



## CRITERION 6 – Governance, Leadership and Management

### Key Indicator - 6.5 Internal Quality Assurance System

**6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities**

Sr. No.	Documents Uploaded
1	ISO Certification
2	Conduct of Psychometric test
3	EBSCO E-Resource access through mobile
4	Student of the week
5	Academic Excellence 1. Academic Committee 2. Academic Administrative Audit

**1. ISO EOMS Recertification :** To define processes and quality ZIMCA had implemented Educational organizational Management System (EOMS) 21001: 2018 since 2019 , ZIMCA is ISO Certified Institute



Figure 1 : ZIMCA ISO Certificate



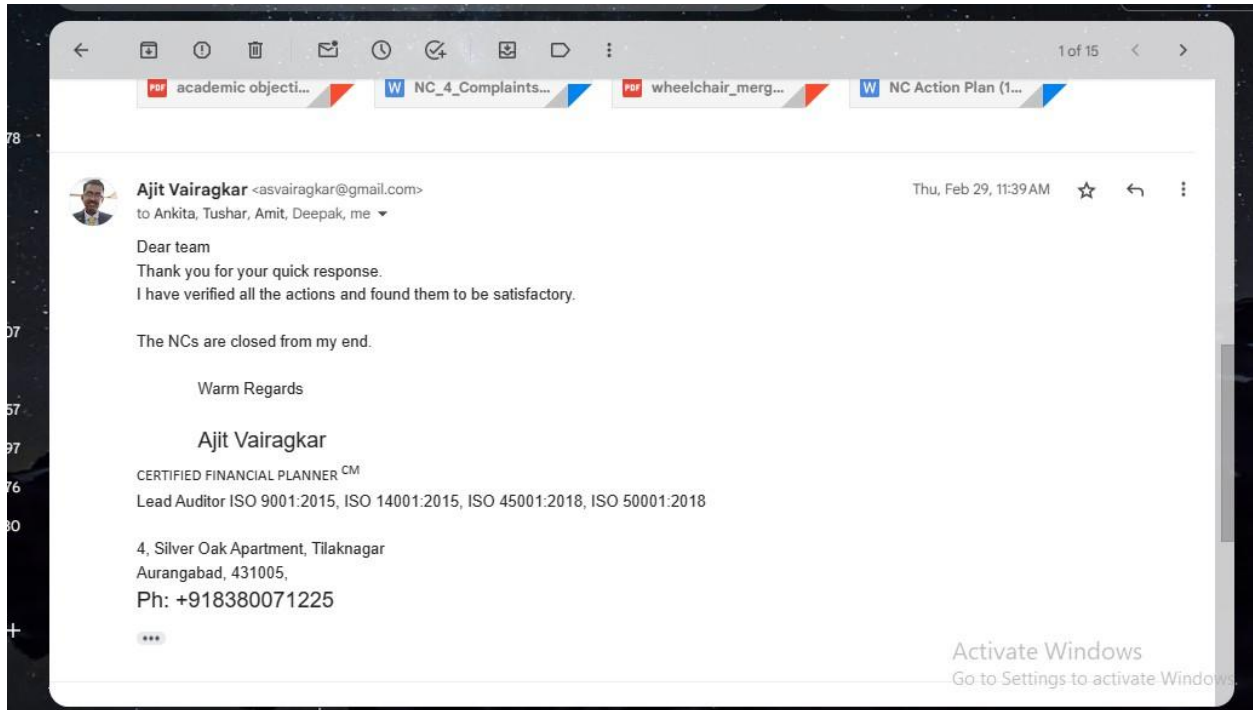



Figure 2 : Email ISO Surveillance Auditor



  
Director  
Zeal Institute of Management  
& Computer Application  
Pune - 411 041.

2. **Conduct of Psychometric test:** Students were asked to appear for Psychometric test through following portal

**AICTE portal:** <https://www.youth4work.com/talent>




Figure 3: Poster of Psychometric Test



Figure 4 : Students Appearing for Psychometric Test



  
Director  
Zeal Institute of Management  
& Computer Application  
Pune - 411 041.

### 3. EBSCO E-Resource access through mobile

The institute had used EBSCO E-RESOURCE through common IP address within a campus for students and faculty members. In 2023 year, Institute also provide EBSCO E-RESOURCE through mobile application were students and faculty members can use this e-resource from anywhere.



Figure 5 : Mobile Screenshot of EBSCO App



  
**Director**  
Zeal Institute of Management  
& Computer Application  
Pune - 411 041.

#### 4. Student of the week:

To motivate students, the institute has devised policy for the students of the week. The students with excellent attendance perform number of co-curricular /extra- curricular activities bestowed with Students of the week award.

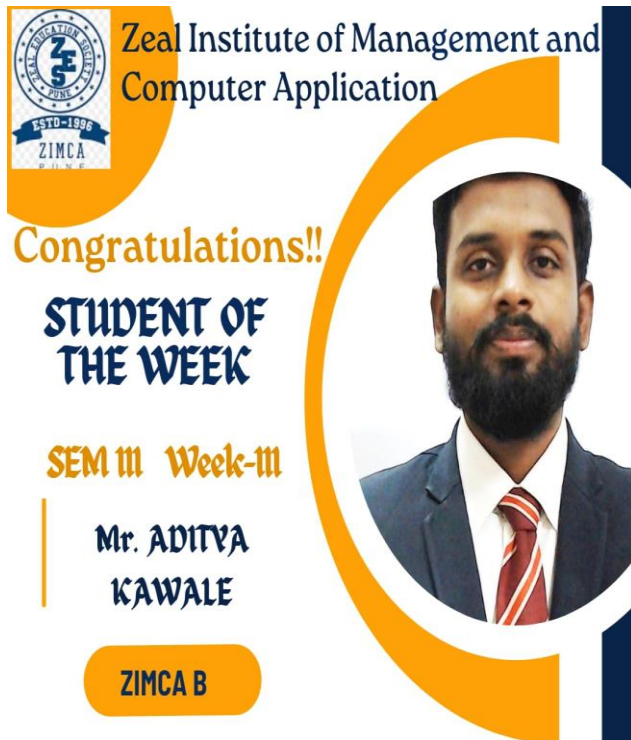


Figure 6: Student of the week published



Figure 7 : Student of the week published



  
Director  
Zeal Intitute of Management  
& Computer Application  
Pune - 411 041.

## **5. Academic Excellence:**

### **5.1. Academic Committee:**

The main purpose of the academic committee is to oversee the academic affairs of the institute and make recommendations to the Director and Management about academic programs and strategic priorities. To develop serious teaching-learning culture and atmosphere for enhancing students' interests and capabilities in learning

### **5.2. Academic Administrative Audit**

Ensures that the institution adheres to established standards and guidelines in academic and administrative operations. Provides evidence of compliance with policies, procedures, and regulations set by accrediting bodies or governing authorities.





**ZEAL EDUCATION SOCIETY's**  
**ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION, PUNE-41**  
*Internal Quality Assurance Cell*

<b>Document Type</b>	Committee/Cell Composition
<b>Name of the Committee</b>	Academic Committee
<b>Date</b>	14/09/2023
<b>Developed by</b>	Mr. Vikrant Nangare
<b>Position</b>	Associate Professor, ZIMCA, Pune
<b>Document No</b>	ZIMCA-8-F-00-7

**1. Purpose:**

The main purpose of the academic committee is to oversee the academic affairs of the institute and make recommendations to the Director and Management about academic programs and strategic priorities. To develop serious teaching-learning culture and atmosphere for enhancing students' interests and capabilities in learning

**2. Scope:**

The academic committee provides a platform for its members to review and to make suggestions for policies on curriculum development. The scope of this committee extends to all teaching learning and evaluation related processes and procedures. eg. Academic calendar, Session plan etc.

**3. Objectives:**

- A. To improve the learners result performance.
  - B. To focus on attainment of course outcome
  - C. To implement student centric pedagogy
  - D. To align academic delivery with predefined students attributes
4. Frequency of Meeting: Once in Semester/ Twice in Year

**4. Frequency of Meeting:** Once in Semester Twice in Year





## 5. Composition:

Sr. No	Name	Designation
1.	Prof. Sanjay Mahadik	Chairman (Director)
2.	Prof. Sachin Wadekar	Member
3.	Prof. Deepak Shirke	Member
4.	Prof. Shriram Ugale	Member
5.	Prof. Vikrant Nangare	Member-Secretary (Academic Coordinator)

Prepared By : Prof. Vikrant Nangare

Checked By: Prof. Sanjay Mahadik

Approved By

Director/Executive Director





Date: 19/06/2024

## **REPORT ON ACADEMIC AND ADMINISTRATIVE AUDIT 2023-24**

The Institute conducted an Academic and Administrative Audit on 17/06/2024 to understand the effectiveness of its academic and administrative processes. The audit was conducted of academic year 2023-24

Two senior and expert faculties from the top Management Institutes were invited to carry out the A & A Audit. They checked and verified the documents by visiting different departments in the Institute. They also evaluated the present teaching learning and administrative processes. The experts submitted audit report to the Director of the Institute. It consisted of the findings and suggestions given by the experts for improvements in various areas.

### **1. ADMISSIONS**

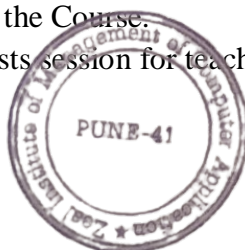
The sanctioned intake of the Institute is 240 students (MBA). Total admissions were 95%, The committee appreciated the admission process to ensure the smooth conduct of Admission. The process involves 'zero defect' admission process involves faculty /staff members designated at proper places to ensure the process completion within a small duration of time. Also, the process use of ERP for the ensuring the student related data entry at the time of admission. I card provision and uniform measurement is conducted on the same date.

The committee the 'Level Up' activity which involves MoU signing from the prospective UG colleges and conducting guests sessions on various topics. The said practice further involves branding of Institute through multiple branding videos, multimedia and sharing same over telephone and whatsapp as per requirement by prospective candidate.

### **2. ACADEMICS**

The IQAC cell and the Academic Planning and Review committee of the Institute worked towards the achieving excellence in Academics. The following activities were conducted under IQAC:

- The Institute has form ISO committee and processes were well defined; Successfully faced ISO surveillance audit and retain ISO certification
- The contents of Course file are well planned and implemented and involve multiple sections to cover all aspect for the Course.
- Institute conducts various Guests session for teaching beyond curriculum.



- Institute identifies slow and advances learners and caters to their need by conduct of remedial sessions; for advance learners it promotes to write blogs, video creation and other methods
- Students are encouraged to under self-learning through Online Certifications and per year more than 200 Online Certifications are completed involving multiple Courses.
- Students result is encouraging

### 3. PLACEMENTS

IQAC cell and the Central Placement Cell for undertaking various initiatives for students training and placement. The Committee checked the records of Training and Placement department:

- ‘**Campus to Corporate (C2C)**’ is a training model uniquely designed for providing Training to the students and collaborations with Training partners and Industries. Every day the students undergo training on either of Aptitude, Soft Skills, domain knowledge regarding training etc. The record of the training are well maintained.
- The average package is 3.5 lacs per annum.
- The Institute motivates students for being Entrepreneur, for this “**UDDOGDIP**” activity conducted to enhance skills in students
- Placement brochure, placement records and the entire process is well drafted. A well drafted SoP is present.

70% students were placed in 2023-24, The average Salary is 3.5 lakhs per annum..

It was observed by the committee that Placement department has worked effectively and it has arranged Offline/Online interviews of many students and had conducted online mock interviews also. The committee suggests that the Placement department should concentrate on increasing the placements and organizing sessions of experts for enhancing the employability skills of the students.

### 4. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

Top experts from Industry and Academics were invited by the Institute to conduct online/Offline sessions on various contemporary topics like business analytics, industry requirements From MBA, The event files were checked by the committee and it was observed that records of the, Events were well maintained.

### 5. RESEARCH, PUBLICATIONS AND INNOVATION

- The research Centre is established and the has research guides associated and research scholars. The research articles are published/presented on various journals/conferences respectively.
- Few faculty members have UGC- CARE research papers.



- Few faculty members have citations for their research articles.
- The Institute has publishes Newsletter

## **6. STAFF DEVELOPMENT ACTIVITY**

The Institute encouraged the faculties to participate in online FDP's conducted by top Institutes. Participation Certificates were found properly filed in the FDP files. Online Internal Faculty Development were organized on Research Methodology, How to Write Research Papers etc. by the Institute to update the skills and knowledge of faculties.

- **RESEARCH AND PUBLICATION**

The audit committee observed that the Institute should encourage more faculties for Publishing their research papers and articles in the research journals approved by the University and AICTE.

- **ALUMNI CONTRIBUTION**

Regular meetings of Alumni committee were conducted and records were satisfactorily Maintained.

- **COMMITTEES**

The records of various Committees like IQAC, Anti ragging, Women Grievance Committee, SC/ST Committee, Insitute-industry interaction cell, Student Development etc. were found to be complete.

- **INTERNAL EVALUATION SYSTEM**

The committee observed that the Institute follows Comprehensive Continuous Evaluation (CCE) pattern of the Savitribai Phule Pune University. For core courses three CCE's and for elective/internal courses two CCE's were provided to the students through online mode and they were informed to upload their CCE's on it. The internal marks were finalized on the basis of student's performance in CCE's, participation in online curricular and extra-curricular activities.

- **INSTITUTE SOCIAL RESPONSIBILITY**

The Institute carried out activities like tree plantation, azadi ka amrutmohotsav, Celebration of International Yoga Day, International Women's Day etc. as part of its Institute's social responsibility.



## 7. SUGGESTIONS

The following suggestions were made by the Audit Committee:

- The Institute should motivate the staff and prepare strategy like conducting promotional lectures in under graduate colleges, doing branding of the college, proper counseling to the aspiring students etc. for achieving 100% admission target.
- Faculties should be encouraged to write good quality research papers which could be published in journals approved by the University and AICTE.
- The Startup and Innovation Cell should organize online sessions of successful entrepreneurs to motivate and guide students to start their own startup.
- To improve the placements the Institute should concentrate on signing more MoU's with industries and conduct more online sessions on employability enhancing skills.
- Efforts should be taken to invite reputed Industries for Placements.
- The Placement cell needs to improve the average and overall placements.



Dr. Arvind Burande  
Associate Professor,  
Indira Institutes, Pune



Dr. Rahul More  
Associate Professor  
Sinhgad Institutes, Pune



**Director**  
**Zeal Institute of Management**  
**& Computer Application**  
**Pune - 411 041.**