

MIT-ADT UNIVERSITY, PUNE

Rajbaugh, Loni Kalbhor, Pune

Administrative Audit Report

2022

MIT-ADT UNIVERSITY, PUNE

Administrative Audit Report

(First External Administrative Audit)

(for the year 2021-22 audited in Dec 2022)

This audit report is the 'External Administrative Audit' initiated by IQAC of MIT-ADT University for the period 2019-2022 audited in 2022-23.

The hardcopy printed version of this report is the version authorised by the university and is kept in the IQAC. An electronic version (pdf file) of the report is posted on the University's website. The photographs of the Administrative Audit are available in the album with the 'Video and Photography Centre' of MIT-ADT University, Pune.

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Background

In the regular Internal Quality Assurance Cell (IQAC) Meeting held on 30th September, 2022, it was decided to conduct an 'External Administrative Audit' (**Agenda Item (IQAC/2021-22/03) - ???**). The 'External Administrative Audit Formats' were prepared and approved by the university authority. It was decided to conduct the External administrative audit by the committee constituted of external members.

The motive of conducting 'External Administrative Audit' was to consider and review MIT-ADT University's mechanism for monitoring and enhancing the administrative quality and standards that are necessary for achieving the stated aims and objectives of the University.

The External Administrative audit was conducted for the academic year 2019-2022.

This External administrative audit is the 'full university administrative audit' of all the administrative units of schools/colleges/institute/departments and university administrative sections/units in the university; it is conducted for the period 2019-2022.

The process of audit

The process of audit necessitates a self-assessment. For this an audit Portfolio structured with respect to evaluation questions were framed and duly approved by university authorities. The motive was to identify 'strengths' of individual departments and also identify areas for improvement, and to indicate the intended enhancement initiatives arising from the audit process. The panel for 'administrative audit' was nominated by the Vice- Chancellor.

The panel appointed to carry out the administrative audit of the University met the Dean, Academics before actual school visit. The Dean, Academics briefed the Chairperson and the committee members the motive of the administrative audit. The panel then visited the schools/sections/units/departments/colleges/institutes and interacted with stakeholders. Director, IQAC and two members from 'IQAC' coordinated the administrative audit. The panel then prepared the report and submitted it to the Director, Quality Assurance. At the end of the audit the committee met the Dean-Academics, Director-IQAC, Registrar and CAFO and briefed the report in short.

After examining the report submitted by the individual department, and seeking further information if necessary, the audit panel conducted an audit in a site visit to the university to seek verification of materials read, and to inform an audit report which is structured in accordance with the Cycle 1 framework.

The report covers the 'observations/comments/remarks', 'strengths', 'weaknesses', 'opportunities', 'threats' and makes 'recommendations for quality enhancement'. The report also affirms university's proposed actions and enhancement initiatives. The report is intended to assist the university in its own programme of continuous improvement of quality.

Soon after the publication of the audit report, the IQAC will discuss with the university the preferred procedures to be used in the follow-up to audit and the monitoring of follow-up activities.

External Audit: It was decided to carry out an 'External Audit' by an 'academic peer'. The panel for 'administrative audit' was nominated by Hon'ble Executive President. The committees essentially constituted 'Vice-Chancellor', 'Dean', 'Professor', 'Principal', 'Director', 'Registrar', 'Scientists', 'Professor & Head', etc.

The findings of the panel as expressed in this report are based on the written information supplied by the school and on the information gained through discussion conducted during the site visit by the panel of experts.

In summary, the Director- IQAC played no part in the preparation of the 'panel report' of the administrative audit. However, Director- IQAC, analysed the data, prepared the graphs, for better understanding of the report. Director- IQAC thus compiled this audit report without making any change in the comments, remarks, observations and suggestions made by the panel. The comments, remarks, observations and recommendations made by a panel of experts are reproduced verbatim.

The report also contains overall comments of the Director- IQAC, which is included at the end of the report.



Niraja Jain
Director - IQAC
MIT-ADT University, Pune

Registrar Office

Administrative Audit Panel:

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Comments/Remark:

1. Asked About the capacity building of Staff if Yes produce documents – Attendance completion certificate/Grade these documents should be year-wise, Encourage Professional Development Program
2. DYR/AR present or not
3. What is the recruitment process and Policy – Produce documents
4. Stock of pending work- Exact number should be given
5. Create a Schedule of compulsory meetings, decide the number, put it in the schedule, follow the meeting procedure with Agenda, and complete with MoM.
6. Taking Stock – Should have mentioned with details in MoM
7. Does IQAC Take review of above processes
8. Asked about letter drafting training – Documents of training
9. Meeting of Board and Management is it on the Website, We circulate all HoI via mail
10. 2F, 12B Compliance progress?
11. Award and Punishments – Identify cases for both and produce documents, list awards and achievements year-wise, University Award, staff Awards, Teaching & Non -Teaching, external Awards, List it date wise year wise
12. Drinking Water Facility - provide details of your Answer – Expansion of Explanation

13. Ladies Room – Give Details of Sq.ft area, and facilities in it, Sanitary napkins dispenser should be added
14. Group dynamics – explain teamwork including convocation persona, annual sports and other events
15. Innovations – List out your innovations, Information about where to find these innovations
16. Weakness – List your weakness and produce your Solution/Strategy to overcome it
17. Weakness should be mentioned in such a way that it should look like a strength. List of Staff left /transferred/removed with all relevant dates, reason of leaving as per resignation letter
18. Outsourcing or on-roll recruitment
19. Change the Departmental Meetings to an office meeting
20. Homework by staff – Performed as per the Directives of HOD- Who is doing this & Why?
21. SWOT Analysis – More effectively performed and visible during the convocation VSM, Persona, etc
22. Teaching workload – 16, 14, or 10 hrs
23. Teaching staff must be involved in academic/Administrative activities
24. Threats and Competition-accept as a challenge
25. Opportunity – Unique course at the university
26. Online content should be specified staff will teach online.
27. English & Marathi Typing – Qualified members should be mentioned
28. Status of the Internet – speed, uploading speed, downloading speed, buffering, etc.
29. Workshop should be arranged
30. Office superintendent will be admin staff (clerk can be avoided)
31. Name of the pattern format of filing

Strength:

1. Empowerment of staff maintaining their integrity

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	100
B.	Administrative Practices	140	115
C.	Infrastructure Facilities	140	110
D.	Initiatives in Administration	100	80
E.	General questions for all units	500	400
Total Score out of 1000		1000	805

Overall Score: The overall Score is 805 out of 1000 (80.50 %).

Graphical representation:

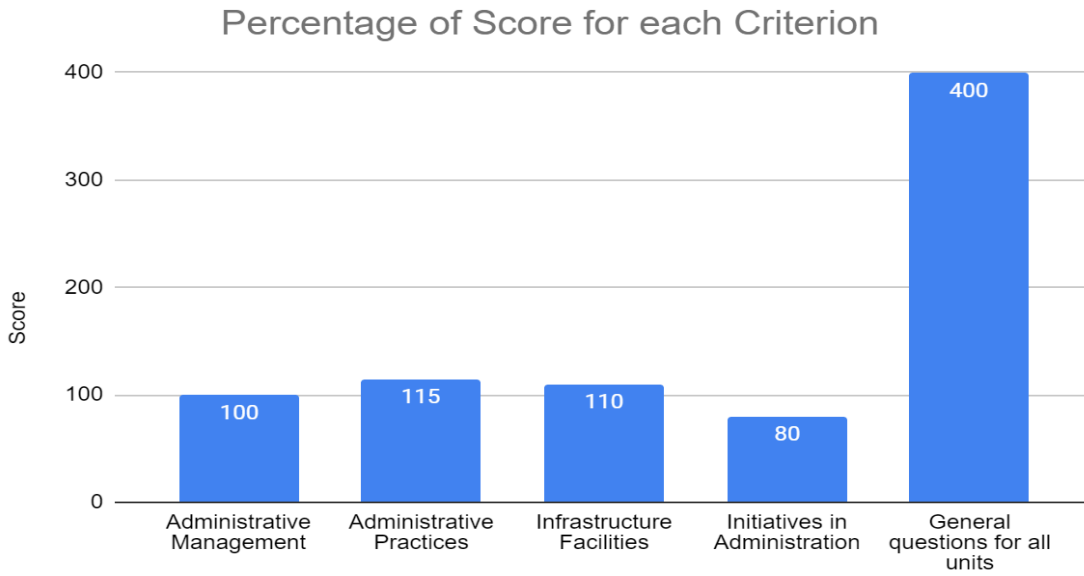


Fig.1.Variation in the scores for each criteria.

Observations:

- ❖ REVISED PROFORMA has been PREPARED and it is in order as per suggestions. .

Areas for Improvement, if any:

- ❖ .

----X---

HRD Department

Administrative Audit Panel:

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Comments/Remark:

- 1 Non teaching Staff – 1101?????...Staff is attached with individual sections / departments. LIST ONLY the number of staff working in HRD.
- 2 Teaching Staff – 562 full time excluding Visiting ????...Teachers are assigned to specific departments / schools. THERE ARE NO TEACHERS ATTACHED TO HRD
- 3 Pattern of teaching – 1:2:6 (AICTE) as per the rules
- 4 Cabin PC for staff
- 5 Pay scale – 6th Pay
- 6 Meetings at the HR office – Create records of it – Notice Agenda. Minutes, etc
- 7 Asked difference about statutes & Ordinances
- 8 List of total Left Out & Joined
- 9 Paperless Policy.

Strength:

1. .Committed to quality hire, retain and allow them to grow is the motto practiced by HR while recruiting new staff.

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	85
B.	Administrative Practices	140	100
C.	Infrastructure Facilities	140	100
D.	Initiatives in Administration	100	75
E.	General questions for all units	500	360
Total Score out of 1000		1000	720

Overall Score: The overall Score is 720 out of 1000 (72 %).

Graphical representation:

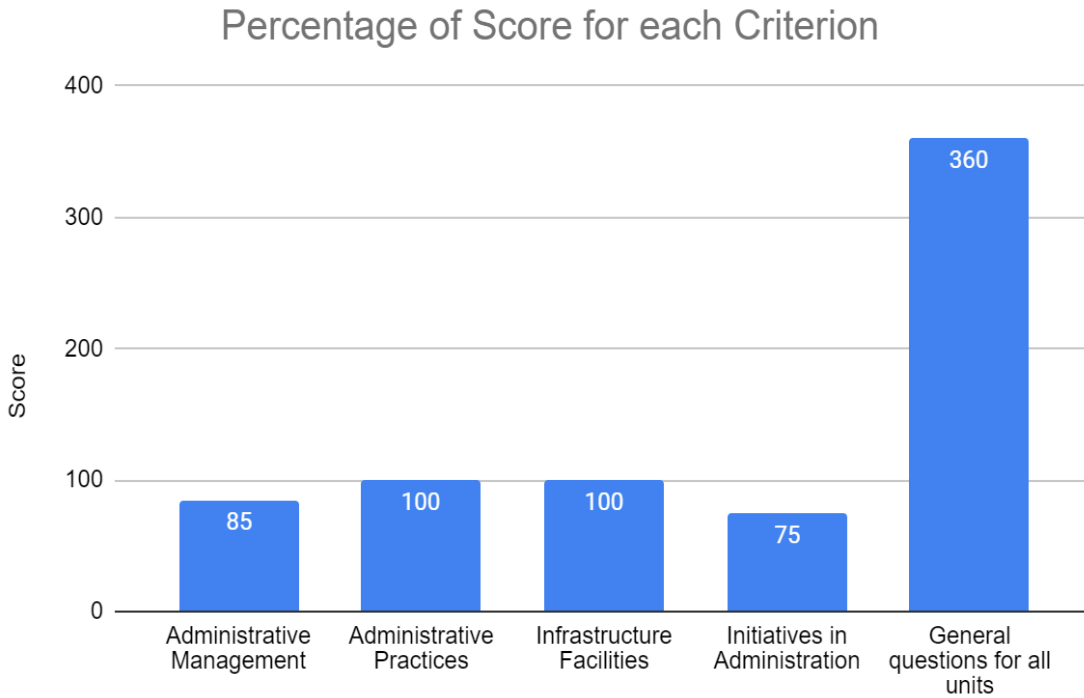


Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:



-----x-----

Examination Department

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Comments/Remark:

1. 1-DR, 2-ADR
2. Total Exams – 4
3. Result Declaration period be Minimized to 15 days
4. Decision Making – Democratic – Write Objectives for it
5. Govt. & UGC Norms e.g. Digi locker
6. Department Meetings – Official Notice, Agenda, Minutes
7. Computers for Employees -5
8. Write all positive things if exist
9. Write numbers wherever applicable instead of yes/no.
10. Prepare a 4list with reason-if transfer – data – format – PDF
11. If possible, mention percentages
12. Weaknesses – Integration of (TCS) ERP and We shine (Specify What you are doing?)
13. Opportunities – E.g. Large Scale
14. Threats – Power cut, data safety, data loss, hacking Organizational

Strength:

1. Entire staff team is committed to hard work, result-oriented to attain the set goals.
2. Successfully conducting safe and secure examinations.

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	95
B.	Administrative Practices	140	115
C.	Infrastructure Facilities	140	120
D.	Initiatives in Administration	100	85
E.	General questions for all units	500	400
Total Score out of 1000		1000	815

Overall Score: The overall Score is 815 out of 1000 (81.50 %).

Graphical representation:

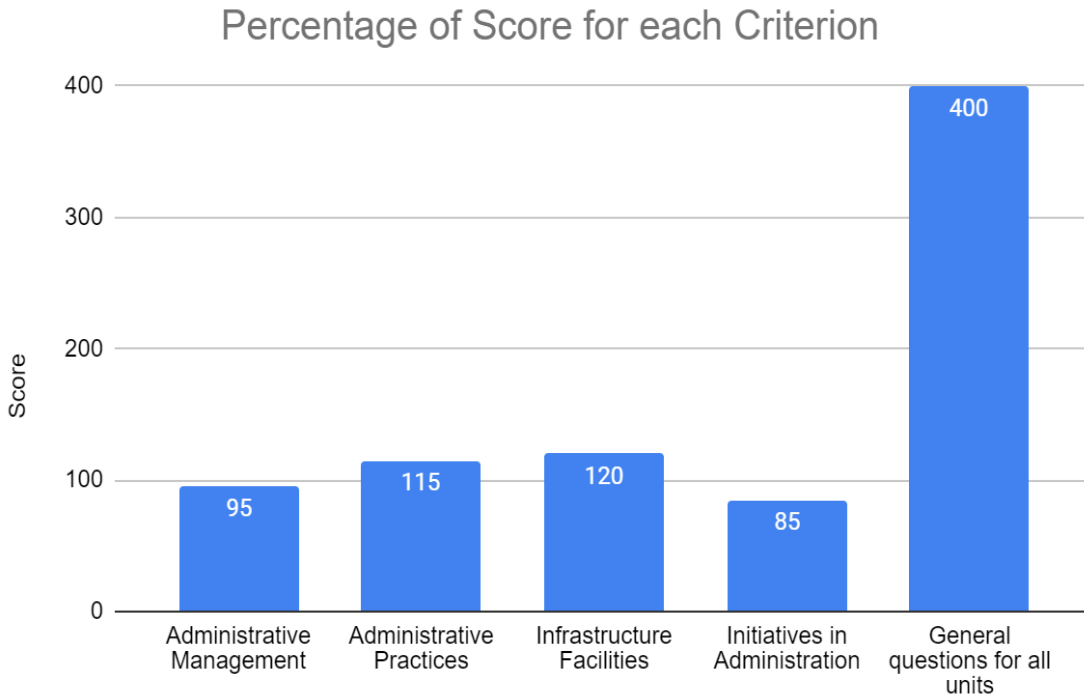


Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:

- ❖ Result Declaration period be Minimized to 15 days

-----x-----

Accounts and Finance Department

Administrative Audit Panel:

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Comments/Remark:

1. Department is located in GH Building
2. Give strength of Staff
3. Meetings – Official (2 meetings of F. C. in a year)
4. Cabin for FAO
5. List of Newly Recruited/left staff (Name, Date of joining, Designation, date of Left, reason)
6. Mention make of advanced computers used for computing.
7. Add at least one CCTV

Strength:

1. .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	85
B.	Administrative Practices	140	90
C.	Infrastructure Facilities	140	100
D.	Initiatives in Administration	100	75
E.	General questions for all units	500	360
Total Score out of 1000		1000	710

Overall Score: The overall Score is **710** out of **1000 (71 %)**.

Graphical representation:

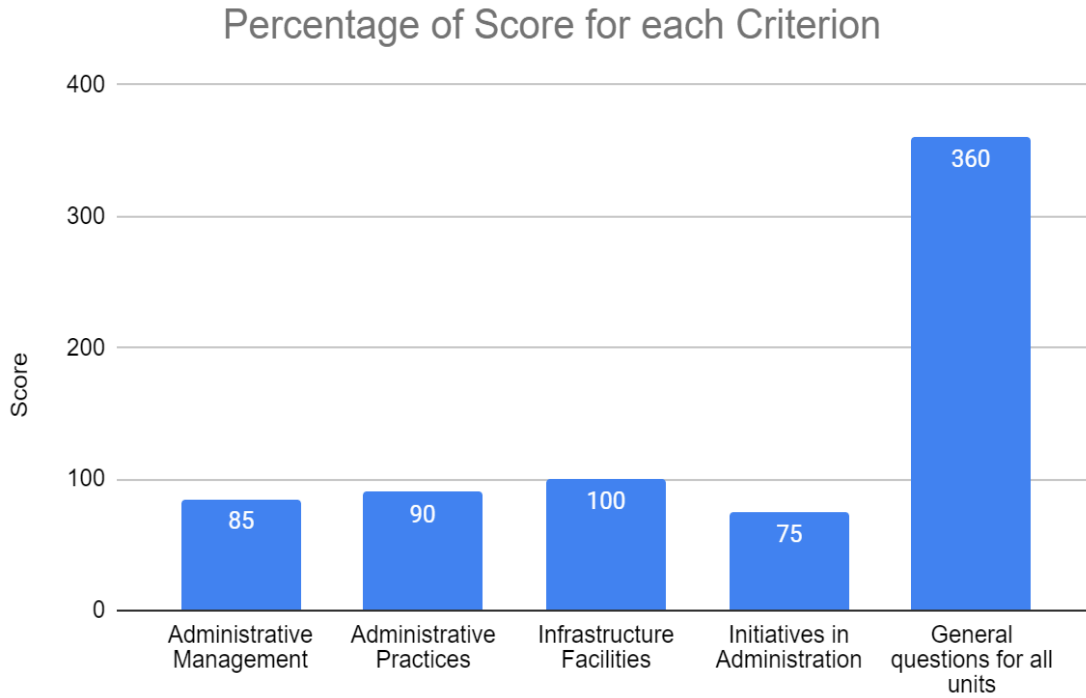


Fig.1.Variation in the scores for each criteria.

Observations:

❖ .

Areas for Improvement, if any:

❖ .

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Planning & Development

Administrative Audit Panel:

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Comments/Remark:

1. IT Building
2. Separate list of projects to be (Starting date, Finish Date)
3. Meetings – Official (every Wednesday)
4. Data Sheet needs to be shared with P&D
5. List of Newly Recruited/left staff (Name, Date of joining, Designation, date of Left, reason)

Strength:

1. .

WRITE UP PROFORMA NOT SUBMITTED

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	75
B.	Administrative Practices	140	80
C.	Infrastructure Facilities	140	90
D.	Initiatives in Administration	100	75
E.	General questions for all units	500	320
Total Score out of 1000		1000	640

Overall Score: The overall Score is 640 out of 1000 (64 %).

Graphical representation:

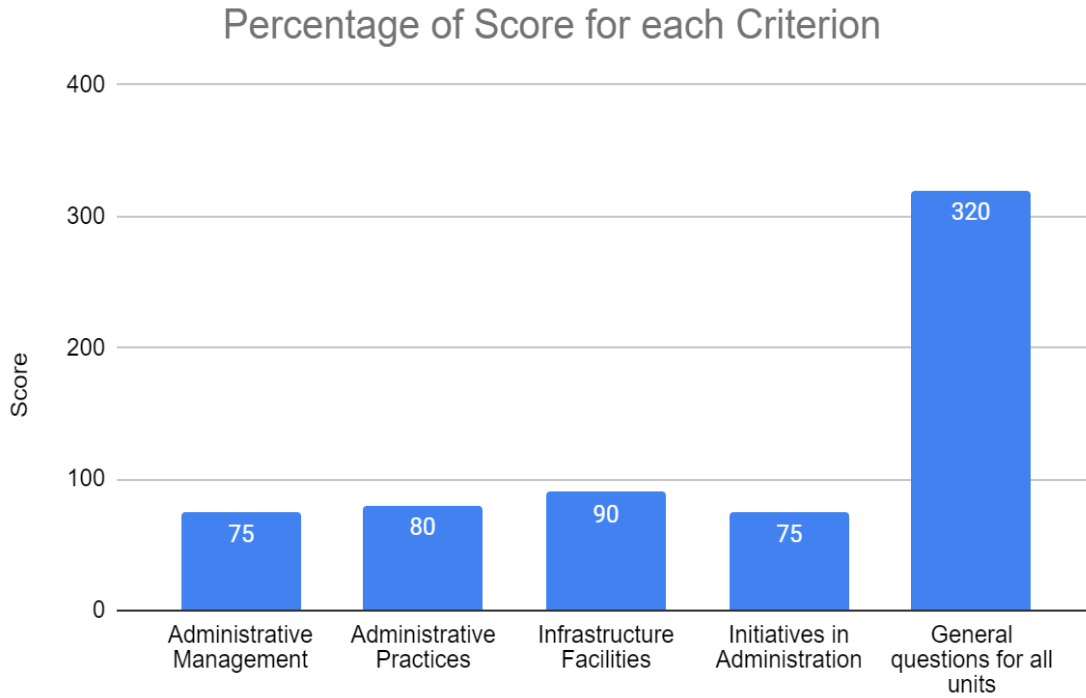


Fig.1. Variation in the scores for each criteria.

Observations:

❖ .

Areas for Improvement, if any:

❖ .

-----x-----

IT Department

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Comments/Remark:

1. Training Needs – Analysis /Frequency
2. Record keeping
3. Complaint log
4. Services listing
5. Response time
6. Zero pendency
7. All services must be person independent – System based SOP
8. Purchase Committee – Technical expert
9. Technical specifications
10. Requisition – Purchase – Checklist – Test – Specification Cross Checked
11. State Physical Stock Verification
12. Dead Stock maintain
13. Work Culture – good Efficient

Strength:

1. Problem solving attitude.

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	90
B.	Administrative Practices	140	100
C.	Infrastructure Facilities	140	110
D.	Initiatives in Administration	100	70
E.	General questions for all units	500	350
Total Score out of 1000		1000	720

Overall Score: The overall Score is 720 out of 1000 (72 %).

Graphical representation:

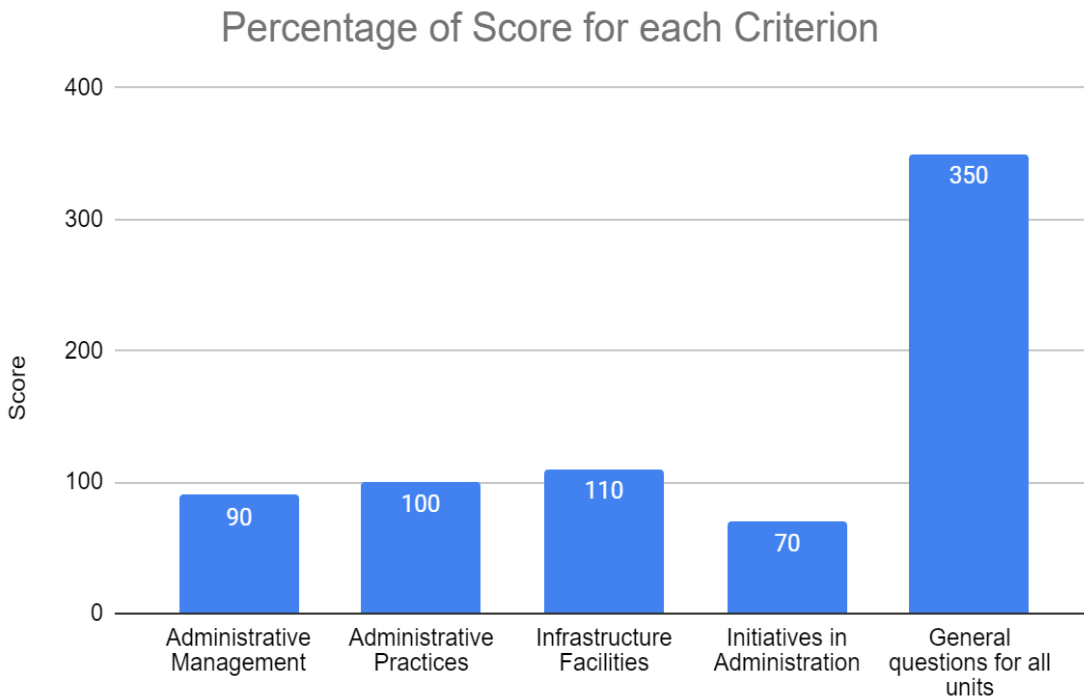


Fig.1.Variation in the scores for each criteria.

Observations:

❖

Areas for Improvement, if any:

❖

-----x-----

Knowledge Resource Centre

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Comments/Remark:

1. Staff strength
2. List of transferred joined & Left staff with designation & Reason
3. KRC Committee
4. Typing Skill – Certified members
5. Website Update - Quarterly
6. Training & Capacity Building
7. Organizational chart of KRC
8. Make a list of knowledge services
9. Name the Prominent Service
10. SoP of KRC
11. Speciality of KRC
12. Redressal Mechanism - write as per act
13. Library to be majorly improved
14. “ShodhSindhu” One nation One subscription
15. Reproduction – Policies to be made
16. SDG – Reverse printing
17. Leadership Training
18. R&C Statistics missing
19. Define heads

Strength:

1. .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	75
B.	Administrative Practices	140	85
C.	Infrastructure Facilities	140	85
D.	Initiatives in Administration	100	65
E.	General questions for all units	500	310
Total Score out of 1000		1000	620

Overall Score: The overall Score is 620 out of 1000 (62 %).

Graphical representation:

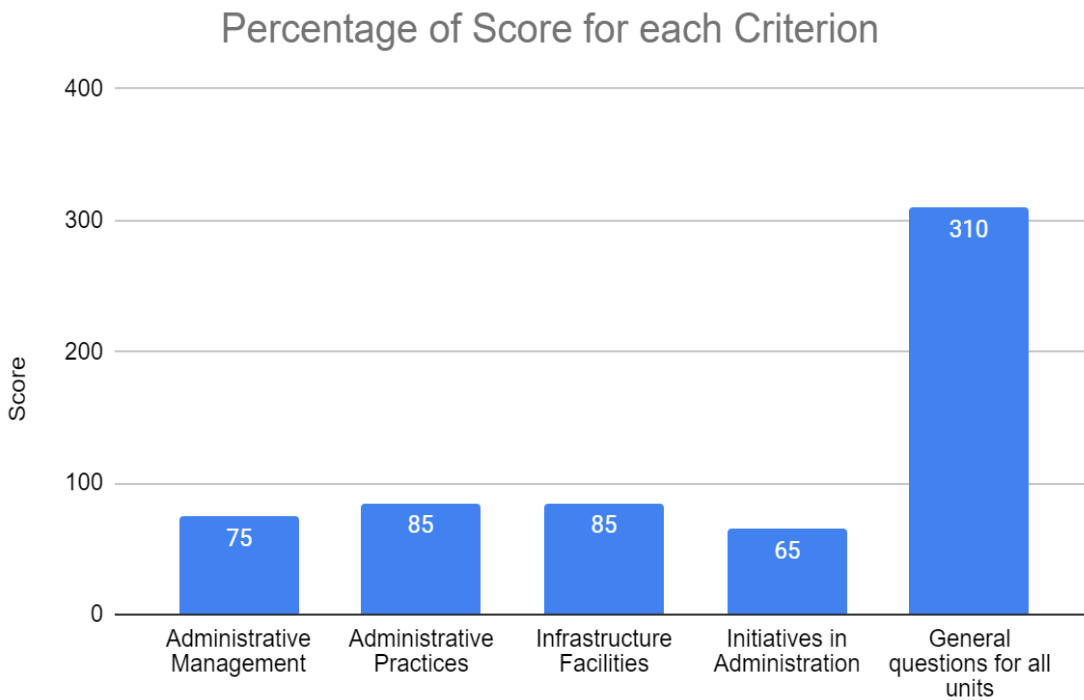


Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:



-----x-----

Sports Department

Administrative Audit Panel:

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Comments/Remark:

1. List of Newly recruited, retired, left out
2. MoM with Notice & Agenda
3. List of Awards, no. of punishments given
4. Add in student welfare activities – NA
5. CCTV to be added – put requisition
6. Focus on Fit India
7. Digital Board requisition
8. There are two programs offered by the university per year.
 - 1) Inter Collegiate Sports Event:- In this tournament 17 events are organized.
 - 2) Vishwanath Sports Meet :- In this tournament 14 events are organized.
9. Computer printers available.
10. 1 CCTV and lifeguard
11. Cross Verify Vision & Mission of All depts

Strength:

1. Qualified, National level achiever, coaches who know the importance of mentoring.

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	75
B.	Administrative Practices	140	95
C.	Infrastructure Facilities	140	110
D.	Initiatives in Administration	100	70
E.	General questions for all units	500	350
Total Score out of 1000		1000	700

Overall Score: The overall Score is 700 out of 1000 (70 %).

Graphical representation:

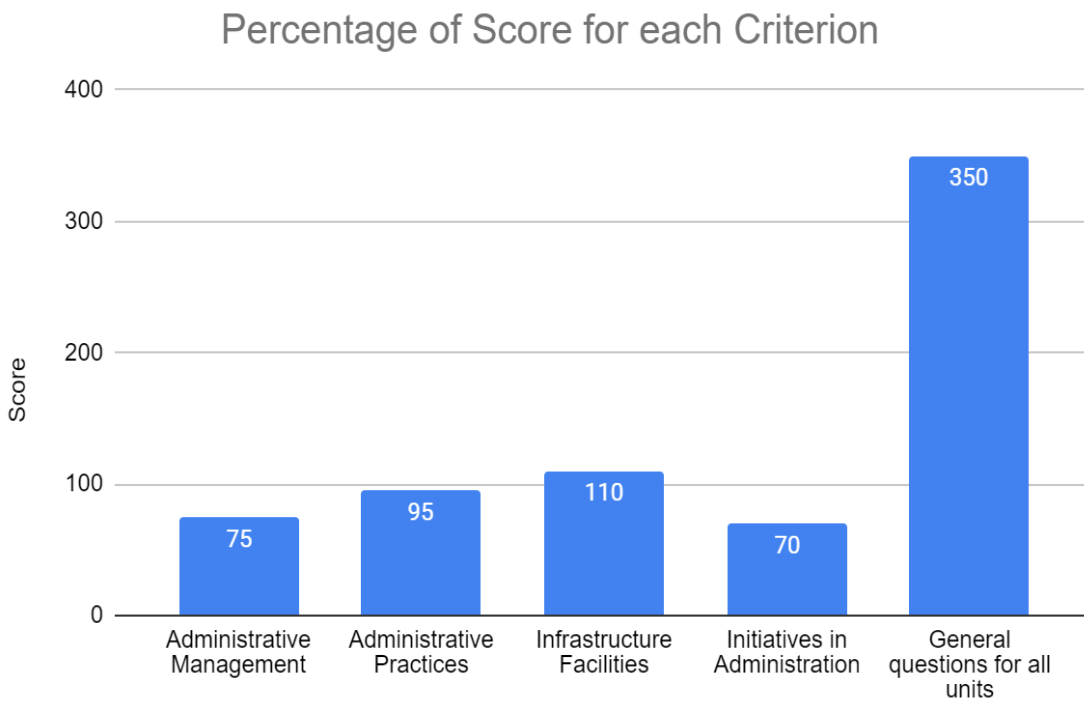


Fig.1. Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:

- ❖ Department should participate in 'Fit India' so that the University gets due recognition across the country.

-----x-----

Purchase Department

Administrative Audit Panel:

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Comments/Remark:

1. Strength – 1+6
2. Purchase committee to be formed
3. Computers 7 (Make a noting of computer specifications)
4. Give requisition for Washroom
5. Work on capacity building of staff
6. List of people joined and left from the department
7. No. of processes of actual purchases
8. SoP of Purchase to be made should be approved at the management council
9. Strategy for handling disputes
10. If there is only one supplier or provider, then is there any policy for such Person independent system of operation

Strength:

1. .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	80
B.	Administrative Practices	140	95
C.	Infrastructure Facilities	140	100
D.	Initiatives in Administration	100	75
E.	General questions for all units	500	350
Total Score out of 1000		1000	700

Overall Score: The overall Score is 700 out of 1000 (70 %).

Graphical representation:

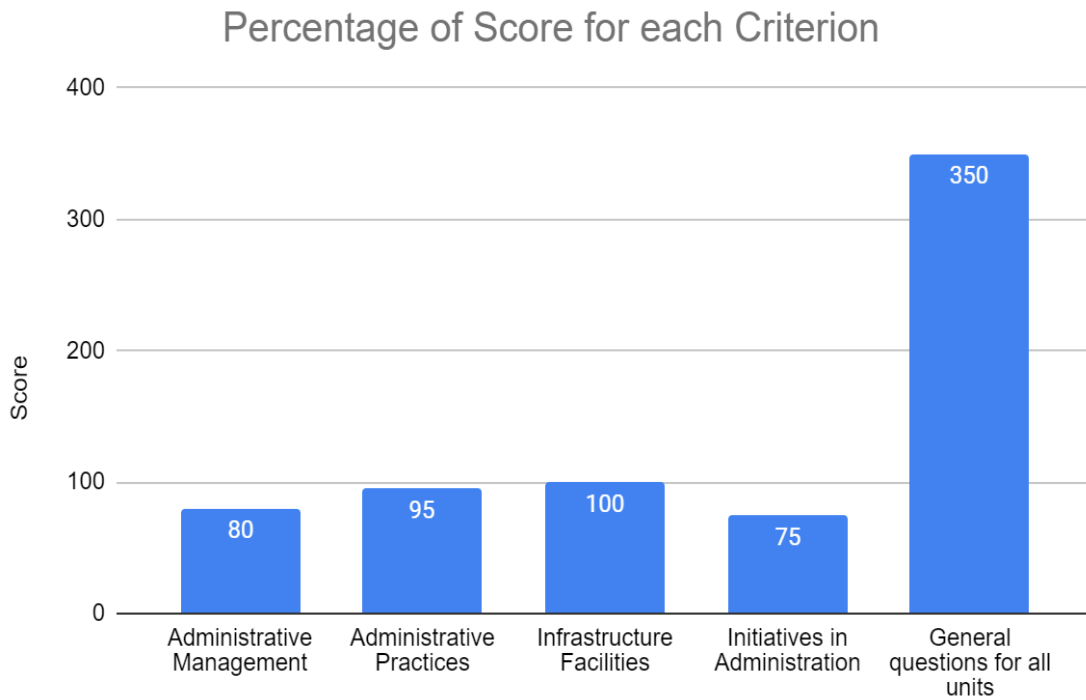


Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:

- ❖ Purchase committee to be formed
- ❖ SoP of Purchase to be made and it should be approved at the management council.

-----x-----

Central training & Placement

Administrative Audit Panel:

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Comments/Remark:

1. Training may be provided for filing.
2. List of transferred joined & Left staff with designation & Reason
3. List out the credits & organize them in the program
4. Fees should be independent of programs – should be based on credit
5. Compliance with Govt. & UGC norms – NA Should be written
6. Awards- write details, certificate from companies
7. Quantify the details wherever applicable.

Strength:

1. .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	80
B.	Administrative Practices	140	100
C.	Infrastructure Facilities	140	90
D.	Initiatives in Administration	100	75
E.	General questions for all units	500	320
Total Score out of 1000		1000	665

Overall Score: The overall Score is 665 out of 1000 (66.50 %).

Graphical representation:

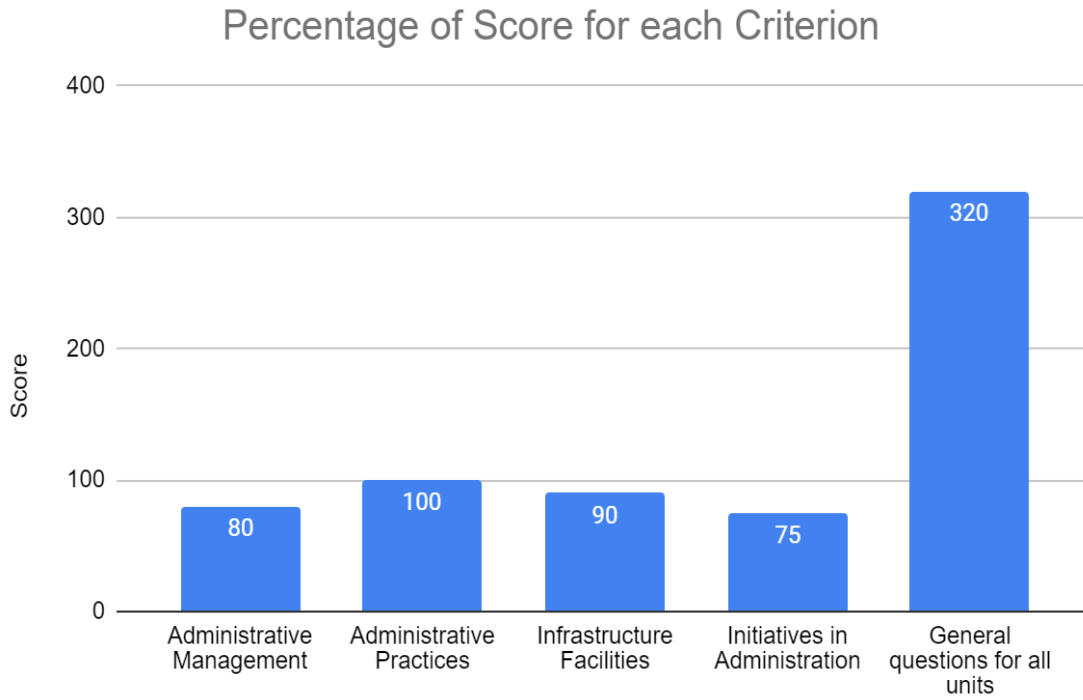


Fig.1.Variation in the scores for each criteria.

Observations:

❖ .

Areas for Improvement, if any:

❖ .

-----x-----

Hostel & Guest House

Administrative Audit Panel:

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Comments/Remark:

1. The facilities to be improvised on Urgent basis
2. Appointment of chief warden
3. Bring all the hostels under single administrative control

Strength:

1. .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	75
B.	Administrative Practices	140	100
C.	Infrastructure Facilities	140	120
D.	Initiatives in Administration	100	65
E.	General questions for all units	500	320
Total Score out of 1000		1000	620

Overall Score: The overall Score is 620 out of 1000 (62 %).

Graphical representation:

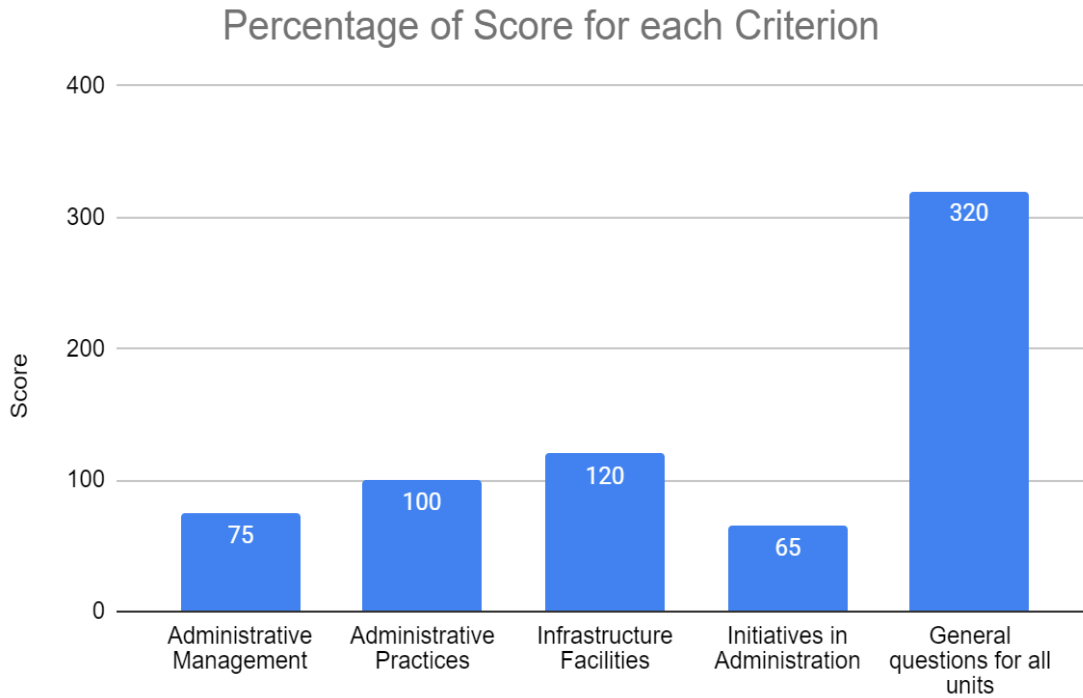


Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:

- ❖ Appoint Chief Warden. There should be various wardens, including for different hostels on campus and those accommodation premises out side the campus.
- ❖ Data should be all combined together for all hostels.
- ❖ GH should be for the purpose it is made for. Other departments such as Purchase / Accounts etc must be shifted to other building.
- ❖ Vision and Mission of the MIT ADT University must be displayed at entry Hall of the GH.
- ❖ The facilities to be improvised on Urgent basis

-----x-----

Media & Photography

Administrative Audit Panel:

1. Dr. Sarjerao Nimse
Former VC
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2. Dr. N. N. Maldar
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3. Dr. Sanjeev Sonavne
Pro-VC
SPPU, Pune
Mob.: 9890178190
Email: sonsanjeev63@gmail.com

Comments/Remark:

1. Appoint head for the Media team for better coordination of the activities and reporting.

Strength:

1. Highly active service provider. Nicely functioning as PRO unit for the University. Its Gallery is a window to different activities and events held.

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	95
B.	Administrative Practices	140	110
C.	Infrastructure Facilities	140	120
D.	Initiatives in Administration	100	75
E.	General questions for all units	500	350
Total Score out of 1000		1000	750

Overall Score: The overall Score is 750 out of 1000 (75 %).

Graphical representation:

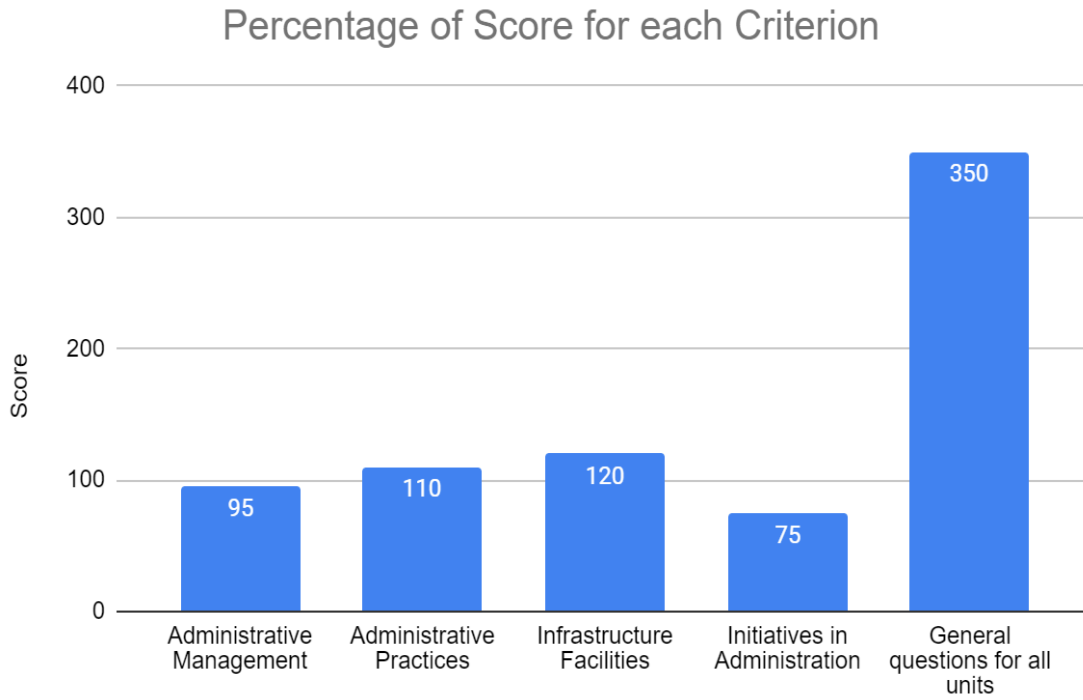


Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:



-----x-----

Security Department

Administrative Audit Panel:

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3. Dr. Sanjeev Sonavne
Pro-VC
SPPU, Pune
Mob.: 9890178190
Email: sonsanjeev63@gmail.com

Comments/Remark:

1. Need few training on record keeping and filing as well as conducting of meeting.

Strength:

1. Disciplined ex-Army staff. Head of Security is Colonel level personel, who has all knowledge on the developmental process this University has undergone. It helps in making proper and quick decisions in consultation with high level authorities.
2. Staff efficient and trained / ready for disaster management.

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	90
B.	Administrative Practices	140	100
C.	Infrastructure Facilities	140	100
D.	Initiatives in Administration	100	75
E.	General questions for all units	500	340
Total Score out of 1000		1000	705

Overall Score: The overall Score is 705 out of 1000 (70.50 %).

Graphical representation:

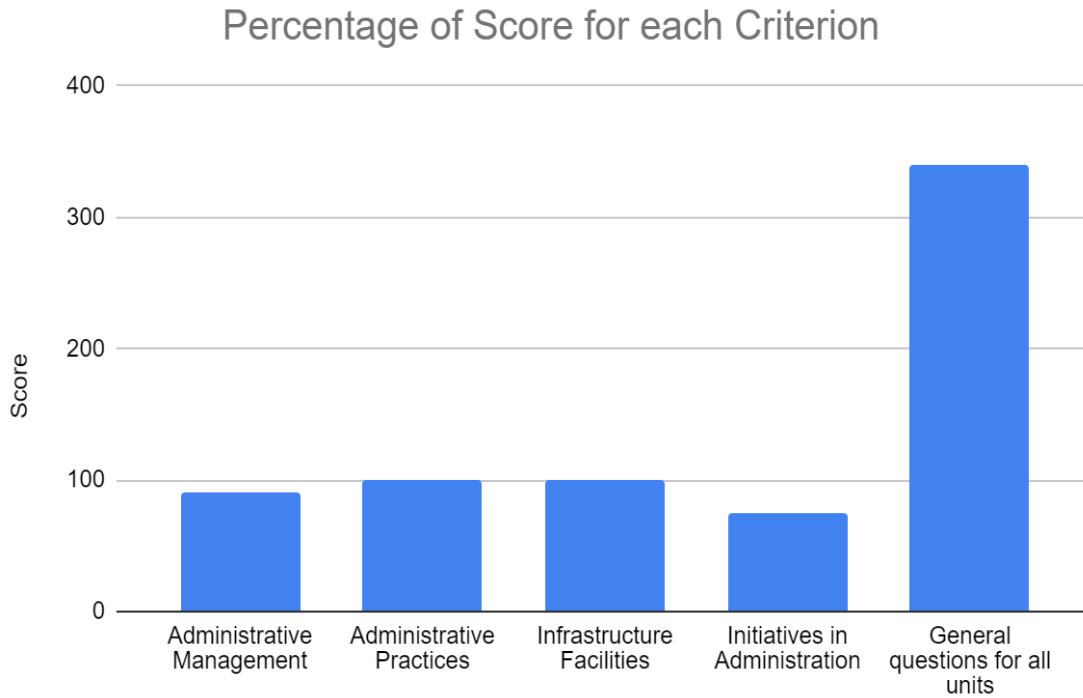


Fig. 1. Variation in the scores for each criteria.

Observations:

- ❖ Communication training to staff is needed
- ❖ Tactful dealing with local forces has to be improved

Areas for Improvement, if any:

- ❖ Main gate CCTV and entry gate is well established. However CCTV at other surveillance points is required.

-----x-----

Transport Department

Administrative Audit Panel:

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3. Dr. Sanjeev Sonavne
Pro-VC
SPPU, Pune
Mob.: 9890178190
Email: sonsanjeev63@gmail.com

Comments/Remark:

- 1.

Strength:

1. .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	75
B.	Administrative Practices	140	90
C.	Infrastructure Facilities	140	90
D.	Initiatives in Administration	100	60
E.	General questions for all units	500	310
Total Score out of 1000		1000	625

Overall Score: The overall Score is 625 out of 1000 (62.50 %).

Graphical representation:

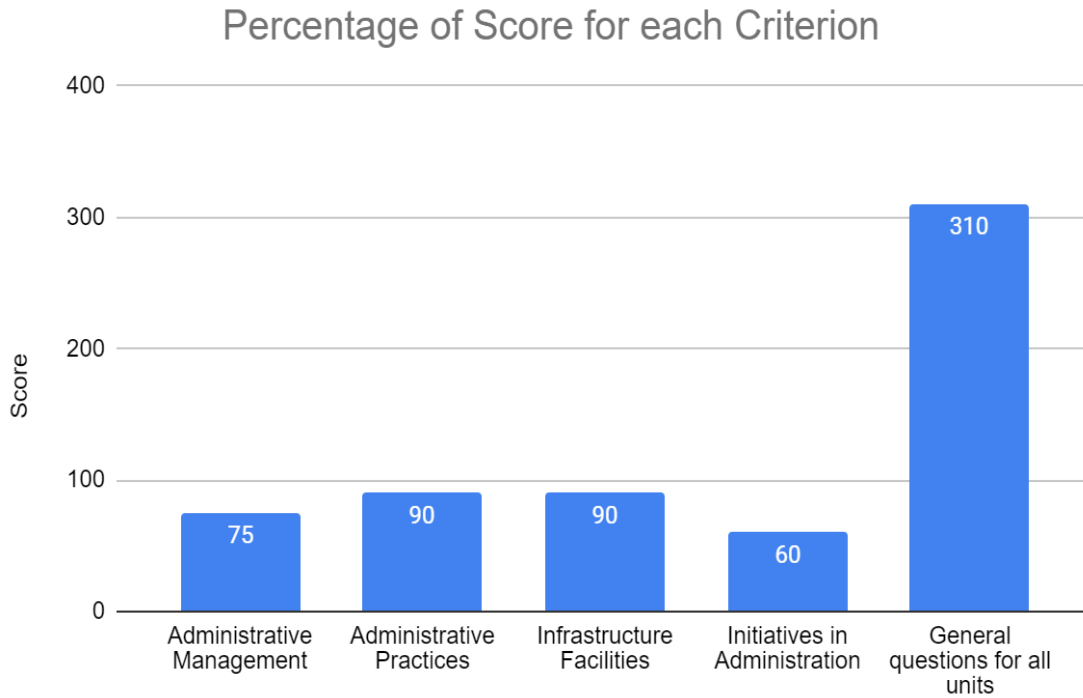


Fig. 1. Variation in the scores for each criteria.

Observations:

- ❖ Additional trained office staff (one) may be provided.

Areas for Improvement, if any:

- ❖

-----x-----

Atal Incubation Centre

Administrative Audit Panel:

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Mob.: 9890178190
Email: sonsanjeev63@gmail.com

Comments/Remark:

1. Sustainable plan be prepared and presented
2. Design a scheme
3. Faculty Exchange / Involvement in the activities of AIC

Strength:

1. Successful start-ups
2. Combining entrepreneurship with ethics and empathy.\

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	100
B.	Administrative Practices	140	110
C.	Infrastructure Facilities	140	110
D.	Initiatives in Administration	100	75
E.	General questions for all units	500	400
Total Score out of 1000		1000	795

Overall Score: The overall Score is 795 out of 1000 (79.50 %).

Graphical representation:

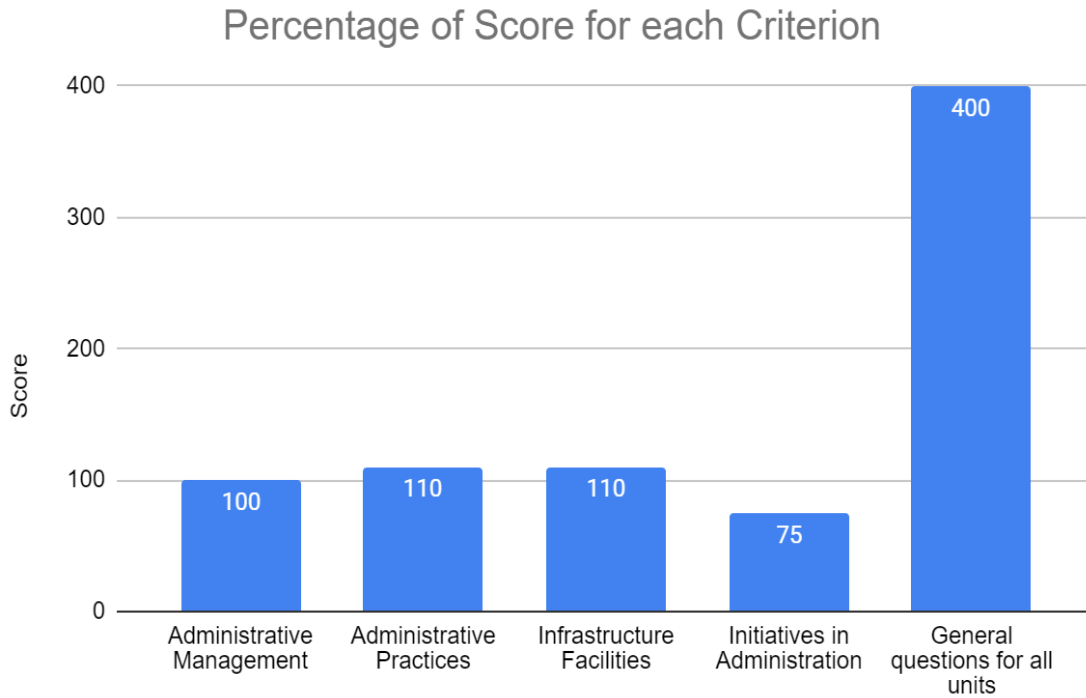


Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:

- ❖ Collaborations with AIC at NCL / IISER can be proposed
- ❖ Unique Innovations / Start-up areas of MIT ADT University; particularly for own students / Faculty be strengthened.

-----x-----

Research & Consultancy

Administrative Audit Panel:

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3. Dr. Sanjeev Sonavne
Pro-VC
SPPU, Pune
Mob.: 9890178190
Email: sonsanjeev63@gmail.com

Comments/Remark:

1. Focus aligned to Govt. Vision / National Objectives
2. Norms to be followed
3. Research process monitoring
4. JRF (70%)
5. National Competent
6. Post DOC provision
7. Reasons for 22 Cancelled Admission (Ph. D)
8. Transparent Disciplinary Research Policy

Strength:

1. .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	95
B.	Administrative Practices	140	110
C.	Infrastructure Facilities	140	100
D.	Initiatives in Administration	100	75
E.	General questions for all units	500	330
Total Score out of 1000		1000	710

Overall Score: The overall Score is 710 out of 1000 (71 %).

Graphical representation:

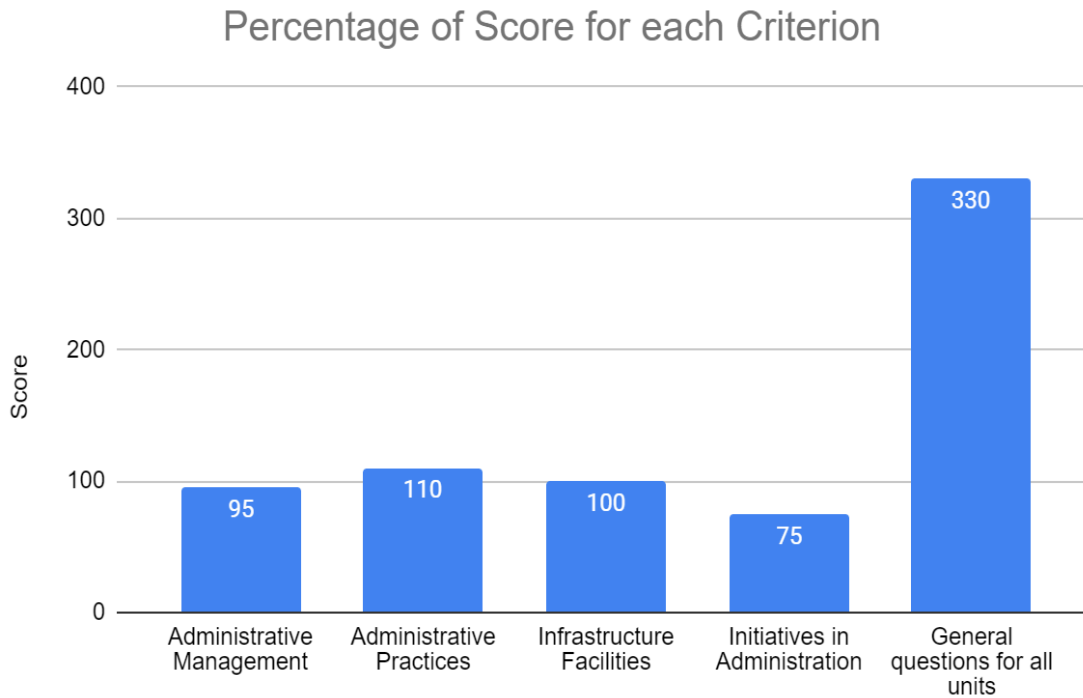


Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:

- ❖ Multidisciplinary Research has to be undertaken.
- ❖ Consultancy services be given unified shape.

-----x-----

MANET

Administrative Audit Panel:

1. Dr. N. N. Maldar
Former VC
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Email: maldar.nn@rediffmail.com / maldar.nn@gmail.com

Comments/Remark:

1. Est. 2001
2. New Joinee in last 3 years
3. List of left staff
4. Professor – 13
5. Assistant professor – 19
6. AICTE/UGC 1:2:6
7. DG requirement of faculty as per DG Circular
8. MANET Organization Chart
9. Demanded record in last 3 years
10. Various Training – For Teaching (No. of faculty attended)
11. Decision Making method – As per university act & Ordinances
12. Comply with DG & UGC, Ministry of Shipping and Govt. DG Shipping
13. Departmental Meetings details with MoU
14. List of Awardee from external body (Name, Designation, Award name, Given By)
15. Paperless policy – yes
16. Organization chart display in Corridor

Strength:

1. Comply with DG-shipping norms and rules.
2. Disciplined students in specific uniforms.

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	95
B.	Administrative Practices	140	120
C.	Infrastructure Facilities	140	125
D.	Initiatives in Administration	100	80
E.	General questions for all units	500	400
Total Score out of 1000		1000	820

Overall Score: The overall Score is 820 out of 1000 (82 %).

Graphical representation:

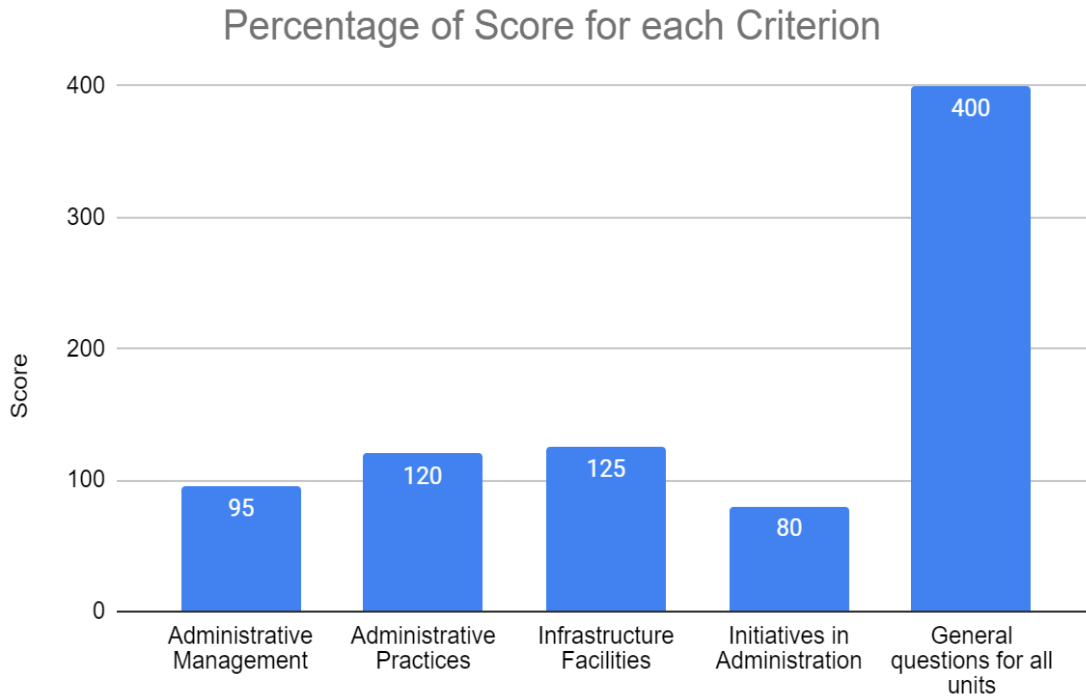


Fig.1.Variation in the scores for each criteria.

Observations:

- ❖ It is essential to cross check and verify if DG Shipping norms are within prescribed regulations of the AICTE or UGC.

Areas for Improvement, if any:

- ❖ .
-----x-----

School of Food Technology

Administrative Audit Panel:

1. Dr. N. N. Maldar
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Email: maldar.nn@rediffmail.com / maldar.nn@gmail.com

Comments/Remark:

1. Est-2006
2. Enough staff including visiting
3. Driver should be attached to the central department
4. FDP Organized by UGC, AICTE – 1 faculty per semester
5. Departments meetings – 2 per semester with MoM
6. Award – envirogreen Award for University – make list of Awards
7. Make Separate list of Teaching and Non-teaching Staff
8. Strength – 80% **teaching** Staff Ph. D Holder
9. Lift on Priority Basis
10. **Good no. of Patents...8 and 10 relate to Academicnot Administrative.**

Strength:

1. **This Department started small and now has taken bigger steps.**

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	100
B.	Administrative Practices	140	115
C.	Infrastructure Facilities	140	120
D.	Initiatives in Administration	100	75
E.	General questions for all units	500	370
Total Score out of 1000		1000	780

Overall Score: The overall Score is 780 out of 1000 (78 %).

Graphical representation:

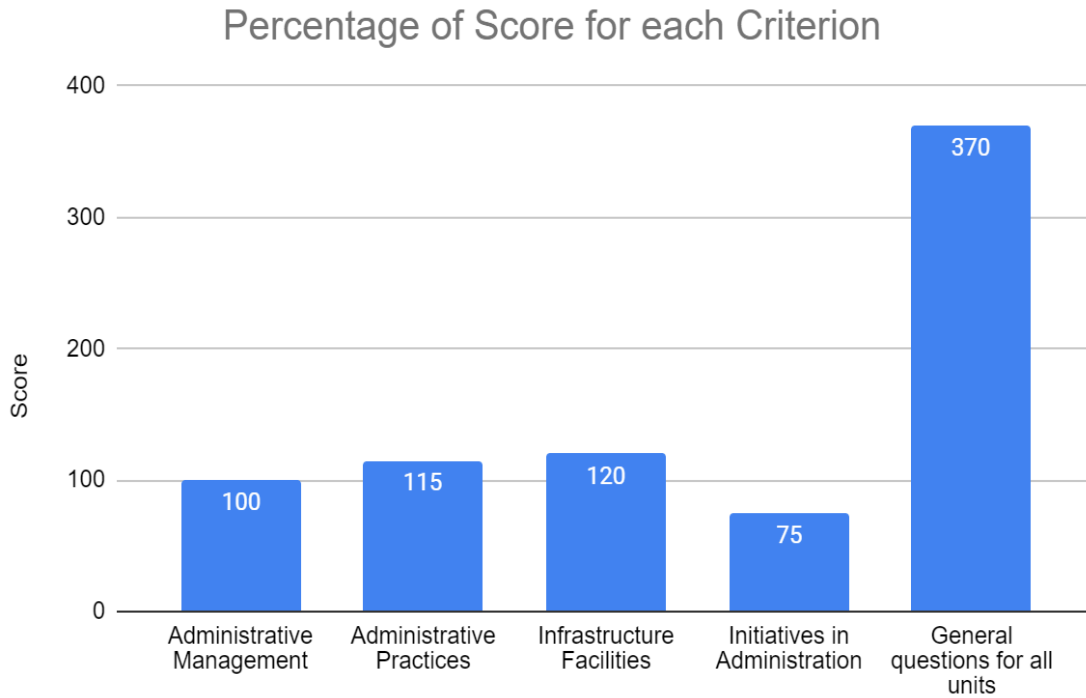


Fig.1.Variation in the scores for each criteria.

Observations:

- ❖ Rewrite weakness, threats.

Areas for Improvement, if any:

- ❖ Facility of lift / elevator is needed. It will also solve the problem of differently abled staff / teachers / students.

-----X-----

School of Bio-Engineering & Research

Administrative Audit Panel:

1. Dr. N. N. Maldar
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Solapur University
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Email: maldar.nn@rediffmail.com / maldar.nn@gmail.com

Comments/Remark:

1. List of Teaching & Non-Teaching Staff
2. Ratio as per AICTE Norms
3. List of new Joined in last 3 years, List of staff who left with reason
4. Mention names of committee UGC, etc.
5. MOM of Departmental Meetings – 24 to 25 per year, IRC meeting etc
6. Common room availability don't mention "no" try to make it available
7. Innovation – **No. of patents** 2 lines for each innovation...**this is Academic**
8. Mention Internet Speed
9. Mention filing pattern – softcopy, year wise
10. Updation of website
11. CCTV-14

Strength:

1. Passion for bio-nano is the Key to success and it has fetched many awards.

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	100
B.	Administrative Practices	140	120
C.	Infrastructure Facilities	140	120
D.	Initiatives in Administration	100	80
E.	General questions for all units	500	400
Total Score out of 1000		1000	820

Overall Score: **The overall Score is 820 out of 1000 (82 %).**

Graphical representation:

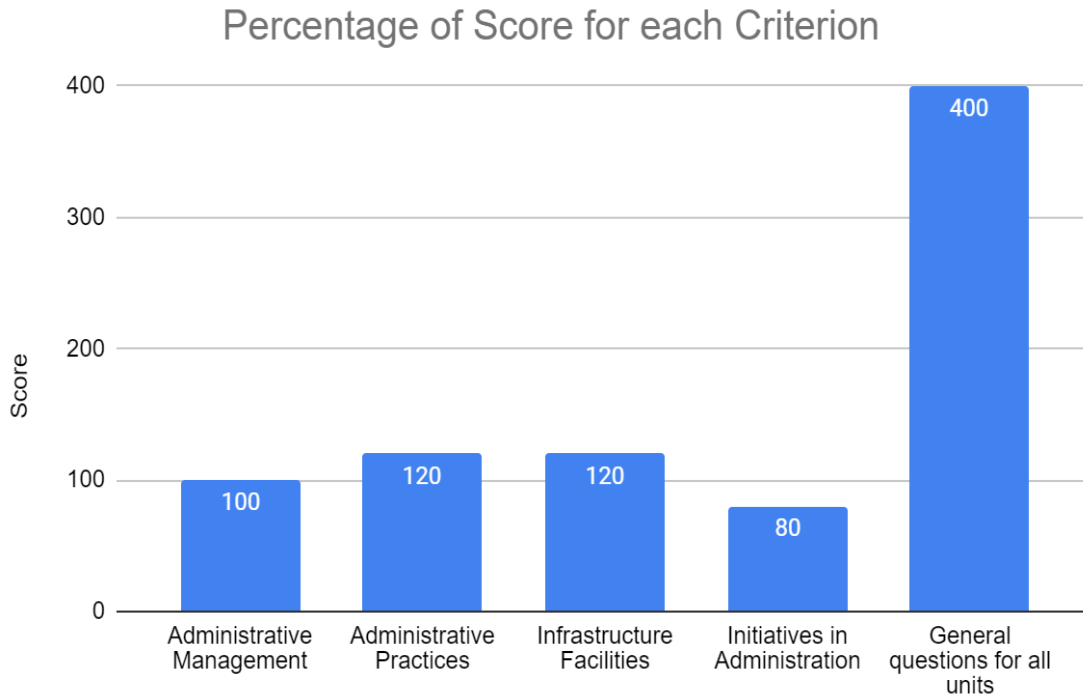


Fig.1.Variation in the scores for each criteria.

Observations:

- ❖ Ladies common room needed
- ❖ Give list of innovations

Areas for Improvement, if any:

❖

-----x-----

School of Architecture

Administrative Audit Panel:

1. Dr. N. N. Maldar
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Comments/Remark:

1. Departments meetings with MoM – twice in a Month
2. Prepare List of Awards received by external Body
3. Don't consider conference & paper presentations if Best Paper then only consider..Academic
4. Weakness – Hostel Accommodation less but soon it will be overcome
5. Competition
6. Job scenario is not good in market for architecture
7. Filing pattern - academic based
8. Does the duties of each post defined by the units – change the Answer to “yes” as per the act
9. paperless
10. Need to be placed at least one CCTV
11. Good course & Admission is full
12. Revised data to be submitted

Strength:

1. .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	95
B.	Administrative Practices	140	110
C.	Infrastructure Facilities	140	115
D.	Initiatives in Administration	100	75
E.	General questions for all units	500	360
Total Score out of 1000		1000	755

Overall Score: The overall Score is 755 out of 1000 (75.50 %).

Graphical representation:

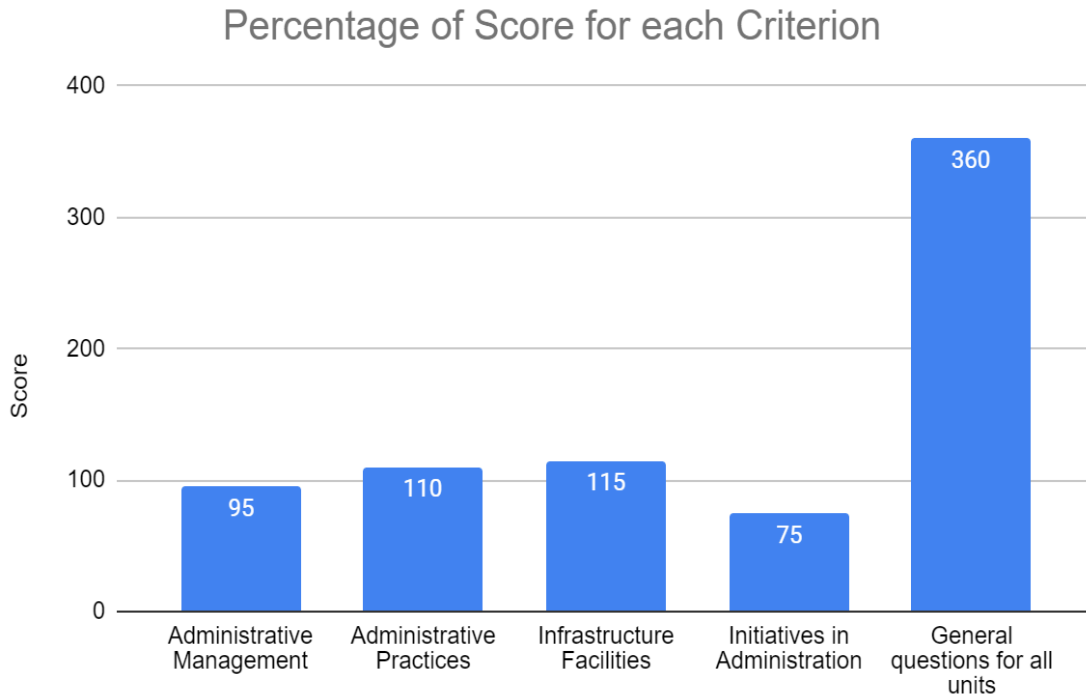


Fig.1.Variation in the scores for each criteria.

Observations:

- ❖ **Most of the students of this course do not get Hostel accommodation.**

Areas for Improvement, if any:

- ❖ **Admissions to Post Graduate course... needs special attention..**
- ❖ **Mention innovations**

-----x-----

Institute of Design

Administrative Audit Panel:

1. Dr. N. N. Maldar
Former VC
Solapur University
Mob.: 9421042158
Email: maldar.nn@rediffmail.com / maldar.nn@gmail.com

Comments/Remark:

1. AICTE – after 20/08
2. Est – 2006
3. No. of Staff – 179
4. Teaching – 69
5. Non-Teaching – 110
6. No **ladies** common room (65% Students are girls)
7. Filing pattern – academic year wise, department wise, soft copy
8. Organization Chart must put on website
9. Revised SWOT – positive
10. Surveillance
11. Cadre ratio - Positive

Strength:

- 1 Printed SWOT available. List only a few numbers.
- 2 Department has achieved a lot through focus on unique Designs.

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	105
B.	Administrative Practices	140	125
C.	Infrastructure Facilities	140	125
D.	Initiatives in Administration	100	85
E.	General questions for all units	500	410
Total Score out of 1000		1000	850

Overall Score: **The overall Score is 850 out of 1000 (85 %).**

Graphical representation:

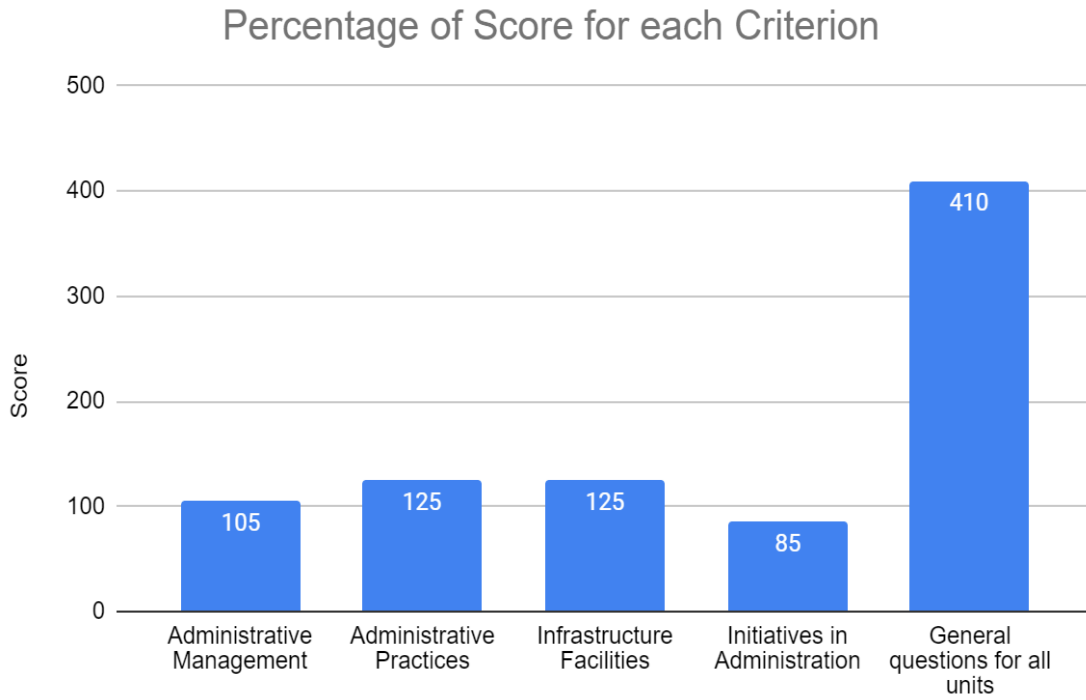


Fig. 1. Variation in the scores for each criteria.

Observations:

❖ .

Areas for Improvement, if any:

❖ .

-----X-----

School of Engineering

Administrative Audit Panel:

1. Dr. Sarjerao Nimse
Former VC
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Email: dr.sbnimse@gmail.com

Comments/Remark:

1 .

Strength:

1 .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	100
B.	Administrative Practices	140	115
C.	Infrastructure Facilities	140	115
D.	Initiatives in Administration	100	80
E.	General questions for all units	500	400
Total Score out of 1000		1000	810

Overall Score: The overall Score is 810 out of 1000 (81 %).

Graphical representation:

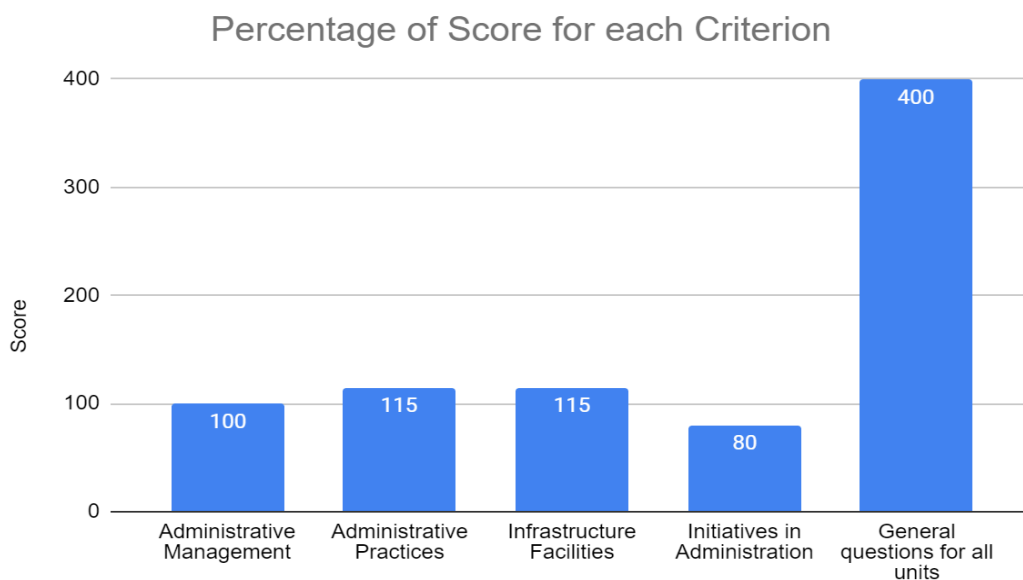


Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:



---x---

MITCOM

Administrative Audit Panel:

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Email: dr.sbnimse@gmail.com

Comments/Remark:

- 1.
- 2.

Strength:

1. .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	
B.	Administrative Practices	140	
C.	Infrastructure Facilities	140	
D.	Initiatives in Administration	100	
E.	General questions for all units	500	
Total Score out of 1000		1000	

Overall Score: The overall Score is --- out of 1000 (---%).

Graphical representation:

Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:



----x----

School of Corporate Innovation & Leadership

Administrative Audit Panel:

1. Dr. Sarjerao Nimse
Former VC
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Mob.: 9795622333
Email: dr.sbnimse@gmail.com

Comments/Remark:

1. .

Strength:

1. .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	
B.	Administrative Practices	140	
C.	Infrastructure Facilities	140	
D.	Initiatives in Administration	100	
E.	General questions for all units	500	
Total Score out of 1000		1000	

Overall Score: The overall Score is --- out of 1000 (---%).

Graphical representation:

Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:



-----x-----

School of Fine Arts

Administrative Audit Panel:

1. Dr. Sarjerao Nimse
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Comments/Remark:

- 1.

Strength:

1. .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	
B.	Administrative Practices	140	
C.	Infrastructure Facilities	140	
D.	Initiatives in Administration	100	
E.	General questions for all units	500	
Total Score out of 1000		1000	

Overall Score: The overall Score is --- out of 1000 (---%).

Graphical representation:

Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:



----x---

Vishwa Sangeet Kala Academy

Administrative Audit Panel:

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Email: dr.sbnimse@gmail.com

Comments/Remark:

1. .

Strength:

1. .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	
B.	Administrative Practices	140	
C.	Infrastructure Facilities	140	
D.	Initiatives in Administration	100	
E.	General questions for all units	500	
Total Score out of 1000		1000	

Overall Score: The overall Score is --- out of 1000 (---%).

Graphical representation:

Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:



----x---

School of Education & Research

Administrative Audit Panel:

1. Dr. Sanjeev Sonavne
Pro-VC
SPPU, Pune
Mob.: 9890178190
Email: sonsanjeev63@gmail.com

Comments/Remark:

- 1.

Strength:

- 1.

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	
B.	Administrative Practices	140	
C.	Infrastructure Facilities	140	
D.	Initiatives in Administration	100	
E.	General questions for all units	500	
Total Score out of 1000		1000	

Overall Score: The overall Score is --- out of 1000 (---%).

Graphical representation:

Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:



----x----

School of Vedic Sciences

Administrative Audit Panel:

1. Dr. Sanjeev Sonavne
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Mob.: 9890178190
Email: sonsanjeev63@gmail.com

Comments/Remark:

- 1.

Strength:

- 1.

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	
B.	Administrative Practices	140	
C.	Infrastructure Facilities	140	
D.	Initiatives in Administration	100	
E.	General questions for all units	500	
Total Score out of 1000		1000	

Overall Score: The overall Score is --- out of 1000 (---%).

Graphical representation:

Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:



-----x-----

School of Humanities

Administrative Audit Panel:

1. Dr. Sanjeev Sonavne
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Mob.: 9890178190
Email: sonsanjeev63@gmail.com

Comments/Remark:

1.

Strength:

1..

Score Sheet:

Sr. No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	
B.	Administrative Practices	140	
C.	Infrastructure Facilities	140	
D.	Initiatives in Administration	100	
E.	General questions for all units	500	
Total Score out of 1000		1000	

Overall Score: The overall Score is --- out of 1000 (---%).

Graphical representation:

Fig.1.Variation in the scores for each criteria.

Observations:

❖ .

Areas for Improvement, if any:

❖ .

----x---

School of Holistic Development

Administrative Audit Panel:

1. Dr. Sanjeev Sonavne
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Mob.: 9890178190
Email: sonsanjeev63@gmail.com

Comments/Remark:

- 1.

Strength:

1. .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	
B.	Administrative Practices	140	
C.	Infrastructure Facilities	140	
D.	Initiatives in Administration	100	
E.	General questions for all units	500	
Total Score out of 1000		1000	

Overall Score: The overall Score is --- out of 1000 (---%).

Graphical representation:

Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:



----x----

International School of Broadcast & Journalism

Administrative Audit Panel:

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Email: sonsanjeev63@gmail.com

Comments/Remark:

- 1.

Strength:

- 1.

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	
B.	Administrative Practices	140	
C.	Infrastructure Facilities	140	
D.	Initiatives in Administration	100	
E.	General questions for all units	500	
Total Score out of 1000		1000	

Overall Score: The overall Score is --- out of 1000 (---%).

Graphical representation:

Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:



-----x-----

School of Indian Civil Services

Administrative Audit Panel:

1. Dr. Sanjeev Sonavne
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Mob.: 9890178190
Email: sonsanjeev63@gmail.com

Comments/Remark:

- 1.

Strength:

1. .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	
B.	Administrative Practices	140	
C.	Infrastructure Facilities	140	
D.	Initiatives in Administration	100	
E.	General questions for all units	500	
Total Score out of 1000		1000	

Overall Score: The overall Score is --- out of 1000 (---%).

Graphical representation:

Fig.1.Variation in the scores for each criteria.

Observations:



Areas for Improvement, if any:



-----x-----

School of Film & Theatre

Administrative Audit Panel:

1. Dr. Sanjeev Sonavne
Pro-VC
SPPU, Pune
Mob.: 9890178190
Email: sonsanjeev63@gmail.com

Comments/Remark:

1. .

Strength:

1. .

Score Sheet:

Sr.No.	Parameter to be audited	Total Score	Score
A.	Administrative Management	120	
B.	Administrative Practices	140	
C.	Infrastructure Facilities	140	
D.	Initiatives in Administration	100	
E.	General questions for all units	500	
Total Score out of 1000		1000	

Overall Score: The overall Score is --- out of 1000 (---%).

Graphical representation:

Fig.1.Variation in the scores for each criteria.

Observations:

❖

Areas for Improvement, if any:

❖ .

❖ .

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Overall Comments/Remarks:

1. Vision & Mission statements of the Schools and Administrative units are in tune with the MIT ADT University Vision & Mission.
2. Vision & Mission statements to be properly articulated, displayed at prominent places in each unit.
3. SWOC (Strengths, Weakness, Opportunities & Challenges) analysis for all Schools and Administrative units be thoroughly done and action plans be based on the analysis of it.
4. Formal training for all stakeholders involved in SWOC analysis be organized.
5. The staff appointments (following the cadre ratio and student-teacher ratio) to be done according to the norms of apex regulatory authorities (AICTE, UGC, NCERT, DG Shipping etc.)
6. The organizational structure to be well –defined for all administrative units and displayed at key places.
7. The roles and responsibilities of the staff are to be well-defined, displayed with designation and position details to ease the daily operation.
8. Meeting frequency for administrative units be defined, Minutes of Meeting maintained with the action plan reports availability for review.
9. All administrative and academic units should have specially abled friendly infrastructure.
10. Proper filing system to be followed and maintained.
11. Multidisciplinary research to be promoted through curriculum reforms.
12. Fee structure not to be Programme based but based on courses opted.
13. Surveillance systems to be operational across all administrative units and schools.
14. All hostels should be under single administrative control of Chief Warden.
15. MIT ADT University website is to be accessible with updated contents.
16. In proforma, point 2: staff strength; only number of Staff-Non teaching / administrative staff should be given. [Do not add strength of the Teaching faculty to the staff strength. If desired the number of Teaching Faculties can be mentioned separately just to give an idea on the size of the Department / School.]
From the format “ no. of the full time teachers’ may be removed.
17. Skill development training in advanced topics through experimentation and hands-on experience is desired and routine training needs to be strengthened.
18. Multidisciplinary and interdisciplinary research projects are to be effectively undertaken. The university requires striving for more external / industrial / sponsored funding.
19. University’s Knowledge Resource Centre (KRC) is in need of all sorts of required resources; automation with KOHA, Web OPAC, e-database provisions etc.

Strength:

1. Lush green campus.
2. Ample land, and new buildings ready / available and few more are under construction. The university's infrastructure facilities are frequently / regularly updated.
3. Campus is very nicely maintained and provides a good learning environment. The University has availability of general campus facilities and overall ambience. The campus is spread on 65 acres of land including 65,941.13 Sq. Mtr sports complex (including play ground). Adequate facilities for cultural activities, Persona Fest, auditoriums, yoga

centre, games and good sports facilities (indoor & outdoor), gymnasium etc. all are in excellent shape.

4. There are spacious well maintained canteens, post office, Bank-facilities, ATM kios, Xerox Center and guest house.
University is equipped with modern facilities including wi-fi access, computers and CCTV. Required number of Computers is available in different administrative sections of various units.
5. All Administrative units of the University have separate and collaborative activities. Every unit has the High speed internet connectivity and centralized network.
6. The University has a clearly stated vision and mission which is reflected in its administrative governance.
7. The university has e governance in finance and account, admission and examination.
8. The governance, leadership and management of the University are at par with the vision and mission of the university. The Act and Statutes of the University depict various administrative levels and committees through which the University governs and manages its responsibilities.
9. The university has decentralisation and participative management displayed at various levels. Faculties and staff participate in management through various committees and assignments. The University follows the UGC, state government rules and regulations for appointments and follows service procedures.
10. The effective leadership is reflected in various practices such as decentralization and participative management. The functioning of the university bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc. The university has a performance appraisal system, promotional avenues and effective welfare measures for non-teaching staff. The MIT-ADT University conducts internal and external financial audits regularly.
11. Cohesive & conducive work culture is the strength of MIT ADT University.
12. All issues are properly run as per the University Act and disputes if any are solved as evidenced by 'No Court cases'.
13. Biometric attendance of all staff is recorded.
14. Staff is encouraged for technical and academic progression during service period.
15. Women empowerment programs are available.
16. The university provides a barrier free environment to differently abled persons, Divyangjan in almost all buildings and throughout the campus.
17. The Student Council is active through its various activities for institutional development and student welfare. Good numbers of students have been benefited with scholarships and free ships.
18. Placement Cell is vibrant and active. Large number of students are trained, prepared and are recruited at entry level by prominent industries.
19. IT integration and reforms in the examination procedures and processes (continuous Internal assessment and end-semester assessment) has brought-in considerable improvements in the examination management system of the University.
20. University has a system for innovations, for creation and transfer of knowledge and entrepreneurship development. There is an Atal Incubation Centre, supported by Government of India-NITI Aayog with a total outlay of 10 Cr. Incubation centre has 08 start-ups in completed working and few more are in the pipeline. Incubation centre with

innovative employment initiatives/ start-ups which may be used for promoting entrepreneurship.

21. The University has a well-established Film and Media Department. Studio which is being used for the creating audio video content and various different events held in the university. (More than 250 days per year).
22. University promotes the activities of Research. The “University Research, Planning and Monitoring Cell” checks progress of fPh. D. students as well that of the funded projects through the subject experts and Deans. Plagiarism check software is in place.
23. The hostel facilities for boys and girls are available in the campus and also outside the campus-in specially rented accommodation places. University has 6+2 hostels accommodating 900 + 580 students. Two more hostels of 1200-accommodation capacity are in pipeline.
24. There is provision for managing solid / liquid waste management, biomedical waste management, E-waste management, Waste recycling system and Hazardous chemicals waste management. Green audit was also done. Eco friendly vehicles are used in the campus. Awareness programmes on the importance of indigenous plants and its protection is in practice.
25. Internal Quality Assurance Cell (IQAC) has contributed significantly for the quality assurance strategies and processes by constantly reviewing the structures & methodologies of operations at periodic intervals.

Weaknesses:

1. Shortage of hostel facilities for all students.
2. Few International MOUs

Opportunities:

1. This 6 years old MIT-ADT university has wide scope for various developments. The university encourages local and global research projects and action plans for development of the society. It generates interest in self-employment and professional activities amongst students.
2. Can attract more students for professional and multidisciplinary job oriented courses.
3. Opening up of new need-based courses, programme, Schools/Departments like Law.
4. Providing enhanced specialised administrative staff training to improve efficiency and effectiveness
5. National and international research collaborations.

Challenges:

1. Providing hostel facilities to every student on campus.
2. Transport facilities to staff.
3. Expand and Encourage for Interdisciplinary and multi faculty Research through Innovation, Incubation.
4. To adopt the flexibility in rules and regulations as per NEP-2020.

5. Fine tuning of the University's own examination system for on screen evaluation and early declaration of results; within 2 to 4 weeks from the end of examinations is a big challenge.

The period of Administrative Audit was academic year 2019-2022

We are satisfied with the discussions we had with various authorities.

(Prof. Sarjerao B. Nimse)

(Prof. N. N. Maldar)

(Prof. Sanjeev Sonawane)

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On Filling-up of Administrative Audit Format:

Some of the schools/departments/college/institutes have either not filled the information or mentioned that it is 'Not Applicable'. The percentage of such 'Questions' which remained unanswered is quite enough to bring the overall performance of the school down. It clearly indicates that schools were most probably 'reluctant' to go for 'administrative audit' or schools were 'underprepared' for 'administrative audit' or schools took administrative audit 'very casually'. Administrative Audit is 'self-reflection' of the school.

1. Report of the Administrative Units/Departments of university

a. Registrar Office	= 80.5 %
b. HRD Department	= 72 %
c. Examination Department	= 81.5 %
d. Accounts & Finance Department	= 71 %
e. Planning & Development	= 64 %
f. IT Department	= 72 %
g. Knowledge Resource Centre	= 62 %
h. Sports Department	= 70 %
i. Purchase Department	= 70 %
j. Central Training & Placement	= 66.5 %
k. Hostel & Guest House	= 62 %
l. Media & Photography	= 75 %
m. Security Department	= 70.5 %
n. Transport Department	= 62.5 %
o. Atal Incubation Centre	= 79.5 %
p. Research & Consultancy	= 71 %

2. Report of the Administrative Units of each School

a. MANET	= 82 %
b. School of Food Technology	= 78 %
c. School of Bio-Engineering & Research	= 82 %
d. School of Architecture	= 75.5 %
e. Institute of Design	= 85 %

f. School of Engineering	= 81 %
g. MIT College of Management	= --- %
h. School of Corporate Innovation & Leadership	= --- %
i. School of Fine Arts	= --- %
j. Vishwa Sangeet Kala Academy	= --- %
k. School of Education & Research	= --- %
l. School of Vedic Sciences	= --- %
m. School of Humanities	= --- %
n. School of Holistic Development	= --- %
o. International School of Broadcast & Journalism	= --- %
p. School of Indian Civil Services	= --- %
q. School of Film & Theater	= --- %

3. Overall Analysis of the Administrative Audit Report

Observation of Quality Assurance:

There seems to be a definite ‘correlation’ between the ‘marks scores’ and the ‘% of Q unanswered’.

The schools which answered all the questions have scored better.

The schools which did not fill the information properly, or left it blank scored less.

This is one of the factors of the low scores of most of the departments. However, there are other factors also.

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On Documentation:

Follow-up of the Administrative Audit:

The report of the school will be sent to each school for compliance. Every school should go through the report, should conduct a 'Departmental Meeting' to discuss 'critical points' and prepare the 'compliance report'. The same shall be submitted to IQAC for further processing. The 'compliance report' shall be sent to the concerned experts for their 'final suggestions/recommendations' for further improvement. The 'final recommendations' from the experts will be communicated back to the school for 'future action of plan'.

Approval of University Authorities:

This external Administrative Audit Report shall be placed before the IQAC in its next meeting for discussion. After that the report shall be placed before 'Academic Council' and 'Board of Management' for their final approval.

The external Administrative Audit report shall be available as a record in IQAC.

Next External Administrative Audit:

IQAC in its meeting has decided that the External Administrative Audit will happen every three years. This administrative audit was conducted for the academic year 2019-20 to 2021-22.

Even otherwise, IQAC will conduct a separate awareness session for NAAC guidelines. The very idea of going for 'Administrative Audit' based on NAAC guidelines is to rehearse for the First Accreditation by NAAC in 2023. University will be conducting more such 'administrative audits' based on NAAC Pattern. University may also plan to do 'Mock Visit' just before the preparation of 'Self Study Report' so that university will be in a position to submit comprehensive SSR to NAAC.

Acknowledgements:

Internal Quality Assurance Cell and ‘Dean - Academics’ assisted the panel in co-ordinating the site visits with competence and good elegance. The IQAC is most grateful for the openness and frankness of those who gave their time to appear before the panel and for their presentation.

The IQAC also acknowledges the efforts, constructive comments and critical observations made by all the ‘administrative audit panel’.



Director
Internal Quality Assurance Cell

Pro-VC

Through Registrar

Executive President & Vice-Chancellor

Date:10.12.2022

Place: Pune

Seal of the University

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