



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 1)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
FINOLEX ACADEMY OF MANAGEMENT AND TECHNOLOGY**

**Ratnagiri
Maharashtra
415639**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

Section I:GENERAL INFORMATION

1.Name & Address of the institution:	FINOLEX ACADEMY OF MANAGEMENT AND TECHNOLOGY Ratnagiri Maharashtra 415639	
2.Year of Establishment	1996	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	2	
Departments/Centres:	7	
Programmes/Course offered:	8	
Permanent Faculty Members:	81	
Permanent Support Staff:	55	
Students:	1667	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Lush Green campus of 25 acres in a rural area 2. Proactive management 3. Technical education to the rural students at an affordable cost	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 25-03-2019 To : 26-03-2019	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. VARINDER SAHNI	Vice Chancellor,SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY LONGOWAL DEEMED UNIVERESITY
Member Co-ordinator:	DR. SURESH M HEGDE	Dean
NAAC Co - ordinator:	DR. GANESH HEGDE	

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion 1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

The Finolex Academy of Management and Technology is located in the suburb of Ratnagiri. It has co-education and is affiliated to University of Mumbai. The college is running UG and PG programmes in Engineering and MCA. The college has two centre of excellences namely, Intel Centre of excellence and Microsoft virtual Academy which provides value added courses which exposes to the latest technology leading to enhanced placements. The college has well equipped laboratories and the library with latest versions of books and journals.. The college has an effective curriculum delivery., I.C.T. enabled teaching and innovative teaching methods. Excursion tours, invited lectures, Quiz, Seminars etc. are also some of the initiatives taken regarding effective curriculum delivery. Social responsibility in students is well invoked through DLLE. College also participated in Swachh Bharat Abhiyan, As per Supreme Court decision Environmental Studies has been made compulsory for UG students for which college conducts necessary classes. The college follows rules and regulations made by the statutory bodies of the affiliating university. A number of teaching staff members are the members of BOS in different subjects and play an active role in framing the curriculum designing of the. Student feedback is collected and analysed by the college by its own mechanism. Some of the teachers are recognised as guides for Ph. D by University of Mumbai

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

The no. of students enrolled in the college is 1667. The girl students to boys students ratio is around 3:7. The admission of students are made on merit basis keeping in view the reservation as per govt./university norms. An orientation session is conducted by the Principal & teachers to interact with the new entrants to make them aware of the vision and mission of the college rules and regulations, schedule of their classes, annual programmes of the college, sports and extension activities etc. The bridge courses are conducted in various subjects for the first year students as most of them are from rural areas. Medium of instruction is English The teachers identify the slow and advance learners, give special attention to both type of learners. Extra classes are conducted for slow learners and coaching classes are conducted for the advanced learners to prepare them in various competitive examinations. Personality development classes, employability skill development, awareness programmes, functional communicative skill development programmes are organized for upliftment of students.. Students are also motivated to appear in various national level examinations like GATE and CAT Experimental learning process is applied to help the students to gain clarity of concepts and enhance technological skills. There are 9 teachers with Ph.D., and the rest are with PG degree. A good number of faculty are pursuing Ph. D in various institutes. Permanent teachers recruitment process is as per the govt. norms and the part-time/temporary teachers are selected by the college management on merit basis. The college has organized various extra and co-curricular activities to sharpen the skills of the students.. To ensure effective learning the departments are using Pedagogy such as case study discussion, presentation, project work etc. The college adopts ICT and modern methods of teaching using LCD projector, Internet and e-note etc. All most all faculty members have NPTEL Elite grade. The teachers are encouraged to attend seminars,

workshops, FDP courses etc., to enrich and update their knowledge. The college follows examination rules of Bombay University, however regular class tests, surprise tests, quiz programmes etc. are conducted for the internal evaluation of students. The college has its internal committee to supervise and monitor the different activities in the college. The college has grievances committee to resolve the grievances of the students in transparent method. The performance of students is also assessed on continuous basis. Detailed analysis is made to assess attainments of PO, PSO and CO's, for the improvement of teaching learning process. Special initiative is taken for soft skill development of students.

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Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

Qualitative analysis of Criterion 3

The college offers Ph.D. programme only in IT department. However, the college has conducive atmosphere for research. Some of the faculty members have completed minor research projects sponsored by nearby industries.. The faculty members have published some papers in both national and international journals and present papers in national and International conferences held in India. The college has conducted invited lectures by eminent educationists of high repute of different institutes. A good number of books have been published by the faculty. Some of the faculty members of the college are members of the editorial boards of national journals. Three 3 faculty members are recognised as research guides of University of Mumbai. A number of papers are published in Scopus and Science indexed journals. The students are actively involved in the extension activities organised by the college and other institutions.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

The college has infrastructure comprising of 33 class rooms, 56 well equipped laboratories, 1 well equipped seminar hall. The working hours are from 9.15 a.m. to 5.15 p.m. The departments have intercom and computer facilities via Fibre Optics and LAN. The college has a well maintained sports grounds. The college has sufficient facilities and students are encouraged with available sport facilities. Library is fully automated. There are 6794 titles and 34626 books. There are 450 e-journals and 48 printed journals. Wi-Fi facilities are available in the campus. The library is using SOUL2 software. It also provide access to rare books. Divyang students are given special attention by giving the books to them in the class room itself. Each department has its own well maintained library. The library has facility of news papers and journals. The library has adequate number of staff members for distribution and receiving of books. The college has in all 529 computers installed in the computer centre, laboratories, office., library, principals room and in all the departments with Internet facilities and LAN available to students and faculty. The college administration has constituted different committees for maintain, utilizing and upgrading its existing physical, academic and support facilities, etc . All the committees are working under the guidance of the Principal. These committees have been constituted with sufficient number of teaching staff keeping in view the fair and transparent working. Overall the college has very good infrastructure facilities and excellent teaching learning resources.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Qualitative analysis of Criterion 5

The college is a coeducational institute with good number of girls. The college integrates academic, cultural and sports activities for the benefit of the students by providing financial and logistic support. Some of the students have got recognition, awards, and medals at university and state levels. The college has provided scholarships and free ships to some of the students. The college has an active student council. The council identifies student related issues and problems and helps the college administration through meetings and effective dialogue in resolving those problems. The college students council helps the management in connecting the students fraternity, organising social events for the welfare of fellow graduates and also, in placement and better performance in curricular activities. The students participate in various Co-curricular and extra-curricular activities. Students are encouraged to participate in the academic committees of the institution. The Alumni extends help and support for various programmes strengthen the bond among students and teachers. The college has career development and placement cell. Well known companies conduct campus interviews through which students are placed. Career guidance cell arranges coaching facilities for students to appear in interviews/competitive examinations. Student grievances including sexual harassment are resolved by the committees constituted for the purpose. The pass percentage of the students in the examinations is excellent to the extent of more than 90 percent, that shows a good result oriented/academics in the college. Students got university ranks consistently. The college has an active registered association. The students are covered under the insurance scheme called Amatya Sen Shiksha Yojana.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years (<i>in case of first cycle</i>) Post accreditation quality initiatives (<i>second and subsequent cycles</i>)

Qualitative analysis of Criterion 6

The vision and mission of the institution focuses on imparting value-based education with global skills is stated in its prospectus and also displayed on the notice board. The college has visionary management and well defined goals and plans. Governing body designs and executes short term, long term plans integrating departmental plans, analysing the recommendations from the stake holders. The curricular reports, strategic plans and suggestions are reviewed at the institute level.. Board of management is the highest governing body of the college having sufficient teacher representation . The Principal as the leader of the institution has liberty to implement and finalize the plans with a power to modify at operational level. The Principal also involves in drawing up curriculum, syllabus, and hold meetings with staff, to take appropriate measures to maintain discipline, serene atmosphere by resolving disputes. College works through its standing committee in consultation with the Principal with a motto of development of students. The heads of all the academic and administrative bodies of the Institution are responsible for smooth working of the college. The college principal has constituted different committees with varying no. of staff members to carry out different

activities of the college in a well organised and transparent manner. These include central purchase committee for all kinds of purchase, Library committee for library works and admission committees for admission purposes, cultural committee for cultural activities etc. The budget of the departments are allocated by the board of management for utilization as per their need and requirement. As a common feature, at the beginning of each session a staff meeting is conducted by the Principal for planning of the forth coming session. At the end of the session a review meeting is conducted to get the feedback of the activities held during the session. A number of other committees like academic committee, games and sports committee, women harassment redressal cell, grievances redressal cell, placement cell, IQAC etc. are functioning. The college has a well maintained canteen. For the appointment of teachers the college strictly follows AICTE rules. The college has group insurance scheme for its employees. This is applicable for teaching & non-teaching staff only. There is a teacher welfare fund contributed by all the permanent teachers and the college management utilised for welfare of teachers. College accounts are regularly audited by the internal and external audit mechanism. Internal audit is undertaken on a regular basis by a Chartered Accountant. The IQAC of the college was established in December, 2015. After this set up, the college has made certain reforms in the existing methodology to review and evaluate the teaching learning, structural processes etc.. The IQAC meetings are regularly held and the documents are well maintained. The recommendations of the IQAC like, modernised office, upgradation and enrichment of library by purchasing additional books have been implemented. IQAC has been involved in promoting quality enhancement and sustenance in the institution. IQAC takes lead role in planning and enhancing Academic and Administrative activities. CCTV cameras are installed in whole of the college campus.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> 1. Safety and Security 2. Counselling 3. Common Room
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> • Students, staff using <ol style="list-style-type: none"> a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion 7

The college addresses a strong respect for human values, human rights, professional ethics and prevention of crimes against women. Equal opportunities are given to both the genders in terms of participation in activities, training programmes, placements, sports etc. at the departmental, inter-departmental and inter-collegiate levels. The college encourages the girls and the women faculty to participate in events focusing on women's rights and to enhance their leadership qualities.. The Anti-Ragging Policy is displayed at vantage points in the campus. A compulsory paper on Environmental studies is prescribed for the UG students.

Topics related to environmental issues are taken up as a part of the activities of the DLLE and other clubs. Students are also encouraged to participate in activities on these issues conducted by other institutions.. Optimum use of energy is practiced by using LED bulbs and tubes .. National festivals are celebrated with great enthusiasm and zeal. Women Harassment Redressal cell has been set up in the college and functioning actively. In the beginning of the session a meeting is conducted to make all the students aware of the rules, regulations and various facilities existing in the campus etc., and addressed by the senior male and female staff members. The college has spacious common room for girls having basic amenities as well as newspapers and magazines for girls. It has indoor sports facilities. College has established a system for waste management of bio-degradable and non bio degradable waste. Green colour dustbin for bio and blue colour for non bio degradable waste. Four Rain harvesting structure has been established to collect rain water College premises are polythene free and efforts are made for paper less communication. Lush green garden is well maintained.

Students representative are also included in the different committees for different activities.

The college has two best practices implemented successfully as

1. Among 20% of management quota, girl are given preference for admission there by encouraging the girl students to take up Engineering..
- 2.The college accepts the fees payment in instalments from the needy students. In addition, college gives freeships to the students from the economically weaker sections.

Section III:OVERALL ANALYSISbased on Institutional strengths.Weaknesses,Opportunities & Challenges(**SWOC**)(**up to 500 words**)

Strength

The college has an efficient experienced and supportive management. The college principal is a dynamic visionary with a good leadership quality. Faculty are experienced and dedicated with a good academic records. Faculty retention rate is high. The drop out rate is negligible and results are good. Placement is good. Less number Ph. D holders there by less number of publications and sponsored projects. The pass percentage of students is excellent. Drop out rate is very less. . The college has very good Infrastructure. Alumni association and interaction needs to be strengthened. Faculty to pursue Ph. D. The college has good opportunity to have collaboration in personal and institutional levels. There is a good scope and possibility to introduce PG programmes. Attracting good number of companies for placement. Attracting the students and faculty from various other states.

Section IV:Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Industry need based and job oriented UG and PG programmes be started
- The college should get engaged in consultancy and Internal Revenue generation
- NSS and NCC units may be started
- Industry-Institution-Interaction cell needs to be started
- Innovation and incubation centres are to strengthened
- More e-book and journals be procured in the library
- Wi-Fi in the Campus needs to be strengthened
- Financial assistance to faculty for attending conference in India be enhanced
- More number of games and sports facilities be created
- Structured feedback system has to be strengthened

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	DR. VARINDER SAHNI	Chairperson	
2	DR. SURESH M HEGDE	Member Co-ordinator	
3	DR. GANESH HEGDE	NAAC Co - ordinator	

Place

Date

NAAC