



**EFFECTIVE COMPLIANCE AND REPORTING PRACTICES  
ACTIVITY REPORT**

EVENT INFORMATION	
Cell	Internal Quality Assurance Cell
Location	CHRIST (Deemed to be University), Pune Lavasa Campus - 'The Hub of Analytics'
Event Title	Effective Compliance and Reporting Practices
No of Activities	1
Date and Time	6 August 2025; 10:00 AM - 12:30 PM
Venue	Room no: 2311, Management Block
Academic Year	2025-26
Event Type (Focus)	Quality Assurance
Blog Link	<a href="https://christuniversitylavasa.blogspot.com/2025/08/effective-compliance-and-reporting.html">https://christuniversitylavasa.blogspot.com/2025/08/effective-compliance-and-reporting.html</a>
PARTICIPANTS INFORMATION	
Target Audience	Faculty Members - BBA
Details of any External Agencies, Speakers, Guests with Affiliation	Nil
Website/Contact of External Members	
Organising Committee Details	Event Coordinators: Dr Shine Raju Kappil, Ms Jesty Mariam Philip No of Student Volunteers: Nil
No of Attendees/ Participants	17

## SUMMARY OF THE OVERALL EVENT

The Internal Quality Assurance Cell (IQAC) of the Pune, Lavasa Campus organized a comprehensive and interactive Faculty Development Session for the faculty members of the School of Business Management (BBA) on the theme "Effective Compliance and Reporting Practices" The session was held on 6 August 2025 from 10:00 a.m. to 12:30 p.m. and was facilitated by Professor Naived George Eapen, IQAC Coordinator and Assistant Professor in the School of Science, along with Ms Jesty Mariam Philip from the Office of IQAC.

The objective of the session was to strengthen faculty competence in preparing and maintaining academic and administrative documentation in alignment with accreditation standards and internal quality requirements. The facilitators highlighted the importance of strategic planning in course and event documentation so that faculty efforts could serve multiple accreditation criteria without duplication of work. Emphasis was placed on integrating documentation practices into routine academic activities, thereby transforming what is often seen as an additional burden into a seamless and efficient process. During the session, Professor Naived George Eapen shared a set of best practices that can help departments streamline their documentation processes. These included embedding accreditation requirements into course planning, maintaining digital repositories of evidence throughout the semester, using standardized templates for consistency, and capturing real-time proof of academic activities such as ICT-enabled teaching. By following such practices, departments can ensure that documentation is accurate, readily available, and capable of fulfilling multiple reporting requirements.

Participants were guided through the different types of records essential for institutional quality assurance, including course plans, course structures, mentoring reports, event documentation etc. The facilitators demonstrated how a well-prepared course plan at the start of a semester can meet various accreditation needs.

The discussion also covered the preparation of mentoring reports, with an emphasis on systematic record-keeping and the department can use the Menti-Easy application for easy record tracking . Faculty were encouraged to maintain organized records of student mentoring sessions, noting follow-up actions and progress, which can serve both as a support mechanism for students and as verifiable evidence for accreditation. Event documentation procedures were likewise outlined, covering every stage from planning

approvals to post-event reporting.

The session was highly interactive, with faculty actively engaging in discussions and sharing their own experiences. Practical examples, sample templates, and proven best practices were shared, enabling participants to visualize immediate implementation in their own work. The central message reinforced throughout the session was that effective documentation is best achieved through proactive, well-structured planning rather than reactive compilation. Feedback from participants reflected that the training was both insightful and relevant, equipping them with practical strategies to simplify and strengthen their documentation efforts. Many noted that the practices shared by Professor Naived George Eapen would help them align departmental records more closely with institutional quality assurance requirements while reducing workload.

This session fulfilled its objective of empowering faculty to contribute effectively to the university's quality assurance framework. The initiative reflects IQAC's commitment to fostering a culture of systematic planning, transparency, and continuous improvement, ensuring that the institution consistently meets and exceeds internal and external quality benchmarks.

#### OUTCOMES OF THE EVENT

- Faculty members gained clear understanding and practical strategies for integrating accreditation requirements into routine academic documentation, enabling them to prepare course plans, mentoring reports, and event records that serve multiple purposes efficiently.
- The session fostered a proactive approach to evidence collection and standardized documentation practices, reducing workload while enhancing the quality, accuracy, and readiness of records for internal and external quality assessments.

## ANALYSIS

- The session equipped faculty with systematic and practical documentation methods, enabling them to streamline processes, align with accreditation requirements, and maintain high-quality records without duplication of effort.
- **Institution:** Strengthened institutional preparedness for accreditation and quality audits, promoting a culture of evidence-based practices and continuous improvement

### Relevance of the Event:

Vision/Mission/Objective	<ul style="list-style-type: none"><li>• Developing a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the Institution.</li><li>• Promotion of measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.</li></ul> <p>By training faculty to integrate documentation requirements into their routine academic activities, the event reinforced the importance of systematic record-keeping, evidence-based reporting, and compliance with accreditation standards. This initiative contributes directly to creating a structured, transparent, and sustainable documentation culture that supports both internal quality reviews and external accreditation processes.</p>
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## SUGGESTIONS FOR IMPROVEMENT • FEEDBACK FROM IQAC

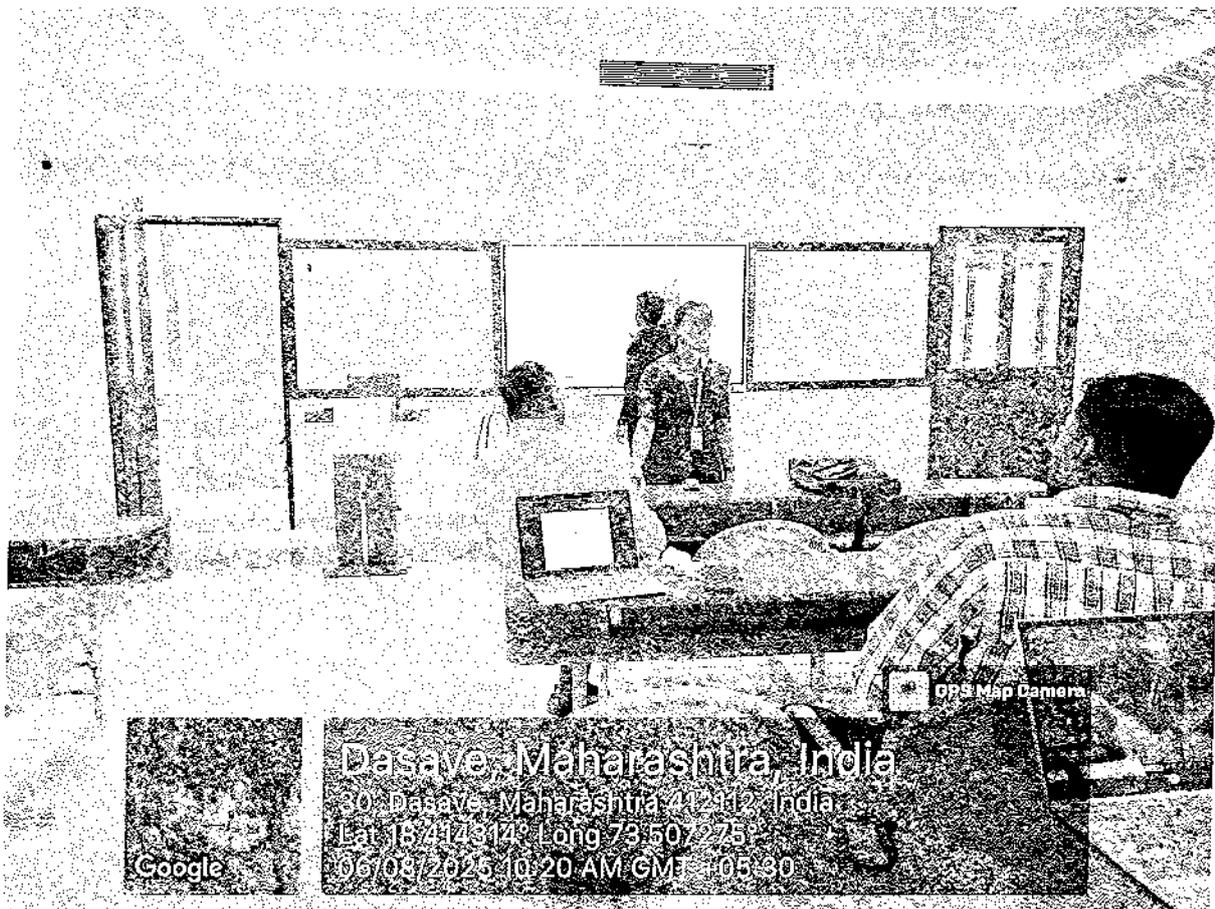
- \* More sessions can be conducted by SBM (BBA) for better orientations towards accreditation practices.
- \* school level / Departmental IQAC coordinator can initiate orientations and initiatives towards school-specific accreditations such as NBA, AACSB, etc.

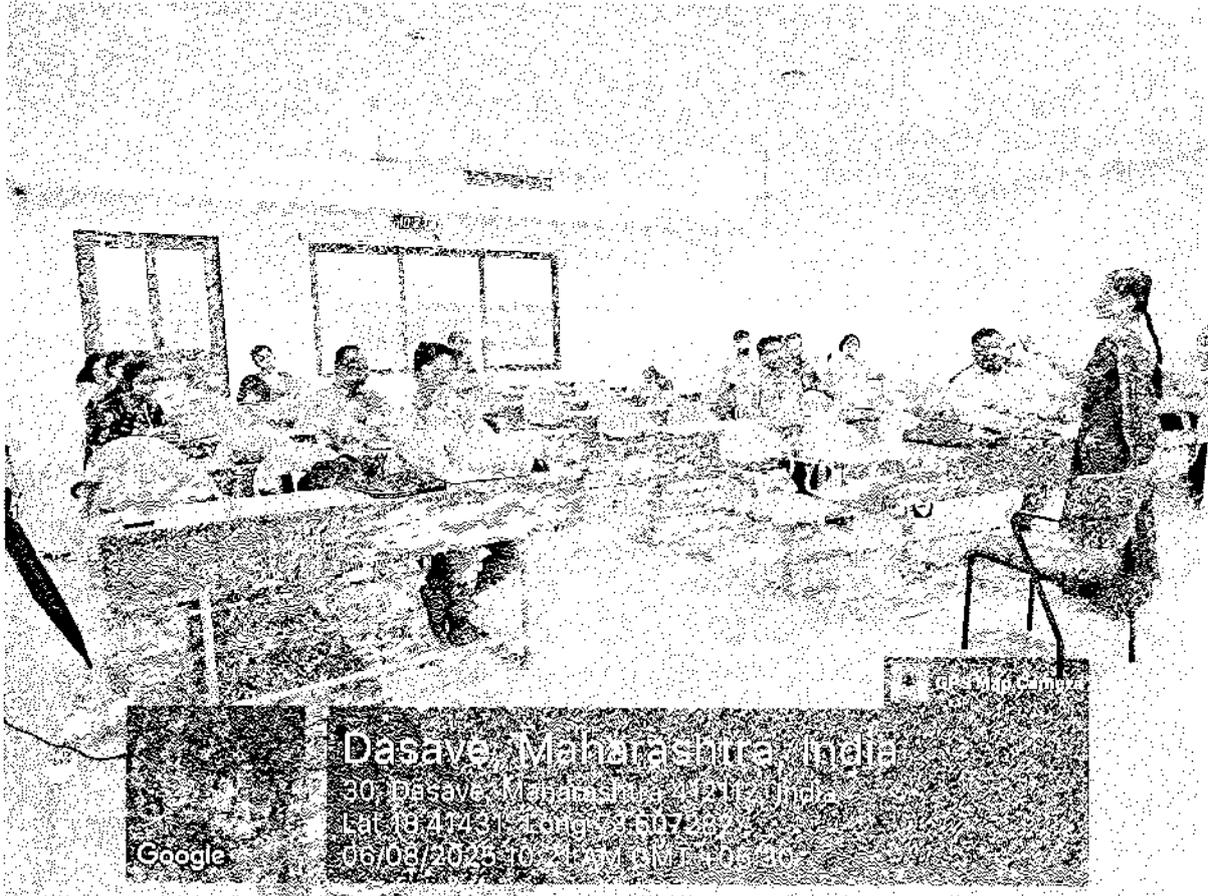
Date: 16/08/2025

  
Head/Coordinator

  
Faculty Coordinator/Organiser

Photos





Dasave, Maharashtra, India  
30, Dasave, Maharashtra 412112, India  
Lat: 18.44431° Long: 73.50728°  
06/08/2025 10:23 AM GMT +05:30



Dasave, Maharashtra, India  
30, Dasave, Maharashtra 412112, India  
Lat: 18.44432° Long: 73.507278°  
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Email Communication

**CHRIST**

JESTY MARIAM PHILIP | IQAC (LAVASA) <jesty.philip@christuniversity.in>

**IQAC Session for BBA Faculty Memebrs**

3 messages

HOD - BBA <hod-bba.lavasa@christuniversity.in>

Mon, Aug 4, 2025 at 2:02 PM

To: "JESTY MARIAM PHILIP | IQAC (LAVASA)" <jesty.philip@christuniversity.in>

Cc: "SHINE RAJU KAPPIL | BUSINESS AND MANAGEMENT (LAVASA BBA)" <shine.kappil@christuniversity.in>

Dear Ma'am,

We request you to take a IQAC session for faculty members of BBA Department on 6th August, Wednesday for BBA faculty members and orient them towards documentation. If it is convenient for you, we can do this session st 9 30 AM. Alternatively, you may suggest a suitable time.

Regards,

JESTY MARIAM PHILIP | IQAC (LAVASA) <jesty.philip@christuniversity.in>

Mon, Aug 4, 2025 at 3:58 PM

To: HOD - BBA <hod-bba.lavasa@christuniversity.in>

Cc: "SHINE RAJU KAPPIL | BUSINESS AND MANAGEMENT (LAVASA BBA)" <shine.kappil@christuniversity.in>, Coordinator IQAC | Pune Lavasa Campus <iqac.lavasa@christuniversity.in>

Dear Sir,

Thank you for the invitation. 10:00 AM works well for the session.

Kindly let me know the exact time you're referring to, along with the topics we plan to cover. It would also be helpful to know whether we are planning to conduct a mock audit or have a detailed session on documentation and the expectations we are setting.

Looking forward to your response.

[Quoted text hidden]



**Jesty Mariam Philip**  
Office of IQAC  
Contact: +91 8157081927  
Email: jesty.philip@christuniversity.in

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HOD - BBA <hod-bba.lavasa@christuniversity.in>

Mon, Aug 4, 2025 at 5:39 PM

To: "JESTY MARIAM PHILIP | IQAC (LAVASA)" <jesty.philip@christuniversity.in>

Cc: "SHINE RAJU KAPPIL | BUSINESS AND MANAGEMENT (LAVASA BBA)" <shine.kappil@christuniversity.in>,  
Coordinator IQAC | Pune Lavasa Campus <iqac.lavasa@christuniversity.in>

Dear Ma'am,

Thank you for your reply. We shall start it at 10:00 AM On 6th, Wednesday. A detailed session on documentation and the expectations shall be better.

Regards,

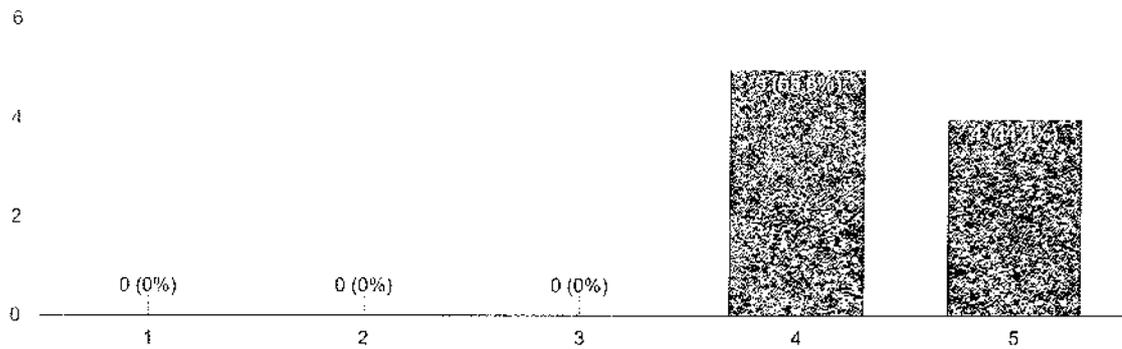
## Attendance

SI No	Name	Present/Absent
1	Dr Monica L	Present
2	Prof. Sharad Gupta	Present
3	Dr Aashiek Cheriyan	Present
4	Dr. Parameswaran S	Present
5	Dr Shine Raju Kappil	Present
6	Dr Nikhil Varghese	Present
7	Prof Devleena Banerjee	Present
8	Dr. Purnendu Bikash Acharjee	Present
9	Dr. Bipplab Roy	Present
10	Dr Barna C Naidu	Present
11	Dr AVR Akshaya	Present
12	Dr Saran Murali	Present
13	Dr Amit Seth	Present
14	Dr Shakeeb Mohammad Mir	Present
15	Dr Pragya Mondal	Present
16	Dr Sunil Kumar Vasudeo Sadhwani	Present
17	Prof. Lata Kumari Pandey	Present

## Feedback

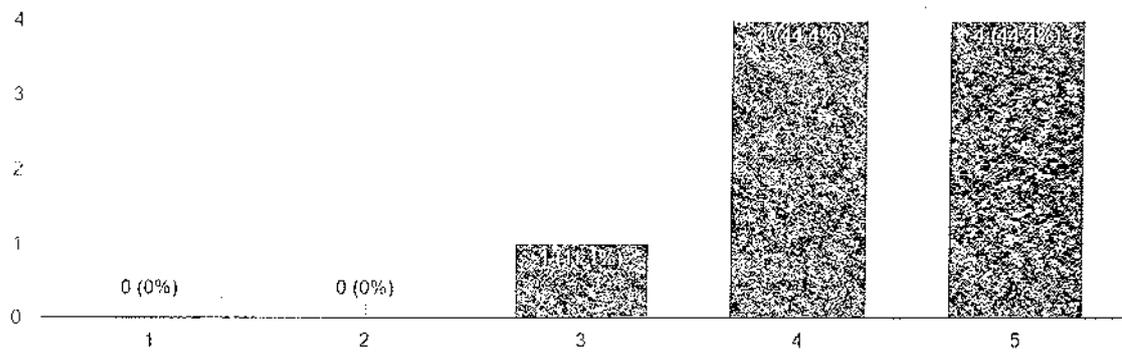
How satisfied are you with the session?

9 responses



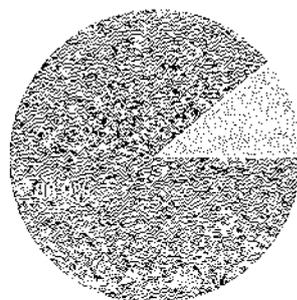
Was the information about required documentation and processes clearly explained

9 responses



Do you have a better understanding of the discussed criteria and the associated best practices after attending the session?

9 responses



- Yes
- No
- Still need clarification

