# ACADEMIC & ADMINISTRATIVE AUDIT REPORT FOR THE YEAR 2023-24

Of

# SREE NARAYANA GURU COLLEGE OF COMMERCE

**P.L. Lokhande Marg, Chembur (W), Mumbai 400089.**

Audit Committee Members:

| Sr. No. | Name | Designation | Signature |
|---------|------|-------------|-----------|
| 01 | Dr. Aruna J. Singham, I/C Principal, Bhavna Trust College of Commerce & Science. | Convenor | |
| 02 | Dr. Sandeep Bhavsar, Head Learning Resources Center, Welingkar Institute of Management Development & Research | Member | |
| 03 | Dr. Jayasree V, I/c. Principal, Sree Narayana Guru College of Commerce | Member | |

## Academic & Administrative Audit for the year 2023-24

| | | Part A |
|---|---|---|
| 01 | Name of the Institution | Sree Narayana Guru College of Commerce |
| 02 | Address | P.L.Lokhande Marg, Chembur (W) |
| 03 | City | Mumbai 400089 |
| 04 | State | Maharashtra |
| 05 | Own Campus | Yes |
| 06 | Affiliating University | University of Mumbai |
| 07 | Type of Institution | Co-Education |
| 08 | Financial Status | Self-financed and Grant-in-Aid |
| 09 | Recognition Under UGC | 2(f) and 12B |
| 10 | Website Address | www.sngcollege.org.in |
| 11 | Date of AAA | 6th July, 2024 |

# Part B-Report of the Committee

The Academic and Administrative Audit has been done with the request of Sree Narayana Guru College and the team appreciates the initiative taken by the College.
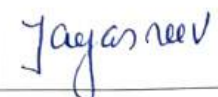
The objective of the Academic Administration Audit (AAA) of Sree Narayan Guru College of Commerce for the academic year 2023-24 is to systematically evaluate and optimize the academic and administrative performance of the institution in line with its mission and goals. The main objective of the audit is to evaluate the effectiveness, efficiency and quality of the educational programme, Administrative process and overall governance of the college through this process

**At the tertiary level Purpose of inspection:** AAA serves as a means to strengthen the academic and administrative framework by identifying best practices. Suggestions on issues that need to be improved and promote responsibility among various departments. The aim is to support the development of the institution. Promote transparency and improve the quality of services provided to students and stakeholders.

**Methodology used:** The audit uses a combination of qualitative and quantitative assessment techniques. Including data analysis, document review, interaction with faculty and staff review. Stakeholder suggestions are also considered.

**Expected Outcome of the Audit:**

Upon completion, the audit is expected to provide actionable insights and recommendations that will guide the institution in strategic planning, resource optimization, and policy formulation. Ultimately, the AAA aims to enhance the quality of education, administrative efficiency, and stakeholder satisfaction, positioning Sree Narayana Guru College of Commerce as a leader in academic excellence and institutional integrity.

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**Extended Profile:**

1. Admission data

| Level of the Programme | Name of the Programme | Intake (First, Second & Third year) | Admitted (First, Second & Third year) |
|---|---|---|---|
| UG | B.Com. (Aided) | 600 | 571 |
| UG | B.Com. (Management Studies) | 360 | 339 |
| UG | B.Com. (Accounting & Finance) | 360 | 296 |
| UG | B.Com. (Banking & Insurance) | 180 | 113 |
| UG | B.Sc. (Information Technology) | 240 | 228 |
| UG | B.Sc. (Data Science) | 180 | 84 |
| UG | B.A. (Economics) | 120 | 28 |
| UG | B.Com. (Transport Management) | 180 | 23 |
| PG | M.Com. (Advanced Accountancy) | 120 | 60 |
| PG | M.Com. (Business Management) | 120 | 32 |
| PG | M.Com. (Banking & Finance) | 120 | 35 |
| PG | M.Sc. (Information Technology) | 20 | 5 |

2. Position Details of Faculty and Staff at College

| | Teaching Faculty | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Professor** | | | | **Associate Professor** | | | | **Assistant Professor** | | | |
| | Male | Female | Others | Total | Male | Female | Others | Total | Male | Female | Others | Total |
| Sanctioned by UGC/University | 1 | | | | 2 | | | | 3 | | | |
| Recruited | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 2 | 1 | 2 | 0 | 3 |
| Yet to Recruit | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sanctioned by Management | 0 | | | | 0 | | | | 36 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13 | 23 | 0 | 36 |
| Yet to Recruit | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**General Observations:**

**Institutional Preparedness for NEP:**

Sree Narayana Guru College of Commerce, as an affiliated institution of the University of Mumbai, is committed to adhering to the directives of the University. In line with the University's implementation of the National Education Policy (NEP) for postgraduate (PG) programs from the academic year 2023-24 and for undergraduate (UG) programs from 2024-25, our College has taken significant and proactive steps to align with these reforms. While we fully comply with the University's guidelines, our institution has long recognized the value of a multidisciplinary approach to education, even before the formal introduction of the NEP for UG and PG programs.

To assist students in obtaining their ABC IDs, the College has organized a series of special sessions that provide step-by-step guidance on the registration process. Understanding the challenges that students might face with this new system, our faculty has also shared a user-friendly instructional video. This video simplifies the process, making it easy for students to follow along and successfully create their ABC IDs. The creation of the ABC ID is done through the Digilocker platform, which requires students to have their AADHAR card updated and linked to their mobile phone number. To facilitate this, the College has arranged an on-campus camp dedicated to helping students update their AADHAR details. This initiative ensures that all students are equipped with the necessary documentation to complete their ABC ID registration.

In today's dynamic and competitive job market, possessing technical skills and industry-relevant knowledge is crucial for students to secure fulfilling careers. Recognizing this need, it is imperative for educational institutions to offer comprehensive skill development programs to equip students with practical skills that complement their academic learning. Our College understands the necessity and benefits of conducting certificate courses on subjects like PAR (Programming Analytics & Research) which is offered in association with TISS (Tata Institute of Social Sciences). Tally & GST are offered in association with Satyam Institute of Tax Accountants which helps our students to make career in tax consultancy. Apart from these courses the departments are also offering certificate courses on Quick Commerce, Stock Market, Python etc. Alongside workshops and seminars facilitated by industry experts and the same has been conducted to benefit

the students. College has formed a separate committee named Consortium and also Certificate Courses Committee, which has taken the responsibilities to conduct the sessions, workshops, seminars, etc. for the skill enhancement of the students. These initiatives have helped the College to achieve the significant advantages such as addressing skill gap, enhancing employability skills fostering practical learning and encouraging industry-academia collaboration.

### Curricular Aspect:

- Teaching plan is as per Academic Calendar of the College.
- Proper monitoring on syllabus completion has been found.
- Additional skill development certificates have been introduced by the institution.
- Feedback collection mechanism found adequate.

### Teaching, Learning and Evaluation:

- All the teachers are following student centric methods of teaching.
- ICT enabled class rooms are maintained .
- Pass percentage of the students is excellent.
- SSS survey conducted at college level is appreciable.

### Research, Innovation and Extension:

- Research projects are funded by non governments agencies.
- Publication of inhouse book with ISBN is a good initiative.
- IIC (Institution Innovative Council) is working exceptionally.
- Maximum extension and outreach programmes exhibits proactive NSS Cell.

### Infrastructure and Learning Resources:

- Institution has all required infrastructure for learning of the students.
- All 4 Computer labs are correctly maintained.
- Library is fully automated with SOUL 3.0 software.
- Sports ground and gymkhana are adequate and students are using the sports facilities.

## Students Support and Progression:

- Students are supported and guided for various scholarships.
- Capacity development and skill enhancement activities are organised.
- Career counselling and Placement Cell is organising seminars on competitive examinations and also invite the companies for the campus placement.
- Alumni engagement is not very impressive.

## Governance, Leadership and Management:

- Perspective plan has been prepared from 2024-2029 and has been presented in CDC meeting.
- The institution has ERP for Administration, Finance and Accounts, Students Admission and support and also for Examination.
- Faculties are reimbursed for the FDPs attended and duty leaves are also sanctioned.
- IQAC is active.

## Institutional Values and Best Practices:

- Institution has initiated the Gender Audit.
- Solar Panel are installed.
- Clean and Green Campus is maintained in an adequate manner.
- National days like Independence day, Republic Day, Ambedkar Jayanti, Gandhi Jayanti, Hindi Bhasha Diwas, Marathi Bhasha Diwas etc. are celebrated.

## SWOC analysis:

Strengths

1. Transparency, diversity and inclusiveness in admission process
2. A large number of students are girls which come from Muslim families, where parents find our College more trustworthy because of discipline.
3. Good Infrastructure for further expansion
4. Skill Development Program which runs parallel to the Degree program.
5. Remarkable outcome of N.S.S, Active Extension Cells etc.
6. Faculty Development is given importance (allowed to attend seminars/ workshops, etc.)

Weakness

1. Absence of proper industry based syllabus.
2. Quality of input – Majority of students admitted with poor percentage of marks.
3. Most of the students are from Vernacular Medium.
4. Lack of awareness about the programs to parents.

Opportunity

1. Increase in financial resources generation through collaborations.
2. Enhance necessary skills in students through Skill Development Program.
3. Availability of Professional guidance from corporates (CSR activities)
4. To prepare our students for competitive examination to go for Government jobs.
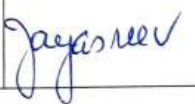5. Wide Scope for Research.

Challenges

1. Bridging the syllabus as per requirements of industries.
2. Changing requirement of job market.
3. New colleges in the neighbouring area.
4. More thrust on technology and online procedures.
5. Making students globally competent.

**Recommendations:**

- Align Curriculum with Industry Needs: Update the curriculum in collaboration with industry experts to match job market demands.
- Foundation Programs for Low-Scoring Students: Offer foundational courses to strengthen core academic and language skills for underprepared students.
- Increase Parent Engagement: Organize workshops to inform parents about college programs and career opportunities for students.
- Establish Industry Partnerships: Develop partnerships with businesses to provide internships and hands-on training.
- Language Proficiency Support: Create language improvement programs for students from vernacular backgrounds to enhance communication skills.

- Competitive Exam Preparation Center: Set up a dedicated center to guide students in preparing for government and other competitive exams.
- Enhance Digital Literacy: Integrate digital skills training in the curriculum to prepare students for tech-driven workplaces.
- Create a Research and Innovation Cell: Encourage student and faculty research projects through a dedicated research and innovation cell.
- Expand Skill Development in Emerging Fields: Broaden skill programs to include AI, data science, and other high-demand fields.
- Build a Strong Alumni Network: Establish an alumni network to mentor current students and offer career guidance.

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Jayasree V

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