutions and specialized programmes, industrial engagement etc.)

- a) Teachers are encouraged to avail leave and are supported for research, academic publications and participation in seminars. For the professional development of the faculty, management sanctions the leave as required under the faculty improvement program of UGC.
- b) The Institute has also organized conference and workshops for the development of faculty members. Our faculty members are also invited by other Colleges and Corporate Training Centres as resource persons. Some of the faculty members invited as *resource persons* in the last four years are as follows:

2011-12

Sr. No.	Name of the faculty	Name of College/ Industry	Topic
1	Dr. I.D. Alte	UGC-Academic Staff College, Dr. BAMU, Aurangabad	Inclusive Growth
2	Dr. G.G. Saha	UGC-Academic Staff College, Dr. BAMU, Aurangabad	93 rd Orientation Course
3	Dr. G.G. Saha	PowerGrid Corp. of India Ltd., Aurangabad	Next Innings
4	Prof. Abhijeet Thakur	PowerGrid Corp. of India Ltd., Aurangabad	e-Banking
5	Prof. Rachana Shrivastava	PowerGrid Corp. of India Ltd., Aurangabad	2 nd Innings: Post Retirement Plans

2012-13

Sr. No.	Name of the faculty	Name of College/ Industry	Topic
1	Dr. I.D. Alte	Siddharth Arts, Commerce & Science College, Jafrabad, Jalna	Marathwada Economic Conference
2	Dr. I.D. Alte	Foster Development School of Management	Research Methodology & Formulation of Research

			Proposal
3	Dr. G.G. Saha	UGC-Academic Staff College, Dr. BAMU, Aurangabad	94 th Orientation Course
4	Dr. Pardeep Kumar	Dealers of Indian Oil Corporation	Positive Attitude

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

- a) The Institute has always encouraged faculty members to participate actively in all academic and co-curricular activities. The Institute also provides a conducive environment in the form of adequate infrastructure, library, and access to online research journals and so on, which encourages faculties to excel in their areas of specialization.
- b) The contribution of Institute to academia is recognized as our teachers are invited by different industries as well as other colleges as detailed in point no. 2.4.4 above.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

- a) Since its inception, MGM IOM has in place a healthy feedback collection system - the Faculty Feedback System, wherein anonymous feedback is taken from the students every semester, at the end of teaching.
- b) Transparency is ensured in the process and the data thus collected is analyzed and presented to the Director and the Management.
- c) The Director has counseling sessions with individual faculty members if and where improvement is needed. Faculties with good feedback are appreciated .
- d) Suggestions are also taken from the students on different aspects of teaching and these suggestions are shared with all the teachers. This helps the teachers to introspect and improve their teaching skills.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

- a) Academic Council finalizes the Internal Assessment Pattern at the beginning of the academic year. The same is intimated to the staff and the students both in writing and in Director's first address.
- b) In addition, every Guardian Faculty Member (GFM) also communicates the same to the students.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

a) Reforms introduced by University.

- i) From July 2013 University has decided to conduct the examination for 3 hours for every theory paper.
- ii) Project marks will be assessed by internal and external examiners with 50% weightage to each.
- iii) Format of Marks sheet has been changed and the result is made available on the university website.

b) Reforms introduced by the Institute .

- i) The Institute has adopted the changes and we conduct the internal examination (Prelims) on the university exam pattern.
- ii) The Institute has the freedom to decide the pattern of Internal Marks (40 marks)
- iii) Accordingly, the evaluation pattern for Internal Assessment is framed by the Institute itself
- iv) Question papers of internal exams are selected from a set of question papers prepared by different faculty members.
- v) The evaluation is carried out continuously.
- vi) Evaluation formats for the various activities have been made and are improved /reformatted as per requirement.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

- a) Institute keeps a track any changes being carried out by the university through university websites/publications and correspondence is studied with great care.
- b) Any changes implemented by the university are implemented in the Institute immediately. Example Evaluation of Project is done by internal and external examiners with 50% weightage to each as suggested by the university.
- c) Once decided the new policy/reforms are implemented effectively.

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

a) Formative evaluation.

At MGM IOM, formative evaluation is put into practice in the following ways:

- i) Have informal talks about the subject with the students.
- ii) Give spot tests, including workbook and midterm examinations.
- iii) Hold group discussions with the students.
- iv) Presentations
- v) Assignments

b) Summative Evaluation .

- i) Summative evaluation is done in two ways- **Internal and External.**
- ii) The Institute conducts prelim exam for each subject for 60 marks towards the end of the semester.
- iii) As far as external evaluation is concerned, the university conducts examination of 60 marks per subject at the end of each semester.
- iv) Formative evaluation along with summative evaluation has had a positive impact on the overall learning of the students and has helped in improving their overall personality.

2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students' results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

- a) All the faculty members maintain record of performance of students in their subjects and display on notice board.
- b) The academic progress of the Students is monitored by the appointed GFM. Record of performance is maintained by GFM on student's progress card.
- c) Parent Teacher Meeting is organized through which progress of the students is communicated to the parents.
- d) Also, attendance and marks of the students are communicated to the parents through letters and SMS.
- e) In addition, parent meetings are conducted on need basis to communicate the progress of their wards.
- f) Results of Internal Exam (Midterm & Prelims) are communicated upon enquiry to the Parents via telephone.
- g) Records of all activities, marks obtained therein and attendance is kept meticulously.

Result Analysis

Table: Result/ Achievements Analysis for last four years

Sr. No.	Year	Total No. of students	Pass Percentage	Remarks
MBA				
1.	2009-2010	84	87.4	Only final years result considered
2.	2010-2011	80	89.7	
3.	2011-2012	164	90.3	
4.	2012-2013	145	91.4	
MCA				
1.	2007-2010	56	100	Only final years result considered
2.	2008-2011	46	100	
3.	2009-2012	30	100	
4.	2010-2013	55	98.18	

2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.)

- a) The Institute has framed an Internal Assessment Policy to ensure rigor and transparency in the *internal assessment* and accordingly, following measures are taken:
- i) Award of internal marks are carried out as per policy decided by the Academic Council of the Institute. Weightages given to various aspects are given in Table below.
 - ii) Policy of award of internal marks is intimated to the students in the welcome address by the Director.
 - iii) Marks obtained by the students in activities are submitted immediately after the conclusion of the event to the Coordinator Academics.
 - iv) Midterms as well as Prelims answer papers are shown to the students and the model answer paper is discussed in the classroom.
 - v) Marks obtained in the internal exam (Midterm & Prelims) are displayed on the notice board.
 - vi) Marks for workbook are given by individual subject teacher.
 - vii) Any grievance which the students may have are discussed and rectified.
- b) The internal marks calculated on the basis of internal marks parameters are approved by the Course coordinator, Co-ordinator Academics followed by the Director before sending to the University.
- c) GFM's monitor the performance of students and keep a record of the same.
- d) Counseling is given to students and a record of the same is maintained on the progress card.
- e) Parents are kept informed if the performance is l

Table : Weightages given to various aspects for award of internal marks

Sr. No.	Aspects	Weightages		
		MBA		
		2011-2012	2012-2013	2013-2014
1.	Attendance	20	30	30
2.	Mid Term exam	30	30	30
3.	Preliminary exam	60	60	60
4.	Class test (Workbook)	20	20	20
5.	Co curricular activities(I year)	50	50	50

6.	Business Plan (II year)	50	50	50
7.	Extra curricular activities	-	-	20
8.	General Awareness	-	-	20
9.	Business Communication	-	-	20
10.	Moral & ethical values	-	-	10
11.	GFM marks	-	-	10
12.	Gandhian thoughts	-	-	10
13.	Guest lecture attendance	-	-	10
14.	Class Participation	-	-	10
		MCA		
1.	Attendance	20	20	30
2.	Mid Term exam	30	30	30
3.	Preliminary exam	60	60	60
4.	Class test (Workbook)	20	20	20
5.	Practical	50	50	50
6.	Class Participation	-	-	10
7.	Club activity	-	-	30
8.	Business Communication	-	-	20
9.	General Awareness	-	-	20
10.	Aptitude test	-	-	20
11.	Technical test	-	-	20
12.	Gandhian thoughts	-	-	10
13.	Guest lecture attendance	-	-	10
14.	Inter college certificates	-	-	10
15.	GFM marks	-	-	10

2.5.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If, yes provide details on the process and cite a few examples.

- a) Yes, the formative and summative assessment of the students mentioned above serves as the basic indicator for evaluating the students' performance and the achievement of learning objectives. Twice in each semester, the list of students having low attendance is displayed on the notice board.
- b) GFM's monitor the performance of students and keep a record of the same.

- c) Counseling is given to students and the record of the same is maintained on the progress card.
- d) Parents are kept informed if the performance is low.

2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

- a) Grievance Committee has been formed by the Institute to settle grievances (if any) and meetings are held on a regular basis. The grievances are settled in accordance with the guidelines issued to the Institute.
- b) Institute examination. After assessment, answer books are shown to all students and if there is any query the concerned student can approach the teacher.
- c) University examination. Students apply for revaluation and verification of marks. The photocopy of answer books is provided to students on demand by University after paying nominal fee. After receiving the answer-sheet, the student can apply for reassessment of answer book.

2.6 Student Performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If yes give details on how the students and staff are made aware of these?

- a) Yes, the Institute follows outcome based learning for MBA and MCA programmes. These are stated in the course plan. Each lecture covering a topic has a defined outcome, which is mentioned in the particular lecture.
- b) Learning outcomes are stated to the students and faculty at the beginning of the session.
- c) The faculty is trained for achieving and measuring learning outcomes in their training sessions.
- d) Students are intimated learning outcomes at the commencement of any chapter/topic.

2.6.2 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

- a) In order to facilitate the achievement of the intended Learning outcomes following strategies are structured:

- i) In the beginning of the academic year itself, syllabus and time table is prepared jointly by all faculty members teaching a particular subject. Learning Outcomes are defined very clearly in course plan.
 - ii) Setting such questions which help to assess the extent of achievement of learning outcomes. Appropriate steps are taken to assist them in achieving goals.
 - iii) Give assignments and cases for solving and then assessing the extent to which learning outcomes have been achieved.
 - iv) Learning outcomes are assessed during the presentations, discussions, class participation and performance of students in various competitions with other Institutes.
- b) Tutorial Lectures (remedial lectures) are organized for each subject. Weak students are paid more attention in those lectures to enhance learning outcome.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

- a) The Institute makes numerous efforts to ensure that quality of students is enhanced so that they are offered quality jobs. Some such initiatives are such as under:
- i) Soft Skill Development through activities such as communication skill development, group discussions, presentations and language lab classes.
 - ii) Training by TPO for group discussions, personal interview and aptitude tests.
 - iii) High quality of teaching for clarifying concepts and principles.
 - iv) Classes on etiquette and behaviour.
- b) **To inculcate the spirit of entrepreneurship** – In order to enhance the entrepreneurship skills, EDC (Entrepreneurship Development Cell) has been established in the Institute.
- c) Innovation competitions are planned and conducted.
- d) **To inculcate the research culture among students** they motivated to write research papers and present the same at various conferences and seminars.

2.6.4 How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?

- a) The data collected in the form of marks, quality of presentations, discussions and solution of cases serves as the basic guide for outcomes pertaining to academics.
- b) After completion of every topic, one page abstract is collected from students, or a spot test is conducted, and based on the results weak students are identified, and special tutorials are taken for them.
- c) In the case of qualitative outcomes such as personality development and confidence building, the conduct of student and their performance in extracurricular activities indicates achievement of learning outcomes.
- d) The analysis of the data so collected and feedback of parents/employees/ students themselves helps to identify gaps in learning outcomes.

2.6.5 How does the institution monitor and ensure the achievement of learning outcomes?

Following measures are adopted by the college to ensure monitoring and achievement of learning outcomes:

- a) Continuous Assessment plan carried out formative and summative assessment carried out interim and final exams.
- b) Regular conduct of all activities done for achievement of outcomes.
- c) Regular Parent Teacher meetings as well as regular communication through telephone calls and emails/ letters/SMS to parents.
- d) Framing new value added programmes, enrichment courses, various short term courses to bridge the knowledge gap identified.
- e) Designing Soft Skill Programmes.
- f) Providing training to students in various placement oriented activities such as aptitude testing.
- g) Feedback from companies where they are placed and the officials conducting interviews for placement.

2.6.6 What are the graduates attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

- a) No graduate attributes has been specified by the affiliating university. However the Institute has defined graduate attributes as are professionalism, research skills, intellectual depth, respect for others, social responsibility, digital and information literacy which all students will have the opportunity to develop as part of their college experience. In addition, academic attributes are stated in the form of outcomes of each subject in the course plan.
- b) Achievement of defined graduate attributes is done as under
 - i) High Quality teaching learning process. Encouraging research and inquisitive mind. Give work/project in local context.
 - ii) Organization of personality development programmes.
 - iii) Conduct of soft skill and personality development for classes/activities.
 - iv) Conduct of co curricular and extracurricular activities as group discussions, presentations etc.
 - v) Fielding team for inter collegiate and inter-university competitions to inculcate team spirit and sense of responsibility.
 - vi) Involving students in organizing events and giving them opportunities for leadership and team work.
 - vii) Involvement of students in many committees responsible to organize and conduct institutional activities giving them opportunities for management of institution affairs.
 - viii) Close monitoring of student performance and giving corrective advice.
 - ix) Organization of Club activity, industrial visits, adventure activities and sports activities.
 - x) Making them realize their responsibility to their family, society and social issues.

CRITERION III: RESEARCH, CONSULTANCY & EXTENSION



Criterion III: Research, Consultancy and Extension

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

No, the Institute does not have any recognized research center. However, two members of faculty are approved research guides with two different universities. Facilities for research are available in the form of a good library, journals including e-journals, magazines and internet. One major research project has been allotted to two faculty members by Indian Council of Social Science Research, New Delhi.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

- a) Yes, there is a research committee in the Institute, comprising of the following senior faculty members:
- i) Dr. Indrajeet Alte – Coordinator Research
 - ii) Dr. Goutam Saha
 - iii) Prof. Sushil Deshmukh
 - iv) Prof. Bhakti Banwaskar
 - v) Prof. Abhijeet Thakur (HoD-MCA)

The committee performs the following functions:

- i) The committee initiates and coordinates research activities.
 - ii) Makes recommendations to Academic Council regarding the projects which should be undertaken.
 - iii) Guides members of faculty and students in research work.
 - iv) Conducts research related training programme on Research Methodology etc.
- b) The committee made the following recommendations:
- i) Conduct of a National Conference which was held in October 2013.
 - ii) Selecting research projects related to local problems and issues. The students are encouraged to select topics related to problems of local industry and/or society.
 - iii) Giving financial assistance to encourage research. A policy was issued to provide financial rewards to those faculty members

whose papers are published in reputed journals as per their impact factor.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

- a) Autonomy to the principal investigator.
- b) Timely availability or release of resources.
- c) Procurement of books, journals or any other material required by the researcher.
- d) Time-off, reduced teaching load, special leave etc. to faculty members.
- e) Support in terms of technology and information needs.
- f) Facilitate timely auditing and submission of utilization certificate to the funding authorities

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

- a) Lectures/guest lectures by eminent personalities to motivate the students.
- b) Best paper, best presentations, awards are given to motivate the students and faculties.
- c) Students are encouraged by the GFM to write the research papers and participate in the conferences.
- d) With the prior approval, Institute is paying fee required for attending such conferences.
- e) Institute also sanctions special leave/DL to such faculties/students.
- f) Financial incentives are provided for publishing and/or presenting papers in conferences, seminars and journals.
- g) Provision of best of the resources in the form of library, journals and internet.
- h) Membership of other libraries including IIM, Ahmedabad and local libraries.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

- a) All faculty members have carried out paper presentation at National and International conferences. Total forty eight papers have been published by the faculty members in national or international conferences. Fifteen Papers have been presented in national or international conferences in academic year 2013-14.

- b) Faculty members are nominated as mentors for guiding project work of student.
- c) Nine members of faculty are pursuing their Ph.D. degrees and are involved in their individual research work.
- d) ICSSR, New Delhi sponsored major project has been undertaken by Dr. I.D. Alte and Dr. G. G. Saha.

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

a) Training Programmes organized by the Institute are as under:

Table : Training Programmes Organized by the Institute

Sr. No.	Programme	Date	Participants
1	FDP on Research Methodology	01-07 July 2013	31 Faculty Members
2	Project Management Programme	18-20 July 2013	30 participants
3	Enhancing Research work in MGM IOM: Brainstorming		All faculty members
4	Appropriate Research Projects for students of 4 th sem.		All faculty members

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Areas in which research is carried out in the Institute is as under:

- a) Employer branding and employee retention and recruitment.
- b) Performance of Special Economic Zones.
- c) Delhi Mumbai Industrial Corridor: Opportunities and Challenges.
- d) Branding of Aurangabad.
- e) Project work and studies on industries located in Aurangabad.
- f) Genetically modified crops and their acceptance.
- g) Foreign Direct Investment.
- h) Study of relationship between Indian stock market and currency market for last 5 years.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

- a) The Institute keeps a data bank of prominent speakers, eminent personalities and entrepreneurs and researchers.
- b) These personalities are invited as per programme specified in the academic calendar.
- c) Any eminent speaker who is available can be invited out of the schedule also.
- d) Institute has very good relation with some industrial organizations (like Confederation of Indian Industries (CII), Aurangabad Management Association (AMA) and National Institute of Personnel Management (NIPM)) who approach for providing us eminent speakers/researchers.
- e) Many a times serving or retired personnel from government departments (Provident Fund, Labor Department, Army, Police), NGOs are invited to speak to the students and faculty members.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

- a) No faculty has availed sabbatical leave as yet. However, the faculty members are given leave for research work and/or to attend research related workshops or programmes.
- b) Research scholars are provided leave on their request.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

- a) Finding of the research papers presented in National Conference were forwarded to Indian Council of Social Sciences Research, New Delhi.
- b) Good papers presented in National Conference have been published in an ISBN numbered conference Souvenir which has been distributed.
- c) Findings of paper 'DMIC and Challenges of Land Acquisition' were brought out in the National Conference which was attended by members of some 'Gram Panchayats' of affected villages.

3.2. Resource Mobilization for Research

3.2.1. What percentage of the total budget is ear-marked for research?

Give details of Major heads of expenditure, financial allocation and actual utilization.

- a) Out of Institutional Budget: 2012-13, of Rs.4.5cr.,(Rupees Four crores and fifty lac only) a sum of Rs. 2 lac (Rs. Two Lac only) only was earmarked for research in 2012-13. Actual expenditure done on research, was Rs 2.68 lac (Rs. Two lac Sixty Thousand Only)
- b) A total of twenty six faculty members attended national/international conference and their expenditure was paid by the Institute.

3.2.2. Is there a provision in the institution to provide seed money to the faculty for research? If so specify the amount disbursed and the percentage of the faculty that have availed the facility in the last four years?

- a) Seed money is provided for research and written policy on this subject exists.
- b) However no faculty member has availed this facility. Advances are given for attending conferences and seminars.

3.2.3. What are the financial provisions made available to support student research projects by students?

- a) No student has availed the facilities of drawing advance / full finance for the project work.
- b) Students attending conferences/ seminars are sponsored by the Institute.

3.2.4. How does the various departments/units/staff of the Institute interact in undertaking interdisciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

- a) Interdisciplinary research between different departments i.e. MBA & MCA is encouraged.
- b) MOUs with Jawaharlal Nehru Engineering College (JNEC) Aurangabad, MGM's Institute of Bio-Informatics, Aurangabad and Institute of Hotel Management and Catering Technology for interdisciplinary research have been made.

3.2.5. How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and student?

- a) Encourage research by giving incentives as per policy dated 22 Nov.2013.
- b) Research facilities are available free of cost and round the clock.
- c) Provision for issue of books for longer duration (instead of 7days) for the researcher.
- d) Various facilities such as library and internet are provided.

3.2.6.Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If yes, give details.

No.

3.2.7.Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organization. Provide details of ongoing and completed projects and grants received during the last four years.

Table: Projects and Research Grant Received

Sr. No.	Event	Date	Grant received	Remarks
01	National Conference organized by MGM IOM	04 and 05 October 2013	Rs.1.00 Lac	From ICSSR, New Delhi
02	Major Project	In-progress	Rs.10.0 Lac	From ICSSR, New Delhi

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

- a) The Institute has made following facilities available to research scholars and students:

- i) The Institute has large number of books in library on different subjects of management and computer sciences.
- ii) The Institute also upgrades e-library by taking latest e-journals every year (Delnet)
- iii) The Institute has membership of CRISIL data which helps researchers to gather data for analysis.
- iv) The Institute conducts faculty development program on Research Methodology which helps faculties in their research and member of faculties are also nominated to attend similar courses in other Institutes.
- v) The Institute provides computers with internet facility in labs.
- vi) The Institute also has the 8051 kits for embedded system practicals.
- vii) The Institute has collaboration with industry for identification and carrying out research projects.
- viii) The Institute has procured a software i.e. Statistical Package for the Social Sciences (SPSS) for use in research

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

- a) Research committee has been organized in the Institute comprising of faculties, students and industries.
- b) Demands are put forth by committee to management.
- c) Books and latest software are purchased; e-journals are procured every year.
- d) Monetary incentives are given to the researchers.
- e) Two members faculties are acting as a research guide / co-research guide for Ph.D Students

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments/facilities created during the last four years?

- a) Grants received for research are as under:

Table : Details of Research Grants Received by the Institute

Sr. No.	Purpose of grant	Amount	Funding Agency
1	Conduct of National Conference	1.0 lac	Indian Council for Social Science Research, New Delhi
2	Major Project	10.0 lac	Indian Council for Social Science Research, New Delhi

b) No facility has been created

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

- a) Ph. D scholars attend pre Ph.D. workshop at Dr. BAMU
- b) Faculty members registered for Ph.D Programs are allowed to avail the University's research facilities. Our faculties are doing their Ph.D from different universities like Dr. BAMU, AIMA (Aligarh Muslim University), Pune University, SRTM University and JJT University.
- c) Research scholars whose supervisors are in other institutions are allowed to avail the research facilities available in the institution.
Two faculties are also acting as guides to the Ph. D students.

3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

- a) Following facilities are available specifically for researchers:
 - i) Access to various national and international e-journals, research articles and abstracts through subscription to online databases like DELNET, and CRISIL database.
 - ii) The Institute also has subscribed 72 national and 51 international journals which are available in reference library.
 - iii) Researchers are given the permission to use the library facility of sister concerns.
 - iv) Books and journals are procured on request of researchers.
 - v) The Institute has membership of IIM Ahmadabad library.

- vi) Internet and Wi-Fi are available in the library.
 - vii) Books are issued for longer duration for research work.
 - viii) Photocopying facility is available in the library.
 - ix) Old project work is preserved in the library.
- b) Latest books and e-journals are procured every year as per the policies of AICTE / UGC.

3.3.6 What are the collaborative research facilities developed / created by the research Institutes in the college? For ex. Laboratories, library, instruments, computers, new technology etc.

- a) Efforts are made to have collaborative research facilities in the Institute campus. The following infrastructure exists in the Institute, which can be utilized effectively by the faculty and students from time to time.
 - i) MOU with sister Institutes for conducting research in collaboration.
 - ii) Collaboration between MBA and MCA departments for guidance and sharing resources.
 - iii) Collaboration with foreign universities through Erasmus Mundus (www.svaagata.eu) program.
 - iv) Collaboration with NGO named ‘SAKAR’ to conduct research in social issues.
 - v) Collaboration with industries and industrial organization like CII and AMA.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

- a) **Patents obtained and filed (process and product).** So far none of the faculty has obtained any patent, nor filed any.
- b) **Original research contributing to product improvement.**
There has been no case of product improvement.
- c) **Research studies or surveys benefiting the community or improving the services.** It has been explained in detail in point number 3.1.10 above.
- d) **Research inputs contributing to new initiatives and social Development.**

Research on land acquisition for Delhi Mumbai Industrial Corridor has been useful in spreading awareness amongst land owners and other stakeholders exercising caution in Land Selling and the Provision of Land Acquisition

Act, 2013. Land owners were made aware of Land Acquisition and Resettlement and Rehabilitation Act 2013 and they raised their voice for settling their claims as per the said Act.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If “yes”, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

MGMIOM has published one research journal
Annually named **National Journal of Management & IT: Assimilation.**
Composition of the Editorial board is as under:

Table : Editorial Board of Institute Journal (Assimilation)

Sr. No.	Name	Designation
1.	Shri. Pratap Borade	Trustee, MGM
2.	Mr. Prashant Deshpande	Chairman, CII Marathwada Zonal Council
3.	Dr. Vihar Rakunde	Head HR, Garware Polyester Ltd. Aurangabad
4.	Dr. Aparna Kakkad	Director, MGM Institute of Health Sciences
5.	Dr.(Col) Pardeep Kumar	Director, MGM Institute of Management
6.	Dr. I. D. Alte	Coordinator Research, MGM Institute of Management
7.	Dr. G.G. Saha	Faculty, MGM Institute of Management
8.	Mrs. Namrata Jajoo	Dy. Director, MGM Institute of Health Sciences, Aurangabad
9.	Prof. Abhijeet Thakur	HOD (MCA), MGM Institute of Management

The publication is being resumed from June 2014 onwards. This publication is not listed in any international database.

3.4.3 Give details of publications by the faculty and students:

a) Publication per Faculty: 02 publications per faculty

b) Number of papers published by faculty and students in peer reviewed journals (National / International).

Sr. No.	Papers Published	No. of Papers		Remark
		National	International	
1	Journals	National	02	----
		International	10	Out of 10 papers, 4 have been published in International Journals with Impact Factor.
2	Conferences	National	21	Out of 21, 5 papers have been published in conference proceedings with ISSN/ISBN.
		International	24	Out of 24, 6 papers have been published in Conference Proceedings with ISSN/ISBN.

c) Number of publications listed in International Database (for E.g.: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)- Five

d) Monographs. Nil

e) Chapters in Books. Nil

f) Books Edited. Nil

g) Books with ISBN/ISSN numbers with details of publishers: Nil

h) Citation Index. Nil

i) SNIP. Nil

j) SJR. -

k) Impact factor: 5 (Prof. R.B. Kharat, Prof. Tanuja Dubey, Prof. A. Birari, Prof. Asmita Joshi)

l) h-index. Nil

3.4.4 Provide details (if any) of

- a) **Research awards received by the faculty: Nil**
- b) **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally : Nil**
- c) **Incentives given to faculty for receiving state, national and international recognitions for research contributions: Nil**

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing Institute industry interface?

- a) MGM IOM is stepping into the field of consultancy with the help of expert faculties. For this purpose Management Development Programme (MDP) has been conducted in the year 2013-14 which promotes consultancy and management efficiency through various modes, stated in its well defined Consultancy Policy.
- b) Special efforts are made to promote the industry-academia interaction with the help of -
 - i) Association with Industry and Industrial Bodies like CII and AMA.
 - ii) Corporate interface through Industrial Visits.
 - iii) Management Development Programmes and research projects
 - iv) Internship of students in industry.
 - v) Guest Lectures e.g. Android, Cloud Computing, PHP, Embedded System etc.
 - vi) Project guidance by Industrial and domain specialists.
 - vii) Inviting prominent personalities from industry to interact with students.
 - viii) Assisting industry in their training programmes.
 - ix) Interaction with Alumni working in industry for mutual assistance
 - x) Assisting industry in their performance appraisal/ assessment of potential of their employees through ADCs.
 - xi) Providing faculty for industrial competition and other events.
 - xii) Inviting industry for various events like Fresher's or other competitions.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

Centre for Incubation and Consultancy (CIC) is functioning in the Institute. Member of faculty with expertise in various domains and some alumni members are members of it. CIC is being publicized at various industrial association meets and events.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

Following are the facilities provided to the staff for consultancy services

- a) Faculty involved in the Consultancy work is granted “Duty leave”.
- b) Faculty is eligible for TA and DA for the consultancy visits. Policy for sharing of funds is existing.
- c) Faculty providing consultancy services is awarded an “Appreciation letter” from the college.
- d) Faculties are also allowed to use necessary infrastructural facilities from the college for consultancy purposes.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

- a) Operationalising and marketing a Golf Course in Aurangabad.
- b) Setting up a modern car washing facility as an ancillary service of MGM (Indian Oil/Corporation petrol pump).

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Policy of MGM IOM for revenue sharing earned through CIC has been laid down as share of Institute is 25% whereas consultants share is 75%.

3.6 Institutional Social Responsibility (ISR) and Extension Activities

3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

- a) The institution promotes institution-neighborhood-community network and student engagement in various ways as mentioned below:

- i) Awareness and institutional responsibility to society is an important part of the mission of the Institute at MGM IOM. The Institute organizes programs and drives to realize this mission. Some of the initiatives of the Institute to meet ISR are given in succeeding paragraphs.
- ii) A neighboring village was adopted on July 11, 2013. The Institute staff members visited the village Daregaon Dari, Tq. Phulambri, Dist. Aurangabad on July 11, 2013 for the purpose of liaison with the village 'Panchayat'.
- iii) Some major areas of improvement like village road, water supply, schools, and library were discussed with 'Panchayat' members i.e. Mr. L. M. Dudhe (Sarpanch), Mr. G.S. Ingole (Gramsevak), Mr. Gajbhiye (Agriculture Officer), and other prominent citizens of the village.
- iv) The NSS unit has planned for activities like: Educational Activities, Repair of Roads / Tracks, Literacy Classes for Adults, Water conservation, Plastic Eradication, Blood Donation, Health Checkup and Health Education.
- v) In the view of Dr. BAMU Foundation Day, tree plantation program was organized in the village on August 18, 2013. NSS volunteers and staff members actively participated in this activity. More than 1000 trees were planted in the village in the 'gairan' land.
- vi) The Institute and the management of MGM are extremely keen to popularize games and sports in the society. Consequently, on the occasion of MGM's 31st Foundation Day, 'Open Games' were conducted by MGM IOM where participation was open to all. Traditional and popular games like Wrestling, and Chess were organized along with Rifle Shooting and Golf. These games received a good response (230 participants for the above competitions altogether) from the citizens of Aurangabad and surrounding areas.
- vii) Dedicated to its commitment of preservation of culture and heritage of Aurangabad, a 'Heritage Run', which was open to all, was organized. There were posters and banners displayed all along the route motivating and inspiring the people to preserve the monuments which Aurangabad has inherited. The run received a humongous response of 3000 participants from all age groups. The winners of the 'Heritage Run' were awarded the prize money worth Rs. 1,08,000/- (Rs. One lac eight thousand only).

- viii) **Association with 'SAKAR'**: The NSS unit has tied up a NGO named 'SAKAR' for assisting them in their work. This NGO brings up and later gets abandoned children legally adopted by desirous people. Students and faculty visit 'SAKAR' and assist in its work.
- ix) MGM IOM has always been active towards increasing women's participation in the workforce. MGM IOM has demonstrated this by showing a steady increase in number of girl students' enrolment, number of female employees on roll, by providing a safe, fear free work environment in MGM campus. One more step towards empowering the women was organization of a few seminars on prevalent issues related to gender sensitization, discrimination, sexual harassment in workplace and other public places, and problems related to pre-marital sex.
- x) **Free Protein Food Distribution**: The NSS unit distributed self prepared protein food at MGM Hospital and at 'SAKAR' to the underprivileged on February 1, 2014.
- xi) A Blood Donation Camp was arranged in MGM IOM campus on February 14, 2014. 16 students donated blood.
- xii) Cleanliness Drive at Daregaon was organized on March 2, 2014. Plastic eradication, cleaning of the drainage system of the village, congress grass eradication, cleaning common places like assembly hall, 'Samaj Mandir', 'Anganwadi' etc. was done to instill the spirit of cleanliness in the villagers.
- xiii) Free Eye Check up Camp and Cataract Operation Camp was organized by MGM IOM students in association with MGM Hospital at Daregaon. Approximately 140 villagers underwent eye checkup of which 36 were detected with Cataract. The patients who were detected with cataract were taken to MGM Hospital for cataract operation.
- xiv) A number of lady faculties are members of 'Sakshama'- an initiative by MGM which works towards 'women empowerment'.
- xv) A survey was carried out to find out the problems of the farmers whose lands were acquired for MIDC industrial area. The grievances of the farmers were highlighted in MGM IOM's national conference on DMIC.
- xvi) Providing Venue for 'Deaf & Dumb National Swimming Olympics': All the facilities for organizing this event were provided by MGM IOM.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

- a) The NSS unit of MGM IOM tracks involvement in various social movements / activities through the unit which promotes citizenship roles.
- b) Guardian Faculty Members (GFMs) keep the record of students of respective classes who participate in any social/community related activities at individual level. The records are kept in students' progress cards.
- c) Internal marks are awarded for such activities, so as to create an incentive for students to give back to the community.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

- a) The institution solicits stakeholder perception on the overall performance and quality of the institution through students, parents, alumni, and employers through interactions at various meets, e.g. alumni meet, parent teachers meet, and informal discussions. Interactions with staff of sister Institutes, industrial organizations, organizations where students intern, also provide us with vital information. Feedback is also taken from the industry personnel who come for placement.
- b) This feedback is then analyzed and the necessary actions to improve the Institute's performance are taken.
- c) Community cell keeps a record of students taking part in social and extension activities. Social welfare committee recommends the students for rewards other than internal marks.

3.6.4 How does the institution plan and organize its extension and outreach programs? Providing the budgetary details for last four years, list the major extension and outreach programs and their impact on the overall development of students.

a) Planning of Extension and Outreach Programs:

- i) The institution plans and organizes its extension and outreach programs through the NSS unit and Community Cell. The extension activities are not restricted to NSS volunteers alone. Any student and/or staff can take part in these activities. Extension activities are planned by NSS Unit and Community Cell. Major extension and outreach programs of the Institute are listed in following paragraphs.

- ii) The main areas selected for community service are: Health and Hygiene, Education, Cleanliness, Village Institutional Improvement, and Environment Protection at the Village.
- iii) Assist NGOs in carrying out their task of rehabilitating orphans by getting them adopted legally.
- iv) Help patients admitted in the hospitals.
- v) Blood donation.
- vi) Organizing and conducting sports activities for community and promoting culture and heritage protection.

b) Budgetary Details for Last Four Years:

Yr. 2010-11	Yr. 2011-12	Yr. 2012-13	Yr. 2013-14
Not Applicable as the NSS Unit was established in July 2013			Under Progress

c) Impact of Extension and Outreach Programs:

- i) Extension and outreach programs are making our students aware about their duty towards the society by making them experience the happiness in 'giving back' through various activities.
- ii) These programs develop a deeper understanding of and commitment to the community in students.
- iii) Experience gained through extension and outreach programs helps students observe and analyze social problems in their surroundings, think of ways in which they can contribute towards solving those issues, improve their self-esteem and better prepare for their career, among other benefits.
- iv) Such programs encourage students to develop a lifelong ethic of service to society

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

- a) The institution promotes these extension activities by extending help in the form of manpower, funds, refreshments and transport.
- b) The achievements of the teachers and students are highlighted in college publications and local news papers, thus promoting their participation.
- c) Special incentives such as provision of internal marks for NSS/social activities are offered to encourage NSS voluntary participation along with awards for doing good community work.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

- a) Our work doesn't stop only at adopting the village 'Daregaon'. Special attention will be given to areas where we find that the development/improvement is not at par.
- b) The Institute carried out a survey to determine the condition of the farmers whose lands have been acquired for MIDC Industrial Area. The findings were included in a paper presented in MGM IOM's National Conference on DMIC. Members of a few 'gram panchayats' attended this conference. It gave all an insight of social problems consequent to land acquisition.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

a) Objectives and expected outcomes of the extension activities:

- i) The local community benefited through the work put in by our students. The adoption of the village 'Daregaon' and various activities that have happened and are planned in the future will surely result in improved quality of life of these villagers, and make the city students realize the problems of the villages and the society and their possible roles in mitigating those problems.
- ii) Providing free protein food to the underprivileged in the community is our contribution towards patients who can't afford it.
- iii) The Blood Donation Camps organized at MGM IOM is another significant contribution to the community for helping the needy and making students realize the importance of sacrifice and of giving instead of taking.
- iv) A poster competition for MCA students where students depicted various social issues during freshers' event, aimed at raising awareness regarding societal issues.

b) Complementing Student Learning by Extension Activities:

- i) Students were involved in communicating with the society at regular intervals through NSS and other activities. This communication has helped mature their understanding of the social and economic conditions of the community.

- ii) Students' analytical skills have been utilized and sharpened when they spotted and analyzed the social and economic problems of people at Daregaon and tried finding solutions.
- iii) Students got an opportunity to utilize the skillset they have acquired in their graduate and post graduate levels. They had live problems before them, making them exercise their critical thinking and problem solving skills.
- iv) Students identified social/economic problems and tried to translate and break down these problems into smaller, workable sub problems. They could then divide these amongst them and came up with solutions (in terms of workable, step-by-step action plan).
- v) Students assume leadership roles of their task groups and hence learn to exercise leadership, planning, and organizing qualities.
- vi) Students apply their knowledge to understand and solve live problems staring at the community.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

- i) Our activities are community based, and efforts are made to involve not only the community of the adopted village 'Daregaon' but the NSS team acts like an NGO to ensure that privileged community in Aurangabad area is also involved in NSS activities.
- ii) Liaison with government officials i.e. 'Gram sevaks' and Agriculture officers, and ensuring their involvement.
- iii) Approaching MGM Hospital for health/medical assistance.
- iv) Contacting prominent citizens of Phulambri (Taluqa) for assistance.
- v) Approaching villagers for help to accomplish Institute initiatives.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

- a) Contact with MGM Medical College and Hospital for medical assistance. Eye checkup camp for Daregaon villagers was organized with their assistance.
- b) Relationship with MGM Sports Department and other sister Institutes for any other assistance for Daregaon and community.
- c) MGM IOM and all sister institutes provided infrastructural facilities to Maharashtra police to conduct their promotional exams at no cost. These

exams were conducted for the duration of 3 days in the month of August 2013.

- d) 'Heritage Run' was organised by MGM IOM with the help of all sister institutes.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

- a) No awards have been received yet.

3.7 Collaborations

3.7.1 How does the institution collaborate and interact with research laboratories, Institutes and industry for research activities? Cite examples and benefits accrued of the initiatives-collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

- a) The Institute collaborates and interacts with other Institutes and industry by:
 - i) Taking membership of industrial association, attending their meetings and understanding their requirement.
 - ii) Offering assistance for conducting development programs.
 - iii) Providing infrastructure for their training programs.
 - iv) Offering to conduct project work in the area of their interest/problem.
 - v) Through alumni of the Institute.
 - vi) Interaction with foreign universities through Erasmus Mundus which is a cooperation and mobility programme in the field of higher education that aims to enhance the quality of higher education and to promote dialogue and understanding between people and cultures through cooperation with Third- World Countries. In addition, it contributes to the development of human resources and the international cooperation capacity of Higher education institutions in Third Countries by increasing mobility between the European Union and these countries.

- vii) Similarly a MoU with Pittsburg State University (PSU), Kansas, USA is likely to be signed shortly. This will involve student and faculty exchange program for studies and research.
- viii) Providing library, IT and other infrastructure facilities to industry and other sister Institutes.

b) Benefits from these initiatives are as under:

- i) Sharing of resources from sister Institutes of MGM and industry in the form of guest speakers and eminent entrepreneurs for guidance in research.
- ii) Opportunities to students to visit universities in EU for research/studies.
- iii) Sharing of IT infrastructure with industries.
- iv) Conduct of Advance Development Center with industry giving insight to faculty members in performance appraisal and personality assessment in industry.
- v) Project work for students from industry.
- vi) Placement assistance.

3.7.2 Provide details on the MOUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

- a) The Institute is in process of renewing or signing MoU's with the following
 - i) Endurance Technologies, Aurangabad
 - ii) Aurangabad Electricals and Expert Global for resource sharing and expertise
 - iii) Aurangabad Management Association, Aurangabad for arranging guest speakers and organizing management events.
 - iv) Pai International Learning Solutions, Pune for RedHat Certification courses.
 - v) IIT Delhi for value addition workshops.
 - vi) MGM Institute of Management Studies and Research, Navi Mumbai for collaboration in research.

vii) Pittsburg State University (PSU), Kansas, USA for twinned MBA programme

- b) Faculties are sent to attend short courses at institutes of national importance like IITs and IIMs.
- c) All collaborations stated above have enriched the knowledge of our students in multidisciplinary domains. The students and faculty members have broader understanding of the industry and can foster/enhance tie ups.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up- gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

- a) IOM has collaboration with Ambekar Associates for giving hands on training to the MCA students on Embedded System kits. Under their guidance we have established a separate lab for Embedded System.
- b) IOM has Collaboration with Era Tera Technologies for placement services.

3.7.4 Highlighting the names of eminent scientists/participants, who contributed to the events, provide details of national and international conferences organized by the Institute during the last four years.

- a) Eminent scientists/participants who contributed to the events:
 - i) Dr. Vijay Pandharipande, Vice Chancellor, Dr. B.A.M.U., Aurangabad. (National Conference on SEZ's and Development of DMIC: Challenges & Opportunities)
 - ii) Dr. Walmik Sarwade, Director-Management Science Dept., Dr. B.A.M.U., Aurangabad (National Conference on SEZ's and Development of DMIC: Challenges & Opportunities)
 - iii) Dr. Kalyan Laghane, Dean-Management Science, Dr. B.A.M.U., Aurangabad (National Conference on SEZ's and Development of DMIC: Challenges & Opportunities)

- iv) Mr. C.P. Tripathi, Chairman, Aurangabad Management Association (Providing guest speakers)
- v) Dr. (Lt. Gen.) N. S. Malik (Retd.) for guest lecture on National Security
- vi) Mr. Achyut Godbole, MD, SoftExcel Consultancy Services, Mumbai for guest lecture on career opportunities in IT.
- vii) Dr. Prakash Amte, Social Worker for guest lecture on Social Issues
- viii) Dr. J. B. Joshi, Scientist BARC, Mumbai
- ix) Mr. Harsh Jajoo, Consultant, for workshop on Mindmaps.
- x) Dr. Niharika Vohra, IIM Ahmedabad for workshop on Leadership.
- xi) Mr. Gavande, Executive Engineer, MIDC, Aurangabad for conference.
- xii) Mr. Ninad Karpe (MD, APTECH)

b) Details of national conference field:

Sr. No.	Name of the Conference	Date	Remarks
1	A National Conference on 'SEZ's and Development of Delhi Mumbai Industrial Corridor: Challenges and Opportunities.	4 th and 5 th October 2013	Inaugurated by Dr. Vijay Pandharipande, Vice Chancellor, Dr.BAMU, Aurangabad. The conference proceedings published with ISBN number

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated

a) Important linkages are as under:

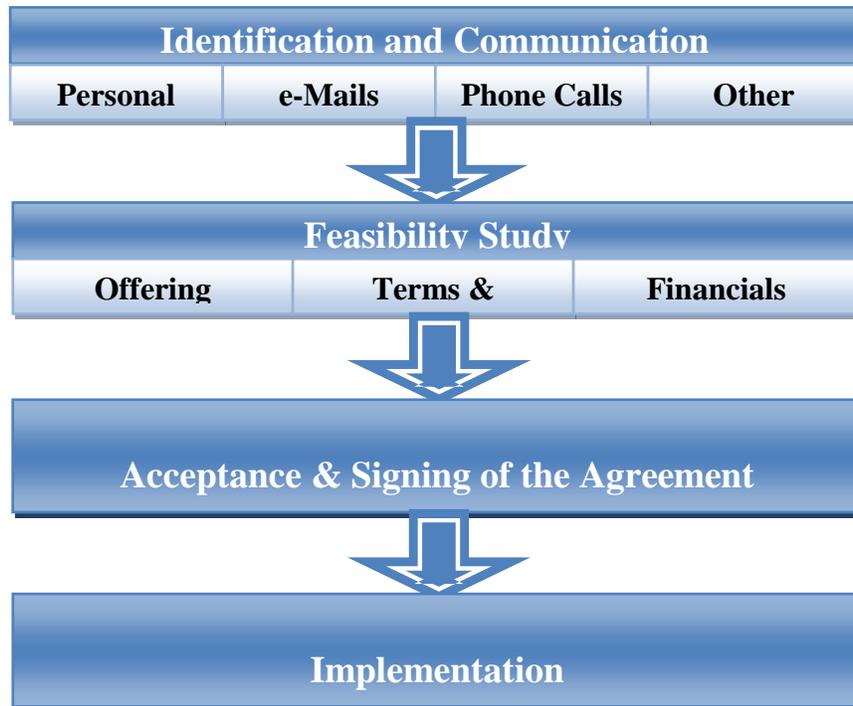
- i) Endurance Technologies, Aurangabad.
- ii) Aurangabad Electricals and Expert Global for resource sharing and expertise.
- iii) Aurangabad Management Association, Aurangabad for

- arranging guest speakers and organizing management events.
 - iv) Pai International Learning Solutions, Pune for RedHat certification courses.
 - v) IIT Delhi for value addition workshops.
 - vi) MGM Institute of Management Studies and Research, Navi Mumbai for collaboration in research.
 - vii) Pittsburg State University (PSU), Kansas, USA for twinned MBA programme is in the process of renewal.
- b) As a result, guest lectures and value addition courses were arranged.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages /collaborations.

- a) The Institute has a committee called Industry Institute Interaction (III) committee which works to forge alliances/MoUs with the industry.
- b) The industry is approached by III through various means like attending industrial meets and interacting with entrepreneurs and owners/officials of the industry.
- c) The Institute has provided assistance to industrial organizations like AMA & NIPM to organize their events in the Institute campus.
- d) The linkages/collaborations assist in resource sharing, providing guest speakers, organizing industrial visits, summer internships projects and even placements.
- e) Assistance of alumni of the Institute is also taken to form collaboration.

Fig: The process of establishing the collaborations.



CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES



Criterion IV: Infrastructure and Learning Resources:

4.1 Physical Facilities

4.1.1 What is the policy of the institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

- a) MGM IOM has an Infrastructure Advisory Committee. Chaired by its in-charge faculty, the committee assembles before the commencement of semester and reviews the infrastructural shortfall felt in the last semester. The proposal of this committee is forwarded to the Director through in-charge Administration. Director, after deliberations, prepares a proposal of the relevant requirement and put forward it in the corporate level meeting of the Trust for considerations, approval and implementation / procurement. Minor items are procured as per the requirement at the Institute level. Procedures have been laid down for the same. (Ref.: ISO 9001-2008, Departmental Procedure, DP/STOR/purchase).
- b) Some of the initiatives e.g. installation of the Interactive White Board in the Institute, are also taken by the corporate office of the Trust Board and implemented.

4.1.2 Detail of the facilities available for –

- a) **Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, animal house, specialized facilities and equipment for teaching, learning and research etc.**
- b) **Extracurricular activities – Sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc.**
- a) **Curricular and Co-curricular activities:**
 - i) Currently, the relevant infrastructural facilities include 13 lecture halls, 2 seminar halls, 1 auditorium (all ICT enabled). 5 Computer laboratories, 2 computer centers (with broad band internet connectivity), 8 staff rooms, 2 tutorial rooms as per the detail given in the table below:

Table: Facilities for curricular and co-curricular activities:

Building	Floor	Particulars
Old Building	Ground Floor	4 Computer Labs accommodating 223 computers, Main Library possessing of over 30570 books. 3

		Staff rooms, HOD-MCA Cabin, Boys' and Girls' common rooms, Language lab, 1 Seminar Hall and 2 ICT enabled Class Rooms
Old Building	First Floor	2 ICT enabled Class Rooms, 1 acoustically facilitated Seminar hall, 1 Computer Center, 1 Professor's cabin, 1 staff room, Housekeeping room, Sick room and Reading Hall, NSS office,
Old Building	Second Floor	1 Pantry, 1 General purpose room and 1 Hall, Students' Council office.
New Building	Ground Floor	Lobby, Administrative Hall, ICT enabled Auditorium, Board Room, 2 ICT enabled Class rooms, Examination Control Room, Placement Office and Reference library consists of reference books, reading space with audio visual devices for students.
New Building	First Floor	Trustee's Office, Director's cabin, Research Coordinator's Cabin, 2 Staff rooms, Coordinator-Academics Cabin, 1 Computer Lab and 3 ICT enabled class rooms
New Building	Second Floor	Coordinator-NAAC Cabin, 1 Staff room, 2 Computer Labs, 2 General purpose Office rooms, 3 ICT enabled Class rooms
Shared Resources: Rukmini Hall (Area:470 sq.m; Sitting capacity: 1200), Einstein Hall and Aryabhata Hall		

ii) Total Built-up area of the two blocks-old and new, is 5833 sq.m.

For Marked Map please see page no.220 to page no.225

b) Extracurricular Activities:

i) A highly enriched extracurricular schedule is planned and implemented to ensure the overall growth of its students. A full-fledged stadium is in its last phase of construction, where high level games can be organized.

ii) A state of the art gymnasium, a swimming pool, rifle shooting range, tennis, badminton, basketball, volleyball and cricket grounds are available.

- iii) For its students' co-curricular and extracurricular activities, MGM IOM actively uses the fully air-conditioned and with two-floor sitting arrangement for 1200 viewers and 421sq. m. area, "Rukmini Auditorium" This is equipped with the state of the art theatrical electronics & sound equipments with its own 'Light & Sound' special effects. In addition to this, open air and smaller halls are also available to organize activities.
- iv) Sports equipments are made available to students as per requirement
- v) To inculcate the spirit of nation building and social service among the Institute's students, a NSS unit is functional. Under the banner of this unit, the students took initiative to adopt a village - Dargaon Dari in Taluqa Phulambri of Aurangabad district. The students very enthusiastically took part in conducting various programmes / drives. Plantation, free Eye Operation Camp and cleanliness drives etc. were conducted in this.
- vi) The students took keen interest in conducting / hosting various programmes or activities e.g. role play on burning social issues by a city based NGO – 'SAKAR', distribution of protein food among the inmates of the said NGO and conducting the blood-donation camp etc. Transport and other facilities are provided by the Institute for such activities.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed / augmented and the amount spent during last four years (Enclose the Master Plan of the institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

- a) Since its inception in 1994, the MGM IOM has been growing with each passing year. With its total capacity of 360 students in its MBA and of 180 students in its MCA (Total: 540 students), currently MGM IOM has ample accommodation to run various curricular, co-curricular and extracurricular activities

b)Growth of the Institute vis-à-vis the expenditure incurred are given in the table:

	Year	2009-10	2010-11	2011-12	2012-13
	Intake of students (MBA & MCA)	90+60	180+60	180+60	180+60
Sr. No.	Infrastructure	Amount spent (In Rs. Lac)			
1)	Furniture & Furnishings	04.34	15.17	09.34	07.35
2)	Equipments (Office - Lab)	11.78	06.00	02.33	00.90
3)	Books (Library)	10.30	20.75	14.47	11.50
4)	Built-up Accommodation (Net)	2699.47 sq m.	4563.93 sq m.		

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

- a) The number of students with physical disabilities has always been nil with MGM IOM's yearly students' intake. However, Old Building is all enabled with wooden and concrete ramps for use of wheel chairs.
- b) An easy access into the class rooms, labs or into the washrooms is also ensured with special measures e.g. a class with such students will be allocated a ground floor ICT enabled hall.

4.1.5 Give detail on the residential facility and various provisions available within them:

- a) **Hostel Facility – Accommodation available**
- b) **Recreation facilities, gymnasium, yoga center etc.**
- c) **Computer facility including access to internet in hostel**
- d) **Facilities for medical emergencies**
- e) **Library facility in the hostels**
- f) **Internet and Wi-Fi facility**
- g) **Recreational facility–Common room with audio-visual equipments.**
- h) **Available residential facility for the staff and occupancy**
- i) **Constant supply of safe drinking water**
- j) **Security**

a) Hostel facilities:

- MGM trust has established a very good set up of Boys and Girls hostels. MGM IOM shares this facility with its sister institutions within the MGM campus.
- b) Gymnasium and ‘Yoga’ center (Arogyam) are available for students.
 - c) Internet and Wi-Fi facilities are available in the campus.
 - d) MGM hospital is located within 300 meters, any medical emergency case is immediately taken to the said hospital.
 - e) There is no library facility in the hostels. Libraries are located within 100-200 meters from hostels.
 - f) Recreation facilities along with the common rooms are available in hostel.
 - g) There is no residential facility for the staff of IOM in the campus
 - h) Safe drinking water is made available using water coolers and water purifiers.
 - i) Security is ensured using institutional security staff, outsourced staff and surveillance-camera.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

- a) In the MGM campus in general and IOM’s own premise, there is a very effective out sourced service mechanism to maintain health and hygiene. In addition, within the campus, rich and aesthetically designed greenery is nurtured by the horticulture department. Daily cleaning of washrooms, classrooms and corridors is done under the supervision of the allocated staff for this purpose.
- b) MGM IOM also enjoys the round the clock health care by the adjoining MGM Hospital which is equipped with the all necessary facilities for medical treatment and medical checkup of students done.
- c) The group insurance coverage of all the admitted students has been done with effect from A.Y. 2013-14.

4.1.7 Give details of the Common Facilities available on the campus – spaces for special units like IQAC, Grievance Redressal Unit, Womens’ Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

- a) The Common facilities / spaces have been made available with respect to the following heads:
 - i) IQAC – Internal Quality assurance Cell

- ii) Counseling and Career Guidance Cell. Expertise and space have been made available.
- iii) Placement Cell and Women's Cell.
- iv) Sick Room (with necessary basic medical treatment facilities).
- v) Recreational places like canteens, bakery, playgrounds and common rooms are available.
- vi) Canteen - There is a common Canteen catering to all the institutions located within the MGM campus. IOM shares this facility with its all sister institutions.
- vii) Parking – there is a very competent and streamlined parking setup maintained by MGM's security personnel regulating the in and out movements of 2-wheelers and 4-wheelers.
- viii) Transport: Since the big MGM campus is located in the heart of the city, ample transportation facilities are available to reach the campus. In its extracurricular outdoor activities for example industrial excursions, NSS camp tours and sports / game participations etc, the buses and mini-buses are provided by the MGM's central vehicle pool from time to time.
- ix) Drinking Water - The water coolers along with the latest Reverse Osmosis cleaners are installed within the premises of MGM IOM in a manner to ensure an easy access to everybody.

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student / user friendly?

- a) The library has an advisory committee comprising of faculty members of the Institute and librarian. Following is the composition of the Library advisory committee:.

Sr. No.	Name	
01	Prof. Rajeev Kharat	In-charge
02	Prof. Suchitra Mendake	Member
03	Dr. Sachin Gadekar	Librarian
04	Mr. Suhas Takalkar	Member

- a) The committee keeps an effective control as well as facilitates a smooth and optimal utilization of the Library. Through its frequent meetings, it discusses and prepares proposals for the said purpose with respect to

- various matters related with development and smooth functioning of the library.
- b) The committee recommends the procurement of new books / journals / periodicals / e-journals and CDs on the requisition by the faculty / students.
 - c) On receipt of new books in the library, committee members verify them specifically.
 - d) The committee supervises the automation of the library.
 - e) The committee discusses and then suggests the budget for the purchase / procurement of books/ journals and other necessary requirements for the library.

4.2.2 Provide details of the total area of the library, the seating capacity there in and the working hours thereof.

- a) Total area of the library: 546.53 sq.mts. (reference library excluded)
- b) Total seating capacity: 110 persons
- c) Working hours are as under:

Sr. No.	Days	Working Hours
i)	From Mondays to Saturdays	10 AM to 06 PM
ii)	During the conduct of and preparatory period for Internal & University Examinations	10 AM to 08 PM
The library remains open during vacations too.		

Individual reading carrels are available in the reading hall of the library. In addition separate lounge area for reading is provided in reference library for accessing e-resources, on line journals / e-journals, and net browsing.

4.2.3 How does the library ensure purchase and use of current titles, print and e- journals and other reading materials? Specify the amount spent on procuring new books, journals and e- resources during the last four years.

As mentioned above, there is a library advisory committee devoted to this cause. Faculty and committee members actively recommend new books, journals and e-journals in the commencement of the session, which in turn

are processed further and approved by Director and thus the purchase is made. A total of 33,400 books are held on the charge of the Library now.

a) Details of books and journals are purchased during the last four years are given in the table below:

Table: Details of Books and Journals Purchased in the last Four Years

Books for	2010-11		2011-12		2012-13		2013-14	
	Books (Value-Rs)	Count	Books (Value-Rs)	Count	Books (Value-Rs)	Count	Books (Value-Rs)	Count
MBA	12,53,346	3187	3,86,153	1077	6,57,104	1347	Billing and supply are in progress,	313
MCA	2,83,615	779	2,02,733	564	1,60,054	462		100

Library Holdings	2010-2011		2011-2012		2012-2013		2013-2014	
	In Value (Rs)	Count	In Value (Rs)	Count	In Value (Rs)	Count	In Value (Rs)	Count
Journals / Periodicals (MBA)	2,67,692	83	3,12,757	90	1,21,420	101	1,77,741	94
Journals / Periodicals (MCA)	51,850	24	72000	24	72000	24	87150	29
e-Resources 'Emerald & Springer'	1,14,460	95	63,500	95	1,08,500	120	1,800,41	120
	None		None		1,46,400	134	1,70,660	149
Other	58 and 14 compact discs in relevant subjects are available in MBA and MCA sections of the Institute's Library respectively.							

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

OPAC (Online Public Access Catalogue)

a) Electronic Resource Management package for e-journals,

- b) Federated searching tools to search articles in multiple databases**
- c) Library Website**
- d) In-house/remote access to e-publications**
- e) Library automation**
- f) Total number of computers for public access**
- g) Total numbers of printers for public access**
- h) Internet band width/ speed 2mbps 10 mbps 1 gbps**
- i) Institutional Repository**
- j) Content management system for e-learning**
- k) Participation in Resource sharing networks/consortia (like INFLIBNET)**

- a) OPAC (Online Public Access Catalogue): OPAC has been made available in the library in order to locate any shelved book easily within the IOM library by author, title, and subject.
- b) Electronic Resource Management Package for e-journals: e-Journal packages are available with IOM's Library services through which, the student / faculty can access all e-journals, articles, case studies, back files and abstracts, Emerald and Springer are in use till Academic Year 2012-13. Dellnet is in use now.
- c) Federated searching tools to search articles in multiple databases.
- d) Library website:
IOM maintains its official website, www.mgmiom.org, which has a link leading to its Library's web-presence. Availability of the books can be seen using Institute's ERP.
- e) In-house/remote access to e-publications:
IOM has made available the remote access to e-publications, to its staff and students by way of the Dellnet.
- f) Library automation: Automation is carried out with installation of 'Library Management System' software in the IOM's library.
- g) Total No. of computers for public access: Total 20 terminals are available for public access in reference library.
- h) Total no. of printers for public access: Two
- i) Internet band width / speed: 40 mbps
- j) Institutional repository: Compact Discs are available in the library for students.
- k) Participation in resource sharing networks/consortia like INFLIBNET:
 - i) IOM's library has reached out to the library of the sister institution Jawaharlal Nehru Engineering College (JNEC) through 'book-loan scheme'.

ii) The Institute is also making the INFLIBNET connectivity through its parental affiliating body Dr. BAMU.

4.2.5 Provide details on the following items.

Detail	Particulars
Average number of walk-ins	100
Average number of books issued/ returned	17600 pa
Ratio of library books to students enrolled	1:56
Average number of books added during last three years	For MBA: 1870 and for MCA: 602 No.
Average number of login to OPAC	Not done
Average number of login to e- resources	Not done
Average number of e- resources downloaded/ printed	Not recorded
Number of information literacy training organized.	One
Details of 'weeding out' of books and other materials	None

4.2.6 Give details of the specialized services provided by the library

- a) Manuscripts**
- b) Reference**
- c) Reprography**
- d) Inter library loan service**
- e) Information deployment and notification**
- f) Download**
- g) Printing**
- h) Reading list/Bibliography compilation**
- i) In house/ remote access to e- resources**
- j) User orientation and awareness**
- k) Assistance in searching databases**
- l) INFLIBNET/IUC facilities**

- a) **Manuscripts:** Manuscripts are not available in the library.
- b) **Reference** - Separate Reference Library is made available for students, faculty and staff of MGM IOM. Comfortable seating arrangement is available for students, faculty and staff for their referential studies. Reference Library books on various curricular and non-curricular

subjects and twenty of computers with internet facility are also made available for its users.

- c) **Reprography-** Reprographic facilities viz. photocopy-machine, printer and scanner are made available within the Reference Library.
- d) **Interlibrary Loan Service-** Inter library loan service is available with the libraries of JNEC, MGM Institute of Hotel Management and Catering Technology and G.Y. Pathrikar Institute of Computer Sciences. The Institute membership of library of IIM, Ahmedabad is also available
- e) **Information Deployment and Notification -** Lists of journals and e-journals are displayed in the library notice board. Relevant notices regarding the new arrivals of books in the library are displayed for students and faculty. Library also sends the important information through e-mails to the faculty. Journal and books' catalogues received from various publications are also available in the library.
- f) **Download and Printing -** MGM IOM library provides downloading, printing and scanning facilities to students and other faculty users.
- g) **Reading list/Bibliography Compilations -** Book lists, author wise, title wise and subject wise are made available in computer for students within the OPAC set-up. The library maintains a systematic book keeping practice to shelve them subject wise with rack no. in order to ensure a hassle-free and easy access to the needed book by the students and faculty.
- h) **In House / Remote Access to e-resources -** Institute library provides access to e- journal database viz. Dellnet.
- i) **User Orientation and Awareness –** Website of the Institute offers information of the library resources where the information about the library is available.
- j) **Assistance in Searching Databases –** MGM IOM library set-up and staff members always help the students and faculty for searching library resources.
- k) **INFLIBNET IUC facilities -** Under progress.

4.2.7 Enumerate on the support provided by the library staff to the students and teachers of the college.

- a) MGM IOM library staff enthusiastically supports the students and faculty in their learning and research pursuits
- b) Information regarding current titles, new publications, latest journals, e-journals is made available from time to time to the faculty. Newspaper cuttings are also kept and displayed in reference library. Library staff also assists students in finding books of their choice.

- c) As a regular routine, newspapers are displayed systematically on the newspaper stands in the library for students and faculty.

4.2.8 What are the special facilities offered by the library to visually/physically challenged persons? Give details.

- a) Library has been made accessible to physically challenged person by construction of ramps.
- b) Library staff has been instructed to assist physically and visually challenged persons to search books and issue the same.

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

- a) Yes, the library gets feedback from students and faculty.
- b) Questions about the feedback of library have been put in the students end of semester feedback and in the faculty feedback.
- c) Suggestion box has been kept at the prominent place in the library for suggestion from students /faculty if any.
- d) Suggestion register is kept at the entrance of the library for users to give suggestions.
- e) Analysis: Feedback prints are compiled and prints are given to the library committee. The committee discusses the prints and valid points are forwarded to the Director for discussion and action. Action is taken on the valid point for further improvement.
- f) Strategy: All users are encouraged to give points for the improvement of library. Feedback is anonymous so that there is no hesitation on the part of the users to give points.
- g) Analysis of feedback is done by the ERP software automatically. Performance of library can be represented in mathematical figures.
- h) Inputs so received are discussed in the meeting of library committee and action plan is decided.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- a) **Number of computers with Configuration (provide actual number with exact configuration of each available system)**
- b) **Computer-student ratio**

- c) Stand alone facility
- d) LAN facility
- e) Wi-Fi facility
- f) Licensed software
- g) Number of nodes/ computers with Internet facility
- h) Any other

a) No. of Computers held are shown in the table below:

S.No.	Specification	Qty.
1	Dell Max 380 Optiflex Core2duo 2.93 GHz 1 GB RAM 300 GB Hard disc	300
2	Laptop-HP	20
3	HP 4000pro. Intel Core2duo 2.93 GHz 2 GB RAM 500 GB Hard disc	100
	Total	420(including laptop)

- b) **Computer-student ratio:** 1:2
- c) **Stand alone Facility:** Printout, CD/DVD Writing, Scanner, Photocopying Machine (Xerox)
- d) **LAN Facility:** Computer Labs, Faculty/Staff Rooms, Office, Library, Director Office.
- e) **Wi-Fi Facility:** MGM IOM campus is Wi-Fi enabled. This is facility available to students and staff on charges.
- f) **Licensed software:** Following softwares are available:
 - i) Oracle 9i
 - ii) Windows XP
 - iii) Windows 7
 - iv) MacAfee Antivirus
 - v) NPAV antivirus
 - vi) Windows 2003 Server Standard A.E.
 - vii) Visual Studio Pro A.E.
 - viii) Microsoft office A.E.
 - ix) Red hat Linux Enterprise Server Basic
 - x) Tally (Proposed)

- xi) ERP for the Institute
- g) Number of Nodes / Computers with Internet Facility**
Computers in 420 No. with internet facility (Leased Line having speed 40mbps) - Including those in Staff Rooms, Computer Labs, Computer Centers and Class rooms.
- h) Any other**
MGM IOM has 14 Projectors and 26 printers installed. In the academic year 2011- 2012, an ICT Digital Board was also installed in the Seminar Hall.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Following facilities are made available to faculty and students:

- i) Faculty** - MGM IOM provides computer system to all faculty members with LAN and internet facilities. Department Heads of MBA and MCA are also provided with laptops, internet data cards, external storage discs, multimedia speaker and landline phone.
- ii) Students** - Computer Labs with Internet facility are available to the students. Practical periods are allocated within the timetable to ensure optimum utilization of the Computer labs. Separate Language Lab is also available and the Institute has developed its own syllabus for 'Business Communication' and in the allocated period, students actively use language lab.
- iii) ERP** - The Institute has its own ERP. Information regarding course plans, attendance, personal information of the students and any other information required to be communicated to students is put on the ERP. Students log on to the ERP using their login/password id.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

- a) Faculty from MBA and MCA departments and lab in-charge review the condition of the computers in the Institute and decide the type of up gradation required. Institution purchases new versions of computers as and when required. In the annual budget adequate provisions are made for the same.
- b) Certain jobs like repairing in a breakdown etc. are outsourced from time to time. MGM IOM has started certification like RHCE and RHCS from academic year 2013-14.
- c) Similarly ERP is improved based on the requirement of students/teachers

d) Library software has also been replaced by a better version recently.

4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

a) **Provision for procurement, upgradation and deployment in the Institute.**

Table: Expenditure on Computer in last four years:

Facility	Amount Spent (Rs.)			
	2009-10	2010-11	2011-12	2012-13
Computers procurement	30,00,000	34,37,850 5,75,000(Laptop)	19,30,000	2,04,435
Repair & Maintenance/Software	Nil	Nil	600	3,72,705

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching / learning materials by its staff and students?

- a) Video Projector system is available in each class Room with screen. One digital board is fixed in Seminar hall for presentations with special audio video effects. Each of the faculty members of MGM IOM is provided with a work station with computer under LAN and internet connectivity.
- b) A good collection of CDs and DVDs is maintained in IOM's library which is effectively used by the teachers to make learning an enriching experience for students.
- c) Library has separate computer systems to access online databases and resources. Teachers and students are encouraged to use these facilities. '*Webinars*' are used as an effective teaching tool especially for the students and are arranged in the lab in a '*Virtual Seminar set-up*'.
- d) Expert lectures are arranged for the faculty on the use of ICT resources in teaching.
- e) Online resources like '*Springer*' and '*Emerald*' are frequently used by the teachers to make learning interesting.
- f) MGM IOM's ERP-setup is open for the access of students and of teaching and non-teaching staff to update themselves on syllabus covered, attendance record and students' personal data.

- g) Faculty use ERP for displaying their course-plan and feed attendance etc. while students may check their result of exams and attendance-status etc.
- h) References to websites related to topics are made in course plans, so that students could refer to those sites.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

- a) MGM IOM keeps and maintains the best IT infrastructure which in turn paves the way for enriched learning by the students .All the classrooms are fitted with projectors and mostly the faculty use MS Power Point presentations, e-resources and websites to make learning an interesting experience.
- b) In the same course, the IOM faculty also uses various audio video inputs to make their delivery more effective.
- c) Students are also encouraged to give presentations in the class by using these means and tools. MGM IOM, through its ERP set up, provides online notes and assignments also to its students.
- d) MGM's group-website and its linked website of MGM IOM also facilitate the access of ERP login for faculty and students alike to enable them in their respective curricular and co-curricular pursuits.
- e) Library maintains a good collection of CDs and DVDs on topic such as system programming in computer application and many topics in management science.
- f) *e-learning, e-library, webinars* etc are also used at MGM IOM rendering the role of a facilitator for the teacher.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

This service is not being utilized as yet.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

- a) The Institute carries out budgeting every year in the month of January. The budget is based on the inputs of last year's expenditure and consulting the important appointments of the Institute.
- b) The resource allocation is done as per requirements projected by the course coordinators, librarian, In-charge administration, coordinator-research, coordinator-academics, Training Placement Officer and coordinator- alumni.
- c) The estimate is then forwarded to the MGM Trust Office for approval. Expenditure is carried out according to the approval.
- d) The expenditure is monitored and it is ensured that budget is not exceeded without approval.

Table: Details of expenditure in last four years

Sr.No	Facility	Amount In Rs (lac)			
		2009-10	2010-11	2011-12	2012-13
1	Building	122.0	90.00	50.00	25.00
2	Furniture	04.34	15.17	09.34	07.35
3	Equipment	11.78	06.00	02.33	00.99
4	Computer	13.80	25.00	17.70	11.50
5	Library Books	10.30	20.75	14.47	11.50
6	Transport	Services outsourced from the centrally run fleet which is owned by the MGM Trust.			

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

- a) There is efficient and professionally managed construction department of MGM Trust which handles carpentry, electrician, plumbing and civil work. All services pertaining to civil work are procured from this department on requisition register.
- b) There is a central housekeeping agency on contract which provides its housekeeping services including cleaning, wet mopping and washroom cleaning.
- c) For overall monitoring and qualitative and quantitative supervision of the said services, a supervisor has been appointed. The supervisor is responsible for the working of the outsourced services. Through the housekeeping committee of IOM, he reports to the Director.
- d) All computer labs and all the computers and the related equipments are managed and maintained by Hardware In charge and Lab Assistant. All Computer labs along with their equipment are checked quarterly.

- e) System administrator carries out the administration of all networks and/or systems of MGM Institutes.
- f) Apart from having its own security personnel contingent, MGM hires and controls a security service centrally, which provides security service to MGM IOM as well.
- g) Equipment maintenance is planned and executed by In-charge administration of the Institute.

4.4.3 How and with what frequency does the Institute take up calibration and other precision measures for the equipment/instruments?

No instruments requiring calibration are held in the Institute.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

- a) All sensitive equipments like computers/ lab equipments are supplied power through UPS.
- b) MGM has centralized Hardware & Software department. If problem is not resolved by own staff maintenance staff is called.
- c) In case of emergency, generator power supply is provided by running generator by construction department.
- d) Water supply is provided by construction department. Institute has installed water filters and coolers, which are maintained by a contractor.
- e) Fire Extinguishers are installed on every floor as a prominent safety measure. They are checked and maintained by construction department.
- f) Pest Control in the library is carried out by a contractor.
- g) Housekeeping committee is responsible for maintenance of accommodation along with IC Administration.

CRITERION V: STUDENT SUPPORT AND PROGRESSION



Criterion V: Student Support And Progression

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

- a) Institute Prospectus: The Institute publishes its prospectus annually which contains information about the vision and mission and history of the Institute, details of the courses being offered (curriculum), affiliations, requirements and rules of admission, details about faculty, infrastructural facilities, achievements and important events of the Institute and rules and regulation regarding conduct and expectations from the students.
- b) Placement brochure is also published which gives details of student's profile. Institute has a website (www.mgmim.org) which contains similar information. Website is updated regularly and contains current information as well.
- c) To ensure accountability of the above, following measures are taken:
 - i) Policies of the Institute are based on the mission and vision and commitment of the Institute.
 - ii) Review of results and activities is carried out to see congruence between the commitment and the actual achievements.
 - iii) Faculties and non-teaching staff is well aware of vision and mission and maintenance of quality. They are grouped into various functional groups (committees) to ensure that all commitments are fulfilled.
 - iv) Director takes overview in meetings about activities planned and covered in that particular time period. To ensure proper planning of teaching methods, at the beginning of every semester, all the faculties have to submit a Course Plan which includes details of schedule of conduct of the lectures. The course plan is filled by the faculty and reviewed by coordinator academics at regular interval and is also updated in ERP along with attendance which helps to cover the syllabus smoothly. Also at the end of every semester, all the faculties have to submit Academic File which contains filled up

course plans with academic coordinators and Director's signatures on it.

- v) Quality control mechanism (IQAC, Internal Quality Assurance Cell) functions to bring improvements in the academic and administrative aspects to enhance deliverables as per commitment.
- vi) Every semester, feedback from students, parents, alumni is taken about the curriculum, infrastructure, teaching, extracurricular events as well as co-curricular activities which is an instrument of accountability for the Institute. The feedback is analyzed and steps are taken to correct the discrepancies if any.
- vii) Progress of the students is monitored and the same is reviewed by the Director. All members of staff understand their accountability.
- viii) Performance of staff is reflected in their performance appraisal and it adds to the accountability. Performance is discussed with the raters and this assists in enhancing accountability.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

- a) The students are awarded scholarship as per government rules through Department of Social Welfare, Directorate of Technical Education and Minority Institutions. Details of institutional scholarships given by MGM Trust are as under.

Table : Number of Institutional Scholarships Given by Management

Sr. No.	Type (waiver)	2010 - 11	2011 - 12	2012 - 13	2013 - 14
1	Upto 50%	-	3	6	10
2	Upto 100%	1	1	1	1

- b) Students who are given freeship/concession the management do not have to make payment.

5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

Following table shows the details of scholarship granted in last four years.

Table : Details of scholarships granted in last four years

Sr. No.	Type (waiver)	2010 - 11	2011 - 12	2012 - 13	2013 - 14
1	Minority	14	17	13	9
2	Full assistance of fee (SC/ST/NT Category)	78	94	95	101
3	50% assistance (OBC Category)	67	76	76	67
4	EBC	62	76	107	88
5	SBC	8	12	10	3
6	Total	54%	59%	65%	62%

5.1.4 What are the specific support services/facilities available for

- Students from SC/ST, OBC and economically weaker sections
- Students with physical disabilities
- Overseas students
- Students to participate in various competitions/National and International
- Medical assistance to students: health centre, health insurance etc.
- Organizing coaching classes for competitive exams
- Skill development (spoken English, computer literacy, etc.)
- Support for “slow learners”
- Exposures of students to other institution of higher learning/ corporate/business house etc.
- Publication of student magazines

Details of the support services/facilities are as follows:

- Students from SC/ST, OBC and Economically Weaker Sections

- i) Scholarships are given to the SC/ST, OBC students as per guidelines of Social Welfare Office.
- ii) The economically backward students are allowed to pay their fees in installments.
- iii) Book bank is available for those students which is exclusively meant for them.

b) Students with Physical Disabilities

- i) Accessibility to their class rooms by constructing ramps.
- ii) Separate washroom facility.
- iii) Provision of wheel chair.

c) Overseas Students

- i) This Institute cannot enroll foreign student as per rules

d) Students to Participate in Various Competitions/National and International

- i) MGMIOM motivates the students to participate in various competitions.
- ii) A separate committee looks into all the invitations which the Institute receives for the extracurricular events. The committee prepares the students for these competitions and also accompanies them for boosting their morale and motivates them.
- iii) In addition, the Institute has a Sports committee which looks into participation of students in various sports events. The students who participate in these competitions are given consideration with reference to attendance, internal marks and submissions.
- iv) The enrollment fee of these competitions is borne by the Institute.
- v) Separate monetary allowances (for food and travel) are given to the students who participate in these competitions. MGMIOM also provides the students with sports infrastructure, sports equipments etc.
- vi) Students attend debate, quiz presentations, business plan and sports competition quite regularly.

e) Medical Assistance to Students: Health centre, Health insurance etc.

- i) Medical assistance in the form of medical hospital with all modern facilities is available to all the students at campus in MGM Hospital.

- ii) Medical treatment is given to students at MGM hospital at concessional rates.
- iii) First aid kit is also available for the students in administrative office of IOM.
- iv) All students of first year are insured for life.

f) Organizing coaching classes for competitive exams

- i) Awareness about the competitive exams is created among the students through various guest lectures and TPO.
- ii) Institute invites institutions like IMS, T.I.M.E etc. to brief our students about competitive exams like banking and insurance, NCFM and opportunities after post graduation.
- iii) Guest lectures are organized for the students to make them aware about professional courses like CFA, CFP, UPSC/ MPSC etc.
- iv) Coaching for Services Selection Board Examination (Defense Services) is provided on request. Six students were provided this type of coaching.

g) Skill development (spoken English, computer literacy, etc.,)

- i) **English (Business Communication):** Institute conducts special regular classes for students in English. Institute has added an additional subject of Business Communication which is designed to help weak students learn, understand and speak English from basics. Syllabus has been designed for different semesters.
- ii) **Soft Skills:** The Institute organizes Soft Skill Development Programme which is conducted by faculties of the Institute.
- iii) Soft skills programs are organized every year which help in developing the overall personality, decision making skills as well as developing language proficiency of the students.
- iv) **General Awareness:** Institute conducts special classes in General Awareness. Institute has added an additional subject of General Awareness which is designed to help increase general knowledge about world, economy, sciences, geography, history and current affairs etc. Different syllabus is designed for different semesters and taught by faculties from Institute. A written exam is also taken to assess the understanding of students and internal marks are awarded.
- v) Free internet facility is available to the students in MGMIOM.

- vi) Students are required to give PowerPoint presentations in the class which enhances their presentation skills and confidence.

h) Support for “slow learners”

- i) Remedial classes (tutorials) for weak students are held.
- ii) GFM (Guardian Faculty Member) for each division is allotted to concentrate on gradual development of slow learners. They are counseled at regular intervals and record of the same is kept in GFM’s register.

i) Exposures of students to other institution of higher learning/ corporate/business house etc.

- i) Students are taken for industrial visits(in and out of Aurangabad) every year. Every industry visit has a specific focus area such as Marketing, Production, Supply Chain, Logistics etc.
- ii) The Institute also organizes educational tours to organizations like **Bombay Stock Exchange** and organizes sessions from the faculty of Securities and Exchange Board of India and National Skill Development Programme.
- iii) Institute organizes guest lectures by Foreign Faculties/corporates for the students.
- iv) A number of guest lectures and workshops are organized for the students. Experts from respective fields are invited on the occasion including faculties ex. IIM Lucknow and IIM Kolkatta.
- v) MGMIOM also has Association with AMA which regularly conducts **RARE SHARE** sessions in which eminent personalities from top companies share their life experiences.
- vi) The Institute also conducts short term courses on areas covering recent trends in higher education such as Android Technology, Linux and Ethical Hacking for MCA students in association with Red Hat Academy, Association of Computing Machinery and Network Bulls,IIT Delhi.
- vii)Projects: Students are encouraged to take over many projects like summer project, in-plant project, mini project, final project which give them exposure to other institution of higher learning/ corporate/business house.

j) Publication of student magazines

- i) The Institute publishes IOM Glimpses which is a Quarterly newsletter of the Institute.
- ii) 'Renaissance' is the annual magazine of the Institute. Students contribute to the same and carry out the entire work related to its publication.
- iii) 'Assimilation', the Institute journal is being published annually.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

- a) **Entrepreneurial Development Cell (EDC)** is functional in the Institute. The cell brings entrepreneurs and students face to face, thereby providing basic awareness of entrepreneurship. The cell has significant amount of literature which can help the students to become entrepreneurs. Successful entrepreneurs are called as guest speakers.
- b) "**Business Plan**" is prepared by all students of IV semester which helps them gain entrepreneurial insights.
- c) Also lectures (**Rare Share** by Aurangabad Management Association) are arranged for the students wherein entrepreneurs share their success stories with the students.
- d) Our **alumni** who have become entrepreneurs are also called to interact with our students about their experiences.
- e) The efforts of the Institute towards promoting entrepreneurial skills among students have resulted in many students becoming self employed after completion of graduation from our Institute.
- f) Centre for Incubation and Consultancy (CIC) is also an initiative to develop entrepreneurship skills in the students.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- a) **additional academic support, flexibility in examinations**
- b) **special dietary requirements, sports uniform and materials**
- c) **any other**

Following are the strategies of the Institute:

- a) **Extracurricular and co-curricular**
 - i) Conduct of co-curricular and extra curricular activities is one of the top item on agenda of the Institute. The Institute has co-curricular

committee composed of three faculty members and students. Organization of co-curricular and extra curricular activities finds its mention in the time table of the Institute. As a policy, every Saturday has been earmarked for these activities. Students feel motivated to attend these activities as these activities provide valuable attributes, contribute towards internal assessment as well and every faculty and student is motivated to organize and participate in them. These activities are sponsored by the Institute and infrastructure is provided for high standard of organization.

- ii) Notices of the extracurricular and co-curricular activities like group discussion, presentation, debate, book review etc. are displayed on the notice boards and announcements are made in all classes. Mentors are allotted who guide the group of students for the same. During the activity, assessment is done by a group of panelist by giving marks and comments on the basis of criteria decided by respective committees. Best performing students are encouraged by giving the prizes. The marks of these activities are considered in internal assessment.
- iii) Separate exam is conducted for students missing their exam due to these activities.

b) Sports

Institute has Sports Committee which is responsible for coordinating the sports events of the students. Following things are done by the Institute for the students who participate in these activities:

- i) Two periods per week are earmarked for sports. Internal competitions are held.
- ii) Teams are sent for inter collegiate sports competitions also.
- iii) Special dietary requirements, sports uniform and materials are provided.
- iv) Apart from travelling allowances, Rs150/- and Rs 100/- as daily allowance per student are given by Institute to all the participants outside the city and within city respectively.
- v) Every year, sports equipment are purchased by Institute as per the requirement.
- vi) All sports infrastructure like swimming pool, badminton court, volleyball ground, basket ball court, cricket ground, rifle shooting, lawn tennis etc. is made available to the students.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of

students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOEFL / GMAT / Central /State services, Defense, Civil Services, etc.

Following efforts are taken by the institution to help students in various competitive exams.

- a) Awareness about the competitive exams is created among the students through various guest lectures and notices.
- b) Inviting institutions like IMS, T.I.M.E etc to brief our students about opportunities after graduation.
- c) A series of guest lectures is organized for the students to make them aware about professional courses like CS, CA, UPSC/ MPSC etc.
- d) Books for preparation of GRE / TOEFL have been made available in the library.
- e) Training for 'aptitude tests' is carried out.
- f) Training for appearing in Services Selection Board (SSB) interview for Armed Forces is organized on request of students.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

- a) Counseling services are made available to the students in various forms, such as academics to improve their performance in the studies as well as in communication. Academic and personal counseling is done by GFM as well as other faculty members.
- b) Counseling register is maintained by GFM
- c) Also career counseling is done by TPO and Placement coordinator MCA by giving them guidance to choose correct path in their career.
- d) Psychological counseling is provided by qualified psychological counselor if required. Psychological counselor is available in the Institute.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected

during campus interviews by different employers (list the employers and the programmes)

- a) Yes. Career guidance and placement mechanism are available.
- b) This is done by placement cell. Job opportunities are given to students by arranging campus , open campus as well as off campus interviews.
- c) Providing training to students as they need (personality development, aptitude test, training, general awareness, communication skill development are a part of regular teaching).
- d) Arranging workshop for MCA students as per need of latest technologies implemented in the software industry.
- e) Five sessions are given to TPO in a semester for career guidance and placements of students for each class.
- f) Pre-placement sessions also organized by TPO before attending the campus interview.
- g) Record is maintained by TPO.
- h) Details of recruiters and placements are given below.

Table : Details of Recruiters 2013-14

Sr. No.	Employer	No. of students selected
MCA Programme		
1	GSPL	3
2	Tech Mahindra, Pune	1
3	Zensar Technologies, Pune	1
4	Aashna CloudTech Pune	5
MBA Programme		
1	Asahi India Ltd., Gurgaon	2(1 Finance, 1 Marketing)
2	Lai Televentures Ltd. Bangalore	17(Marketing)
3	Country Club Ltd. , Pune	16(Marketing)
4	Axis Bank Ltd., Nagpur	5(Finance)
5	Quickr.com, Mumbai	2
6	Justdial, Mumbai	1
7	Writer Corporation, Mumbai	1
8	ICICI Bank Ltd. Pune	6

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

- a) Yes, the institution has a student grievance redressal cell. Students are aware of the same and are free to speak to the staff / admin staff on their grievances.
- b) Suggestion boxes have been put at a number of prominent places for the students to intimate their grievances in writing in case they want to remain confidential.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

- a) The Anti Sexual harassment committee ('Vishakha' Committee) is established in the Institute for this purpose
- b) Names of the members of this cell have been displayed at prominent places in the Institute.
- c) The cell organizes lectures / talks by experts on the subject.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

- a) Yes, Anti-ragging committee has been constituted in the Institute. Students are educated on anti ragging issue by the Director in opening address.
- b) Anti ragging affidavits are filled on UGC site by the students.
- c) Anti ragging undertaking is taken from students on affidavit.
- d) Anti-ragging boards are displayed in corridors of the Institute.
- e) Anti-ragging guidelines have been displayed on Institute's website.
- f) Anti-ragging squad keeps a strict watch in this regard.
- g) No incident of ragging has been reported so far.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

- a) Fee concession to meritorious students taking admission in IOM.
- b) Financial help for needy students, Concession in the tuition fees.
- c) Free medical tests.
- d) Medical treatment at concession rate at MGM hospital.
- e) Provision to pay fee as per convenient installments.
- f) Twenty five percent concession in the fee for membership of swimming pool.
- g) Ten percent concession in ‘SALT’ restaurant.
- h) Fifty percent tuition fee concession to the wards of MGM employees.

5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?

- a) Yes, Institution has an Alumni Association. The association is being registered.
- b) Activities of Alumni Association:
 - i) Alumni Association meetings are held and they provide valuable inputs for improvements through their feedback.
 - ii) Suggestions regarding skill development of students according to the requirement of industry.
 - iii) Placement assistance by alumni.
 - iv) Assistance in providing guest speakers and maintaining industry academia linkages.
 - v) Assistance in the functioning of Entrepreneurship Development Cell (EDC). Two alumni are members of EDC.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Percentage of students progressing to higher education is given in table below.

Table: Percentage of MCA students progressing to higher education (last four batches)

	2009-2010	2010-2011	2011-2012	2012-2013
UG to PG	NA	NA	NA	NA

PG to M.Phil	Nil	Nil	Nil	Nil
PG to Ph.D	1.7%(1 student out of 60)	Nil	3.33% (1 student out of 30)	Nil
Campus selection	50%	60%	50%	70%

Table: Percentage of MBA students progressing to higher education (last four batches)

	2009-2010	2010-2011	2011-2012	2012-2013
UG to PG	NA	NA	NA	NA
PG to M.Phil	Nil	Nil	Nil	Nil
PG to Ph.D	1.21% (1 from 82)	0.71%(1/139)	Nil	Nil
Campus selection	100%	59%	88.07%	64%

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

a) Programme wise pass percentage in the last four years is given in the table.

Table : Programme wise pass percentage (2010 – 2013)

Batch Years	Pass Percentage
MBA Programme	
2009-11	86(F), 90(HR), 89(Mkt)
2010-12	98.5(F), 100(HR), 99.25(Mkt)
2011-13	91.3(F), 92.59(HR), 89.13(Mkt)
2012-14	91.24(F), 90.57(HR), 88.89(Mkt) III sem
MCA Programme	
2008-11	93.48%

2009-12	98.64%
2010-13	98.04%
2011-14	97.54%

F=Finance, HR= Human Resource Management, Mkt= Marketing Management

- b) Pass percentages of other Institutes under this University are not known.

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

- By motivating them to study further and register for Ph.D. programme.
- By motivating them to appear for National Eligibility Test.
- Motivation to join Employment through interaction with TPO and alumni.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

- Tutorials are given to students who are weak.
- Counseling for managing their work.
- Psycho-social counseling for those who feel stressed due to some problems with studies or at home.
- Time is given to appear in next exam. Allow students to prepare for exams at home in case of any mishap or genuine medical problem.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

- The Institute organises wide range of sports, games, cultural and extra-curricular activities that are available to students. MGM has well equipped sports complex with all required infrastructure which is available for students of IOM all the time.
- MGM IOM has added sports activities in its time table wherein sports activities are conducted every week for 2 periods.

- c) Our students have been participating in various inter university and university level tournaments. The Institute provides excellent sports and games facilities in cricket, basketball, volleyball, kabaddi, swimming and other indoor games.
- d) The details of sports activities in which students took part are tabulated below.

Table: List of students who took part in intercollegiate sports events in A.Y. 2013-14

Event Name	No of students	Organised by	Venue	Position
Swimming (Boys and Girls)	6	Dr. BAMU	MGM Swimming Pool	2 Gold Medals 2 Silver Medals
Cricket	16	Dr. BAMU	Dr. BAMU campus	Participation
Chess	5	Dr. BAMU	Bansarola, Beed	Participation
Basketball	10	Dr. BAMU	Kada, Beed	Participation
Badminton (Boys and Girls)	10	Dr. BAMU	Dr. BAMU, Sports Complex	Participation
Cricket	16	UDMS, Dr. BAMU	Dr. BAMU campus	Participation

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State /Zonal / National / International, etc. for the previous four years.

- a) Students are encouraged to take part in cultural activities like folk dance, classical dance, singing, group singing and skits.
- b) Following are the details of students' achievements in various co-curricular, extracurricular and cultural activities.

**Table: List of co-curricular, extracurricular and cultural activities
where IOM students participated in A.Y. 2013-14**

Name of competition	Organized by	Position held
MIT WAVES-Case Study	MIT, Aurangabad (Feb. 2014)	Second
MIT WAVES-Role Play	MIT, Aurangabad	First and Second
MIT WAVES – Extempore	MIT, Aurangabad	First and Second
TATVA	UDMS, Dr, BAMU (March 2014)	Overall Championship
TATVA -Presentation	UDMS, Dr, BAMU	First and Second
TATVA -Marketing King	UDMS, Dr, BAMU	First and Second
TATVA -Group Dance	UDMS, Dr, BAMU	First
TATVA -Rangoli	UDMS, Dr, BAMU	First and Second
TATVA -Business Quiz	UDMS, Dr, BAMU	Second
TATVA -Aptitude Test	UDMS, Dr, BAMU	First
TATVA -Face Painting	UDMS, Dr, BAMU	First
JAGARADHYAKSHA CHASHAK-Cricket	Western Fans Club-Srirampur	Man of the match
AGNITIO-Business Plan	JNEC	First
MGM Foundation Day-Basket Ball	MGM (Dec. 2013)	Runnerup
IT Quiz	Khandesh Edu. Society, (IMR), Jalgaon (Feb. 2014)	Third
Software Exhibition	KhandeshEdu. Society, (IMR), Jalgaon	First
National Network Security Championship	IIT Delhi (March 2014)	First
National Quiz	AIMA (March 2014)	Finalist
Republic Day Parade	MGM (Jan. 2014)	Best Parade

MIT-Maharashtra Institute of Technology,Aurangabad

UDMS-University Department for Management Science

AIMA-All India Management Association.

Dr. BAMU-Dr. BabasahebAmbedkar Marathwada University

Table: List of co-curricular, extracurricular and cultural activities where IOM students participated in A.Y. 2012-13

Name of competition	Organized by	Position held
Essay Writing Competition	LIC	First and Second
Muna Competition	Rotary Club	First
Debate Competition	Lokmat Times	Best Presenter
HR Quiz (regional level)	NIPM	Winner
Business Plan	GECA	First
Debate Competition	Lokmat Times	Best Thought Process
Dance Competition	Lokmat Times	Second
TATVA-Business Plan	UDMS, Dr. BAMU	First
TATVA-Ad Mad	UDMS, Dr. BAMU	First
TATVA-Mt. Tatva	UDMS, Dr. BAMU	Runner Up
Painting Exhibition	Balwant Library	Exhibition organised
TATVA-Business Quiz	UDMS, Dr. BAMU	First
National Conference	MGM IOM	Participation
TATVA-King of Marketing	UDMS, Dr. BAMU	First

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

- a) Various types of feedback are taken by the Institution with an intention of growth and development.
- b) Every semester, a feedback about the faculties is taken from the students regarding their teaching.
- c) Feedback about non-teaching staff is also taken.
- d) Feedback related to various activities like co-curricular and extracurricular and industrial visit is taken.
- e) Feedback is also taken from recruiters and visitors to gain knowledge about the quality of the students.
- f) Alumni are also requested to give feedback when they visit the Institute.
- g) Analysis of the feedback so obtained is discussed in the academic meetings along with the placement cell members to improve the institutions provisions.

5.3.4 How does the college involve and encourage students to publish Materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by students during the previous four academic sessions.

- a) The Institute encourages the creativity of the students in various ways and to effectively enhance such skills, we encourage students to publish the following:
 - i) **Wall Mag:** Students have a dedicated wall magazine for their respective class rooms. All students are encouraged by teachers to contribute towards their wall magazines.
 - ii) **Glimpses (Quarterly Newsletter):** “Glimpses IOM” is published quarterly by the Institute. There is representation by the students on the Editorial Board of the magazine as well. Students contribute to the magazine in the form of articles, short stories, photos, management trivia, poems, management humor, book reviews, sketches and various other writings.
 - iii) **Renaissance:** This yearly magazine is published to highlight various achievements of students, campus news and events. Students contribute various articles, short passages, management quotes etc. in this magazine.
 - iv) **Assimilation:** This yearly journal is published to encourage literature and research in various fields. Many faculties write their own research in area of their interest and also motivate students to write the papers.
- b) The students are rewarded for writing good articles in the publication

5.3.5 Does the college have a student council or any similar body? Give details on its selection, constitution, activities and funding.

- a) Yes, the Institute has a nine member student council.
- b) The selection is based on academic merit. The highest scoring student from each section is selected as member of student council.
- c) These selected students select the appointments like President (MBA/MCA), Vice-president (MCA) and Secretary and remaining students are the members of student council.

- d) One faculty member is nominated as coordinator of student council.
- e) Constitution of student council is available.
- f) Activities of student council are:
 - A student council acts as link between student and management.
 - They organize various student welfare activities.
 - Reporting or projecting student problems.
 - Organizing students for Institutional tasks.
- g) Student council has not been provided any funds.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them

Details of various academic and administrative committees that have student representatives are given below:

Table: Details of Committees that have Student Representation

Sr. No	Name of Committee	No. of students Involved	Major Tasks
1	Placement Committee	20	Maintaining relationship with prospective employers, preparing students for interviews, arranging campus interviews and getting placements and better jobs
2	Housekeeping Committee	9	Checking and reporting about housekeeping services
3	Guest-Lecture Committee	10	Organise guest lecturers under guidance
4	Clubs	24	Conducting club activities
5	Alumni Committee	9	Networking with the alumni. Arranging alumni meet and activities
6	College Magazine (Assimilation Committee)	6	To coordinate the activities related with the publication of the Institute Magazine.

7	Publication Committee	6	Undertakes processing of research and publications proposals submitted by faculty members
8	Management Council	1	Related to institutional planning, that includes the college budget, enrollment management, facilities, diversity and accreditation, and other matters of Institute-wide interest.
9	Cultural & Heritage Club	10	Creating awareness and participation in heritage related activities among the students.
10	Community Services Club	9	Assist in organizing community service.
11	Student's Council	9	Include working with students to resolve problems, informing Institute administration of ideas emanating from the student body
12	Academic Council	1	Formulating and implementing the Institute's academic policies.
13	Glimpses IOM	6	Publishing 'Glimpses IOM' quarterly.
14	Renaissance	9	Publishing Renaissance Magazine.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution

- a) The Institution has an Alumni Association. The association is being registered
- b) Alumni Association meetings are held and they provide valuable inputs for improvements through their feedback.
- c) Alumni Coordinator has record of Alumni meet, mail-id and contact numbers, so the coordinator regularly sends the messages and mails to communicate with alumni.
- d) Former faculty members are invited for the events like Parent-Teacher meet and Alumni meet to communicate with the students.
- e) Placement assistance by Alumni is provided.

- f) Feedback is taken from the Alumni visiting the Institute from time to time.

CRITERION VI : GOVERNANCE, LEADERSHIP AND MANAGEMENT



Criterion VI: Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

- a) Vision and Mission have been mentioned in criteria 1.1.1.
- b) Mission statement defines distinctive characteristics as:
 - i) IOM being an educational institute is deeply committed to provide knowledge and skills related to management and computer application field as defined by the regulatory bodies. However providing knowledge is not the only task of the institute. The institute is required to develop the personality and life skills of inquisitiveness, problem solving, decisions making, creative abilities and qualities of good citizenship also. The development of a holistic personality with attributes of a responsible citizen and an excellent human being is the task of the institute.
 - ii) All this is to be accomplished by using latest methodology, infrastructure, guidance and feedback from all stakeholders. The endeavors are ingrained in the mission statement of the Institute.

6.1.2 What is the role of top management, Director and Faculty in design and implementation of its quality policy and plans?

- a) MGM trust and the Director depict top management. The leadership of the institute is provided by the Director under the guidance of MGM Trust and other statutory bodies like Directorate of Technical education and Dr. BAMU. The strategies defined by the Local Governing Council, the Director and the Academic Council give direction to the institute to achieve excellence in its endeavors. By emphasizing excellence in teaching methods, research, development of personality and civic sense, development of students and making them more employable, the institute will be able to meet its commitment and realize its objectives mentioned in the quality policy. Top management, the Director and faculty play an active

role in ensuring the implementation of its quality policy and plans as given in succeeding paragraphs.

- b) **Role of Top management:** Top management and the institute work hand in glove to formulate quality policy based on the inputs of feedback, benchmarking and evaluating the results and quality of the students passing out from the Institute. Top management attempts to achieve quality objectives as mentioned below:
- i) **Provision for Resources.** Top management lays down the overall objectives and grants permission for financial resources for various activities conducted by the Institute.
 - ii) **Provision for quality infrastructure.** The top management provides excellent infrastructure like computer labs, well developed library, audio visual teaching aids, digitally enabled classrooms, auditoriums, resting rooms, cafeteria, and sports fields etc.
 - iii) **Review progress of the Institute.** Top management reviews the reports given by the Institute and in the meeting of Local Governing Council (LGC) and gives fresh directions if required.
- c) **Role of the Director.**
- i) The director provides leadership to the institute. He is the chairman of Academic and Admin Councils and member secretary of LGC.
 - ii) The Director assesses the requirement and expectations of all stakeholders by interaction and feedback and evaluates the quality policy in the background of the same.
 - iii) The Director does the benchmarking with other institutions and sets quality standards for the Institute.
 - iv) He does the result analysis and evaluates the quality policy in the light of results achieved.
 - v) He examines the parameters of placements taking place and then evaluates policy.
 - vi) The Director estimates the quality of students based on their performance in inter-college/interschool competitions.
 - vii) He revises the quality policy based on all these factors when required.
- c) **Role of Faculties:** Members of the faculty work to design and implement quality policy by the following means:
- i) Understand the quality policy and intimate the quality objectives to students.
 - ii) Give inputs for designing and revising quality policy at various forums e.g. weekly staff meetings, academic council meetings or such other forums.

- iii) To complete the course as per the course plan in a stipulated time as per the university norms by using best of the methods.
- iv) To help in improving the curriculum and planning the delivery of content.
- v) To communicate with students for their personality development and academic pursuits.
- vi) To participate actively in research activities.
- vii) To work as a mentor and counselor for the students in their curricular and extra-curricular development.
- viii) To be a role model for students.

6.1.3 What is the involvement of the leadership in ensuring?

- i) The policy statements and action plans for fulfillment of the stated mission.**
 - ii) Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan.**
 - iii) Interaction with stakeholders.**
 - iv) Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders.**
 - v) Reinforcing the culture of excellence.**
 - vi) Champion organizational change.**
- a) **The policy statements and action plans for fulfillment of the stated mission.**
 - i) The management of the Institute has long term vision for both, academics and administration. They guide, initiate and motivate the staff to actively involve themselves in realizing the goals and objectives.
 - ii) The management has delegated decision making and is proactive in providing resources to ensure fulfillment of stated mission.
 - iii) Top management takes feedback and keeps a check on the progress of the Institute.
 - b) **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan.**
 - i) The formulation and incorporation of the action plans with strategic plans is done through the meetings of Academic Council and Local Governing Council.
 - ii) Agenda points are discussed and decisions making is done in a proactive manner. Action plans are drawn in the meetings and are recorded.

- iii) The management keeps a control on the Institutional processes through reports and feedback.
- c) **Interaction with stakeholders.**
 - i) Students, parents, alumni, industry and society at large are the stakeholders of the institute. The interaction with all the stakeholders is carried out as under:
 - ii) **Teachers.** Weekly faculty meeting is conducted by Director.
 - iii) **Parent.** Teachers Meeting: Parent teacher meeting is held at least once in a year.
 - iv) **Alumni Meet.** Reunion of students is organized every year.
 - v) **Industry.** Interaction with industry takes place at meetings of industrial organizations, conferences, seminars, placement activities etc.
 - vi) **Society.** Interaction with community takes place at community service or various lectures / talks.
 - vii) Representatives of top management attend interact with stakeholders and the feedback of such interaction is sent to the management.
- d) **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders.**
 - i) Top management interacts with all stakeholders. The need is analyzed through the discussions with staff members, parents, industry personnel and alumni. Similarly, needs are analyzed with reference to the developmental measures to be adopted by the Institute.
 - ii) Research inputs are analysed by the Director and the faculty. Similarly consultation is done with the other stakeholders and with students.
 - iii) Any policy alterations to be made are put up in the LGC meetings and are discussed and decisions are taken.
- e) **Reinforcing the Culture of Excellence.**
 - i) MGM IOM leadership allows various staff development initiatives like attending training and development programmes and organizing developmental activities both for students and staff.
 - ii) Motivating students and staff by recognition and rewarding their work in all fields whether academic and/or administrative.
 - iii) It ensures non-discrimination among the staff and fosters team-spirit and leads to healthy, cordial, effective, interpersonal and interdepartmental relations.

f) Champion Organizational Change.

- i) The top management encourages new initiatives for creating excellence. There is no bar on launching new initiatives as long as the quality is enhanced.
- ii) LGC has instructed the Institute to implement a number of new initiatives which have been implemented and have yielded good results.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

- a) Frequent staff meetings (at least weekly meeting) at institute level and at MGM Trust level to ensure proper monitoring.
- b) Review of minutes of the old meeting in the meetings of LGC gives an opportunity to review policies and plans.
- c) For effective implementation of policies and plans, the institute emphasizes the reviews by various committees (Academic Council and Administrative Council) composed of faculty and students.
- d) The institute is ISO 9001-2008 certified and follows Quality Management System. Standardized practices are followed and review is carried out in ISO audits.
- e) Institute submits monthly report to the trust. The report gives a comprehensive feedback to the top management and policies and plans are reviewed automatically.

6.1.5 Give details of the academic leadership provided to the faculty by the top management.

- a) The Director involves the entire staff in planning, implementation and evaluation of the plans.
- b) Various responsibilities are delegated to the staff according to their choices and expertise. The mechanism for decentralization of academic activities and interaction among the functional units is as follows:
 - i) The Director monitors academic activities in consultation with Academic Council, Academics coordinator and Course Coordinators and Coordinator Research which is communicated to faculties and Guardian Faculty Members.

- ii) The Course Co-ordinators assists the Director by co-ordinating and monitoring all the activities of respective courses (HRM, Financial Management, Marketing Management & MCA).
- iii) Coordinated course plans are followed and monitoring is done on a weekly basis.
- iv) Evaluation process is made known to all and is transparent.
- v) Faculties are encouraged to carry out research and participate in research activities.
- c) Top management provides guidelines at time to be followed in teaching learning process and in research related activities.

6.1.6 How does the Institute groom leadership at various levels?

- a) The management always encourages and supports the involvement of the staff in enhancing effectiveness and efficiency of the institutional processes.
- b) Institute grooms leadership among the faculty members by giving them opportunities to work as heads of various academic, curricular and co-curricular activity committees.
- c) The Director plays the role of mentor, coordinator and motivator in decision making process. Decision making is delegated as well.
- d) Students and non-teaching staff are also involved in leadership roles.
- e) Details of committees in which the students and faculty work together are given in table below:

Table : Details of Committees/Cells Functioning at MGM IOM

Sr. No.	Name of Committee	Composition		Major Tasks
		No. of staff	No. of students	
1	Placement Committee	4	20	To help students to plan their career, maintaining contact with prospective employers, preparing students for interviews, arranging campus interviews and getting placements.
2	Library Committee	6	-	Stock and Inventory Management of Library. Procurement and display of books. Ensure optimum usage.

3	Course Coordinators	3	-	Coordinate course plan. Supervise faculties assigned to the course. Formulation and implementation of course plans.
4	Guardian Faculty Members (GFM)	11	-	Take up the responsibility of guiding and grooming the students. Keep records and interact with parents.
5	Co-curricular Activity Coordinators	5	-	Coordinate co-curricular activities.
6	Sports and Extra-curricular Activity	4	-	To plan and conduct sports and extra-curricular activities within the framework of academic calendar.
7	Teacher Training (FDP) Coordinators	2	-	To plan and run the FDPs .
8	Internal Examination Cell	5	-	Conduct Midterm and Prelim Examinations. Prepare mark lists and display.
9	Programmi-ng and Academic Data Keeping	5	-	Maintain all records related to academics.
10	Project Committee	5	-	Take care of project modalities, processes, and execution of project work.
11	Housekeeping Committee	4	9	Keep a check on the functioning of housekeeping staff and serviceability of infrastructure.
12	Public Relations and Publicity Committee	4	-	Create awareness of activities among members, media, and the community.
13	Guest Lecture Committee	3	10	To arrange lectures of industry professionals and academicians.
14	Clubs	9	24	Conduct club activities.
15	Alumni Committee	2	9	Networks and Communicators with the alumni and organizes alumni meets.

16	College Journal (Assimilation Committee)	2	6	To coordinate the activities related with the publication of the institute magazine.
17	Grievances Redressal Committee	3	-	To resolve grievances of students.
18	Women Anti-Harassment Committee	5	-	To take proactive measures towards sensitization on gender issues and handle harassment incidents (if any) as per law.
19	RTI Committee	3	-	To deal with matters related to Right to Information Act.
20	Committee for implementing Economy Measures	6	-	Create awareness of economy measures & take proactive measures towards conservation.
21	Publication Committee (Glimpses IOM)	4	6	Publishing Glimpses IOM.
22	Counseling Cell	3	-	Helps students with counseling on personal problems.
23	Internal Quality Assurance Cell	3	-	To generate and implement quality initiatives.
24	Website committee	2	-	To update, expand and maintain the website of the institute.
25	ERP Committee	2	-	To handle all the modules present in ERP and train the faculties regarding ERP.
26	Anti-Ragging Committee	4	-	Ensure that no incidence of ragging takes place and deals with the cases (if any) as per law
27	NAAC Committee	9	-	To carry out tasks related to NAAC accreditation process.
28	Computer Hardware,	3	-	To maintain and enhance the IT infrastructure of the institute

	Software, Networking			
29	Entrepreneur Development Cell	2	-	Provides a platform for students interested in entrepreneurial careers.
30	NSS Unit	3	-	To carry out special and regular activities of the scheme.
31	LGC Committee	1	-	To handle meeting and correspondence related to LGC.
32	CSR Committee	3	-	To implement policies of CSR.
33	Management Council	9	1	Related to institutional planning, that includes the college budget, enrollment, management, facilities, diversity and accreditation etc.
34	Cultural & Heritage Club	2	10	Creating awareness and participation in heritage related activities among the students.
35	Community Services Club	3	9	The club plans and carries out activities for the benefit of the community
36	Student's Council	2	9	Link between the students and the Institute management
37	Academic Council	7	1	Formulating and implementing the Institute's academic policies.

6.1.7 How does the Institute delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

- a) Financial powers have been delegated to the Director by the Trust.
- b) The Institute delegates authority for efficient implementation of the policies regarding subject allocation, finalization of time table and conduct of formative evaluation, to coordinator academics and course coordinators.
- c) Repetitive tasks need very few instructions and job is done efficiently.
- d) Policy regarding leave to student is delegated to GFMs.
- e) Job description of all appointments are given in QMS of ISO

- manual. Scope of all the committees is defined.
- f) Delegation of authority is also evident in organizational chart of the Institute.

6.1.8 Does the Institute promote a culture of participative management?

If 'yes', indicate the levels of participative management.

- a) Yes, the Institute promotes a culture of participative management by involving the entire staff and students in many ways as mentioned below:
- i) There are thirty seven committees functioning in the institute to manage and execute a number of tasks. Please refer 6.1.6.
 - ii) Student council is functional and it participates in management in many ways.
 - iii) IQAC is functional and it functions to improve academics and management practices.
 - iv) Numbers of impromptu committees are also set up depending on the requirement e.g. committee for National Conference, seminars and parent teachers meet etc.
- b) Participative management is also practiced by the Trust and important decisions are taken in the meetings of LGC and routine meetings.
- c) Therefore management is participative from students- faculty- director to the Trust level.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

- a) The Institute has a formally stated quality policy. The quality policy of the institute is aligned with vision and mission.
- b) The faculty, course coordinators and stakeholders like alumni, parents, academic experts and top management play important role in policy development. Institute takes feedback from these stakeholders and by analyzing this feedback and by analyzing the environmental factors and benchmarking, quality policy is developed.
- c) Guidelines given by the statutory bodies are also taken in to account for developing the quality policy.
- d) Vision and mission of the Institute provides direction.
- e) Quality Policy is deployed in the form of policies and operating procedures and activities.
- f) Quality policy is reviewed in the Management Review Meetings.

- g) Review of quality policy is also carried out by internal and external audits of ISO.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The Institute has developed a perspective plan for development. The Institute has decided phases for development. Details are given below:

a) Phase I (Year 2014-2015)

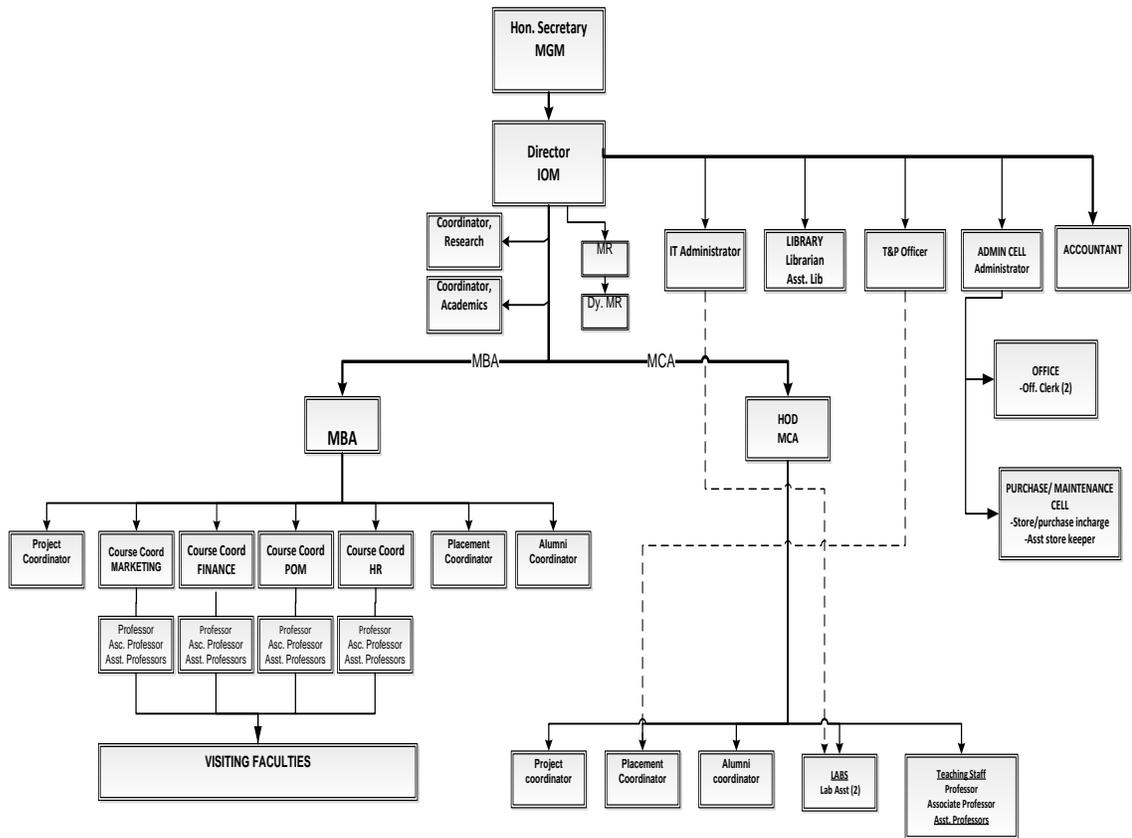
- i) Set up Center of Excellence in Business Research.
- ii) Publish 1 research paper per faculty member in national / international journals.
- iii) Participation in 3 international conferences by faculty members.
- iv) Organize 1 FDP in the institute for the Faculty members.
- v) Center for innovation and consultancy to start functioning fully.
- vi) Have 90 percent placement of MBA and 70 percent for MCA students.

b) Phase II (By Year 2017-2018)

- i) Centers of Excellence to publish 10 reports each for industry and /or community related subjects.
- ii) Publish 2 research papers per faculty member in national / international journals.
- iii) Institute to have 50 percent faculty with Ph.D. degree.
- iv) Participation in 5 international conferences by faculty members.
- v) Organize two FDPs in the institute for the faculty members.
- vi) Provide consultancy to two projects and incubate at least one business.
- vii) The Institute would strive to be among top 100 Management Institutes in India.

6.2.3 Describe the internal organizational structure and decision making processes.

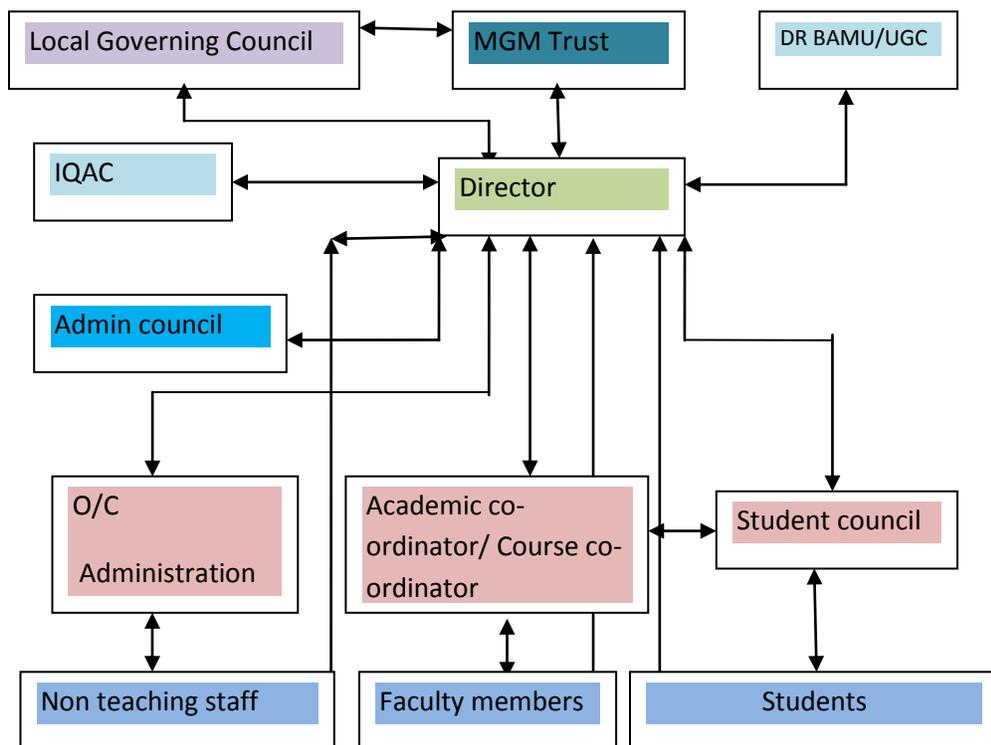
a) Organizational Chart of MGM IOM



b) **Decision making processes.**

i) Communication channels for decision making are given in the figure below:

Figure: Communication Channels for Decision Making at MGM IOM



ii) Decisions are made in a consultative and participative manner. The arrows show the flow of information for decision making.

6.2.4 Give a broad description of the quality improvement strategies of The each of the following:

- a) Teaching & Learning
- b) Research & Development
- c) Community engagement
- d) Human resource management

- e) Industry interaction
- a) **Teaching and learning.** Quality improvement is carried out by:
 - i) Effective IQAC.
 - ii) Systematic course planning and enriched content development.
 - iii) Review of course plans and effective monitoring of content delivery.
 - iv) Result and feedback analysis.
 - v) Academic council mechanism for improvement.
 - vi) Monitoring student progress in academic performance.
 - vii) Attention on weak students.
 - viii) Weekly staff meetings to discuss methodology of teaching and quality improvement.
- b) **Research and Development.**
 - i) Providing resources to all faculty members and students.
 - ii) Industry tie ups.
 - iii) Financial assistance.
 - iv) Training in research methodology.
 - v) Exploring industrial research projects.
 - vi) Motivating students to carry out research on local industrial problems.
- c) **Community Engagement.**
 - i) Liaising with village 'Panchayat' and NGOs.
 - ii) Establishment of NSS unit.
 - iii) Motivation of staff and students to participate in community service.
 - iv) Providing resources including financial and medical resources.
 - v) Interaction with government departments.
 - vi) Recognition and rewards for good social work.
 - vii) Working for local social and natural problems like draught etc.
- d) **Human Resource Management.**
 - i) Transparent recruitment and selection process.
 - ii) Highly competitive compensation.
 - iii) Recognition and reward for good performance.
 - iv) Opportunity for career development.
 - v) Training for updating knowledge.
 - vi) Healthy working environment.
 - vii) Incentives for good performance.
- e) **Industry interaction.**
 - i) Constant liaison with industry.

- ii) Resource sharing with industry by providing them with students for their project work, faculty for training and infrastructure for their training and assessment tasks (Advance Development Centres).
- iii) Mutual training sessions and guest speakers.
- iv) Visit of faculty members and students to industry.
- v) Feedback from industry to improve quality of teaching and curriculum.
- vi) Conduct of Management Development Programmes (MDPs).
- vii) Take membership of industrial organizations like CII, AIMA, NIPM and AMA.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the Institution?

- a) Head of the institute has developed a system for taking feedback from stakeholders of the institute as under:
 - i) **Alumni Feedback.** Institute takes feedback from alumni in Alumni meet, and also whenever they visit to institute and also in Alumni association meet.
 - ii) **Parents Feedback.** Institute conducts parent teacher meet every year and institute takes feedback from parents
 - iii) **Faculty Feedback.** Institute asks faculty members for feedback about institute and welcome suggestions for development of institute.
 - iv) **Guests/Academicians.** Institute conducts guest lectures by academicians / people from industry. The Institute keeps record of feedback given by these visitors.
 - v) **Placement.** Feedback is taken from persons coming for placement.
 - vi) **Student Feedback.** Feedback is taken from the students in the end of the semester. It gives valuable inputs for improvement.
 - vii) The Director interacts with parents, students, visitors, government officials, NGO officials and people from industry. Industrial associations are invited to the Institute or their events are attended. Similarly informal meetings with heads of other institutes and university officials are held and feedback is taken. The information is provided to top management in LGC meetings and /or formal meetings.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the Institutional processes?

- a) Institute has formed Management Council and staff of the institute is part of this council which works for improving the effectiveness and efficiency of the institutional processes.
- b) Members of the staff are made responsible for the conduct of events as in-charges or members of committees. Great deal of flexibility is given to them for accomplishing the task efficiently.
- c) Staff members get involved in planning of academic system, suggestions of faculty members are considered in decision making process regarding academics.
- d) The Director calls meeting before every extra-curricular activity conducted by institute for development of student. In this meeting the Director communicates with staff about importance and about conduction of event and brings out the salient points of desired outcome and evaluation of the student.
- e) The Director appreciates achievements of faculty which positively affects the motivation level of staff.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

- a) Following are the resolutions made by LGC and status of implementation is mentioned below:

Table: Resolutions Made by the LGC and Implementations

Sr. No.	Resolution Made	Date	Status of Implementation
i)	Selection of new faculty members	23 Apr 2013	Done
ii)	Incorporating soft skills (business communication, general awareness, etiquettes and aptitude classes etc.	16 Oct 2013	Done

) in regular Time Table		
iii)	Going for NBA Accreditation	15 Jan 2014	As NBA is not applicable, institute is getting NAAC accreditation
iv)	Setting up language Lab	23 Apr 2013	Done
v)	Library Up-gradation	23 Apr 2013	New software for the library has been procured.MCA library has been shifted.
vi)	Establishment of NSS unit in the Institute	23 Apr 2013	Done
vii)	Conduct of Management Development Programme	23 Apr 2013	Done

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If ‘yes’, what are the efforts made by the institution in obtaining autonomy?

- a) The provision of granting autonomy to the Institute does not exist in Dr. BAMU.
- b) Therefore, the Institute has not applied to the University for granting autonomous status.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

- a) Faculty, non teaching staff and the students may have some grievances related to academics, facilities and functions of the institute.
- b) Institute has a grievance handling committee. This committee has been formed for handling cases regarding grievances and complaints. Institute puts information about this committee on notice boards and in the prospectus. Till now no complaints / grievances have been received from anyone.
- c) Grievance committee is maintaining register for record for grievances and suggestion boxes have been installed at many places

6.2.10 During the last four years, had there been any instances of court cases filed by and against the Institute? Provide details on the issues and decisions of the courts on these?

Nil

6.2.11 Does the Institution have a mechanism for analyzing student feedback on Institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

- a) As student is one of the most important stakeholders of institute, the Institute concentrates on student feedback. Institute takes feedback on Infrastructure, Curriculum, Faculty, College activity, Industrial visits etc.
- b) The Institute has mechanism for analyzing student feedback. Corrective action is taken on feedback analysis. The Institute has done improvements in library, facility, as per feedback and suggestions of students. Similarly computer labs have been upgraded.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

- a) The institution supports the teaching and non teaching staff to enhance professional development by:
 - i) Granting duty leave and financial assistance for paper presentation and participation in seminars/ workshops/ conferences.
 - ii) Faculty members are encouraged to associate with State, National and International professional bodies like AIMA, AMA, NIPM, CII etc
 - iii) Providing latest study materials including e-Journals to the faculty members through the central library.
 - iv) The Institution encourages staff for their academic enrichment by making them to participate in orientation programmes, Refresher Courses, Seminars, Workshops and Conferences at the universities and institutes of national importance.
 - v) Conduct of FDPs on research methodology for honing research skills.
 - vi) Granting permission and leave to non-teaching staff to improve their qualifications. Five non-teaching staff members are improving their qualifications now.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

- a) The Institute is always active to provide opportunities for the development of the faculty. Nine members of the faculty are pursuing their doctorate degrees from various universities.
- b) The Institute conducts weekly classes and encourage faculty to attend workshops and seminars, to get latest inputs and give exposure to the faculty. It spares the members of the faculty to attend pre Ph.D. training programmes being run by Dr. BAMU. Faculty members are sent to attend training programmes at institutes of national and international repute.
- c) Faculty members who present research papers are sponsored to attend the conferences. Financial incentives are also granted as per policy.
- d) Employees with ten or more years of service were honoured by the trust for their services on 31st foundation day.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

- a) 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.
- b) The appraisal is carried in July every year.
- c) The appraisal is discussed with the staff members and strengths and weakness are intimated.
- d) Deserving cases are brought to the notice of top management.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

- a) The review of the performance appraisal facilitates the management to decide on the retention of the temporary faculty and upgrade their pay scales.
- b) The review of the performance appraisal reports has helped in understanding the strength and weakness of faculty members.
- c) The outcome of the review is communicated to the stakeholders through appraisal interview conducted by the Director.
- d) Director reviews the performance and many good points come up in the interview. The same are communicated to the top management and decisions are taken jointly about their appraisal.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

- a) Employees Welfare Schemes being run in MGM IOM are given in the table below:

Table: Employee Welfare Schemes

Sr. No.	Name of the Welfare Schemes	Detail of Concession	No. of Person who Availed
----------------	------------------------------------	-----------------------------	----------------------------------

i)	Credit Society/Housing Society	-	13
ii)	Loan Facility	-	6
iii)	Fee concessions towards of MGM Employees	50% to 100 % concession in Tuition Fee	4

b) Following are the welfare schemes given by the institute to the teaching and non teaching staff -

- i) 25% concessions in SALT (restaurant) at MGM campus
- ii) 15% concession in MGM Bakes & Bakes
- iii) 15% concession in MGM Naturopathy
- iv) 10% concession in MGM Golf membership fees
- v) 10% concession in all MGM Khadi items
- vi) 20% concession in MGM sports and health club
- vii) The Institute arranges one family picnic in a year for all employees and their families

These concessions are available to all teaching and non teaching staff. They do take benefit of these initiatives as per their requirement.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

- a) As part of the Recruitment process, every year applications for the vacancies are called through a Newspaper Advertisement. The applications are thoroughly scrutinized and are short listed as per the requirement. The short listed candidates are called for an interview and for a demonstration lecture. The candidates are selected on the basis of their academic record, performance in the interview and demonstration lecture.
- b) Following are the measures taken by the Institution for attracting and retaining eminent faculty:-
 - i) Highly competitive salary.
 - ii) Annual Increment in salary based on the performance.

- iii) Faculties are permitted to pursue further education and leave is sanctioned during their examination
 - iv) Appreciation certificates letter for exceptional performances.
 - v) Staff is involved in decision making for educational activities.
 - vi) Opportunities for development of leadership qualities among the staff members by giving challenging tasks.
- c) In this way conducive atmosphere is created by the institution to retain and enrich the staff.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

- a) MGM IOM is a non granted institute. Institute budget is made every year after taking inputs from previous years, income and expenditure and anticipated expenditure and income for next financial year.
- b) The institution is liberal yet follows the strategy of restraint as far as the expenditure is concerned. Proper procedure for purchases is adopted (ISO:DP/STOR/02). Quotations are called for and prices are compared.
- c) The regular audit of the budget also exercises check on the expenditure.
- d) There is fully computerized accounts department in the Institute. Tally software is used. Double entry system is followed to maintain the accounts. The following three types of accounts / documents are created:
 - i) Receipts & Payment Accounts.
 - ii) Income & Expenditure Accounts.
 - iii) Balance Sheets.
- e) Each and every transaction is supported by the vouchers. All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through cheques. Only duly authorized persons can operate through the bank.
- f) For effective check on the accounts the two tier audit system is followed; the internal and the external audit. The external audit is done by the Chartered Accountant before the session comes to an end.
- g) Income expenditure account is approved by Local Governing Council.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

a) The internal audit report will inform the management how well the systems and processes designed to keep the finance on track are working. Mechanism for Internal Audit of MGM IOM:

- i) Internal audit of IOM is conducted on half yearly basis.
 - ii) Internal audit committee is nominated by the Director
 - iii) The auditors will check all the financial transactions and vouchers in order to ensure that all transactions are as per financial regulation. Bills are authentic and tax liabilities are accounted for and other such points to ensure that accounting has been done correctly.
 - iv) Audit committee finds out the major audit objections, if any, and gives its report within fifteen days.
 - v) Internal audit is also carried out by Accountant from MGM corporate office at regular intervals.
- b) External audit is performed by a separate and registered auditing firm. Last audit was done on July 2013. As per audit certification, no major objections were found.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

- a) MGM IOM is non granted institute. The major sources of institutional receipts or funding is the fee paid by the students. The deficit is manageable.
- b) Income and expenditure statements of academics and administrative activities are audited.
 - i) A fixed deposit(Bank of Maharashtra) of Rs. 99480/- (Ninety nine thousand four hundred and eighty) is available.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (If any).

- a) The institution always manages the effective and efficient use of available financial resources for the infrastructural development and teaching

learning process. Money spent for the development is properly auditable by the Chartered Accountant.

b) Institute has secured additional funds by the following:

- i) Conduct of training program for industry .
 - ii) Providing venue for conduct of exam or other training activities by industrial organizations.
 - iii) Conduct of Management Development Program.
 - iv) Conduct of Certification of Project Management Program.
 - v) Providing class rooms for course of Cost and Works Accountants of India.
 - vi) Receipts from Dr. BAMU for organizing Centralize Assessment Process (CAP)
 - vii) Money received from Directorate of Technical Education (DTE) for assigning center as Application Receipt Center (ARC - set up for document verification).
 - viii) From industrial projects.
- c) The fund so generated are put in institute account and are utilized for the institute

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a) Has the institution established an Internal Quality Assurance Cell (IQAC)? If “yes”, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

- a) The Institute established Internal Quality Assurance Cell in the year 2013. Institute has a well defined Quality Policy in place. (Refer to 6.2.1).
- b) The Director, the head of IQAC, meticulously looks into institutionalizing the quality assurance processes.
- c) The Quality Policy serves as the standard document according to which the policies and their implementations are executed by various committees of the institute.

b) How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

a) In order to enhance quality in various processes in the institute, two councils have been established at institute level. The two types of quality circles administrative and academic quality circles have their regular meetings. And quality assurance is carried out as per decision taken.

b) Administration has approved two decisions of IQAC:

i) Creation of Quality Circles

ii) Conduct of Business Communication, General Awareness, Aptitude and Etiquette classes alongwith curriculum.

c) Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

a) IQAC has external members in its committee.

i) Dr. Mrs. Prapti Deshmukh- (Principal, G. Y. Pathrikar College of Computer sciences, Aurangabad)

ii) Mr. D. P. Latkar- Administrative officer, MGM Trust

iii) Dr .S. A. Somwanshi- Academician

b) Suggestions given by them are considered by IQAC during the decision making process. Constitution of quality circles was suggested by Dr. S.A. Somwanshi and the same was adopted. Similarly inclusion of business communication, general awareness, aptitude and etiquette classes were included in the regular time table as per the recommendations of IQAC.

d) How do students and alumni contribute to the effective functioning of the IQAC?

i) Feedback is taken from students on different parameters in every semester, the analysis of which leads to quality improvement in various activities of the institute.

ii) Student council members are part of quality circles where they are giving their opinions and suggestions.

iii) Alumni give suggestions and feedbacks on various activities of the institute during the Alumni meet as well as interactions with the teachers as and when they come to the campus. Alumni association meetings are also conducted to have discussions with alumni regarding quality improvements.

e) How does the IQAC communicate and engage staff from different constituents of the institution?

i) Both academic and administrative councils include members of the staff i.e. course coordinators and Incharge administration.

ii) They give their suggestions and recommendations for quality improvements.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If “yes”, give details on its operationalisation.

a) Institute is ISO 9001:2008 certified and conducts regular Internal, Maintenance and Surveillance Audits every year for quality assurance. All administrative and academic activities are carried out according to Quality Management System laid by ISO standards.

b) Institute has established two councils named academic council and administrative council.

c) These councils work like quality circles and give suggestions and recommendations for quality assurance.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If “yes”, give details enumerating its impact.

a) Institute encourages the staff to attend the seminars, workshops organized by various colleges on quality assurance and it has greatly helped the institution in the effective implementation of the quality assurance procedures. Quality Management System awareness trainings have been conducted.

- b) In such kind of trainings along with QMS emphasis is given on quality policy and quality objectives of institute. The impact of such meetings has been quite positive. Every staff member is aware of quality management system and its effective implementation.
- c) The workshops and conferences attended on higher education by faculty members of the institute are as under-

Table : Workshops/conferences Attended by Faculty Members on Improving Quality of Education.

Sr.No.	Name of the activity	Held at/Date	Attended by
1.	Workshop: Institute building : Creating an institute of excellence	IIT, New Delhi, 25-28 Oct.2012	Dr. Pardeep Kumar, Director
2.	Innovating for excellence: Programme for Leaders in Management Education	IIM, Ahmedabad, 10-15 Dec 2012	Dr. Pardeep Kumar, Prof. Ashish Gadekar
3.	Outcome based Accreditation Process (NBA sponsored)	Narsee Monjee, IOM Sciences, Shirpur(M.S.) 15-17 Mar 2013	Dr. Pardeep Kumar, Prof. B. Banwaskar
4.	NAAC sponsored national conference	ASP College of Arts, Science and Commerce, Devrukh (M.S.) 5-6 Apr 2013	Dr. Pardeep Kumar, Prof. Anil Palve

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If “yes”, how are the outcomes used to improve the institutional activities?

- a) Institute conducts regular internal audits of academic activities every year for quality assurance.
- b) Maintenance and surveillance audits are conducted by external certification body of ISO 9001:2008. As a part of ISO system procedures outcomes (Non conformities) of such audits are communicated to respective departments for taking further action.
- c) Internal audit findings are compulsory agenda point of management review meeting. All departmental heads along with Director are members of this meeting.
- d) Decisions made in such meetings are implemented to improve institutional activities. Other activities include review of result analysis and placement analysis in Academic and LGC meetings.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

- a) External quality assurance agencies for Institute are
 - i) Continuation of Affiliation Committee (CAC) of Dr. BAMU which visits every year for continuation of affiliation.
 - ii) ISO certification body conducts audits and reports are sent to top management.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

- a) The following mechanisms are adopted by the Institute to continuously review the teaching learning process:
 - i) Continuous review of teaching learning process is taken by course co-ordinators, academic coordinator and Director through monitoring course plan of individual faculty members on regular basis.
 - ii) Faculty feedback is taken from students in every semester. Counselling of faculty is then conducted suggesting further improvements in the teaching methodologies which ultimately lead to quality improvement in teaching
 - iii) The appropriate training in new methods of teaching and learning is given to teachers through various training programs which

ultimately leads to an improvement in the teaching methodology reflected in the excellent feedback of our teachers.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

- a) Institute communicates its quality assurance policies, mechanisms and outcomes through the following:
 - i) Institute website is the main source of information pertaining to quality policy.
 - ii) Quality policy is displayed at several prime locations in Institute. Quality policy and objectives are communicated to staff members through meetings.
 - iii) Academic calendar is designed stating the activities planned by the Institute for every semester which is distributed to the management, staff and students.
 - iv) Monthly Review Report stating all the activities conducted in the Institute is sent to the corporate office.
 - v) Staff meetings are conducted and the minutes of the meetings are recorded.
 - vi) All important decisions, activities, plans are communicated to the all faculties and students through regular Circulars/Notices put up on the Notice Board.
 - vii) Parent teacher meetings and Alumni meets are arranged by institute and quality assurance policies, mechanisms and outcomes are communicated to them.

CRITERION VII: INNOVATIVE PRACTICES



Criterion – VII: Innovations and Best Practices

MGM Institute of Management always strives to adopt modern and appropriate practices in teaching-learning process to give the students an outstanding experience of learning, practicing and growing. It is our commitment to all stakeholders to produce human resource which is dynamic, pioneering, innovating and hardworking with highest regard for moral and ethical values and deep rooted commitment to the community and the nation. The innovations and best practices which are followed at MGM IOM are given in this section.

7.1 Environment Consciousness

7.1.1 Does the institute conduct a green audit of its campus and facilities?

- a) Yes, green audit and energy audit are conducted in the institute. Recommendations of the same are considered for the betterment of the green initiatives of the Institute.
- b) Electricity, water and paper consumption is measured, recorded and controlled.
- c) This is done by Economic Measures Committee of the Institute. Students are the members of this committee and they get involved in green initiatives of the institute fully.

7.1.2 What are the initiatives taken by the institute to make the campus eco-friendly?

- a) Spreading awareness is the first initiative. Awareness is created by speaking to the students and by displaying appropriate messages on Wall Mags and Notice boards.
- b) Students are made aware about environment consciousness, waste management, recycling of waste.
- c) Paper consumption is checked by using e-communication and paper is printed on both sides.
- d) Training has been conducted for faculties and students on energy audit and green audit.
- e) Energy Conservation: Following measures have been taken.
 - i) Utilization of energy in class is controlled. Main switch has been put outside each room which switches off the electricity supply when class room is vacant. Students are instructed to switch off lights, fans and computers when they leave. Display boards are placed next to switch boards to remind them to switch off the lights in class rooms, labs and office.

- ii) Use of *compact fluorescent lamp* (CFL) bulbs and tube lights.
 - iii) Use of *light-emitting diode* (LED) monitors in the computer labs.
 - iv) Boards are displayed about energy conservation.
 - v) Solar heaters have been installed in hostels.
 - vi) Buildings are constructed in such a manner that sufficient illumination and aeration is available.
 - vii) Air conditioner (AC) is used at 22 - 24 degree celsius.
 - viii) Renewable sources of energy generation are also explored by using solar based street lights.
 - ix) Three to five star rating of electrical appliances.
- d) Use of Renewable Energy
- i) Use of solar lights at places.
 - ii) Use of solar water heaters in the hostels.
- e) Water Harvesting
- i) Rain water harvesting has been done at many buildings.
 - ii) All taps and water outlets are serviced periodically to prevent wastage of water by leakage.
 - iii) Sewage treatment plant is available and recycled water is used for gardening.
- f) Efforts for Carbon Neutrality
- i) Tree plantation has been done in the campus.
 - ii) Creating awareness amongst the students and staff about PUC check up.
 - iii) Dumping garden leaves in compost pit instead of burning.
- g) Tree plantation
- i) The students plant trees in “Varsha Mangal Mahotasav” week.
 - ii) MGM has planted about 5000 trees in the campus for which MGM has received Environment Trophy from UNO.
 - iv) Plantation drives are organized.
 - v) The Institute has planted 1000 saplings at village Daregaon.
- h) E-waste Management To avoid the build-up of electronics waste in the Institute campus, the institute identifies e-waste and it is stored for disposal.
- i) Additional Measures.
 - ii) The campus has been declared as polythene free zone.

iii) The campus is declared tobacco free and smoking free zone.

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the institute.

- a) **Innovations in Academics.** Identification of the level of students through a specially designed test which is a combination of Thematic Apperception Test (TAT), Word Association Test, Self Description and Aptitude Test.
- b) **Specially Designed Institutional Curriculum.** This includes:
 - i) Business communication for improving the soft skills and personality.
 - ii) General awareness course to create awareness regarding the PESTLE aspects.
 - iii) Aptitude Test training is conducted for students .
 - iv) Technical classes and tests are conducted for MCA students to help them to perform well in technical interviews.
 - v) Classes in etiquette and mannerism
 - vi) Classes by TPO to prepare students to face interviews.
 - vii) Gandhian thoughts for motivation, inspiration and value education.
- c) **Transformation and Empowerment Saturday.** Every Saturday is earmarked for co-curricular activities like guest lectures, group discussions, presentations, book reviews, debate, extempore etc.
- d) **Club Activity.** Various clubs like (HR Club Humanagers), Marketing Club (Market King), Finance Club (Bluechip), Adventure Club and IT Club (e-Novation) are working in the Institute. The club activities are organized by the students for professional enhancement.
- e) **Committees.** Regular participation of students in institutional activities as the students are involved in some committees.
- f) **Criteria of internal marks.** Criteria of internal marks drives the students to work harder and participate in maximum activities. System is transparent and motivational as well.
- g) **Students Progress Card.** Students Progress Card monitors the progress of student at a glance. Good points and weaknesses are noted and guidance/counseling is done accordingly.

- h) **Parents Involvement:** Parents are involved in monitoring the progress and activities of students. Parent teacher meet and regular intimation to parents is given through SMS for better involvement.
- i) **ERP:** Details of student attendance, course plan progress is available on the ERP for students to make use of it for continuous improvement.
- j) **Encouragement:** Encouragement through award of marks in social behavior, social activities, ethical behavior, creative writing and class participation.
- k) **Industry Interaction.** Healthy interaction and MoUs with industry for resource sharing, project work, training activities, guidance, and guest speakers.
- l) **Inter-institutional Tie ups.** Healthy interaction with sister institutes of MGM Trust located in near vicinity. Use of expertise, sharing of resources, inter-disciplinary research and generating competitive spirit in sports and cultural activities.
- m) **Administrative innovations:**
 - i) Creation of leadership positions at various levels through committees involving students.
 - ii) Involvement of students in administrative committees like publication committee, Student council.
 - iii) Streamlined official work in filling up forms of university exam etc leading to more efficiency.
 - iv) Automation of library.

7.3 Best Practices

7.3.1 Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional Objectives and/or Contributed to the Quality improvement of the core activity.

Best Practice 1:

a) Title of the practice: Institutional Curriculum.

In addition to curriculum of the university the institute has designed institutional curriculum including business communication, general awareness, aptitude, etiquettes, Gandhian Thought and TPO lectures for value addition of the students.

b) Objectives of the Practice:

- i) To make the students versatile and to improve their soft and analytical skills.
- ii) To update the students about current topics of economical, political, business and social nature at national, international levels.
- iii) To enhance the management and leadership qualities of students.
- iv) To enhance the employability of the students.
- v) To enable them to shine in various activities at various inter-college and inter-university level thereby boosting their confidence and self image.

c) The Context:

To enhance the employability of students is one of the major objectives of the Institute of Management. Students of this institute come from rural and/or semi urban environment of Marathwada region in Maharashtra. They are found weak in soft skills and academics. Many students have very low score in MAH-MBA/MMS-CET 2013 and MAH-MCA-CET 2013 (entrance examinations for MBA/MCA courses). Such students need extensive training in soft skills, general awareness and development of leadership qualities. The institute has formalized specially designed institutional curriculum and earmarked specific periods for delivering this curriculum. As a result, the students are becoming more aware and are more adept in soft skills.

d) The Practice:

- i) The practice is to provide training in business communication, and other areas as mentioned above by organizing special classes along with and in addition to the university curriculum.
- ii) Majority of students in this institute came from rural/semi urban where schooling standards are low
- iii) The practice is unique as it has been designed after intense observation and analysis of the requirement and performance of the students.
- iv) MBA/MCA programs are professional programs and students and parents want good placements even before the student pass out.
- v) Formal curriculum is not enough to make a student employable.
- vi) Students who are weak in soft skills, analytical skills and leadership qualities find it difficult to get placed.
- vii) Institutional curriculum is a major step for developing graduate attributes and to bring in multidimensional improvement in his

personality. Details of periods earmarked for institutional curriculum are given in table below:

Table: Time Made Available for Institutional Curriculum

Sr. No.	Name of the course	No. of Periods Allotted per week	Weak Day of the Period
1	Business Communication	2 Periods	Monday and Friday
2	General Awareness	2 Periods	Monday and Tuesday
3	Aptitude	2 Periods	Friday and Wednesday
4	Etiquette/ TPO	5 to 10 periods each per semester	----
5	Sports Activity	One/two period	Saturday

e) Evidence of success:

- i) As a result students have achieved better results in inter collegiate competitions and activities where such skills are required.
- ii) Students are giving positive feedback about this practice.
- iii) Since this practice has started in academic year 2013-14, further results will be visible by next academic year when these students step out of the institute

f) Problems Encountered and Resources Required:

- i) Framing of befitting institutional curriculum and awarding suitable weightages to various subjects.
- ii) Sparing time for additional classes.
- iii) Resources are available and also new resources have been procured (Language Lab)

Best Practice 2:

a) Title of the Practice: Student Progress Card

b) Objectives of the practice:

- i) To keep a record of student's progress and his/her important activities in the institute
- ii) To monitor the progress in academics.
- iii) To monitor the psychological, social and ethical behavior

c) The Context:

A number of students being admitted in this institute score low marks in graduation and lower exams. It is a challenge to bring them up to the expected standard of post graduation. In order to accomplish this task, close monitoring of his/her progress in academic and behavioral aspects is very important. The institute nominates a guardian faculty member (GFM) for each student who maintains the entire data of the student. This data is available at a glance to monitor the progress of the student and to guide and counsel her if required. Record of behavioural aspects is also kept so that a personality profile of the student could be drawn for record and for advice / improvement.

d) The Practice:

- i) Each student is allotted one GFM.
- ii) The GFM maintains the Progress Card for each student.
- iii) Entire data (personal, academic performance, fee record, behavioural record) is maintained on this card.
- iv) Good points/work done in social, moral and ethical aspects are also noted.
- v) Corrective/preventive/counseling is based on this record.
- vi) It becomes handy while interacting with parents or at the time of any critical incident

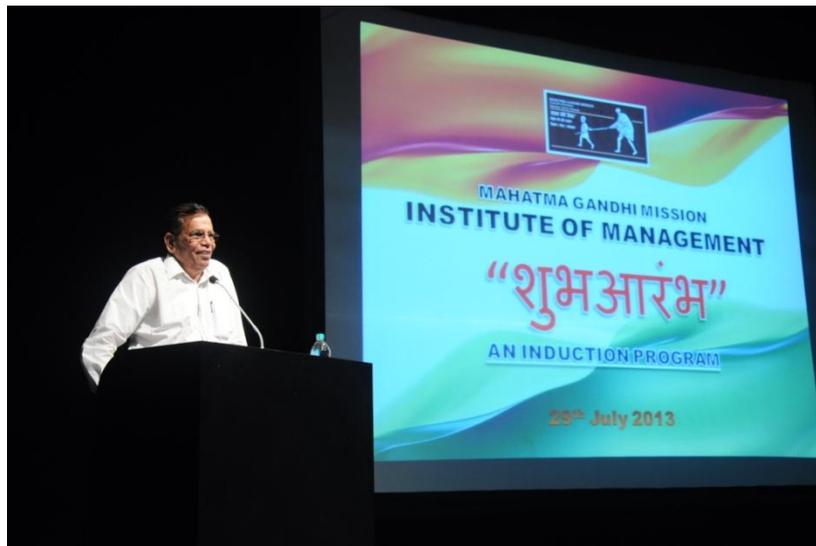
e) Evidence of Success:

- i) Easier to track the progress of the students.
- ii) Behavioural aspects are recorded.
- iii) Graphical representation of academic performance has helped to monitored and counsel.
- iv) Record of counseling is there. Students are aware that the monitoring is taking place.

f) Problems Encountered and Resources Required:

- i) Initial hesitation of maintaining the data.
- ii) Flow of administrative data to GFMs from Institute office.
- iii) Training to GFMs on behavioural aspects was required which has been now given and system is functioning.

Evaluation Report of the Departments (MBA & MCA)



Evaluation Report of the Departments

Master of Business Administration (MBA)

1. Name of the department: MBA 2. Year of Establishment: 1994
3. Names of Programmes / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): M.B.A. 2 year full-time course.
4. Names of Interdisciplinary courses and the departments/units involved: None
5. Annual/ semester/choice based credit system (programmewise): Semester
6. Participation of the department in the courses offered by other departments: M.B.A faculties participate in conduct of classes of M.C.A department for teaching Soft Skills Development, Accounts and Managerial Control and Management Process & Organizational Behavior.
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil.
8. Details of courses/programmes discontinued (if any) with reasons. Nil
9. Number of teaching posts

Teaching Posts	Sanctioned	Filled
Professor	2	2
Associate Professor	5	1
Asst. Professor	17	23

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of Ph D students guided for the last 4 years
Dr. (Col) Pardeep Kumar	MBA, Ph.D.	Director	HRM	32 yrs	1 (In progress)

Dr. Indrajeet Alte	M.A.(Eco.),M.Phil, Ph.D.	Professor	Finance	40 yrs	2
Dr. Gautam Saha	MMS, Ph.D.	Associate Professor	Marketing	13 yrs	-

11. List of senior visiting faculty

- Mr. Suresh Pimple, Cost Accountant
- Dr. L.B Thakur, Ex faculty Dr. B. A. M. University, Aurangabad
- Dr. S.M Chisty, Ex faculty Dr. B. A. M. University, Aurangabad

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil

13. Student -Teacher Ratio (programme wise): 13:1 for M.B.A

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: 20

15. Qualifications of teaching faculty with D. Sc./ D. Litt/ Ph. D/ M Phil / PG.

Details of Qualifications of teaching faculty is as shown in the table

S. No.	Name	Qualification
1	Dr. (Col) Pardeep Kumar	B Sc, B Ed, Diploma in Senior Level Defense Management, MBA, Ph.D.
2	Dr. Indrajeet Alte	B Com, DBM, LLB, M.A. M. Phil.(Eco.), Ph.D.
3	Dr. Gautam Saha	BA, DBM, M Phil, MMS, Ph.D.
4	Prof. Ashish Gadekar	BE, MBA-Production (Georgia State University)
5	Prof. Anil Palve	B. Pharm, MBA- Marketing
6	Prof. Unmesh Kadam	B Sc, MBA- Marketing
7	Prof. Tusharkant Mishra	B Sc, MA, PGDCA, MBA-Marketing
8	Prof. Asmita Joshi	BE, ME-Electronics, MBA-Finance, Ph D (Pursuing)
9	Prof. Tanuja Dubey	B Sc, PGDCA, MBA-Finance, Ph D (Pursuing)

10	Prof. Bhakti Banwaskar	BA, MBA-HRM, Ph. D.(Pursuing)
11	Prof. Suchitra Mendke	B Sc, M.Sc, MBA-HRM
12	Prof. Rohini Chandge	BA, D. Ed, MBA-HRM, Ph D(Pursuing)
13	Prof. Abhijeet Birari	BBA, MBA- Finance, NET, Ph D (Pursuing)
14	Prof. Sayali Wable	BE, MBA-HRM
15	Prof. Priti Mane	B Com, MBA- Finance
16	Prof. Shreya Pathrikar	B Com, MBA-HRM
17	Prof. Sachin Hatole	B Com, DBM, MBA- Marketing
18	Prof. Rajinder Singh Randhawa	B Com, MBA – Finance, NET
19	Prof. Ruchika Kaurani	BCA, MBA- Marketing/IT
20	Prof. Sushil Deshmukh	B Com, MBA-Finance, NET, PhD (Pursuing)
21	Prof. Rahi Kachole	B E, M P A Public Administration-(University of Georgia)
22	Prof. Ranjeet Kakkad	B Com, M Sc, M.B.A – Marketing
23	Prof. Aparna Kakkad	MBBS, M Sc
24	Prof. Aarti Kulkarni	B Com, M.B.A - HRM
25	Prof. Nutan Deshpande	B Sc, ISTD, MBA
26	Prof. Rekha Shrivastav	B.A., M.A., M.B. A- HRM

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Two faculties

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:

One project being funded by ICSSR, New Delhi. Grants received Rs. 10 Lacs.

18. Research Centre /facility recognized by the University: No

19. Publications:

- Publication per faculty: Details are follows,

- Number of papers published in peer reviewed journals (national /international) by faculty and students
i) National – 02 ii) International – 07
- Number of publications listed in International Database (For Ex: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) 07.
- Monographs Nil
- Chapter in Books Nil
- Books Edited Nil
- Books with ISBN/ISSN numbers with details of publishers Nil
- Citation Index Nil
- SNIP Nil
- SJR Nil
- Impact factor 1.5
- h-index Nil

20. Areas of consultancy and income generated.

Details are as follows,

S. No.	Consultancy	Income in Indian (Rs)
1	Operationalisation and marketing a golf club	Nil
2	Development of automatic car washing centre	Nil
3	Promotion of Tata Nano- Twist	5000/-

21. Faculty as members in

a) **National committees:** Prof. Asmita Joshi, Jt. Secretary, Institute of Industrial Engineers (IIE)

b) **International Committees** Nil

c) **Editorial Boards** Nil

22. Student projects

- Percentage of students who have done in-house projects including inter departmental/programme
All MBA students have to do in-house projects as Project Study as per university guidelines.
- Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies
All MBA students have to do projects as in organizations outside the institution i.e. in industry/other agencies as per university guidelines.

23. Awards / Recognitions received by faculty and students Nil

24. List of eminent academicians and scientists / visitors to the department

In each semester guest lectures and seminars are arranged for students of eminent academicians, scientists and visitors to the MBA department, details of which are as follows:

Name of the Visitor	Designation
Mr. Mark Lindley	Economist, U.S.
Dr. Yashwant Sumant	HOD, Political Science Dept., Pune University
Mr. Tejas Pithadia	Chartered Accountant
Irvin Vanda	Entrepreneur, Taiwan
Cathy Lee (U.S.)	Admission Coordinator, Pittsburg State University, USA
Dr. V. L. Dharurkar	HOD, Mass Communication and Journalism Dept., Dr. BAMU
Mr. Shailesh Sandal (BSE)	Bombay Stock Exchange
Mr. J.P.Banerjee	Business & Strategy Consultant, Pune
Mr. Umesh Dashrathi	Managing Director, Rucha Engineering
Dr. Vilas Padhye	Associate Professor, Government College of Arts & Science, Aurangabad
Dr. Prakash Amte & Dr. Jetharaj B. Joshi	Social Worker and Scientist, BARC, Mumbai
Adv. Asim Sarwade	Advocate, Pune
Mr. Anirban Biswas	Vice President, Centre for Excellence in Project Management (P) Ltd.
Mr. Rishi Bagla	Chief Managing Director, Bagla Group of Companies
Mr. Prabhakar Shinde	Rtd. Labor Commissioner, Pune
Mr. C. P. Tripathi, Mr. Mukund Bhogale, Mrs. Suman Kandharkar	VP Bajaj Auto Ltd. Managing Director Nirlep Ltd. Chairman, SK's Consultancy
Mr. Sanjay Kumar, Adv. Priti Diggikar, Adv. Pratibha Bharad, Mr. Arvind Chavariya	Commissioner of Police, Aurangabad Advocate and Law Officer Advocate and Social Activist Deputy Commissioner of Police
Mr. Ashok Gadge	Chairman QCFI, Nagpur Chapter
Dr. Devdutt Pattanaik	Mythologist, Leadership Coach and Chief Belief Officer, Future Group

Mr. Satish Mandora	Executive, Square Circles
Dr.Tushar Chandrasen Chothani	Technomek Placements
Mr.Munish Sharma	Director, MIT Group of Institutions
Prof.Anjani Koomar	Ex VP (HR) Varroc Engineering Pvt.Ltd.
Mr. Girish Ramchandran	Corporate Vice President, Tata Consultancy Services
Mr. Abhijeet Joshi	Consultant, Infosys Ltd, Hyderabad
Dr. Jayashree Godse	Ex Professor and HOD, Govt. Arts College, Aurangabad
Mrs. Mangal Sadhu and group	Role play by SAKAR , Social Worker & Activist-Sakar
Lt. Gen. (Dr.) Niranjan Singh Malik	Dy. Chief of the Army, Winner Param Vishit Seva Medal
Mr. Charul Barwada , Mr. Vinay Mahajan	Loknaad Trust, Ahmedabad

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National

Sr. No.	Programme	Date	Participants	Source of Funding
1	FDP on Research Methodology	01-07 July 2013	31 Faculty Members	Participants and Institute
2	Project Management Programme	18-20 July 2013	30 participants	Participants and Institute
3	National Conference on SEZs and Development of DMIC: Opportunities and Challenges	04-05 October 2013	71 papers presented	ICSSR (Indian Council of Social Science Research)

International Nil

26. Student profile programme/course wise:

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
MBA Regular	NA	NA	79	32	NA
MBA Second Shift	NA	NA	21	5	NA

*M – male *F - Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
MBA I Regular	111	Nil	Nil
MBA I Second Shift	26	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? Nil

29. Student progression

Student Progression	Against % enrolled
UG to PG	NA
PG to M. Phil	NA
PG to Ph. D	NA
Ph. D to Post Doctoral	NA
Employed <ul style="list-style-type: none">• Campus Selection• Other than campus recruitment	88%
Entrepreneurship/Self-employment	4%

30. Details of Infrastructural facilities

- a) Library
Main Library having 30,570 books & Reference Library consisting of reference books, reading space with audio visual devices.
- b) Internet facilities for Staff & Students are available.
- c) Class rooms with ICT facility
All 6 class rooms of MBA have ICT facility available at all times
- d) Laboratories
3 Computer Laboratories and 1 Language laboratory are available

31. Number of students receiving financial assistance from college, university, government or other agencies

Details of MBA students receiving financial assistance from government in academic year 2013-14 are as shown below:

Programme	SC	ST	NT	OBC	SBC	EBC	Minority	Institute level	Total
MBA	43	0	28	44	2	55	07	10	189

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

Date	Name of the Speaker	Designation & Organization	Topic
1/07/2013 to 07/07/2013	Dr. Vilas Padhye	Associate Professor, Government College, Aurangabad	Business Research: Concepts & Methods (Faculty Development Program)
06/07/2013	Dr. Prakash Amte & Dr. Jetharaj B. Joshi	Social Worker and Scientist, BARC	Experience Sharing
18/07/2013	Adv. Asim Sarwade	Advocate, Pune	Human Rights
18/07/2013 to 20/7/2013	Mr. Anirban Biswas	Vice President, Centre for Excellence in Project Management (P) Ltd.	Certificate in Project Management (Management Development Program)
25/07/2013	Mr. Rishi Bagla	Chief Managing Director, Bagla Group of Companies	Rare-Share
03/08/2013	Mr. Prabhakar Shinde	Rtd. Labor Commissioner, Pune	Labor Laws
07/08/2013	Mr. C. P. Tripathi, Mr. Mukund Bhogale, Mrs. Suman Kandharkar	VP Bajaj Auto Ltd. Managing Director Nirlep Ltd. Chairman, SK's Consultancy	General Management & Employability
07/08/2013	Mr. Sanjay Kumar, Adv. Priti Diggikar, Adv. Pratibha	Commissioner of Police, Aurangabad Advocate and Law Officer Advocate and Social	Women's Empowerment and Law

	Bharad, Mr. Arvind Chavariya	Activist Deputy Commissioner of Police	
16/08/ 2013	Mr. Ashok Gadge	Chairman QCFI, Nagpur Chapter	Speed Reading
16/08/ 2013	Dr. Devdutt Pattanaik	Mythologist, Leadership Coach and Chief Belief Officer, Future Group	Business Sutras: Management Approach - For Tomorrow
17/08/ 2013	Mr. Satish Mandora	Executive, Square Circles	Success Sutras
17/08/ 2013	Dr. Tushar Chandrasen Chothani	Technomek Placements	General Management
22/08/ 2013	Mr. Munish Sharma	Director, MIT Group of Institutions	Rare-Share
29/08/ 2013	Prof. Anjani Koomar	VP (HR) Varroc Engineering Pvt. Ltd.	Deconstructing Management
19/09/ 2013	Mr. Girish Ramchandran	Corporate Vice President, Tata Consultancy Services	Rare-Share
11/12/ 2013	Adv. R. P. Mane	Advocate	Women's Empowerment and Acts
18/01/ 2014	Mr. Abhijeet Joshi	Consultant, Infosys Ltd, Hyderabad	MBA-Opportunities and Challenges
27/01/ 2014	Mr. Parveen Dagar Mr. Amit Yadav Mr. Rajesh Jadhav	Regional Sales Manager, Territory Manager, Executive, Mahyco Monsanto Biotech India Ltd.	Role of Biotechnology in changing life.
29/01/ 2013	Dr. Jayashree Godse	Ex Professor and HOD, Govt. Arts College, Aurangabad	Gender Sensitization Workshop
08/02/ 2014	Mrs. Mangal Sadhu and group	Role-play by SAKAR , Social Worker & Activist-Sakar	Pre and post Marital Issues
22/02/ 2014	Lt. Gen. (Dr.) Niranjan Singh Malik, PVSM	Dy. Chief of the Army	National Security and Challenges

08/03/ 2014	Mr. Charul Barwada , Mr. Vinay Mahajan	Loknaad Trust, Ahmedabad	Rare Share Program jointly organised by MGM Institute of Management and Aurangabad Management Association, Aurangabad.
----------------	--	-----------------------------	---

33. Teaching methods adopted to improve student learning. Faculties adopt various teaching methods as follows:

- a) Lecture Method
- b) Interactive Learning
- c) Independent Learning
- d) Collaborative Learning
- e) Problem Method
- f) Case Study Method
- g) Use of ICT Tools
- h) Seminar, Workshops
- i) Language Lab Sessions

34. Participation in Institutional Social Responsibility (ISR) and Extension activities.

Yes, the Institute promotes institution-neighborhood-community network through NSS activities, association with NGO 'SAKAR', promotion of sports and through patient welfare at MGM Hospital.

35. SWOC analysis of the department and Future plans

Strengths	Opportunities
<ol style="list-style-type: none"> a) Activity based and participative teaching process. b) Structured academic system. c) All round exposure of the students. d) World class infrastructure. e) Critical analysis of feedback of stakeholders. f) Supportive Management. g) Excellent placements track record. h) Cooperation with sister institutes located in vicinity. 	<ol style="list-style-type: none"> a) Many opportunities for interdisciplinary research with sister institutes. b) Exploiting local industrial area for job opportunities as DMIC is coming up. c) Centre for Incubation and Consultancy can perform better. d) Tie up with foreign institutes for timed MBA Programme, Staff exchange & Research.

Weakness	Challenges
<ul style="list-style-type: none"> a) No control on quality of students getting admitted. b) No flexibility in terms of curriculum designing and development. c) Relatively less experience of faculty leaving a gap in research work. Nine faculties yet to complete Ph. D. Degree. 	<ul style="list-style-type: none"> a) Limited time available for running curriculum and all activities in a semester. b) University affiliation does not allow flexibility in curriculum. c) Attracting quality students. d) Attracting good faculty.

Evaluation Report of the Departments

Master of Computer Application (MCA)

- 1. Name of the department:** Master of Computer Application (MCA)
- 2. Year of Establishment:** 2007
- 3. Names of Programmes / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :** - PG - Master of Computer Application (MCA)
- 4. Names of Interdisciplinary courses and the departments/units involved:-**NA
- 5. Annual/ semester/choice based credit system (program me wise) :-** Semester based.
- 6. Participation of the department in the courses offered by other departments:-** NA
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.:-** NIL
- 8. Details of courses/programmes discontinued (if any) with reasons :-** NIL
- 9. Number of Teaching Posts**

	Sanctioned	Filled
Professors	01	--
Associate Professors	01	--
Assistant Professors	10	10

- 10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.):**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mr. Rajeev Kharat	MCA, M.Phil.	Asst. Professor	Computer Application	5	--
Mrs. Anuya Aradhya	MCA, M.Phil.	Asst. Professor	Computer Application	2	--

11. List of senior visiting faculty

- a. Dr. Pathan
- b. CMA Suresh Pimple
- c. Dr. Rajesh Dase

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:- NIL

13. Student – Teacher Ratio (Programme Wise):- 13:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:- Our Institute is having common Academic Support Staff (Technical) and Administrative Staff for both the Departments. Hence we don't have separate staff for our department.

15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG.:

Sr. No.	Name	Qualification
1	Mr. Abhijeet Thakur	MCA, Pursuing Ph.D.
2	Mrs. Smita Khursale	MCA
3	Mr. Rajeev Kharat	MCA, M.Phil, Pursuing Ph.D.
4	Mr. Sushant Patil	MCA
5	Mrs. Anuya Aradhye	MCA, M.Phil.
6	Mrs. Usha Shete	MCA
7	Mrs. Vidya Jadhav	MCA
8	Mr. Bhanudas Suradkar	MCA
9	Ms. Pooja Vaidya	MCA

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :-NIL

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:- NIL

18. Research Centre /facility recognized by the University:-NA

19. Publications:

- Publication per faculty: Details are follows,
- Number of papers published in peer reviewed journals (national /international) by faculty and students
 - i) National – 00
 - ii) International – 03

- Number of publications listed in International Database (For Ex: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) 03
- Monographs Nil
- Chapter in Books Nil
- Books Edited Nil
- Books with ISBN/ISSN numbers with details of publishers Nil
- Citation Index Nil
- SNIP Nil
- SJR Nil
- Impact factor 1.52
- h-index Nil

20. Areas of consultancy and income generated:- NIL

21. Faculty as members in a) National committees b) International Committees c) Editorial Boards:-NIL

22. Student projects:-

- a) **Percentage of students who have done in-house projects including inter departmental/programme:-** 100% students in semester IV complete their project as a part of the curriculum.
- b) **Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies:-** 100% of students of VI Semester of MCA have done projects as part of their curriculum in Industry.

23. Awards/ Recognitions received by faculty and students:- NA

24. List of eminent academicians and scientists/ visitors to the department:

- a. **Dr. Vijay Pandharipande** – Vice Chancellor, Dr. BAMU, Aurangabad.
- b. **Mr. Achyut Godbole** – MD, SoftExcel Consultancy Services, Mumbai.
- c. **Mr. Ninad Karpe** – CEO, Aptech.
- d. **Mr. Prashant Deshpande** - CEO, Expert Global Solutions, Aurangabad.
- e. **Mr. Mukund Kulkarni** – Director, Expert Global Solutions, Aurangabad.

- f. **Dr. Prakash Amte** – Social Activist.
 g. **Mr. Ram Marlapalle** – VP HR, Endurance Technologies, Aurangabad.

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National:-

Sr. No.	Particulars	Source of Funding	Total Number
1	Conference	ICSSR, New Delhi	01
2	Workshops	Nil	03

b) International: Nil

26. Student profile program/course wise: NA

27. Diversity of Students:

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
MCA	100	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc? 01

29. Student progression

Student Progression	Against % enrolled (2012-13)
UG to PG	NA
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post Doctoral	Nil
Employed	82%
<ul style="list-style-type: none"> • Campus Selection • Other than campus recruitment 	<ul style="list-style-type: none"> • 30% • 52%
Entrepreneurship/Self-employment	Nil

30. Details of Infrastructural facilities

- a) **Library** – Institute has separate departmental library which includes over 5000 books, journals, magazines, and CDs.
- b) **Internet facility to staff and students:-** Internet facility is provided to all members of the faculty and separate internet lab is provided to students
- c) **ICT enabled classrooms:-** All classrooms are well equipped with internet connected PC and LCD projector.
- d) **Laboratories:-** The department has three dedicated computer labs with latest configuration.

31. Number of students receiving financial assistance from college, university, government or other agencies:-

	Institute	University	Government	Other
No. of Students	02	NIL	OBC:- 25, VJNT:-16 SC:-23, SBC:-01 EBC:- 16, Total:- 81	02

32. Details on student enrichment programme (special lectures / workshops / seminar) with external experts.

Sr. No.	Guest Lecture/Workshops/Seminar	Topic
1	Mr. Achyut Godbole, MD, Softexcel Consultancy Services, Mumbai	IT: Yesterday, Today and Tomorrow
2	Mr. Naveenchandra Joshi, Sr. Software Engineer, HSBC Software, Pune.	Advances in VC++
3	Mr. Ravindra Chitgopekar, Dy. Manager-IT, MAN Diesel, Aurangabad.	Networking
4	Ms. Prajakta Pathak, IMCT, Pune.	Linux
5	Mr. Taheer Shaikh, Digitize Solutions, Aurangabad.	Workshop on Hardware & Networking
6	Mr. Pravin Ambekar, Ambekar & Associates, Aurangabad.	2 Days Workshop on Embedded System
7	Mr. Sarfaraz Khan, SFK InfoTech, Aurangabad.	Data Warehousing & Data Mining
8	Mr. Sarfaraz Khan, SFK InfoTech, Aurangabad.	Career opportunities in DBA
9	SSIT, Nagpur	Workshop on Android and PHP
10	Network Bulls and ACM, IIT Delhi	Workshop cum National Network Security Ch'ship

33. Teaching methods adopted to improve student learning:-

Lecture Method is supported by Innovative methods such as Interactive Learning, Collaborative Learning, Various multimedia tools, presentation, students seminars, guest lecture, GD, Assignment and value added courses like business communication, general awareness, aptitude tests, technical tests. Both formative and summative evaluation techniques are used.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:-

Institute has NSS unit under which we have adopted a village named 'Daregaon', where we had conducted cleanliness drive, tree plantation, eye check up camp etc. In addition the institute is associated with 'SAKAR', a NGO working for orphans and their adoption. We have worked for preservation of cultural heritage and blood donation and promotion of sports among common people.

35. SWOC analysis of the department and Future plans:-

- a) Strengths:
 - i) Majority faculties are qualified and experienced.
 - ii) Consistently good feedback of all teachers is an indicator of the excellent teacher quality.
 - iii) Good performance of students in University examinations.
 - iv) Excellent Infrastructure
- b) Weakness:
 - i) No control over quality of students.
 - ii) No faculty with doctorate degree.
- c) Opportunities:
 - i) Collaboration with Foreign Universities
 - ii) Professional development of faculties.
 - iii) Use of e-learning and adoption of new technology.
- d) Challenges:
 - i) Attracting quality students.
 - ii) Tough competition in IT education.
 - iii) To encourage research, publications and consultancy
 - iv) To improve campus placements.
- e) Future Plans
 - i) To motivate faculty members to acquire Ph.D. degree.
 - ii) To have at least 30 percent faculty with Ph.D. by 2016-17.
 - iii) To add two more value addition courses by 2014-15.

DECLARATION BY THE HEAD OF THE INSTITUTE

I certify that the data included in this Self Study Report (SSR) is true to the best of my knowledge.

This SSR is prepared by the Institute after internal discussions and no part thereof has been outsourced.

I am aware that the peer team will validate the information provided in this SSR during the peer team visit.



Date: 23 Mar 14
Place: Aurangabad

Director / Head of the Institution
(Name and Signature with Office seal)

Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that **MGM Institute of Management** fulfils all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as NCTE, AICTE, MCI, DCI, BCI, etc] and
3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.



Date: 23 Mar 14
Place: Aurangabad

Director / Head of the Institution
(Name and Signature with Office seal)

Annexure I: Approval of courses of affiliating university.



All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)
7th Floor, Chandralok Building, Janpath, New Delhi- 110 001
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-india.org

F.No. Western/1-1392418292/2013/EOA

Date: 19-Mar-2013

To,
The Secretary,
Tech. & Higher Education Deptt.
Govt. of Maharashtra, Mantralaya,
Annexe Building, Mumbai-400032

Sub: Extension of approval for the academic year 2013-14

Ref: Application of the Institution for Extension of approval for the academic year 2013-14

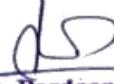
Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations 2012 notified by the Council vide notification number F-No.37-3/Legal/2012 dated 27/09/2012 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to

Regional Office	Western	Application Id	1-1392418292
		Permanent Id	1-10377141
Name of the Institute	MGM'S INSTITUTE OF MANAGEMENT	Institute Address	MGM CAMPUS, N-8, CIDCO, AURANGABAD - 431 003, (MAHARASHTRA), AURANGABAD, AURANGABAD, Maharashtra, 431003
Name of the Society/Trust	MAHATMA GANDHI MISSION (MGM)	Society/Trust Address	12, BHAGYA NAGAR, NANDED, NANDED, NANDED, Maharashtra, 431602
Institute Type	Unaided - Private		

Opted for change from Women to Co-ed	No	Opted for change of name	No	Opted for change of site	No
Change from Women to Co-ed approved	Not Applicable	Change of name Approved	Not Applicable	Change of site Approved	Not Applicable

to conduct following courses with the intake indicated below for the academic year 2013-14


Dr. Pardeep Kumar
 Director
 MGM's Institute of Management
 Aurangabad

Application Number: 1-1392418292*

Page 1 of 3

Note: This is a Computer generated Extension of Approval Letter. No signature is required.

Letter Printed On: 20 March 2013.

Printed By : AE540347



All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)

7th Floor, Chandralok Building, Janpath, New Delhi- 110 001
PHONE: 23724161/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-india.org

Application Id: 1-1392418292			Course		Affiliating Body					
Program	Shift	Level		Full/Part Time		Intake 2012-13	Intake Approved for 13-14	NEP	PO	Foreign Collaboration
MANAGEMENT	1st Shift	POST GRADUATE	MASTERS IN BUSINESS ADMINISTRATI ON	FULL TIME	Dr. Babasaheb Ambedkar Marathwada University, Aurangabad	120	120	No	No	No
MANAGEMENT	2nd Shift	POST GRADUATE	MASTERS IN BUSINESS ADMINISTRATI ON	FULL TIME	Dr. Babasaheb Ambedkar Marathwada University, Aurangabad	60	60	No	No	No
MCA	1st Shift	POST GRADUATE	MASTERS IN COMPUTER APPLICATIONS	FULL TIME	Dr. Babasaheb Ambedkar Marathwada University, Aurangabad	60	60	No	No	No

- Validity of the course details may be verified at www.aicte-india.org>departments>approvals

The above mentioned approval is subject to the condition that MGM'S INSTITUTE OF MANAGEMENT shall follow and adhere to the Regulations, guidelines and directions issued by AICTE from time to time and the undertaking / affidavit given by the institution along with the application submitted by the institution on portal.

In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.

Strict compliance of Anti-Ragging Regulation:- Approval is subject to strict compliance of provisions made in AICTE Regulation notified vide F. No. 37-3/Legal/AICTE/2009 dated July 1, 2009 for Prevention and Prohibition of Ragging in Technical Institutions. In case institution fails to take adequate steps to Prevent Ragging or fails to act in accordance with AICTE Regulation or fails to punish perpetrators or incidents of Ragging, it will be liable to take any action as defined under clause 9(4) of the said Regulation.

(Dr. Kuncheria P. Isaac)
Member Secretary, AICTE

Copy to:

1. **The Regional Officer,**
All India Council for Technical Education
Industrial Assurance Building


Dr. Pardeep Kumar
Director
MGM's Institute of Management
Aurangabad

Application Number: 1-1392418292*

Page 2 of 3

Note: This is a Computer generated Extension of Approval Letter. No signature is required.

Letter Printed On:20 March 2013.

Printed By : AE540347



All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)

7th Floor, Chandralok Building, Janpath, New Delhi- 110 001
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-India.org

2nd Floor, Nariman Road
Mumbai - 400 020, Maharashtra

2. **The Director Of Technical Education,**
Maharashtra
3. **The Registrar,**
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad
4. **The Principal / Director,**
MGM'S INSTITUTE OF MANAGEMENT
MGM CAMPUS, N-6, CIDCO,
AURANGABAD - 431 003,
(MAHARASHTRA),
AURANGABAD,AURANGABAD,
Maharashtra,431003
5. **The Secretary / Chairman,**
MAHATMA GANDHI MISSION (MGM)
12, BHAGYA NAGAR, NANDED,
NANDED,NANDED,
Maharashtra,431602
6. **Guard File(AICTE)**

Dr. Pardeep Kumar
Director
MGM's Institute of Management
Aurangabad

Application Number: 1-1392418292*

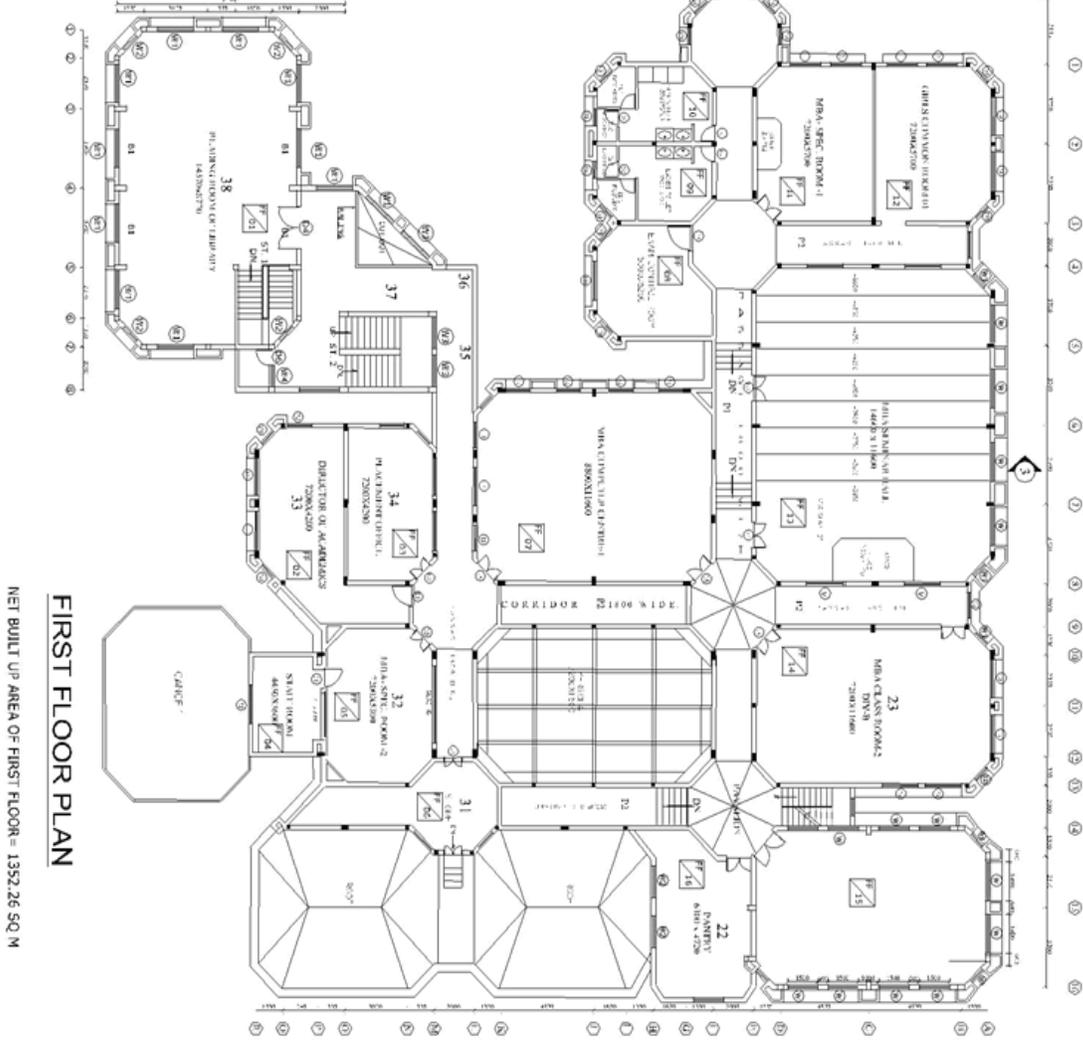
Page 3 of 3

Note: This is a Computer generated Extension of Approval Letter. No signature is required.

Letter Printed On:20 March 2013.

Printed By : AE540347

Annexure III: Master plan of the Institute



FIRST FLOOR PLAN
NET BUILT UP AREA OF FIRST FLOOR = 1352.26 SQ M

CONTENTS OF SHEET	
FLOOR PLAN	
FIRST FLOOR PLAN	
<p>NOTE: DEVELOPMENT PERMISSION OBTAINED VIA LETTER NO. UP/CE/AUR/TC/4437 DATED 31 MAY 1986</p>	
DESCRIPTION OF PROPOSAL & PROPERTY	
MGMIOM INSTITUTE OF MANAGEMENT ON EDUCATIONAL PLOT, N-6, CIDCO TOWN CENTER, AURANGABAD	
NAME OF THE OWNERS	
MAHATMA GANDHI MISSION TRUST:	
SIGN OF THE OWNERS	
ER. A. N. KADAM SECRETARY, MGMI	NORTH ⊕ N
NAME, SIGN, ADDRESS OF ARCHITECTS	
AR. SARANGA NAWAL MGMI CAMPUS, N-6, CIDCO, AURANGABAD	

PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT

PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT



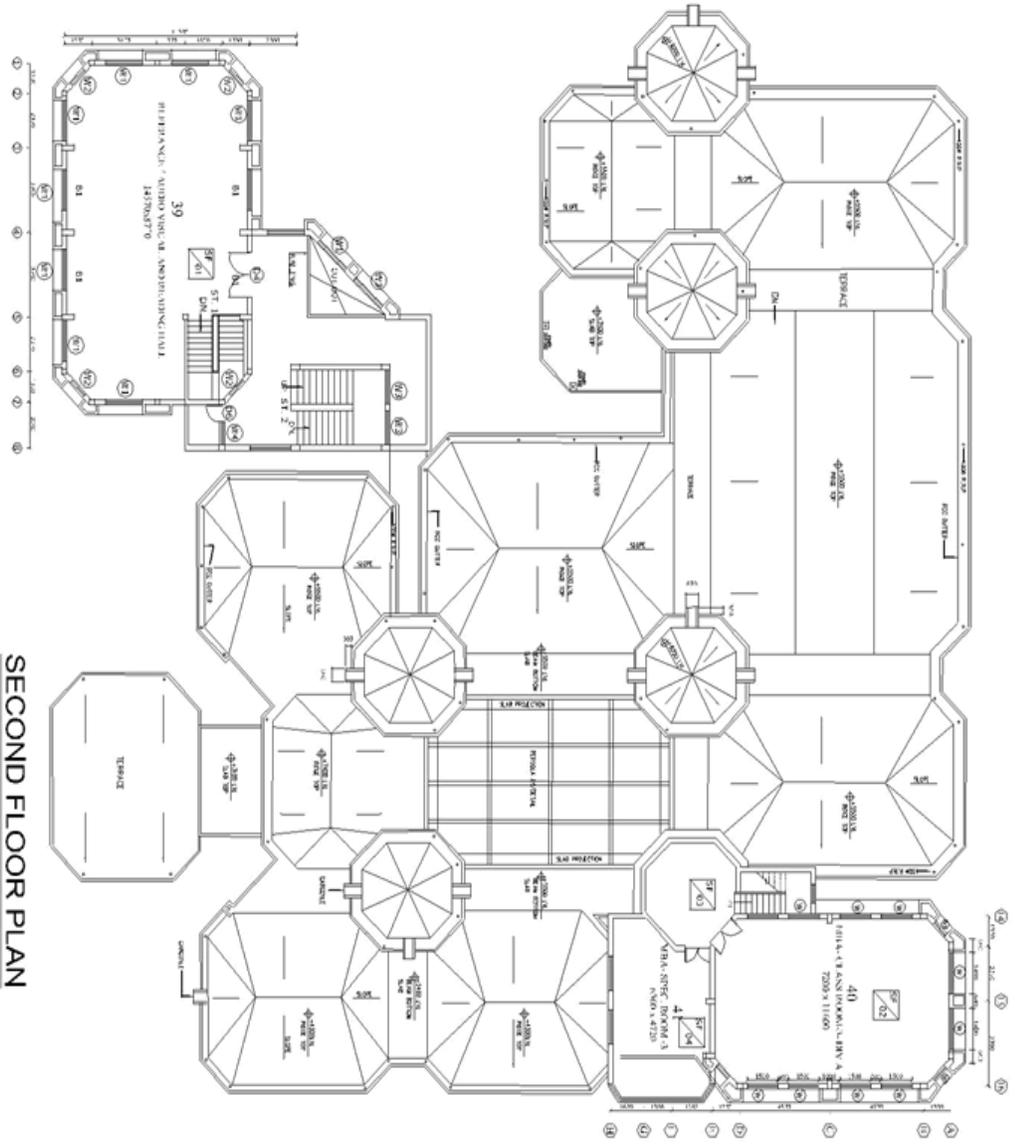
FIRST FLOOR PLAN

CONTENTS OF SHEET	
FLOOR PLAN FIRST FLOOR PLAN	
NOTE: DEVELOPMENT PERMISSION OBTAINED VIA LETTER NO.RP/FF/AUR/TC/4437 DATED 31 MAY 1986	
DESCRIPTION OF PROPOSAL & PROPERTY	
ANNEX BUILDING FOR MGMI INSTITUTE OF MANAGEMENT ON EDUCATIONAL PLOT, No-6, CHICKO TOWN CENTER, ADURANGABAD.	
NAME OF THE OWNERS	
MADAYMA GANOH MISSION TRUST.	
SIGN OF THE OWNERS	
DR. A. S. ADAM	
NO. 111	



SECOND FLOOR PLAN
(SCALE: 1/8")

CONTENTS OF SHEET	
FLOOR PLAN SECOND FLOOR PLAN	
NOTE: DEVELOPMENT PERMISSION OBTAINED VIDE LETTER NO.HP/PE/AUR/TC/4437 DATED 31 MAY 1986	
DESCRIPTION OF PROPOSAL & PROPERTY	
ANNEX BUILDING FOR MGNES INSTITUTE OF MANAGEMENT ON EDUCO TOWN PLOT, N-6, AURANGABAD.	
NAME OF THE OWNERS	
MAHATMA GANDHI MISSION TRUST	
SIGN OF THE OWNERS	
DR. J. N. YADAV SECRETARY, MGN	NORTH N ↑
NAME, SIGN, ADDRESS OF ARCHITECTS	
MR. SAURABH K. RAVAL 9-6, MIDH CAMPUS, N-6	



SECOND FLOOR PLAN
 NET BUILT UP AREA OF SECOND FLOOR = 264.84 SQ. M

CONTENTS OF SHEET	
FLOOR PLAN	
SECOND FLOOR PLAN	
<p>NOTE: DEVELOPMENT PERMISSION OBTAINED VIDU L. LITTLER (NO. BP/ED/AD/ROT/04437 DATED 31 MAY 1986</p>	
<p>DESCRIPTION OF PROPOSAL & PROPERTY</p> <p>MGM'S INSTITUTE OF MANAGEMENT ON EDUCATIONAL PLOT, N-6, CIDCO TOWN CENTER, AURANGABAD.</p>	
NAME OF THE OWNERS	
MAHATMA GANDHI MISSION TRUST; SIGN OF THE OWNERS	
ER. A. N. KADAM SECRETARY, MGM	
NAME, SIGN, ADDRESS OF ARCHITECTS AR. SARANGA NAVAL MGM CAMPUS, N-6, CIDCO, AURANGABAD	
NORTH 	

