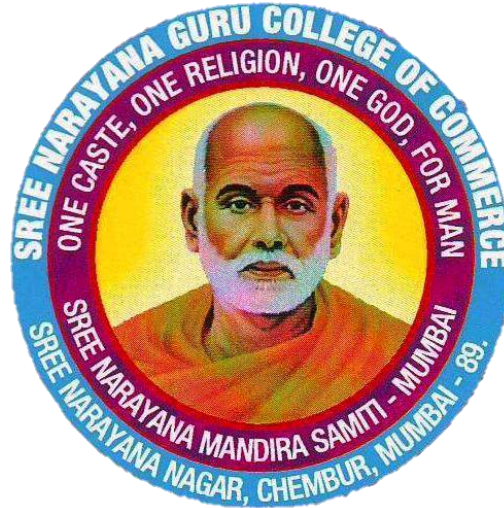# SREE NARAYANA GURU COLLEGE OF COMMERCE

P.L. LOKHANDE MARG, CHEMBUR (W), MUMBAI 400 089.

INTERNAL

ANNUAL ACADEMIC AND ADMINISTRATIVE AUDIT

FOR THE YEAR

(2019-20 and 2020-21)

BY

INTERNAL QUALITY ASSURANCE CELL

The Internal Audit for the Academic Year 2019-20 and 2020-21 have been conducted by the following committee. During the year 2019-20, NAAC Peer Team visit happened for the 3rd Cycle of Re-accreditation and from 20th March, 2020 Lockdown was implemented due to COVID 19. Everything was online and the documents and reports were in hard form in the College for the year 2019-20, hence, the AAA could not be happened for 2019-20 in the year 2020-21. Hence, the AAA for both the year i.e. 2019-20 and 2020-21 was conducted together.

Dr. Hinduja Srichand P., IQAC Coordinator and Mrs. Jayasree V., Associate Professor & B.Com. Coordinator were the Chairpersons and following were the members of the same.

Criterion	Title of the Criterion	Name of the In-charge
1	Curricular Aspects	Ms. Rishita Shukla
2	Teaching, Learning and Evaluation	Mrs.Saraswati Nadi and Ms. Mamta Meghnani
3	Research, Innovation and Extension	Dr. Karishma Kasare
4	Infrastructure and Learning Resources	Mrs. Vandana Gupta
5	Students support and Progression	Dr. Prasadhini Gautam
6	Governance, Leadership and Management	Dr. Sumi Nijith
7	Institutional values and best practices	Mrs. Naveena Suresh

Part A

	Institutional Data	
01	Name of the College	Sree Narayana Guru College of Commerce
02	Address	P.L. Lokhande Marg, Chembur (W), Mumbai 400089
03	State	Maharashtra
04	Affiliated/Constituent	Affiliated
05	Year of establishment	July 1986
06	Type of Institution	Co-education
07	Location	Urban
08	Financial Status	Self-financed and grant-in-aid
09	UGC recognition	U/s. 2(f) and 12B
10	Accreditation/Re-accreditation by NAAC	CGPA 2.45 (3rd Cycle valid from 18.10.2019 to 17.10.2024)
11	Number of Programmemes	UG: 10 PG: 3
12	Number of Students admitted in UG & PG.	2019-20 : 1561 2020-21 : 1756

Jayasree.V

Part B – Report of the Committee

The primary objectives of the AAA are to assess the alignment of the College's Academic practices with its vision and mission, ensure compliance with regulatory standards, and identify opportunities for continuous improvement. Specifically, the audit examined curriculum design and delivery, faculty engagement, student support services, infrastructure adequacy, and administrative practices. By thoroughly reviewing these areas, the audit sought to foster a culture of accountability, transparency, and innovation within the institution.

Aims and Objectives of the Audit

- To assess the alignment of academic practices with the College's vision, mission, and goals.

- To evaluate the quality and effectiveness of curriculum design, delivery, and evaluation processes.

- To ensure compliance with educational standards and regulatory guidelines.

- To review the adequacy of College infrastructure, resources, and student support services.

- To examine faculty performance, development Programmes, and engagement with students.

- To promote accountability, transparency, and a culture of continuous improvement.

- To identify strengths, challenges, and areas needing improvement across academic and administrative functions.

- To provide a foundation for strategic planning and informed decision-making.

Expected Outcomes of the Audit

- A comprehensive understanding of the institution's strengths, challenges, and areas for improvement.

- Identification of actionable recommendations to enhance academic quality and administrative efficiency.

- Improved alignment of academic and administrative practices with quality standards and best practices.

- Strengthening of internal processes to support effective teaching, learning, and student engagement.

- Enhanced faculty support and development to foster innovative teaching methods.

- A framework for tracking and assessing future improvements and quality initiatives.

- Reinforcement of a quality-driven, student-centered educational environment.

- Clear strategic insights for future planning, resource allocation, and overall institutional growth.

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General Observations:

1. **Curricular Aspects:**

   The College is permanently affiliated to University of Mumbai and offers 10 UG and 3 PG Programmes and follows the curriculum designed by the University. The college has a streamlined, of 'Teaching Plan & Session Plan'. Every teacher maintains a daily as well as monthly record of curriculum delivery. The IQAC has prescribed a standard format in which the records of 'Teaching Plans & Session Plans' are maintained by the teachers. The Teaching Plan is a monthly record of topics to be covered, whereas, a Session Plan is a daily record of the lectures taken, by each faculty in their respective subject, in each of the classes taught. As a practice, mid- semester and end- semester reviews of syllabus completion and curriculum delivery are done. All departments have regular meetings and every department prepares a teaching plan jointly with its department members at the end of the academic year for its implementation in the subsequent academic year. The plan prepared by every department is submitted by the UG and PG Programme Coordinators to IQAC who in turn prepares the consolidated Academic calendar and teaching plan for the college. The Academic Calendar is prepared before the commencement of the Academic year which is published on College website and also in the prospectus. Regular assessments of the students are carried out through periodic semester examinations, practical classes, and viva-voce which are helpful to keep an eye on the improvement of the students. At the same time departmental proceedings and evaluation of students' needs, are carefully recorded through various activities of teaching-learning, development and improvements through innovative teaching methods of curriculum delivery such as presentations, assignments, expert technical lectures, discussions, workshops, seminars, quiz, and industrial visits apart from regular lecture sessions. Departments maintain the detailed record of the classes, assessments, project reports etc. Identification of academically weaker students helps the faculty to motivate them and provide special attention towards their academic performance by taking remedial lectures. A good number of Journals (relating to Management, Economics and Commerce) are subscribed by our college. Inflibnet (e-books and e-journals) facility is available for teachers and also for the students. The parent-teacher meetings are held to discuss and review the progress of the student. The institution's process of curriculum delivery is well planned and well documented which is evident and reflected in its results.

For curriculum enrichment 3 Certificate Courses were introduced during year 2019-20 and 10 in the year 2020-21. It was also found the Feedback Committee collects the feedback from all the stakeholders, analyse and also take suitable actions to resolve the issues of stakeholders.

The college is committed to the health and well-being of its students, teaching and non- teaching staff. It focuses on the physical, emotional and mental factors that contribute to health and wellness. A webinar on "Mastering the mind" was conducted on 26th June, 2020. The spiritual quotient is also taken into consideration for a more holistic approach. To ensure that basic hygiene practices are followed, facility management services ensure cleanliness and sanitization of the premises. Drinking water quality is also tested from time to time. Awareness of Yoga through Social Platforms-Media with the Title of "Yoga Se Hoga" was organized on 21-06-2020 and International Yoga Day on 29-06-2020 was also observed. Yoga Training in association with "Yoga with Kush" was organized on 24-09-2020 by the NSS committee of the college.

In order to sensitize the youth towards social concerns the college also mandates that college fests and activities have a social outreach component. Amidst Covid-19 pandemic and lockdown imposed by the State and Central Government, NSS Volunteers actively distributed food packets along with face masks to needy people near Vashi Naka locality in Chembur on 15-05-2020. An activity to distribute food to Stray Dogs & Birds was also conducted on 19-05-2020. NSS volunteer while Sanitising Building in Lallubhai Compound, Mankhurd 19-05-2020 also organised Stray Animal Feeding at the top of the terrace of NSS Volunteer on 20-05-2020. Distributed 100 Ration kits to families in Sathe Nagar from 21-05-2020 to 25-05-2020. Mask distribution at Shivaji Nagar and Vashi Naka was done on 21-05-2020. Distributed sanitary napkins, mask and sanitizer with Pratham NGO from 17/6/2020 to 24/06/2020.

2. **Teaching Learning and Evaluation:**

The institute gives emphasis on improving the performance of slow learners by providing remedial coaching which are conducted after regular classes. Through a mentor-mentee system also all kinds of support are provided to the slow learners. The strenuous efforts taken by the faculty towards the slow learners has resulted in students' understanding in their chosen domain, improved results and pass percentage.

The college mechanisms is in place for assessing the learning level at the time of admission based on their earlier performance in the qualifying examination and also subsequently after admission. The admission committee segregates the students at the time of admission based on their performance in qualifying examinations.

Student centric methods, such as experiential learning, participative, learning and problem solving methodologies are used for enhancing learning experiences.

With the objective of giving equal attention to all students, an effective mentoring system is designed for the students to help them to overcome study related problems, personal problems too. Under this system, mentoring groups are formed and there are 60 students approx. under one teacher (mentor) and 10 students under 1 mentoring leader. Mentors in coordination with subject teachers assign assignments and leaders clear the doubts regarding the same and make sure that all are taking efforts and submitting the same on time. Weak students data is collected through google form to give more attention to them and teachers also call and talk with parents of weak students. Mentees are also guided regarding future career options, extra- curricular activities.

One more unique practice implemented is that a platform is provided to students to take few lectures if their classmates have doubts regarding assignments.

Role plays and case study based teaching too takes place in theory subjects. Case study based teaching further facilitates effective brainstorming sessions where all participants gain insights.

Teachers use ICT enabled tools for effective teaching-learning process.

In order to facilitate effective teaching learning, the college is having projector facility in all classrooms, 3 classrooms with smart boards and well equipped computer labs. Apart from this, each department has been provided with one laptop. Prior to lockdown too, teachers used presentation software, spreadsheets to conduct tests, spreadsheets, and YouTube videos to facilitate better understanding. IT Department faculties use Programming software / applications, excel sheets in order to facilitate hands-on practical training. Now during lockdown, teachers have started using various other tools like google forms, sheets, online platforms for lectures which includes zoom, google meet, docs, google classrooms for creating assignment & sharing material apart from those prior to the lockdown.

3. Research, Innovation and Extension:

Number of Seminars/Conferences/Workshops conducted by the institution during the year

Date	Name of the Webinar /Seminar	Number of Participants
02/05/2020	"PowToon" the tool of online teaching	100
08.05.2020	Introduction to Stock Market	67
14.05.2020	Use of Plagiarism in Research	100
22.05.2020 to 25.05.2020	Quiz for Health awareness under Covid19 Phase	635 Responses from participants from all over India
27.05.2020	Role of Digital Library	100
11.06.2020 to 19.06.2020	Quiz on Sports and Health	610 Responses from participants from all over India
21.07.2020	Career in Digital Era	56
02.08.2020	Webinar on Cyber Security	100
04.08.2020	Career guidance for Final Year students	100
03.09.2020	Webinar on Mendeley	100
24.03.2021	Role of IPR	348
17.04.2021	International E-Conference on "Digital Transformation - Issues & Challenges"	27 Research papers were presented with more than 75 participants

Extension Activities

Number of extension and outreach Programmes conducted by the institution through NSS/NCC/Red cross/YRC etc. (including the Programmes such as Swachh Bharath, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs during the year.

Name of the activity	Organising unit/ agency/ collaborating agency	Name of the scheme	Year of the activity	Number of students participated in such activities
Session on Menstrual Hygine in association of	SOSVA NGO	NSS	2020-21	25
DISTRIBUTION OF SANITARY NAPKINS, MASK & SANITIZER	PRATHAM NGO	NSS	2020-21	3
Unpacking Gender - The Lockdown & Violence on Women	Akshara NGO	NSS	2020-21	51
Blood Donation Drive	Jagjivan Ram Hospital (Western Railway)	NSS	2020-21	10
Yoga Training	Yoga with Kush	NSS	2020-21	70
Blood Donation	Sadguru Blood Bank, Kopar Khairane	NSS	2020-21	4
Online Quiz Competition on HIV/AIDS	MDACS	NSS	2020-21	15
Cycle ride to create awareness on RRC and HIV/AIDS awareness	MDACS	NSS	2020-21	11
Online Webinar on Disaster Preparedness	Yash Foundation	NSS	2020-21	20
Training conducted on a survey on voting and the people's problems and concerns	Target Publication Ltd.	NSS	2020-21	17
One Month Survey Done on Voting rights & the People's problems	Target Publications Ltd.	NSS	2020-21	19
Road Safety Awareness through Placard	United Way Mumbai	NSS	2020-21	21
Conversation on Equality on occasion of International Women Day	Akshara Foundation	NSS	2020-21	29
Self Defence Workshop	Close Combat Academy	NSS	2020-21	36
Online Disaster Management Workshop	NSS unit Mumbai University	NSS	2020-21	22

4. **Infrastructure and Learning Resources:**

The College offers 10 UG and 3 PG Programmes, and have enough number of class rooms for engaging he regular lectures by utilising the facilities of smart board (Intelligent Panel) and smart class rooms at the optimum level. The College has three functional lifts. The college library has been shifted to 6th floor of new building with total area of about 8600 Sq. Ft. enriched with 16 computers for students for their project work and Research cell cum Incubation Centre also have been established with 10 computers for faculties and PG students for research work and 2 computers exclusively for library staff. College has two computer labs with 111 computers for students. College also has Media lab with 3 computers for students used for video editing and other projects related to mass media. College has a Browsing Centre for teachers with 5 computers and one printer.

The Institution has adequate facilities for cultural activities, sports, games (Indoor, outdoor), gymnasium, yoga center etc.

College has a well maintained, multipurpose Stilt area equipped with lights and fans with the seating capacity of 1,000 for cultural activities. College also has an open space (Quadrangle) which is used as an open auditorium for organising mega intercollege cultural events. College has Gymnasium with machines like power cycles, treadmill, and body building equipments. The College has well equipped facilities for indoor games like chess, carrom, table tennis, etc. where the students can get benefited by visiting the Gymnasium and Gymkhana as per the time table prepared by Sports Instructor. College also has spacious Basket Ball Court, Volley Ball Court and Kabaddi Ground, Synthetic Turf ground for Foot Ball and Box Cricket. These grounds are utilized during the various sports festivals organized by the College. The Seminar room is fully equipped with all modern technical facilities with the seating capacity for 200 participants. The Canteen is at ground floor where all the health and hygiene measures are taken care by College Canteen Committee. The canteen is outsourced to a professional caterer through a yearly contract for providing nutritious and delicious food at subsidized rate. Water coolers with filters are installed on every floor. Separate washrooms for boys and girls are there on each floor. College has a separate room for girls for their privacy and comfort. College has separate cabins for NSS, Placement Cell, DLLE and NUSSD.

Library is automated using Integrated Library Management System (ILMS)

• Name of ILMS software: **SOUL2.0 of INFLIBNET**
• Nature of automation (fully or partially): **Fully**
• Version: **2**
• Year of Automation: **2017**

5. **Student Support and Progression:**

Number of student benefited by scholarships and free ships provided by the Government during the year.

Name of the scheme	No. of Students	Total amount
Government Scholarship	97	4,28,680

Number of students benefited by scholarships, free ships etc. provided by institution/non-government agencies during the year.

Name of the scheme	No. of Students	Total amount
Sree Narayana Guru College (Students' Aid Fund)	32	1,60,000
Seth Bhojraj Hassomal Charitable Trust	42	4,00,087
Religious Trusts (Self Finance Section)	58	5,86,305
Religious Trusts (Aided Section)	15	68,569
Total	**147**	**12,14,961**

Number of students benefited by guidance for competitive examinations and career counselling offered by the institution during the year.

Date	Name of the Activity	Nature of Activity	No. of students Participated
15.02.2020	Training for Finance by Satyam Institute of Tax Accountants	Career Guidance	36
10.07.2020	Career Guidance Sessions by Placement Cell of SNGC	Career Guidance	180
04.08.2020	How to prepare for competitive examination by Brightwayz	Competitive Examination	81
06.08.2020	Guidance on IBS and ICFAI	Career Guidance	95

The College has formed the committees of Internal Complaints Committee and the Anti Ragging Committee. No complaints have been registered in the entire year. However, the Committee members conducted the statutory meetings and kept the proper records for the same with IQAC.

Number of placement of outgoing students during the year.

Name of student placed and contact details	Programme graduated from	Name of the employer with contact details	Pay package at appointment (P.A.)
Pandey Durga-9326401637	BAF	HDB Financial Services (Nerul	1,75,000
Jainab Md Ibrahim -8828987819	Bcom	IIFL	1,75,000
Varsha Devendra -9967943403	BMS	HDB Financial Services (Nerul	1,75,000
Shaikh Fayaz Ahmed Mohd Umar Ali -7710828599	TY.B.M.S	ICICI Bank-29th July 2021	2,50,000
Pranay Arun Jadhav-7045445619	TYBMM	Hexaware Technologies	1,75,000
Ajay chorage	TY BSc IT	As entrepreneur in FLP	1,75,000
Prathamesh nikam -8104572257	TYBMM	Bight Light	1,50,000
Naushad firoz khan nazini	TYBAF	United health care pvt ltd.	1,75,000
Payal Ashok Raval - 9137465650	Bcom	Myna Mahila Foundation	1,75,000
Acharya Revathi Krishnan 9967985470	Bcom	Hire Guru Recruitment Services Private Limited	1,50,000
Singh subhangini harishankat-09768282455	Bcom	Arihant Superstructure Limited	1,45,000
Sruthi Sreebhadran 9967784675	Bcom	SkillEdge	1,50,000
Gous Khaja Husen shaikh - 8779593991	B.com.	Faruque enterprises (Tatasky d2h service)	1,45,000
Kapeya Sunil Ramchandra - 8169300985	BAF	Motilal Oswal Financial Services Ltd.	1,60,000
Khan Anam Firoz -8657221481	BMS	Jafari English High School	1,00,000
Kartik Acharya -9867189272	BMS	Gebbs Healthcare Solutions	1,45,000
Naushad firoz khan nazini - 9768550749	BAF	United health care pvt ltd.	1,50,000

Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities.

Since, the Academic Year 2020-21 was engaged fully offline to follow up the Covid Protocol issued by Government from time to time. However, College has selected Students' Council by following the rules and procedures issued by University of Mumbai and online election was conducted to for the appointment of General Secretary for Students' Council. The student's representative has been the part of various other committees such as Internal Complaints Committee, Anti Ragging Committee, Women Development Cell, NSS, Sports, and Cultural Committee etc.

6. **Governance, Leadership and Management:**

It has been observed that the College has Decentralised system of hierarchy where Management representatives are the part of CDC and IQAC. The Principal reports the issues (if any) towards the Management. Principal is subordinated by Programme Coordinators and Admin staff. There is mechanism for Performance appraisal through IQAC and also the welfare measures of the staff are taken care.

The Principal and the Management ensures the professional development of its teaching and non-teaching staff members. For this, the following practices and policies are adopted:

1. To participate in seminars, workshops, refresher courses and orientation Programmes.
2. To pursue research for higher degree such as M. Phil, Ph. D.
3. To take membership of professional and academic bodies and associations.
4. To present papers in different seminars/conferences/workshops and publish papers in journals of national and international repute.
5. To apply for minor and major research projects of UGC and other funding agencies.
6. To take effort for organizing seminars and workshops.
7. To organize workshop whenever there is change in academic curriculum.
8. Provide well equipped library with broad band facilities. It also subscribes to latest and reputed journals and periodical so as to keep pace with the latest development in various subject areas.
9. Provide Computer Lab, Projectors as well as LCD's for the professional development of its faculty.
10. Provides well equipped Auditorium to conduct workshops and seminars**.**

11. Provides medical leaves to the faculties.

12. Provides maternity leaves to female faculties.

13. Health Insurance for Self-finance section faculties.

7. Institutional Values and Best Practices.

The institution is highly responsible and very keen regarding safety and security of the girl students and women Faculties. The College offers admission to downtrodden, needy and economically weaker students. We are proud to mention that it is due to the presence of this college that a maximum percentage of girl students have been graduated from this ward who otherwise would have been deprived of education. The college has a well-planned team of discipline committee for continuous monitoring of the discipline and security on the campus. The complaints related to the violation of disciplines are reported to the concerned staff members of the committee and placed before the Principal .The college campus is fully covered with sufficient natural light. Apart from that the entire campus is covered under CCTV cameras. The footage of the recording is often seen and necessary actions are taken, if any suspicious activity is observed.

The college has been assigned campus supervision to experienced security staff in order to maintain discipline in the campus. Security personnel are posted on each floor to monitor safety of infrastructure facilities. Students and staff are allowed inside the campus only with valid Identity Card. A register is maintained at the gate to record the details of the visitors to the campus. The college has adopted a system of mentoring which has the mentor mentee scheme to solve the individual problems of the students, be it academic or personal. This doubles up as a form of counseling being provided to the students. The staff members strive to solve all kinds of problems of the students. College organizes lectures of eminent personalities to inculcate human values, discipline, health and hygiene among the students. College has a separate ladies room for girl students. There is a Police Naka nearby the premises of the college locality which is very much accessible for preventing any kind of offensive activities.

a. Safety and security-CCTV cameras and document of contract of security.

b. Counseling- The students in the campus are free to consult any faculty member in addition to the faculty member assigned to them as per mentoring system.

c. Common rooms-Separate common room is allotted to girl students.

Recommendations:

Enhance Curriculum Relevance: Regularly update the curriculum to align with industry trends and emerging academic fields, ensuring students gain relevant and practical knowledge.

Faculty Development Programs: Organize frequent workshops and training sessions to help faculty stay current with pedagogical advancements and improve teaching effectiveness.

Student Support Services: Strengthen student support systems, including career counseling, mentorship programs, and mental health resources, to foster a supportive learning environment.

Upgrade Infrastructure: Improve physical and digital infrastructure, such as classroom technology, library resources, and online learning platforms, to support modern teaching and learning needs.

Promote Research Culture: Encourage research activities among faculty and students through funding, collaborations, and publication support, fostering a research-oriented environment.

Increase Community Engagement: Expand outreach and extension activities that allow students to engage with and contribute to the local community, thereby building social responsibility.

Regular Performance Evaluation: Implement systematic and transparent faculty and administrative performance reviews to maintain high standards of accountability and professional growth.

Enhanced Use of ICT: Integrate Information and Communication Technology (ICT) more extensively in the teaching-learning process to facilitate interactive and engaging education.

Student Feedback Mechanism: Establish a robust system for collecting and analyzing student feedback to improve academic and administrative services based on their needs and expectations.

Strengthen Alumni Relations: Build a strong alumni network for resource sharing, mentorship, and collaborative opportunities that can benefit both current students and the institution.

Jayasree.V

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