

Academic and Administrative Audit Report

(2018-2023)



Director
PSD Shastri Educational Foundation's
ASMA Institute of Management



Academic Year 2018-2019


Director
PSD Shastri Educational Foundation's
ASMA Institute of Management



Academic and Administrative Audit Report For the Academic Year 2018-19 (Semester I & III)

1. Introduction

The Academic and Administrative Audit for the Academic Year 2018-19, focusing on Semester I and III, was conducted to evaluate, monitor, and enhance the overall academic and operational performance of ASMA Institute of Management. The planning, coordination, and execution of various activities were overseen by the Director, with contributions from faculty members, administrative staff, and student representatives.

This report consolidates the planning, implementation, and outcomes of academic and administrative activities for Semester I and III, ensuring compliance with institutional objectives and standards.

2. Pre-Meeting Notification

A notice regarding the Academic and Administrative Planning Meeting was issued to all faculty and staff, ensuring adequate preparation and attendance.

Notice Details:

- **Date Issued:** 29th May 2018
- **Subject:** Notification for Academic and Administrative Planning Meeting
- **Meeting Date:** 5th June 2018
- **Time:** 10:00 AM
- **Venue:** Conference Room, ASMA Institute


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Agenda:

1. Finalization of the academic calendar for AY 2018-19 (Semester I & III).
2. Allocation of subjects and timetable formation.
3. Planning the induction program and fresher's welcome event.
4. Scheduling of internal project viva presentations.
5. Coordination of outbound extension activities.
6. Organization of value-added guest sessions.

The notice emphasized the need for all attendees to prepare their respective plans and proposals for the meeting.

3. Minutes of the Meeting

Date: 5th June 2018

Venue: Conference Room, ASMA Institute

Time: 10:00 AM

Subject: Academic and Administrative Planning & Review for AY 2018-19
(Semester I & III)

Agenda:

1. Commencement of Semesters I and III.
2. Time table formation and subject allocation.
3. Organization of the induction program and fresher's welcome event.
4. Scheduling internal project viva presentations.
5. Outbound extension activities planning.
6. Scheduling value-added guest sessions.



Discussions and Decisions:

1. Commencement of Semesters:

- Semester I and III to commence on 1st July 2018.

2. Timetable Formation and Subject Allocation:

- Finalized by course coordinators and approved by the Director by 15th July 2018.

3. Induction Program:

- Scheduled from 6th–8th August 2018 in the seminar hall.

4. Fresher's Welcome Event:

- Planned for 17th August 2018 from 4:00 PM to 9:00 PM at the ASMA campus.

5. Internal Project Viva Presentations:

- Scheduled from 10th–12th October 2018 for Semester III students.

6. Extension Activities:

- Industrial visit for Semester I students on 28th August 2018.
- Krishna Janmashtami Celebration: 2nd September 2018.
- Swachh Bharat Abhiyan: 2nd October 2018.
- Blood Donation Camp: 2nd December 2018.

7. Value-Added Guest Sessions:

- Scheduled from 5th–25th September 2018, focusing on business communication and soft skills development.



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4. Action Taken Report

1. Timetable Formation and Subject Allocation:

- Completed by 15th July 2018, approved by the Director, and shared with stakeholders.

2. Induction Program:

- Conducted successfully from 6th–8th August 2018 with orientation on policies, industry trends, and extracurricular activities.

3. Fresher's Welcome Event:

- Held on 17th August 2018, with cultural programs and networking opportunities.

4. Internal Project Viva Presentations:

- Conducted from 10th–12th October 2018 for Semester III students. Notices were displayed for roll number-wise scheduling.

5. Industrial Visit:

- Semester I students visited an industry on 28th August 2018, enhancing practical learning.

6. Value-Added Guest Sessions:

- Focused on soft skills development, conducted successfully from 5th–25th September 2018.

7. Extension Activities:

- **Krishna Janmashtami Celebration:** Organized on 2nd September 2018.
- **Swachh Bharat Abhiyan:** Held on 2nd October 2018 to promote environmental awareness.
- **Blood Donation Camp:** Conducted on 2nd December 2018 in collaboration with Lions Club.



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5. Documentation and Communication

All activities were announced via circulars at least seven days in advance, displayed on notice boards, and shared via email to ensure maximum participation.

6. Outcomes

- All planned academic and administrative activities for Semester I and III were executed as scheduled.
- Enhanced student participation in academic, extracurricular, and extension activities.
- Improvement in communication and leadership skills among students through guest sessions.
- Strengthened community engagement and social responsibility through extension activities.

7. Recommendations for Future Academic Years

1. Incorporate more industry-oriented sessions and workshops.
2. Collect timely feedback from participants post-events for continuous improvement.
3. Explore the use of digital tools for scheduling and internal communication to improve operational efficiency.

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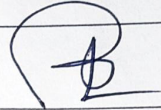
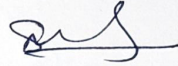
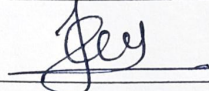




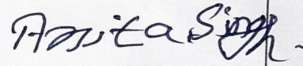
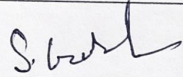
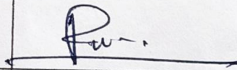
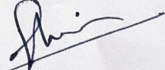
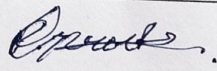


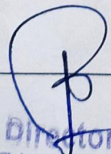
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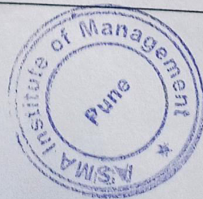
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ASMA Institute of Management



Attendance Sheet (AAA Meeting)
Meeting Date: 5th June 2018

Sr.No	Faculty Name	Signature
1.	Dr. G. M. Tanole	
2.	Prof. Sarika Jadhav	
3	Jyoti Kanode	
4	Om sharma	
5	Prajakta Kulkarni	
6	Prof. Ankush A. Yadav	
7	Prof. Ajay Kumar	
8	Arvita Singh	
9	Sachin Gopabirao Garde	
10	Priyanka Sharma	
11	Prof. Shweta Doshi	
12	Prachi Ratnapurki	


Director



Academic and Administrative Audit Report For the Academic Year 2018-19 (Semester II & IV)

1. Introduction

The Academic and Administrative Audit for the Even Semesters (II & IV) of the Academic Year 2018-19 has been conducted to assess, monitor, and enhance the effectiveness of academic and administrative activities. This report outlines the planned agenda, actions taken, and outcomes achieved during the semester.

The meeting was coordinated under the guidance of the Director, ASMA Institute of Management, with the participation of faculty, staff, and student representatives.



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2. Pre-Meeting Notification

A notice regarding the Academic and Administrative Planning Meeting for Semesters II and IV was issued to all faculty and staff to ensure adequate preparation and attendance.

Notice Details:

- **Date Issued:** 3rd December 2018
- **Subject:** Notification for Academic and Administrative Planning Meeting
- **Meeting Date:** 10th December 2018
- **Time:** 11:00 AM
- **Venue:** Conference Room, ASMA Institute

Agenda:

1. Finalization of academic calendar for AY 2018-19 (Semester II & IV).
2. Planning for the Annual Social Gathering.
3. Organization of Sports Week.
4. Mock interview session planning.
5. Extension activities planning.

The notice emphasized the importance of preparing individual plans and proposals for each agenda point in advance of the meeting.

3. Minutes of the Meeting

Date: 10th December 2018

Venue: Conference Room, ASMA Institute

Time: 11:00 AM

Subject: Academic and Administrative Planning & Review for AY 2018-19 (Semester II & IV)



Director

Agenda:

1. Commencement of Semesters II and IV.
2. Annual Fest Planning.
3. Sports Action Planning.
4. Mock Interview Session.
5. Planning for Extension Activities.

Discussions and Decisions:

1. **Commencement of Semesters:**
 - Semester II and IV to commence on 1st January 2019.
2. **Time Table Formation:**
 - To be finalized by course coordinators and approved by the Director by 20th December 2018.
3. **Annual Social Gathering:**
 - Scheduled for 23rd January 2019 at the ASMA campus.
4. **Sports Week:**
 - Planned from 4th to 9th February 2019.
5. **Mock Interview Sessions:**
 - Scheduled for MBA and MCA students from 20th to 25th February 2019.
6. **Extension Activities:**
 - Women Empowerment Day celebration scheduled for 8th March 2019, including workshops and motivational talks.



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4. Action Taken Report

1. Timetable Formation and Commencement of Semesters:

- Completed by 20th December 2018. Semesters II and IV commenced on 1st January 2019 as planned.

2. Annual Social Gathering:

- Successfully conducted on 23rd January 2019 with cultural programs and active student participation.

3. Sports Week:

- Held from 4th to 9th February 2019, including indoor and outdoor games.

4. Mock Interview Sessions:

- Conducted from 20th to 25th February 2019, focusing on enhancing employability skills.

5. Extension Activities:

- Women Empowerment Day celebrated on 8th March 2019 with motivational talks and cultural programs.

5. Documentation and Communication

- All activities were announced via circulars and notices at least seven days in advance.
- Information was shared through email and notice boards for broader outreach and clarity.



Director



6. Outcomes

- Successful execution of all planned activities for Semesters II and IV.
- Increased student participation in academic, sports, and extension activities.
- Improved employability skills through mock interviews.
- Enhanced social awareness and inclusivity through Women Empowerment Day celebrations.

7. Recommendations for Future Semesters

1. Include industry professionals in mock interview sessions for greater exposure.
2. Organize additional extension activities to strengthen community engagement.
3. Incorporate feedback mechanisms post-events for continuous improvement.



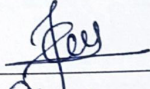

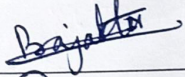
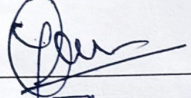
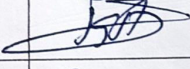
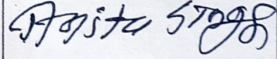
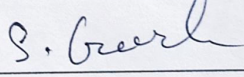
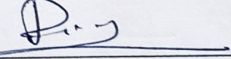
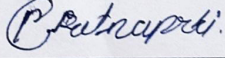


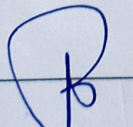
Director

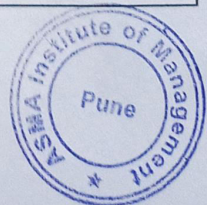
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Attendance Sheet (AAA Meeting)
Meeting Date: 10th December 2018

Sr.No	Faculty Name	Signature
1	Dr. G. D. Konde	
2	Prof. Sanika Jadhav	
3	Jyoti Kanade	
4	Om Sharma	
5	Prajakta Kulkarni	
6	Ankush Yadav	
7	Ajay Kulkarni	
8	Amrita Singh	
9	Sachin Grande	
10	Priyanka Sheema	
11	Prachi Ratnaparkhi	


Director



Academic Year 2019-2020



Director

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Academic and Administrative Audit Report

For the Academic Year 2019-20 (Semester I & III)

1. Introduction

The Academic and Administrative Audit for the Academic Year 2019-20, focusing on Semester I and III, was conducted to evaluate, monitor, and enhance the overall academic and operational performance of ASMA Institute of Management. The planning, coordination, and execution of various activities were overseen by the Director, with contributions from faculty members, administrative staff, and student representatives.

This report consolidates the planning, implementation, and outcomes of academic and administrative activities for Semester I and III, ensuring compliance with institutional objectives and standards.

2. Pre-Meeting Notification

A notice regarding the Academic and Administrative Planning Meeting was issued to all faculty and staff, ensuring adequate preparation and attendance.

Notice Details:

- **Date Issued:** 31st May 2019
- **Subject:** Notification for Academic and Administrative Planning Meeting
- **Meeting Date:** 7th June 2019
- **Time:** 10:00 AM
- **Venue:** Conference Room, ASMA Institute

Agenda:

1. Finalization of the academic calendar for AY 2019-20 (Semester I & III).
2. Allocation of subjects and timetable formation.


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3. Planning the induction program and fresher's welcome event.
4. Scheduling of internal project viva presentations.
5. Coordination of outbound extension activities.
6. Organization of value-added guest sessions.

The notice emphasized the need for all attendees to prepare their respective plans and proposals for the meeting.

3. Minutes of the Meeting

Date: 7th June 2019

Venue: Conference Room, ASMA Institute

Time: 10:00 AM

Subject: Academic and Administrative Planning & Review for AY 2019-20
(Semester I & III)

Agenda:

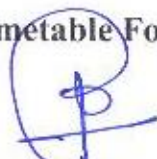
1. Commencement of Semesters I and III.
2. Timetable formation and subject allocation.
3. Organization of the orientation program and fresher's welcome event.
4. Scheduling internal project viva presentations.
5. Outbound extension activities planning.
6. Scheduling value-added guest sessions.

Discussions and Decisions:

1. Commencement of Semesters:

- o Semester III: 1st July 2019
- o Semester I: 5th August 2019

2. Timetable Formation and Subject Allocation:



Director

- Finalized by course coordinators and approved by the Director by 15th July 2019.

3. Orientation Program:

- Scheduled from 2nd–6th July 2019 in the seminar hall.

4. Fresher's Welcome Event:

- Planned for 17th August 2019 from 4:00 PM to 9:00 PM at the ASMA campus.

5. Internal Project Viva Presentations:

- Scheduled from 8th–12th October 2019 for Semester III students.

6. Extension Activities:

- Industrial visit for Semester III students in the 4th week of August.
- Krishna Janmashtami Celebration: 24th August 2019.
- Swachh Bharat Abhiyan: 2nd October 2019.
- Blood Donation Camp: 4th December 2019.

7. Value-Added Guest Sessions:

- Scheduled throughout September 2019, focusing on business communication and soft skills development.

4. Action Taken Report

1. Timetable Formation and Subject Allocation:

- Completed by 15th July 2019, approved by the Director, and shared with stakeholders.

2. Orientation Program:

- Conducted successfully from 2nd–6th July 2019 with sessions on policies, industry trends, and extracurricular activities.



Director



3. Fresher's Welcome Event:

- Held on 17th August 2019, featuring cultural programs and networking opportunities.

4. Internal Project Viva Presentations:

- Conducted from 8th–12th October 2019 for Semester III students. Notices were displayed for roll number-wise scheduling.

5. Industrial Visits:

- Semester III students visited an industry in August, enhancing practical learning.
- Semester I students visited an industry on 13th September 2019.

6. Value-Added Guest Sessions:

- Focused on soft skills development, successfully conducted throughout September 2019.

7. Extension Activities:

- Krishna Janmashtami Celebration: Organized on 24th August 2019.
- Swachh Bharat Abhiyan: Held on 2nd October 2019 to promote environmental awareness.
- Blood Donation Camp: Conducted on 4th December 2019 in collaboration with Lions Club.

5. Documentation and Communication

All activities were announced via circulars at least seven days in advance, displayed on notice boards, and shared via email to ensure maximum participation.

6. Outcomes



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- All planned academic and administrative activities for Semester I and III were executed as scheduled.
- Enhanced student participation in academic, extracurricular, and extension activities.
- Improvement in communication and leadership skills among students through guest sessions.
- Strengthened community engagement and social responsibility through extension activities.

7. Recommendations for Future Academic Years

1. Incorporate more industry-oriented sessions and workshops.
2. Collect timely feedback from participants post-events for continuous improvement.
3. Explore the use of digital tools for scheduling and internal communication to improve operational efficiency.

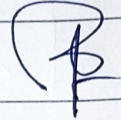

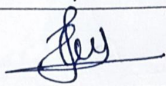

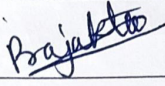
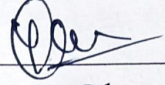
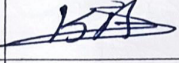
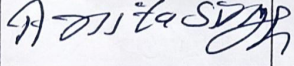
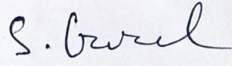
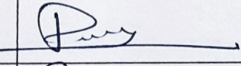
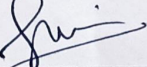
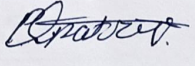


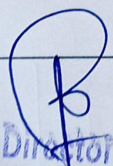
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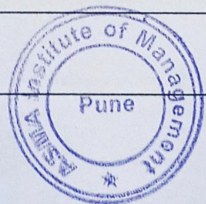
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ASMA Institute of Management



Attendance Sheet (AAA Meeting)
Meeting Date:: 7th June 2019

Sr.No	Faculty Name	Signature
1	Dr. G.M. Tanna	
2	Prof. Sarika Jadhav	
3	Jyoti Karnade	
4	Om Sharma	
5	Prajakta Kulkarni	
6	Ankush Yadav	
7	Ajay Kumar	
8	Prof. Anjita Singh	
9	Sachin Grande	
10	Priyanka Sharma	
11	Prof. Shanti Doshi	
12	Prachi Ratnaparkhi	


Director



Academic and Administrative Audit Report For the Academic Year 2019-20 (Semester II & IV)

1. Introduction

The Academic and Administrative Audit for the Academic Year 2019-20 was conducted with the objective of evaluating and enhancing the academic and administrative functions of ASMA Institute of Management. This audit primarily focused on Semester II and IV activities, aiming to align institutional practices with academic goals and operational efficiency.

The audit was carried out under the guidance of the Director, with active participation from faculty members, administrative staff, and student representatives. This report provides a comprehensive account of the planning, execution, and outcomes of academic and extracurricular activities during the semester, ensuring adherence to the institute's vision and mission.

2. Pre-Meeting Notification

A notice for the Academic and Administrative Planning Meeting was issued well in advance to allow sufficient preparation time for faculty and staff.

Notice Details:

- **Date Issued:** 29th November 2019
- **Subject:** Notification for Academic and Administrative Planning Meeting
- **Meeting Date:** 7th December 2019
- **Time:** 10:00 AM
- **Venue:** Conference Room, ASMA Institute

Agenda:



Director



1. Finalization of the academic calendar for Semester II and IV of AY 2019-20.
 2. Allocation of subjects and formation of timetables.
 3. Planning the certificate course schedule.
 4. Organizing cultural and national event celebrations.
 5. Scheduling internal exams and viva-voce assessments.
 6. Planning sports activities and alumni engagement initiatives.
- The notice emphasized the importance of presenting prepared plans and proposals for discussion during the meeting.

3. Minutes of the Meeting

Date: 7th December 2019

Venue: Conference Room, ASMA Institute

Time: 10:00 AM

Subject: Academic and Administrative Planning for Semester II & IV of AY 2019-20

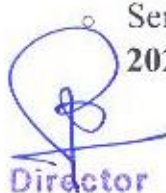
Agenda:

1. Commencement of Semesters II & IV.
2. Timetable formation and subject allocation.
3. Certificate course schedule planning.
4. Organization of national and cultural celebrations.
5. Planning internal and external evaluations.
6. Alumni engagement and sports activities scheduling.

Discussions and Decisions:

1. Commencement of Semesters:

Semesters II & IV were scheduled to commence on **2nd January 2020**.



Director



2. Timetable Formation and Subject Allocation:

- Finalized by course coordinators and submitted for approval by **20th December 2019**.

3. Certificate Course Schedule:

- Planned for **7th–11th January 2020** with sessions focused on skill enhancement.

4. National and Cultural Celebrations:

- Makar Sankranti: **15th January 2020**.
- Republic Day: **26th January 2020**.
- Annual Gathering: Last week of January 2020.

5. Evaluations:

- Mid-term exams were scheduled for the last week of **March 2020**.
- Internal viva-voce assessments: **1st–4th April 2020**.
- Online and internal exams: **6th–20th April 2020**.
- University exams: **4th week of April 2020**.

6. Sports and Alumni Activities:

- Sports week: **4th–9th February 2020**.
- Alumni meet: **14th February 2020**.

4. Action Taken Report

1. Timetable Formation and Subject Allocation:

- Completed by **20th December 2019**, approved by the Director, and communicated to stakeholders.

2. Certificate Course Schedule:

- Successfully conducted from **7th–11th January 2020**, focusing on practical knowledge and skill-building.



Director

3. National and Cultural Celebrations:

- Makar Sankranti: Celebrated with traditional kite flying and community engagement.
- Republic Day: Flag hoisting ceremony held on **26th January 2020**.
- Annual Gathering: Conducted successfully in the last week of January, showcasing cultural programs and talent displays.

4. Evaluations:

- Mid-term exams: Conducted as per schedule in March 2020.
- Internal viva-voce: Held from **1st–4th April 2020**.
- Online and internal exams: Completed by **20th April 2020**.

5. Sports and Alumni Activities:

- Sports week: Organized with active student participation from **4th–9th February 2020**.
- Alumni meet: Successfully held on **14th February 2020**, fostering strong alumni relations.



Director

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5. Documentation and Communication

All events and activities were announced via circulars, email communication, and notice boards to ensure broad awareness and participation.

6. Outcomes

- Academic and administrative tasks for Semester II and IV were completed as per schedule.
- Student involvement in extracurricular activities increased significantly.
- Enhanced practical knowledge and skillsets through certificate courses and cultural events.
- Strengthened alumni connections and sports engagement.

7. Recommendations for Future Academic Years

1. Increase the number of industry interaction programs and workshops.
2. Use online platforms for event registrations and feedback collection to improve efficiency.
3. Organize inter-departmental competitions to boost collaboration and creativity.

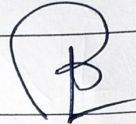

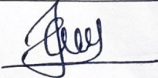
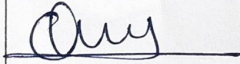
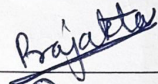

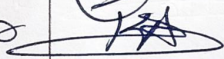
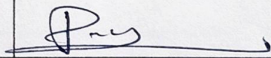
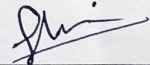


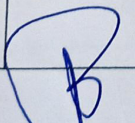
Director

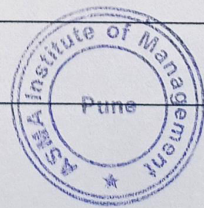
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Attendance Sheet (AAA Meeting)
Meeting Date: 7th December 2019

Sr.No	Faculty Name	Signature
1	Dr. G. M. Tanna	
2	Prof. Sarika Jadhav	
3	Jyoti Kanade	
4	Om Sharma	
5	Brajakta Kulkarni	
6	Ankush Yadav	
7	Prof. Ajay Kumar	
8	Arvita Singh	Arvita Singh
9	Sachin Bhande	S. Bhande
10	Priyanka Sharma	
11	Prof. Shruti Doshi	
12	Prachi Rathaparkhi	Pracharathaparkhi


 Director



Academic Year 2020-2021



Director

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Academic and Administrative Audit Report For the Academic Year 2020-21 (Semester I & III)

1. Introduction

The Academic and Administrative Audit for the Academic Year 2020-21, specifically focusing on Semester I and III, was conducted to evaluate and enhance the academic and operational performance of ASMA Institute of Management in an online environment. The process involved detailed assessments of academic and administrative activities conducted virtually, with contributions from faculty members, administrative staff, and student representatives. The primary goal was to ensure adherence to institutional objectives, enhance student engagement, and optimize operational efficiency despite the challenges posed by remote operations.

2. Pre-Meeting Notification

A notice was issued to all faculty and staff to ensure proper preparation and attendance for the Academic and Administrative Planning Meeting, conducted online via a virtual platform.

Notice Details:

- **Date Issued:** 2nd June 2020
- **Subject:** Notification for Academic and Administrative Planning Meeting
- **Meeting Date:** 5th June 2020



Director



- **Time:** 10:30 AM
- **Platform:** Zoom

Agenda:

1. Finalization of the academic calendar for AY 2020-21 (Semester I & III).
2. Allocation of subjects and timetable formation.
3. Planning for online orientation and induction programs.
4. Scheduling of online internal project viva presentations.
5. Planning for virtual industrial visits and extension activities.
6. Organizing value-added online guest sessions and workshops.

The notice emphasized the need for participants to prepare their individual plans for the meeting to ensure seamless execution of academic and administrative activities in the online medium.

3. Minutes of the Meeting

Date: 5th June 2020

Platform: Zoom

Time: 10:30 AM

Subject: Academic and Administrative Planning & Review for AY 2020-21 (Semester I & III)

Agenda:

1. Commencement of Semesters I and III.
2. Online timetable formation and subject allocation.
3. Planning for online orientation and induction programs.
4. Scheduling online internal project viva presentations.
5. Organizing virtual industrial visits and extension activities.
6. Hosting value-added online guest sessions and workshops.

Discussions and Decisions:



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1. Commencement of Semesters:

- Semesters I and III were scheduled to commence on 6th July 2020 in an online mode, adhering to the institutional calendar.

2. Timetable Formation and Subject Allocation:

- Course coordinators were tasked with finalizing the timetable and subject allocation by 10th July 2020.

3. Orientation Program:

- The Orientation Program was scheduled online from 6th to 10th July 2020 to introduce students to institutional policies, academic procedures, and available online learning tools.

4. Induction Program:

- The Induction Program was planned from 7th to 10th August 2020 to familiarize students with the institutional culture through interactive virtual sessions with faculty and peers.

5. Virtual Industrial Visits:

- Virtual industrial visits for Semester I students were scheduled for 2nd September 2020, featuring pre-recorded and live presentations from industry experts.

6. Online Internal Project Viva Presentations:

- Viva presentations for Semester III students were planned for 16th October 2020 via Zoom, ensuring timely academic assessments.

7. Extension Activities:

- The following online activities were scheduled to enhance community involvement:
 - **Krishna Janmashtami Celebration:** 11th August 2020 (via a webinar).
 - **Tree Plantation Awareness Campaign:** 21st September 2020.



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- **Blood Donation Awareness Campaign: 4th December 2020** (organized in collaboration with the Lions Club).

8. Value-Added Online Guest Sessions:

- A series of guest sessions on research methodology were planned from 21st to 23rd July 2020, utilizing virtual platforms for delivery.

4. Action Taken Report

1. Timetable Formation and Subject Allocation:

- The timetable and subject allocation were finalized by 10th July 2020 and shared with all stakeholders through email and the online student portal.

2. Orientation Program:

- The online Orientation Program was conducted from 6th to 10th July 2020, covering institutional policies, industry trends, and a tour of the virtual learning environment.

3. Induction Program:

- The Induction Program was held virtually from 7th to 10th August 2020, incorporating breakout sessions to facilitate interaction between students and faculty.

4. Online Internal Project Viva Presentations:



Director



- Semester III vivas were conducted successfully on 16th October 2020 via Zoom, with structured assessment rubrics shared in advance.

5. Virtual Industrial Visits:

- The virtual industrial visit on 2nd September 2020 provided insights into industry practices through live demonstrations and Q&A sessions with professionals.

6. Extension Activities:

- **Krishna Janmashtami Celebration:** Conducted online on 11th August 2020 with student-led presentations on cultural significance.
- **Tree Plantation Awareness Campaign:** Held on 21st September 2020 via a webinar featuring environmental experts.
- **Blood Donation Awareness Campaign:** Conducted on 4th December 2020 in collaboration with the Lions Club, raising awareness about the importance of blood donation.

7. Value-Added Online Guest Sessions:

- Research methodology sessions were conducted from 21st to 23rd July 2020, featuring interactive virtual activities and assignments.

5. Documentation and Communication

All activities, events, and decisions were documented digitally and communicated via emails, the official student portal, and WhatsApp



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groups. Real-time updates ensured maximum participation and engagement.

6. Recommendations for Future Academic Years

1. Enhance the use of advanced virtual platforms for interactive learning.
2. Develop structured online feedback mechanisms to improve virtual events.
3. Incorporate more virtual industry collaborations for student engagement.
4. Introduce gamified virtual workshops to enhance learning.

This report reflects ASMA Institute of Management's commitment to delivering quality education and maintaining operational efficiency through innovative online approaches during the academic year 2020-21.(During COVID-19 Pandemic)



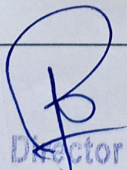
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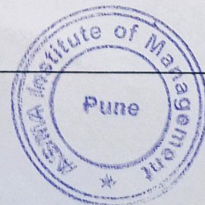
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Attendance Sheet (AAA Meeting)
Meeting Date : 5th June 2020 (Virtual)

Sr.No	Faculty Name	Present Mark
1	Dr. G. M. Jozanu	✓
2	Jyoti Kanade	✓
3	Ankush Yadav	✓
4	Anita Singh	✓
5	Priyanka Sharma	✓
6	Shreuti Doshi	✓
7	Prof. Swika Jadhav	✓
8	Om Sharma	✓
9	Prajakta Kulkarni	✓
10	Prachi Ratnaparkhi	✓
11	Sachin Carade	✓
12	Ajay Kumar	✓
13		✓
14		✓


Director



Academic and Administrative Audit Report

For the Academic Year 2020-21 (Semester II & IV)

1. Introduction

This report outlines the evaluation of academic and administrative activities during Semester II and IV for the Academic Year 2020-21. The audit focused on ensuring efficient management, fostering academic excellence, and promoting active student involvement in an online environment. Faculty members, administrative staff, and student representatives contributed to this effort under the guidance of the Director.

2. Pre-Meeting Notification

A notification for the Academic and Administrative Planning Meeting for Semester II and IV was issued to ensure thorough preparation for the upcoming semester activities in the virtual mode.

Notice Details:

- **Date Issued:** 3rd December 2020
- **Subject:** Notification for Academic and Administrative Planning Meeting
- **Meeting Date:** 7th December 2020
- **Time:** 11:30 AM
- **Platform:** Zoom

Agenda:



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1. Finalization of the academic calendar for AY 2020-21 (Semester II & IV).
2. Planning for annual gathering and cultural events (online).
3. Organizing virtual alumni sessions.
4. Mock interview sessions and career development workshops (online).
5. Extension activities planning.

Each member was requested to prepare their agenda points for discussion to ensure a collaborative approach.

3. Minutes of the Meeting

Date: 7th December 2020

Platform: Zoom

Time: 11:30 AM

Subject: Academic and Administrative Planning & Review for AY 2020-21 (Semester II & IV)

Agenda:

1. Commencement of Semesters II and IV.
2. Online Annual Gathering and Cultural Events Planning.
3. Virtual Alumni Sessions Planning.
4. Online Mock Interview Sessions and Career Development.
5. Virtual Extension Activities.

4. Discussions and Decisions

Commencement of Semesters



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- Semesters II and IV were scheduled to commence online on 2nd January 2021 to ensure academic continuity while adhering to safety protocols.

Timetable Formation

- The academic timetable was finalized by 5th January 2021, with course schedules shared electronically with faculty and students.

Annual Social Gathering

- The Annual Social Gathering was planned for 28th January 2021 in an online format, featuring virtual cultural performances, including music, dance, and drama.

Sports Week

- The Sports Week originally scheduled for 2nd to 6th February 2021 had to be canceled due to COVID-19 restrictions.

Mock Interview Sessions

- Mock Interview Sessions were scheduled from 15th to 20th February 2021 via virtual platforms, ensuring students received career preparation in a simulated online environment.

Extension Activities

- The Republic Day Celebration on 26th January 2021 and Women Empowerment Day on 8th March 2021 were planned as virtual events to ensure active participation while maintaining safety protocols.

5. Action Taken Report



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Timetable Formation and Commencement of Semesters

- The academic timetable was successfully finalized by 5th January 2021, ensuring all courses commenced smoothly on 2nd January 2021. Students and faculty transitioned seamlessly to the online mode.

Online Annual Social Gathering

- The Annual Social Gathering took place online on 28th January 2021 with enthusiastic participation. The event showcased cultural performances from students via pre-recorded and live virtual sessions, fostering a sense of community despite the remote setup.

Sports Week

- Due to the pandemic, the Sports Week scheduled from 2nd to 6th February 2021 was canceled. A virtual fitness challenge was suggested as an alternative but could not be implemented within the timeframe.

Mock Interview Sessions

- The Mock Interview Sessions were conducted virtually from 15th to 20th February 2021, simulating real-life job interviews. Students received constructive feedback from industry professionals and faculty, enhancing their confidence and preparation for actual interviews.



Director



Virtual Extension Activities

- The Republic Day Celebration on 26th January 2021 was conducted via a live online event, featuring virtual flag hoisting, speeches, and cultural performances.
- Women Empowerment Day on 8th March 2021 was observed through webinars and panel discussions, focusing on gender equality and the achievements of women in academia and industry.

6. Recommendations for Future Semesters

1. Enhance online engagement by incorporating interactive elements like polls, Q&A sessions, and breakout rooms during events.
2. Increase industry participation in virtual mock interviews and career workshops.
3. Plan alternative virtual sports and fitness activities to promote student well-being in case of physical event cancellations.
4. Develop a structured feedback mechanism to evaluate the effectiveness of virtual events and activities.

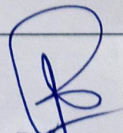
This report highlights the institution's adaptability in shifting to an online environment while maintaining the quality of academic and administrative activities during the academic year 2020-21. Despite challenges, ASMA Institute of Management continued to provide a holistic educational experience for its students.

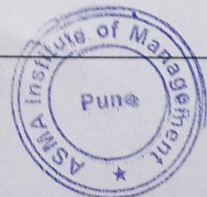


Director

Attendance Sheet (AAA Meeting)
Meeting Date : 3rd December 2020 (Virtual)

Sr.No	Faculty Name	Present Mark
1	Dr G.M. Janna	✓
2	Om Sharma	✓
3	Jyoti Kanade	✓
4	Prof Sarika Tadhu	✓
5	Amkush Yadav	✓
6	Priyanka Kulkarni	✓
7	Sachin Garade	✓
8	Priyanka Sharma	✓
9	Shruti Deshi	✓
10	Prochi Patnagarhi	✓
11	Ajay Kumar	✓
12	Sanita Singh	✓


Director



Academic Year 2021-2022



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Academic and Administrative Audit Report For the Academic Year 2021-22 (Semester I, II, III, & IV)

1. Introduction

The Academic and Administrative Audit for the Academic Year 2021-22 was conducted to evaluate, monitor, and enhance the overall academic and operational performance of ASMA Institute of Management, with a focus on maintaining high standards during ongoing pandemic restrictions. Due to the unique circumstances of the pandemic, many academic and administrative activities were adapted to digital and online platforms. This report consolidates the planning, implementation, and outcomes of academic and administrative activities for the year, ensuring compliance with institutional objectives.

2. Pre-Meeting Notification

A notice regarding the Academic and Administrative Planning Meeting for the Academic Year 2021-22 was issued to all faculty and staff to ensure adequate preparation and attendance.

Notice Details:

- **Date Issued:** 10th November 2021
- **Subject:** Notification for Academic and Administrative Planning Meeting
- **Meeting Date:** 15th November 2021
- **Time:** 10:00 AM
- **Venue:** Virtual (via Zoom)



Director



Agenda:

1. Commencement of Semester III & I
2. Planning for online sessions and digital learning strategies
3. Scheduling mid-term and end-term exams
4. Organizing virtual extension activities and events
5. Finalizing value-added guest sessions

The notice emphasized the need for all attendees to prepare their respective plans and proposals for the meeting.

3. Minutes of the Meeting

Date: 15th November 2021

Venue: Virtual (via Zoom)

Time: 10:00 AM

Subject: Academic and Administrative Planning & Review for AY 2021-22 (Semester I, II, III, & IV)

Agenda:

1. Commencement of Semesters I, II, III, and IV.
2. Online Session Planning and Digital Learning Strategies.
3. Mid-Term and End-Term Exam Scheduling.
4. Virtual Extension Activities and Events.
5. Planning for Guest Sessions and Workshops.



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Discussions and Decisions:

1. Commencement of Semesters:

- **Semester III** commenced on **15th November 2021**.
- **Semester I** to commence after **25th December 2021** due to restrictions.

2. Online Session Planning:

- Online classes for both **Semesters I & III** to be conducted using virtual learning platforms throughout the academic year.

3. Mid-Term Exam Planning:

- **Mid-Term Exams for Sem I & III** to be held from **15th to 24th February 2022**.

4. University Exams:

- **University End Exams** scheduled from **6th to 28th April 2022** for all semesters.

5. Semester II & IV:

- **Semester II & IV** to commence on **2nd May 2022**, following the completion of Semester I & III exams.

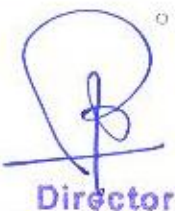
6. Extension Activities:

- Virtual events and activities planned throughout the semester, including guest sessions, motivational talks, and workshops.
- **Value-Added Guest Sessions** to be held digitally, with a focus on industry trends and career development.

4. Action Taken Report

1. Commencement of Semesters:

- **Semester III** successfully commenced on **15th November 2021**.
- **Semester I** commenced after **25th December 2021**, as per the revised schedule.



Director

2. Online Sessions:

- **Online Classes** for both **Semesters I & III** were conducted successfully using digital platforms, ensuring uninterrupted academic progress.

3. Mid-Term Exams:

- **Mid-Term Exams** for **Sem I & III** were conducted from **15th to 24th February 2022** via online assessments, adhering to safety protocols.

4. University Exams:

- **University End Exams** for all semesters were held from **6th to 28th April 2022** in a blended format, with some assessments conducted in-person and others online.

5. Semester II & IV:

- **Semester II & IV** commenced on **2nd May 2022** with virtual classes, continuing the trend of digital learning.

6. Extension Activities:

- Virtual guest sessions and workshops were successfully held to engage students and faculty in meaningful discussions about career development and industry trends.

5. Documentation and Communication

All activities were communicated via digital platforms such as email, notice boards (online), and virtual meetings. Updates were sent regularly to ensure smooth coordination and maximum participation from students and faculty.



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6. Outcomes

1. Successful commencement and completion of **Semester III** and **Semester I** under pandemic restrictions, with a shift to online classes.
2. **Mid-term exams** and **University exams** conducted through digital mediums with minimal disruption to academic performance.
3. Increased participation in **online extension activities**, including virtual workshops, guest sessions, and webinars.
4. Improved student engagement and learning outcomes through **digital learning strategies** and **guest sessions** focused on industry trends and career opportunities.

7. Recommendations for Future Academic Years

1. **Incorporate more industry professionals** in virtual guest sessions to offer real-world insights to students.
2. **Increase the number of online workshops** and **webinars** for skill development and career guidance.
3. **Explore hybrid learning models** to integrate the benefits of both digital and in-person learning as restrictions ease.
4. Regularly **collect feedback from students** to assess the effectiveness of online learning and refine the teaching methodologies accordingly.

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ASMA Institute of Management



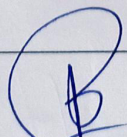
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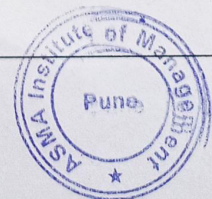
PSD Shastri Educational Foundation's
ASMA Institute of Management



Attendance Sheet (AAA Meeting)
Meeting Date: 15th November 2021 (Virtual)

Sr.No	Faculty Name	Present Mark
1	Prochi Patraparkhi	✓
2	Priyanka Sharma	✓
3	Shruti Doshi	✓
4	Sachin Carode	✓
5	Ajay Kumar	✓
6	Prajata Kulkarni	✓
7	Anita Singh	✓
8	Ankush Yadav	✓
9	Om Sharma	✓
10	Syoti Kanode	✓
11	Prof. Sarika Jadhav	✓
12	Dr. G.M. Jammu	✓


Director



Academic Year 2022-2023



Director

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Academic and Administrative Audit Report For the Academic Year 2022-23 (Semester I & III)

1. Introduction

The Academic and Administrative Audit for the Academic Year 2022-23 assessed the institutional practices, focusing on Semester I and III of the MBA program. The evaluation included curricular and co-curricular activities, administrative systems, and operational processes. Contributions from faculty, administrative staff, and student representatives ensured alignment with institutional objectives, improved student engagement, and optimized operational efficiency.

The audit reaffirms the institution's commitment to academic excellence, operational transparency, and adherence to regulatory standards while addressing the evolving educational and industry needs.



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2. Pre-Meeting Notification

A pre-meeting notification was issued to ensure comprehensive preparation for the Academic and Administrative Planning Meeting.

Notice Details:

- **Date Issued:** 5th June 2022
- **Subject:** Notification for Academic and Administrative Planning Meeting
- **Meeting Date:** 8th June 2022
- **Time:** 10:30 AM
- **Venue:** Conference Room, ASMA Institute

Agenda:

1. Finalization of the Academic Calendar for AY 2022-23 (Semester I & III).
2. Allocation of Subjects and Timetable Formation.
3. Planning Orientation and Induction Programs.
4. Scheduling Internal Project Viva Presentations.
5. Planning Industrial Visits and Extension Activities.
6. Organizing Value-Added Guest Sessions and Workshops.

The notice emphasized thorough preparation to facilitate smooth academic and administrative operations during the meeting.



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3. Minutes of the Meeting

Date: 8th June 2022

Venue: Conference Room, ASMA Institute

Time: 10:30 AM

Agenda and Resolutions:

1. Commencement of Semesters:

- Term I (Semester III) commenced on 1st September 2022.
- Term I (Semester I) commenced on 1st November 2022.

2. Timetable Formation and Subject Allocation:

- Timetables were finalized and subject allocations completed by 10th July 2022.

3. Orientation and Induction Programs:

- **Induction Program:** Scheduled for 5th to 7th November 2022 to welcome and orient new students.
- **Fresher's Party:** Planned for 10th November 2022 to foster camaraderie.

4. Extension Activities:

- **Onam Celebration:** 8th September 2022.
- **Tree Plantation Drive:** 21st September 2022.
- **Swachhata Abhiyan:** 2nd October 2022.
- **Blood Donation Camp:** 4th December 2022.
- **Men's Day Celebration:** 19th November 2022.
- **Constitution Day (Session on Democracy):** 26th November 2022.

5. Value-Added Sessions:

- Stress Management and Music Therapy workshop held on 16th December 2022.

6. Internal Exam:

- Scheduled from 26th to 31st December 2022 (tentative).



Director



4. Action Taken Report

1. Timetable Formation and Subject Allocation:

- o Successfully finalized by 10th July 2022 and communicated to all stakeholders.

2. Induction Program:

- o Conducted from 5th to 7th November 2022. Sessions focused on academic preparedness and institutional policies.

3. Fresher's Party:

- o Organized on 10th November 2022 to promote interaction among students.

4. Extension Activities:

- o All planned activities, including Onam, Swachhata Abhiyan, Tree Plantation Drive, Men's Day, and Constitution Day, were executed successfully with high participation.

5. Value-Added Sessions:

- o Stress Management and Music Therapy workshop conducted on 16th December 2022 received positive feedback.

6. Internal Exam:

- o Conducted as planned, ensuring timely assessment of students.



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5. Documentation and Communication

All academic and administrative activities were documented and communicated through official circulars, notice boards, and digital platforms.

6. Outcomes

The successful implementation of planned activities resulted in:

- Enhanced operational and academic efficiency.
- Increased student participation in curricular and co-curricular activities.
- Better alignment of academic programs with industry expectations.

7. Recommendations for Future Academic Years

- 1. Enhanced Digital Integration:**
 - Strengthen digital tools for academic scheduling and communication.
- 2. Industry-Linked Curriculum:**
 - Broaden collaborations with industry leaders to integrate emerging trends into the curriculum.
- 3. Mental Health Support:**
 - Organize more workshops focused on stress management and career resilience.

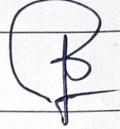

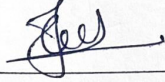
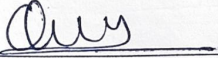
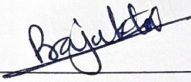
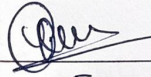
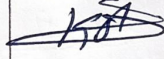

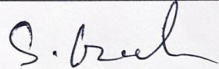
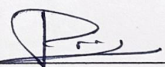
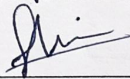
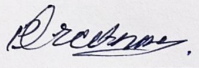
The Academic and Administrative Audit for AY 2022-23 demonstrated the institution's commitment to fostering a culture of academic rigor, professional development, and community engagement.

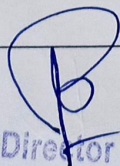


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Attendance Sheet (AAA Meeting)
Meeting Date: : 8th June 2022

Sr.No	Faculty Name	Signature
1	Dr. G. M. Tanna	
2	Prof. Sarika Jadhav	
3	Jyoti Karade	
4	Om Sharma	
5	Prajakta Kulkarni	
6		
7	Prof. Ajay Kulkarni	
8	Prof. Arjita Singh	
9	Sachin Gunde	
10	Priyanka Sharma	
11	Prof. Shanti Doshi	
12	Prachi Natrapawki	


Director



Academic and Administrative Audit Report

For the Academic Year 2022-23 (Semester II & IV)

1. Introduction

The Academic and Administrative Audit for the second half of the Academic Year 2022-23 assessed Semester II and IV activities for the MBA program. The audit focused on academic, co-curricular, and administrative practices to maintain institutional standards and enhance operational efficiency. This review reflects the institution's ongoing commitment to academic excellence, operational transparency, and alignment with industry and regulatory benchmarks.

The audit outlined actionable improvements to meet evolving educational and industry needs, with a focus on holistic development, inclusivity, and professional readiness.

2. Pre-Meeting Notification

A notification was issued to prepare faculty and staff for the Academic and Administrative Planning Meeting, ensuring alignment on key priorities for Semester II and IV.

Notice Details:

- **Date Issued:** 20th December 2022
- **Subject:** Notification for Academic and Administrative Planning Meeting
- **Meeting Date:** 23rd December 2022
- **Time:** 10:30 AM
- **Venue:** Conference Room, ASMA Institute


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Agenda:

1. Finalization of the Academic Calendar for Semester II & IV.
2. Review of Term I Sem II conclusions and planning for Term II MBA Sem II & IV.
3. Subject allocation and timetable formation for Semester II & IV.
4. Planning Certification Courses and Value-Added Courses.
5. Scheduling Industrial Visits, Guest Lectures, and Extension Activities.
6. Finalizing event timelines for the upcoming semester.

3. Minutes of the Meeting

Date: 23rd December 2022

Venue: Conference Room, ASMA Institute

Time: 10:30 AM

Subject: Academic and Administrative Planning for Semester II & IV

Agenda and Resolutions:

1. Commencement of Semesters:

- Semester II and IV Term II were scheduled to commence on **5th April 2023**.

2. Timetable Formation and Subject Allocation:

- Subject allocation and timetable preparation were finalized and set for review by **25th March 2023**.

3. Certification and Value-Added Courses:

- A **Certification Course** was planned for **6th to 11th February 2023**.
- A **Value-Added Course** was scheduled for **13th to 18th March 2023**.

4. Extension Activities and Celebrations:

- **Gender Equality Event** on **12th February 2023**.


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- **Dr. Babasaheb Ambedkar Jayanti on 14th April 2023.**
 - **World Heritage Day celebration on 18th April 2023.**
 - **World Earth Day on 22nd April 2023.**
 - **International Yoga Day on 21st June 2023**, with yoga sessions to promote health and wellness.
- 5. Internal and External Viva Voce:**
- Internal Viva Voce for Semester II and IV was tentatively scheduled from **22nd to 24th May 2023.**
 - External Viva Voce for Semester IV was tentatively scheduled for **1st to 3rd June 2023.**
- 6. Examinations:**
- Internal Exams: **1st to 10th June 2023** (tentative).
 - Online Exams: **12th to 17th June 2023** (tentative).
 - University Exams: **26th June to 6th July 2023** (tentative).
- 7. Term Conclusion:**
- The end of Term II for Semester II and IV was set for **7th July 2023.**

4. Action Taken Report

- 1. Timetable Formation and Subject Allocation:**
- Subject allocation and timetables were finalized as planned and communicated to all stakeholders by **25th March 2023.**
- 2. Certification and Value-Added Courses:**
- Both courses were successfully conducted, enhancing students' practical knowledge and skills.
- 3. Extension Activities:**
- All planned activities and celebrations, including **Dr. Babasaheb Ambedkar Jayanti, World Heritage Day, and World Earth Day**, were successfully executed with high student engagement.

4. Examinations:


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- o Internal and online exams were conducted as per the schedule. Students expressed satisfaction with the structured evaluation process.

5. Viva Voce:

- o Internal Viva Voce was conducted smoothly from **22nd to 24th May 2023**, and External Viva Voce for Semester IV was successfully held from **1st to 3rd June 2023**.

6. Yoga Day Celebration:

- o **International Yoga Day on 21st June 2023** was marked by a campus-wide yoga session promoting physical and mental well-being.

5. Documentation and Communication

All academic activities and events were documented and communicated through circulars, digital platforms, and notice boards. Continuous updates ensured transparency and stakeholder involvement.

6. Outcomes

- Improved academic delivery and alignment with industry expectations.
- Successful integration of experiential learning through value-added courses and extension activities.
- Enhanced student participation and engagement in curricular and extracurricular initiatives.
- Strengthened institutional focus on sustainability and mental well-being.


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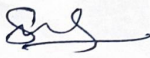

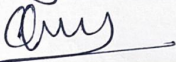
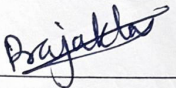
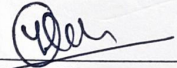
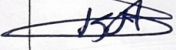

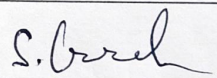


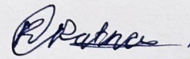


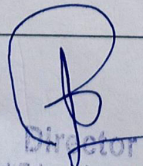
7. Recommendations for Future Academic Years

1. Strengthen partnerships with industry for enhanced experiential learning.
2. Increase the frequency of mental health and stress management workshops.
3. Incorporate advanced digital tools to streamline academic scheduling and communication.

The Academic and Administrative Audit for Semester II and IV effectively highlighted ASMA Institute's dedication to fostering academic rigor, professional growth, and community involvement.

**Attendance Sheet (AAA Meeting)
Meeting Date 23rd December 2022**

Sr.No	Faculty Name	Signature
1	Dr. G.M. Tamre	
2	Prof. Samika Jadhav	
3	Jyoti Kanade	
4	Om Sharma	
5	Prajakta Kulkarni	
6	Prof. Anurush A. Yadav	
7	Prof. Ajay Kulkarni	
8	Prof. Anvita Singh	
9	Schn. Gopalrao Garche	
10	Priyanka Sharma	
11	Prof. Shweta Doshi	
12	Priachi Zetnaparkhi	
13		


Director

