ACADEMIC AND ADMINISTRATIVE AUDIT

INTERNAL AUDIT

ACADEMIC YEAR 2022-23

INTERNAL QUALITY ASSURANCE CELL (IQAC)
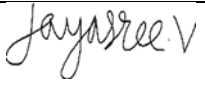
DATE OF AUDIT: -02/09/2023

Principal
Sree Narayana Guru
College Of Commerce
P. L. Lokhande Marg,
Chembur, Mumbai - 400 089.

ACADEMIC & ADMINISTRATIVE AUDIT REPORT
Audit Committee

SR.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. Ravindran Karathadi	Principal	
2	Dr.S.P.Hinduja	IQAC Coordinator	
3	Dr.Jayasree V	BCom Coordinator	

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The Internal Audit for the Academic Year 2022-23 has been conducted in the institution. The Academic and Administrative Audit (AAA) is essential for achieving excellence in higher education, as both academic and administrative functions are closely interconnected. For an institution to maintain a high standard in academics, it must have a robust and efficient administrative foundation supporting it.

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 Programs	UG: 10 PG: 3
12	Number of Students admitted in UG & PG.	1975

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Part B – Report of the Committee

Aims and Objectives of the Audit

- To elevate academic standards through effective and innovative teaching-learning methods.

- To emphasize learner-centered, impactful extension activities that enrich students' experiences.

- To encourage students to pursue success with disciplined professionalism.

- To equip students to meet the demands and challenges of an evolving ICT-based environment.

- To inspire teaching and non-teaching staff with a positive outlook, empowering them to reach their full potential.

Expected Outcomes of the Audit

1. Enhanced Academic Quality-Students demonstrate deeper understanding and retention of knowledge due to innovative and effective teaching-learning methods Along with that there will be improved academic performance metrics, such as grades, exam scores, and retention rates, reflecting elevated academic standards.

2. Holistic Student Development-Students participate actively in extension activities, leading to enriched learning experiences beyond academics Apart from the above there will be improved soft skills, such as communication, teamwork, and leadership, cultivated through learner-centered extension programs.

3. Professional and Disciplined Graduates -We bring up Graduates who exhibit a strong sense of professionalism and discipline in their work and personal lives and increased student commitment to personal and academic growth, setting a foundation for long-term career success.

4. ICT Proficiency and Readiness- Students demonstrate competencies in ICT-related skills and show adaptability to new technologies. Graduates are well-prepared to meet the demands of modern, ICT-driven industries and professions.

5. Empowered and Motivated Staff-Teaching and non-teaching staff to engage in professional development activities, leading to higher performance and job satisfaction. Positive work culture with empowered staff reaching their potential, creating a supportive and enriching environment for students.

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General Observations:

- As an affiliated college of the University of Mumbai, our institution has proactively embraced a multidisciplinary approach to education.

- The academic year 2022-2023 presented a unique challenge as it marked the return to 100% in-person classes and examinations for the first batch of students since the pandemic. This transition demanded both adaptability and resilience.

- Our institution assesses students' varying learning levels from the outset. We offer targeted support to help slow learners progress, while advanced learners are given opportunities to nurture their intellectual curiosity and further their academic growth.

- Our strong Mentoring system acts as the backbone for students' personal and academic development catering to their various emotional and social needs.

- The College features ICT-enabled classrooms with interactive smart boards, Wi-Fi-connected projectors, and computer labs with internet access. Faculty members utilize ICT tools to enrich the teaching and learning experience, using platforms such as Mastersoft CIMS and Google classroom for efficient communication, attendance tracking, and sharing of educational resources.

- Affiliated with Mumbai University, the college strictly follows all university regulations and guidelines. The examination committee organizes a range of assessments, including internal exams, college-level exams, and university examinations conducted on campus.

- The college strictly follows University of Mumbai guidelines for paper verification, photocopying, and re-evaluation. Notices regarding revaluation or photocopies of answer sheets are issued by the examination committee within a week after mark sheets are distributed, using WhatsApp, notice boards, and the college website. Students can obtain grievance forms from the administrative office. Photocopies are provided within the designated timeframe, and re-evaluations are conducted with subject experts from other colleges. Marks from prior evaluations are masked for re-evaluation, and results are promptly announced within the specified period.

- The College prioritizes outcome-based education per UGC guidelines, carefully defining Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) to align with OBE objectives. Developed with input from faculty, program coordinators, and stakeholders, these outcomes are clearly outlined and displayed on the College website.

- The college offers various certificate courses that complement the curriculum, encouraging practical application of knowledge. Guest lectures on topics like cybersecurity, IPR, NEP, and content writing are also organized to provide deeper insights.

- The institution has created a dynamic ecosystem to promote innovation and knowledge transfer. By actively collaborating with the Ministry of Education's Innovation Cell, Government of India, it organizes initiatives such as virtual sessions on "Out of the Box Thinking for Problem Solving" and workshops on "Angel Investment/VC Funding for Early-Stage Entrepreneurs," reflecting its commitment to fostering entrepreneurial spirit.

- The extension activities carried out in the neighborhood community have had a profound impact on sensitizing students to social issues and fostering their holistic development. The institution organizes blood donation camps, vaccination drives, and health awareness sessions, demonstrating its commitment to student and community well-being. It also addresses social issues through initiatives on drug prevention, organ donation, street harassment, and cybercrime, focusing on the challenges faced by today's youth.

- The college is situated on a 5-acre campus, featuring well-furnished classrooms, two computer labs with 133 computers, and a library with 26 computers. The campus is equipped with CCTV for security and is designed to be differently abled friendly, with ramps, 3 lifts, and special washrooms. It has 28 classrooms, including 4 with intelligent panels and others with LCD projectors, along with a 300-seat seminar hall. The Infrastructure Committee regularly inspects and maintains classrooms. The library, fully automated with reprographic facilities, periodicals, e-books, e-journals, reference books, and textbooks, is located on a dedicated floor.

- The institution is well-equipped with comprehensive facilities to support a wide range of cultural, sports, and recreational activities. It boasts spacious venues for cultural events, such as auditoriums and open spaces, enabling students to showcase their talents in music, dance, drama, and other creative pursuits. For sports, the institution provides both indoor and outdoor facilities. The outdoor sports infrastructure includes fields for cricket, football, and volleyball, while indoor facilities cater to activities like badminton, table tennis, and chess. These spaces are designed to promote physical fitness, teamwork, and competitive spirit among students. Additionally, the college organizes regular sports events, competitions, and cultural festivals, ensuring that students have ample opportunities to participate, excel, and develop their overall personality.

- The institution offers strong support to both teaching and non-teaching staff, fostering a positive work environment and professional growth.
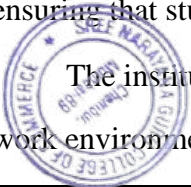
For Teaching Staff:

✓ Professional Development: Workshops, seminars, and conference opportunities to improve teaching and ICT skills.

✓ Research Support: Access to funding, grants, and collaboration with academic and industry experts.

✓ Recognition and Incentives: Faculty are rewarded with awards, promotions, and incentives based on performance.

For Non-Teaching Staff:

✓ Skill Development: Training in administrative, technical, and interpersonal skills.

✓ HR policies: Generous leave policies, including vacation, sick leave, and personal days, to ensure staff can maintain a healthy balance between work and personal life. Insurance facilities, Festival Bonus etc. are also provided to the staff.

✓ Recognition and Career Growth: Performance-based rewards and career advancement opportunities.

Recommendations: -

1. Enhanced Faculty Development Programs

2. Increased Industry Collaborations

3. Expanded Research Opportunities

4. Interactive E-Learning Platforms

5. Student-Driven Innovation Hub

6. Alumni Network Engagement

7. Social Responsibility Programs

8. Mental Health Support Systems

9. Sustainability Initiatives

10. Advanced Infrastructure Upgrades

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