
	ZEAL EDUCATION SOCIETY'S <b>ZEAL INSTITUTE OF BUSINESS ADMINISTRATION,          COMPUTER APPLICATION AND RESEARCH (ZIBACAR)</b> NARHE   PUNE -41   INDIA <b>Programme – MBA &amp; MCA</b>	
Doc No:- ZEAL/ZB/	Revision: 00	Date: 01/09/2023

## CRITERION 6 – Governance, Leadership and Management

### Key Indicator - 6.5 Internal Quality Assurance System

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

Sr.No	Name of the Activity
1	ISO Certification
2	Conduct of Psychometric test
3	Co-Po manual
4	Student of the week:
5	Academic Excellence 1. Academic Committee 2. Academic Administrative Audit

- 1. ISO EOMS Certification :** To define processes and quality ZIBACAR has implemented Educational organizational Management System (EOMS) 21001: 2018 Successfully and ZIBACAR is ISO Certified Institute

ZERTIFIKAT ♦ CERTIFICATE ♦ 認証証書 ♦ CERTIFICADO ♦ CERTIFICAT



## CERTIFICATE

The Certification Body  
of TÜV SÜD South Asia Private Limited  
certifies that



**Zeal Education Society's, Zeal Institute of Business  
Administration Computer Application & Research  
S.No.39, Dhayari Road, Narhe, Pune - 411 041 Maharashtra, India**

has implemented Educational Organizations Management System  
in accordance with **ISO 21001:2018**  
for the scope of

To provide educational service to PG students for  
**Master of Business Administration (MBA) and Master of Computer  
Application (MCA) as per syllabus of Savitribai Phule Pune University,  
Pune**

The certificate is valid in conjunction  
with the main certificate from **2024-06-17** until **2027-06-16**  
Subject to successful completion of annual periodic audits

The present status of this certificate can be obtained through TÜV SÜD website by scanning below QR code and by  
entering the certificate number (without spaces) on web page. Further clarifications regarding the status & scope of  
this certificate may be obtained by consulting the certification body at [info@tvsud.com](mailto:info@tvsud.com)

Certificate Registration No. **99 135 00073/02**  
Date of Initial certification: **2024-06-17**  
Issue Date: **2024-06-17 Rev. 00**






Rahul Kale  
Head of Certification Body  
of TÜV SÜD South Asia Private Limited,  
Mumbai  
Member of TÜV SÜD Group





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 Zeal Education Society's  
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2. **Conduct of Psychometric test:** Students were asked to appear for Psychometric test through following portal

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

ZEAL EDUCATION SOCIETY'S  
ZEAL INSTITUTE OF BUSINESS ADMINISTRATION,  
COMPUTER APPLICATION AND RESEARCH (ZIBACAR)  
NARHE | PUNE | INDIA  
PUN CODE: IMMP013170 DTE CODE: 6152 AISHE CODE: C-41828

# PSYCHOMETRIC TEST

**Conducted by TechTycons Club.**  
**Club Owner : Prof. Renuka Dewangan**

**DATE**  
21 SEPT 2023

**TIME**  
03:00-05:00 PM

**Venue: Computer Lab**

**Attendance Mandatory**

**MBA-I, MCA-I**

Figure 1: Poster of Psychometric Test



Figure 2 : Students Appearing for Psychometric Test



*Rm*  
Director  
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### 3. Co-Po manual:

For the implementation of Outcome Based Education, the institute as created CO-PO manual included in Newsletter2023-24 of ZIBACAR and published on website: [Newsletter - ZIBACAR](#)

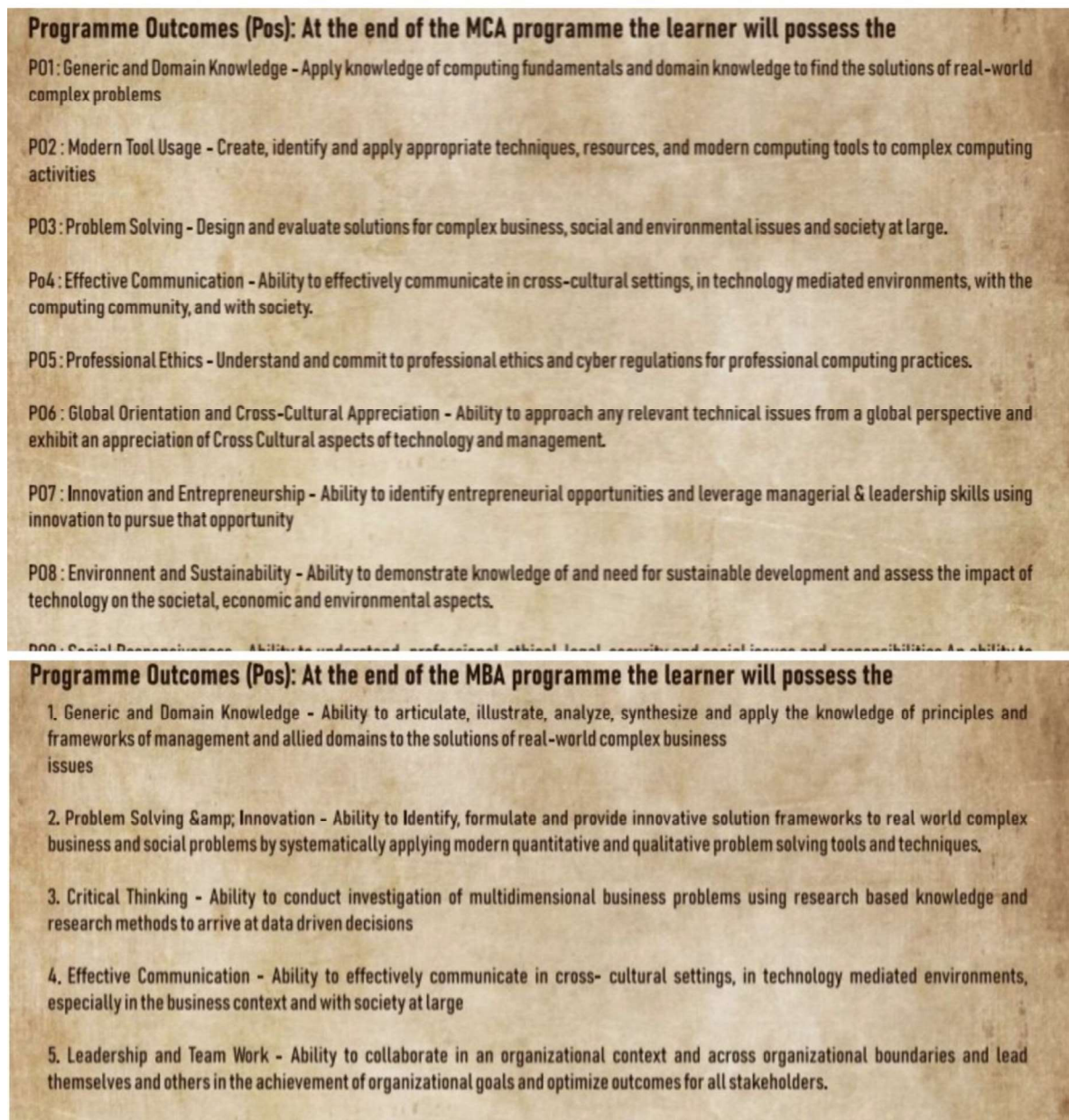



Figure 3 : CO-PO Manual in Institute News Letter



  
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#### 4. Student of the week:

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

Link: [Student of the Week : 2023-24 - ZIBACAR](#)

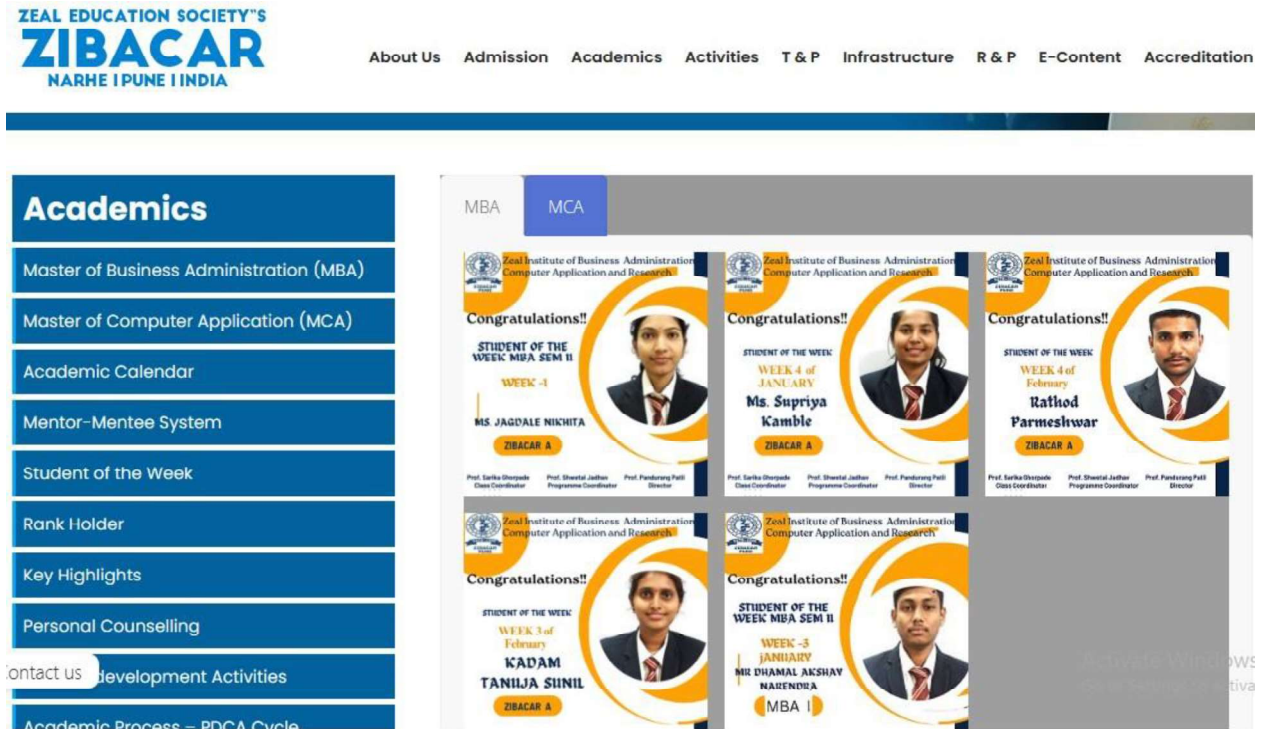


Figure 4 : Student of the week published on Website



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Director  
Zeal Education Society's  
Zeal Institute of Business  
Administration Computer Application  
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## **5. Academic Excellence:**

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

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

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

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





**ZEAL EDUCATION SOCIETY'S**  
**ZEAL INSTITUTE OF BUSINESS ADMINISTRATION, COMPUTER APPLICATION AND**  
**RESEARCH, PUNE-41**  
*Internal Quality Assurance Cell*

<b>Document Type</b>	Committee/Cell Composition
<b>Name of the Committee</b>	Academic Committee
<b>Date</b>	14/09/2023
<b>Developed by</b>	Mr. Kirti Samrit
<b>Position</b>	Assistant Professor, ZIBACAR Pune

**1. Purpose:**

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

**2. Scope:**

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

**3. Objectives:**

- A. To improve the learners result performance.
- B. To focus on attainment of course outcome
- C. To implement student centric pedagogy
- D. To align academic delivery with predefined students attributes

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

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



## 5. Composition:

Sr. No	Name	Designation
1.	Prof. Pandurang Patil	Chairman (Director)
2.	Dr. Madhavi Shamkuwar	Member
3.	Dr. Babasaheb Mohite	Member
4.	Dr. Rupali Pawar	Member
5.	Prof. Kirti Samrit	Member-Secretary (Academic Coordinator)

Prepared By : Prof. Kirti Samrit



Checked By: Prof. Pandurang Patil

Approved By

Director/Executive Director





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## REPORT ON ACADEMIC AND ADMINISTRATIVE AUDIT 2023-24

The Institute conducted an Academic and Administrative Audit on 10/06/2024 to understand the effectiveness of its academic and administrative processes. The audit was conducted of academic year 2023-24

Two senior and expert faculties from the top Management Institutes were invited to carry out the A & A Audit. They checked and verified the documents by visiting different departments in the Institute. They also evaluated the present teaching learning and administrative processes.

The experts submitted audit report to the Director of the Institute. It consisted of the Findings and suggestions given by the experts for improvements in various areas.

### 1. ADMISSIONS

The sanctioned intake of the Institute is 180 students (MBA) and 120 (MCA).

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

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

### 2. ACADEMICS

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

1. The Institute has form ISO committee and defines all processes; write it on down all SOP and Successfully faced ISO audit and became ISO certified Educational Institute.
2. The contents of Course file are well planned and implemented and involves multiple sections to cover all aspect for the Course.
3. Institute conducts various Guests session for teaching beyond curriculum.



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

### **3. PLACEMENTS**

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

1. 'Campus to Corporate' is a training model uniquely designed for providing Training to the students and collaborations with Training partners and Industries. Every day the students undergoes training on either of Aptitude, Soft Skills, domain knowledge regarding training etc. The record of the training are well maintained.
2. The average package is 3.5 lacs per annum.
3. The Institute motivates students for being Entrepreneur, for this Uddogdip activity conducted to enhance skills in students
4. Placement brochure, placement records and the entire process is well drafted. A well drafted SoP is present.

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

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

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

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

### **5. RESEARCH, PUBLICATIONS AND INNOVATION**

1. The research Centre is established and the has research guides associated and research scholars. The research articles are published/presented on various journals/conferences respectively.
2. Few faculty members have Scopus indexed research papers.
3. Few faculty members have citations for their research articles.
4. The Institute has publishes Newsletter



## **6. STAFF DEVELOPMENT ACTIVITY**

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

### **6.1 RESEARCH AND PUBLICATION**

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

### **6.2 ALUMNI CONTRIBUTION**

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

### **6.3 COMMITTEES**

The records of various Committees like IQAC, Anti ragging, Women Grievance Committee, Student Development etc. were found to be complete.

### **6.4 INTERNAL EVALUATION SYSTEM**

The committee observed that the Institute follows Comprehensive Continuous Evaluation (CCE) pattern of the Savitribai Phule Pune University. For core courses three cCE's and for elective/internal courses two CCE's were provided to the students through online mode and they were informed to upload their CCE's on it.

The internal marks were finalized on the basis of student's performance in CCE's, participation in online curricular and extra-curricular activities.

### **6.5 INSTITUTE SOCIAL RESPONSIBILITY**

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



## 7. SUGGESTIONS

The following suggestions were made by the Audit Committee:

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



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