

# **ADMINISTRATIVE AUDIT REPORT**

**2021-2022**



**A.B.M.S. Parishad's  
Shri Shahu Mandir Mahavidyalaya,  
Laxminagar, Parvati,  
Pune, Maharashtra - 411009**

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**Website : <https://www.shahucollegepune.org/>**

# ADMINISTRATIVE AUDIT REPORT FOR THE YEAR 2021-2022

## Part I: Institutional Information

Name & address of the Institution: **Shri Shahu Mandir Mahavidyalaya  
Parvati Ramana, Pune-411 009**

### 1. Administrative structure of the office staff

Designation	Sanctioned post	Filled post	Vacant post
Registrar	1	0	1
Office Superintendent	1	1	0
Head Clerk	1	1	0
Senior Clerk	1	1	0
Junior Clerk	5	4	1
Stenographer	1	0	1
Asstt. Librarian	1	1	0
Library Clerk	2	2	0
Library Attendant	5	5	0
Peon	9	7	2
<b>Total</b>	<b>27</b>	<b>22</b>	<b>5</b>

2. **Date of the preparation of Administrative Calendar** : 15/5/2021
  - i) Date of the evaluation of the Administrative Calendar : 23/5/2021
  - ii) No. of rectifications suggested : Nil
3. **Distribution of office work** :
  - i) No. of working days : 292
4. **Major decisions taken by the management and the Head of the Institution** :
  1. Took information of Apr/May 2021 examination results.
  2. Annual Increment to Teaching & Non-Teaching Staff is sanctioned from Jan.2021 and July 2021.
  3. Sanctioned purchase of 1 new printers as per requirement.
  4. Sanctioned purchase of 1 Xerox Machine as per requirement.
  5. Sanctioned purchase of CCTV DVR as per requirement.
  6. Sanctioned approval to appointment of new teaching & non-teaching staff.
5. **The number of decisions** :
  - i) Implemented : 5
  - ii) In the process : -
  - iii) Pending : -
  - iv) Cancelled : -
6. **Prospectus and Admissions** :
  - i) Date of publishing of the prospectus : 25/5/2021
  - ii) Date of the scrutiny of admission forms : Admissions are given on the basis of first-come- first students.

iii) No. of admission forms given : 2274

- No. of admission given :

Class	I Yr.	II Yr.	III Yr.
B.A.	226	122	139
B.Com.	527	505	387
B.B.A.	40	26	38
B.B.A. (C.A.)	22	07	22
M.A.(Mar.)	1	5	0
M.A.(Eng.)	10	4	0
M.A.(Eco.)	28	17	0
M.Com.	60	53	0
<b>Total</b>	<b>914</b>	<b>739</b>	<b>586</b>

iv) Last date of admission : 02/02/2022

v) Dates of the examinations

Internal	Annual	Semester
10/01/2022	-	19/01/2022

vi) Nos. of grievances received : Nil  
and redressed regarding  
admissions

- Received : Nil
- Redressed : Nil

**7. Office Administration :**

- Date of the Division of work allocated : Oral: 01/4/2021  
Written: 1/5/2021
- Filing system/Index (Give tick mark ✓) : Partially done  
Fully complete ✓  
Yet to be done
- Performance Appraisal/ Confidential reports of the non-teaching staff : Confidential Reports of the non-teaching staff are submitted to the Principal annually at the end of March.

- Last date of submission of forms to the Head of the HEI : 31/3/2022
  - Last date of providing feedback to the staff by the Head of the HEI/Registrar/O.S. : N.A.
  - No. of new computers : 14
  - New equipments purchased in the year :
    - Copy Printer-1
    - C.C. T.V. – 1
    - Xerox Machine - 1
  - Amount spent : Rs. 1,71,690/-
  - No. of services provided online :
    - Admission
    - Examination Form
    - Scholarships
    - Eligibility
    - E.B.C. Concession
    - L.C./T.C.
8. Introduction of ICT in the administration : Various sections of Administrative Office are fully automated such as Accounts Section uses Tally ERP-9 and Vriddhi Software for daily functions. College offers online admission process through Vriddhi. Examination Section is fully equipped with advanced equipments which helps to conduct examination process smoothly. We focus on paperless transactions by maximum use of ICT like E-mails, Websites etc.
9. **Leave Record and Service-Books** :
- Up-to-date : ✓
  - Partially completed :

- Pending No. :
  - Whether up-to-date duplicate copies of the Service-Books given to the employees? : No
- 9. Maintenance-** :
- i) Whether the set mechanism for Campus Maintenance is in practice? : Yes
  - ii) Whether the green audit report is received? : Yes
  - If yes, the date of the receipt of the report : 15/01/2022
  - iii) Dates of checking of the dead-stock of-
    - Library : 31/3/2022
    - Gymkhana : 31/3/2022
  - iv) Maintenance of computers and other equipments in the HEI :
    - Set mechanism in practice : Yes
  - v) Last date of various reports to be received : 31/3/2022
- 10. Action/s taken on maintenance by the authorities (Provide a small list of the major ones)** : There are no issues in this regard because college is regularly renewing Annual Maintenance Contract which includes equipments like Computer, Printer, Xerox Machine, Generator, C.C. T.V., Telephone & Intercom etc.

<b>11. Compliance</b>	:		
	:	<b>In time</b>	<b>Pending</b>
i) The University	:	✓	
ii) The Government	:	✓	
iii) The U.G.C.	:	✓	
iv) MOU Organizations	:	✓	
v) NAAC/AICTE/NAB etc.	:	✓	
vi) Total No. of reminders received from various institutions/authorities for compliance	:	Nil	
<b>12. Staff Training- No. of persons receiving the training</b>	:		
i) Conducted by the Institution	:	-	
ii) Conducted by the Other Institution	:	3	
iii) Conducted by the University	:	-	
iv) Conducted by the Govt.	:	-	
<b>13. Court Cases/Grievances-</b>	:	<b>Nil</b>	
i) Total No. of teaching staff	:	-	
ii) Total No. of non-teaching staff	:	-	
iii) Total No. of court cases at present	:	-	
iv) Total No. of grievances received by the Grievance Committee	:	-	
v) Total No. of grievances redressed	:	-	
It includes feedback, suggestion box system etc. (Scale: Zero cases= full 5 marks)			
<b>14. Functions/Celebrations/Extension Programme</b>	:		
i) Total No. of functions held in the HEI in the year.	:	7	
ii) No. of special celebrations/organization of seminars/conferences conducted by the Institution (provide a small list).	:	-	

iii) No. of outreach programs conducted in the year : 2

- Yoga Shibir
- N.S.S. Camp

**15. Information flow system**

:

:

**Good**

**Satisfactory**

**Poor**

- Upward communication
- Downward communication
- Diagonal communication

:

✓

:

✓

:

✓

- What is the mechanism of management of information system:

:

Our college Administrative Office is based on "Office Automation System" (OAS) by automating workflow and eliminating bottlenecks.

We use various softwares and computer machinery to digitally create, collect, store and manipulate office information.

The backbone of the office automation is 'LAN', which allows to transfer data across networks. Vridhhi & Tally ERP-9 are installed in office for automating office functions.

We have introduced Wi-Fi zone in the college premises.

**16. Which Governance**

:

**Pattern/System is used? (Give preferential numbers)**

- i) Decentralization of power : 2
- ii) Collective Decision making : 1
- iii) Only meaningful consultation : -

- iv) Centralized : -

- v) Areas of student participation in decision making. : Various committees of college includes Students Representatives elected from students who participates in decision making.

Every year 7-8 students works in Administrative Office Department through 'Earn & Learn Scheme'.

- vi) No. of decision taken based : 1 (Displaying notices through Digital Notice Board).  
on the feedbacks

**17. Annual Reports :**

- i) Whether all the HODs have : Yes  
submitted their departmental  
annual reports

- ii) Whether all the supporting :  
units (like Library,  
Gymkhana, Hostels, Health  
Center, Placement Cell,  
various internal committees  
(like exam., admission,  
cultural) have submitted their  
annual reports in time

Yes	Mostly	Pending
✓		

**18. Whether the Road Map of the HEI (academic as well as administrative) prepared?**

Yes	No	In progress
✓		

What is the institutional planning  
for resource generation?

: College receives grants from U.G.C., University and State Government which is the major source of income. College is also planning to approach various charitable trusts for resource generation.

**19. No. of meetings held in the year :**

- i) Management : 01
- ii) Local Managing Committee : 02
- iii) IQAC : 04
- iv) Non-teaching staff of the HEI : 04
- v) Alumni Association : 02
- vi) Parents : 01
- vii) Students Council : 01
- viii) Examination Committee : 02
- ix) HODs : 03
- x) Faculty meetings : 03

**20. Changes in the staff and the compliance of reservation norms :**

- i) No. of new appointments :

Teaching	Non-teaching Staff
7	1

- ii) Reservation rules are observed :

**Fully**

**Partially**

- a) In admission : ✓
- b) In teaching faculty : ✓
- c) In non-teaching staff : ✓

- iii) No. of vacant posts :

Teaching	Non-Teaching
3	2

**21. Administrative Reforms and innovations in administrative procedure, if any**

- For prompt delivery of college related information we have fixed Digital Notice-Board.
- We have also introduced instant Bulk SMS service to college stakeholders.
- As per the demand Vridhhi Software Service Provider has updated service by giving complete students' profile in reports.

**22. Any other information the HEI wishes to mention in the present context**

- : • Administrative office section apart from daily work-load keeps the healthy environment through healthy practices such as celebration of Birth-Days, Staff Achievements and various awards.
- Our Administrative Staff have received awards from our parent institute.
  - During the year college has conducted Pay-Fixation Camp for teaching & non-teaching staff in association with Joint Director, Pune Region, Pune.

## Part II

### **Administrative Audit Team and its observations and suggestions/ recommendations:**

#### **1. The composition of the Administrative Team**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Mr. Pramod Phadatare	Chairman (An External Senior Expert)
2.	Mr. Santosh Mahadik	Member (An External Senior Expert)
3.	Mr. Milind Kamble	Member (An External Senior Expert)
4.	Dr. Vilas Patil	Offg. Principal
5.	Mr. S. K. Shinde	Office Superintendent
6.	Dr. P. P. Jadhav	Co-ordinator, I.Q.A.C.
7.	Dr. R. S. Desai	Member
8.	Dr. J. R. Babar	Member

**2. The Date of the Audit : 28/03/2022**

**3. The findings/Observations of the team :**

- 1) College runs with maximum options to the students in various ways by providing online admissions, scholarship schemes, fee concession etc.
- 2) College prepare Administrative Calendar every year.
- 3) Entire Administrative Staff is well qualified and ICT literate.
- 4) Administrative Office is fully automated and provide services like Admission, Accounting, various reports generation etc. through commercial softwares like Vriddhi, Tally ERP-9.
- 5) College has maintained a separate advanced Record-Room for storage and easy access.
- 6) Office is fully equipped with advanced Computers, Printers and Xerox Machines, Copy Printers.
- 7) The record of Service-Books, Personal Files, Account Files, Audit Reports is up-to-date.
- 8) College is practised with Internal Audit Process every year.

9) Administrative Office has started issuing T.C./L.C. through Vridhhi Software.

**4. The suggestions/Recommendations of the team :**

- 1) Various forms should be made available online for students such as Eligibility Form, College Level Examination Forms etc.
- 2) The college should conduct work-shop for non-teaching staff or training programmes.

**5. Accreditation by the Administrative Audit :**

**Team**

We, members of Administrative Audit Team have conducted the Administrative Audit of the HEI named Shri Shahu Mandir Mahavidyalaya, Pune-411 009 on 28/03/2022. We recommend **"Excellent"** Grade to the Institution for the said year. The marks obtained are 358 out of 375 (96.75%).

Sr. No.	Name	Designation	Signature
1.	Mr. Pramod Phadatare	Chairman (An External Senior Expert)	
2.	Mr. Santosh Mahadik	Member (An External Senior Expert)	
3.	Mr. Milind Kamble	Member (An External Senior Expert)	
4.	Dr. Vilas Patil	Offg. Principal	
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7.	Dr. R. S. Desai	Member	
8.	Dr. J. R. Babar	Member	



  
**Principal**

**Place: Pune**

**Date : 28/03/2022**

**Shri Shahu Mandir Mahavidyalaya,**

**Pune-411 009**

  
**Co-ordinator**  
**IQAC**

**Shri Shahu Mandir Mahavidyalaya**  
Admn Audit Report 2021-2022/12/12  
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