



C CLUSTER

AH/236/2021Pune dt5/2/2021)

Mr. Peeyush Pahade.
President

Mobile: 9922995186

E mail: peeyush20864@gmail.com

Date: 30th December 2022

outward: 1242/AAA/ 2022

To,

Dr. Kiran Chimnani

SHMCollege

Ulhasnagar

Subject: Academic and Administrative Audit Report.

Dear Madam,

Kindly find the AAA report attached along with this letter.

Thanking you,

Peeyush Pahade
President, IQAC Cluster



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Academic and Administrative Audit Report

(Date: 23rd December 2022)

Basic Details of the organization:

Name of the organization: Sindhu Education Society's (S.E.S.) Swami Hansmuni Maharaj Degree College of Commerce, Ulhasnagar

1. **Name of the Society:** Sindhu Education Society, Ulhasnagar, Pin: 421004.

Programs: Sindhu Education Society's (S.E.S.) Swami Hansmuni Maharaj Degree College of Commerce, Ulhasnagar was started in the year 2009. It is permanently affiliated with Mumbai University. The institution has 5 programs in commerce and has a student strength of more than 1100 for the said two years.

2. **Management Representative:** Mrs. Rekha Thakur, Secretary (Sindhu Education Society) was present at the time of the audit. Principal Dr. Kiran Chimnani, I/c Principal headed the audit. The entire staff was present for the audit. The auditing team besides going through the documents has also interacted with the management, teaching, and non-teaching staff and students who are the main stakeholders of the institution.

3. The two auditors for the audit deputed by IQAC Cluster, were Dr. Neetu S. Kapoor, Incharge Principal of Bharat Friends Association's Bharat College of Arts and Commerce, Badlapur (west), Mr. Peeyush Pahade, is the Head of the Department of Zoology at H.V. Desai College, Pune, and has an academic and administrative experience of 35 years.

4. IQAC Cluster India is a leading institutional trust working for Quality in Academics. It is associated with more than 2000 colleges and 100 universities in India.

5. The audit work was for the academic years 2019 – 2020 to 2020 – 2021.

Areas of Audit:

Observations & Findings

1. Governance
2. Management
3. Administration
4. Academics
5. Co-curricular & Extension
6. Student Progression
7. Library & Infrastructure.
8. SWOC
9. Previous report suggestions and compliances
10. Suggestions



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Observations and findings

Governance, management & Administration of the institution

Governance:

1. The top-level management of the organization is financially sound, able, and a decision-making body.
2. The parent body promotes the organization in every way. The Governance structure supports all needs and just the academic and financial demands of the institute.
3. The Governance is responsible, participatory, and takes decisions collectively.

Management:

4. The Principal **Dr. Kiran Chimnani** is qualified and in the full-time In-charge Principal post. Her work style has created and maintained a healthy working environment in the organization.
5. The college has a profound Vision, Mission, and Goals which are reflected in all its academic, managerial, and administrative activities.
6. A proper CDC as per Maharashtra University Act (2016) requirements. Both CDC and IQAC have undertaken several important quality initiatives during the academic year 2019-20.
7. The IQAC is an active institutionalized body in the organization.

8. The website is in making and is being completed fast to meet the necessary challenges.
9. The allocation of responsibilities and work is evident from the decent work style exhibited by the organization.
10. Financial audits are conducted on a regular basis every year. There are no discrepancies.
11. The college has a student Council as per Mumbai University rules and regulation student Council.
12. The college has a functional student grievance redressal cell.no major grievances have been reported.
13. The committees are in place and their reports suggest their good working.
14. The college has an active internal complaints committee. Its meetings take place regularly.
15. The college has a functional mandatory anti-ragging committee. The anti-ragging rules and, regulations have been displayed at visible important places on the campus.
16. The college has submitted statistical information for an all-India survey of Higher Education (AISHE) regularly and has certificates for all years.
17. The college has its Policies, processes, and SoP in place. The work of putting policies is in progress.

Administration:

18. The administrative processes are in place, well documented, and functional.
19. The documents are retrievable, and working is technologically well-supported.



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20. The administration is stakeholder friendly and prompt in its services. The systems are in place.
 21. Sufficient technology and tools needed for administrative work are available with the most recent working technology.
 22. A healthy work culture prevails in the administrative section.

Academics:

23. The institution caters to 5 programs namely B. Com, BAF, BMS, BBI, and M.Com (Accountancy).
24. The enrolment ratio is good for most programs.
25. The admission process is student-centric.
26. The teacher-to-student ratio is excellent lesser than 1:30.
27. the student to computer ratio needs to improve to 1:10
28. All classrooms are wi-fi connected. Two classrooms are with smart boards.
29. The CO & POs are available on the website and communicated to the students effectively.
30. The college caters well to student diversity including the category, non-category, and out-state students.
31. Academic calendar is prepared each year and executed effectively.
32. Teachers prepare to teach plans and work them out efficiently.
33. The timetable is well executed and the attendance is excellent.

35. Additional courses are offered to students. Students have the freedom to choose additional courses.
36. Teaching staff is young, disciplined, and techno-friendly.
37. Variety of teaching methods and technology-based teaching are used as evidence.
38. Students work on-hands and are given projects for the process of experiential learning.
39. Internal assessment is fair and communicated to students through Academic calendars and notices.
40. The results of the organization are good and the attainment ratio is more than 60.

Co-curricular and Student Progression

41. College has a dynamic and active NSS unit.
42. Various cultural and cocurricular activities are conducted by the organization.
43. The college has started the process of registration of the Alumni Association.
44. The placement cell is functional. The training activities go on for the entire year and a variety of experiences are given by the organization to the students.

Library

45. The library is well equipped and regularly new books are inducted.
46. The process of induction of books is standard. The library promotes students to learn with freedom. The library is student-centric.
47. Library has several best practices.
48. The footfalls in the library are good.
49. The library is student centric.



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Strengths, Weaknesses, Opportunities, and Challenges (SWOC)

Notable areas of mention

1. Strengths of the organization:

- a) Strong, supportive caretaking management.
- b) Strategic location with respect to the courses they offer.
- c) A Well-crafted brand.
- d) Excellent admissions, state of art infrastructure, good Library and activity-promoting librarian, well-qualified and active staff, activity and learner-centric learning system.
- e) Dynamic Principal, with student-centric governance, and student support practices.

2. Weaknesses of the organization

- a) The extracurriculars component needs to improve. Students must get opportunities to participate at the state and national level in sports and related activities.
- b) Organization should promote students also to go for higher levels of studies (at least 10%)

- c) Though new programs cannot be launched due to the set norms by government some short-term courses can be increased.
- d) Participative Gender audit is necessary.
- e) Research projects and research funding needs to improve. The organization has an excellent reputation and this should help the organization to get more funds and more teachers to work for it.

3. Opportunities in near future:

A dynamic, student-centric director with good leadership and strong positive management will create unlimited opportunities.

- An industry-academia tie-up for innovation and incubation cells on a much larger scale can make the institution a game changer in the educational field.
- A stronger Alumni interaction can pave way for several new projects and newer areas of organizational dynamism.

4. Challenges:

- Attrition rate of teaching faculty needs to be taken care
- Students be promoted MOOC courses and some more self-designed courses



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Recommendations:

1. College should go for the NAAC accreditation process at the earliest.
2. The institution has a unique practice where the students refer library. Library-centric learning can be a **Distinctive practice**.
2. New short-term skill-based courses be added. (One course per year per student)
3. Extracurriculars and games need to be promoted.
4. Alumni interaction needs to be strengthened.
5. Attrition rate of teachers needs to be taken care for a good teaching – learning experience.
6. An industry - academia tie-up for innovation and incubation cell with research by teachers as a base.


(Peeyush Pahade)


Incharge
Principal
Bharat College, Badlapur

Signature of the auditors



**SINDHU EDUCATION SOCIETY'S
(S.E.S) SWAMI HANSMUNI MAHARAJ
DEGREE COLLEGE OF COMMERCE**

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**ACTION TAKEN REPORT ON ACADEMIC & ADMINISTRATIVE
AUDIT**

NAME OF AUDIT: ACADEMIC & ADMINISTRATIVE AUDIT
AUDIT TEAM: 1. Mr. Peeyush Pahade , (HOD,Zoology Dept, HV Desai College, Pune.
2. Dr. Neetu Kapoor, (I/C Principal, Bharat College, Badlapur)
Date: 23 rd December, 2022

Sr. No	Recommendations	ATR by Principal
1.	College should go for the NAAC Accreditation process at its earliest.	College has submitted IIQA & SSR for NAAC accreditation.
2.	Library centric to be Distinctive Practice	Steps initiated to subscribe more OPAC & N-List Journals.
3.	To add Short term courses	Content Writing & Digital marketing course in pipeline for the current academic year students.
4.	Extra-Curricular & Sports to be promoted	Process is initiated
5.	Attrition rate of teachers to be taken care of	Necessary steps will be initiated
6.	Industry –academia tie up for innovation & incubation cell.	MOU's in process with different companies & Institutes



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Principal
(S.E.S) Swami Hansmuni Maharaj
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