

ACADEMIC AUDIT REPORT

2020-2021



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

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

ACADEMIC AUDIT REPORT

For the year 2020-2021

Part I

Institutional Information:

Name and Address of the Institution: Shri Shahu Mandir Mahavidyalaya, Parvati, Pune-09.

1. Academic Programs conducted :

The college is multi-faculty and runs various programmes covering different special/elective subjects in terms of degrees and certificates and thus attempts to cater the needs of learners from all the sections of the society. The details of the programmes are as given below:-

Sr. No.	Name of the programme / course	Subject	Duration Yrs.	Entry Level	Medium of instructions	Sanctioned students strength	No. of students admitted
1.	B.A.	<ul style="list-style-type: none">• Marathi• English• Economics• Political Science• Psychology• Geography	3 years	+2	Marathi & English	600	389
2.	B.Com.	<ul style="list-style-type: none">• Banking & Finance• Business Entrepreneurship• Marketing & Salesmanship• Cost & Works Accounting	3 years	+2	Marathi & English	1320	1267
3.	B.B.A.	<ul style="list-style-type: none">• Financial Management• Human Resource Management• Marketing• Service Sector Management• Agri Business Management	3 years	+2	English	240	101

Sr. No.	Name of the programme / course	Subject	Duration Yrs.	Entry Level	Medium of instructions	Sanctioned students strength	No. of students admitted
4.	B.B.A. (C.A.)	• Computer Applications	3 years	+2	English	240	51
5.	M.A.	Marathi	2 years	Degree	Marathi	120	13
6.	M.A.	English	2 years	Degree	English	120	18
7.	M.A.	Economics	2 years	Degree	English	120	40
8.	M.Com.	• Advanced Accounting • Cost & Works Accounting	2 years	Degree	English & Marathi	120	98
9.	Ph.D.	• Commerce	-	Degree	Commerce	-	15

These programmes offer flexibility to the students to pursue higher studies. The U.G. & P.G. multi-faculty programmes of Arts & Commerce which allowed specialization in all the conventional and latest interdisciplinary subjects. College also runs a compulsory Environmental Awareness Course introduced at the Second Year Degree Level. In addition college has introduced four short term certificate courses viz. Basic Beauty Culture, Tally, Spoken English and Flower Decoration.

2. Faculty Profile:

Posts Sanctioned Filled in Permanent, Temporary and Total:

Designation	Post Sanctioned	Filled in	Permanent	Temporary	Total
Principal	01	01	01	--	01
Professor	00	00	00	--	00
Associate Professors	06	06	06	--	04
Asst. Professors	18	18	18	10	28
Visiting Faculty	00	00	00	03	03

No of Teachers Completing Orientation Course, Refresher Course, Training/Workshop, and others during the last five years

Academic Staff Development Programmes	Number of faculty nominated				
	2016-17	2017-18	2018-19	2019-20	2020-21
Refresher Courses	1	-	06	04	01
Orientation programmes	-	10	--	-	-
Summer/winter schools, workshops etc.	-	06	05	21	13

Faculty participation in Seminars /conferences and workshops

Total number faculties attended/participated in Workshops, Seminars and Conferences for knowledge up-gradation					
Year	International	National	State	University/ Other	Total
2016-17	16	24	3	-	43
2017-18	6	23	4	1	34
2018-19	6	8	1	-	15
2019-20	4	14	4	-	22
2020-21	2	15	-	-	17
Total	34	84	12	1	131

Research papers/ articles published in Journals having ISSN

Year	International	National	Total
2016-17	17	1	18
2017-18	17	02	19
2018-19	42	32	74
2019-20	26	2	28
2020-21	33	-	33
Total	135	37	172

Papers presented in Seminars/ Conferences/ Workshops

Year	International	National	State	University	Total
2016-17	15	24	03	-	42
2017-18	6	23	4	1	34
2018-19	6	8	1	-	15
2019-20	3	5	-	-	8
2020-21	2	15	-	-	17
Total	32	75	8	1	116

Workshops and Seminars organized by the College during the academic year

Department	Title	Date	Level
NSS	Clean India	2/6/20 to 26/6/20	College
	Movement against Covid	5/4/2020	College
	Breck the Chain	6/4/2020	College
	Covid Video Making Competition	3/7/2020	College
	Disaster Management Workshop	31/01/2021	College
BBA/BCA	Spoken English Course	One Month	College
NSS	Youth Festival	12/1/21 to 19/1/21	College
Commerce	Comm- Dhoom	12/1/21 to 18/1/21	College
BBA/BCA	Vision-2016	January-2021	College
Commerce	Tally ERP 9		College

Research

Faculty members guiding students for M. Phil and Ph. D degree: Out of the 25 full time teachers (including Principal), 17 are Ph. Ds., 09 have completed M.Phil. and 06 are pursuing Ph.D. During the academic year 01 faculties have completed their doctoral research work. The detailed information is as follows:

Faculty members guiding students for M. Phil and Ph. D degree

1.	Dr.S.B. Ingawale	7.	Dr. Sudam Shelke
2.	Dr. K.P. Bairagi	8.	Dr. N.D. Nalawade
3.	Dr. M.D. Kharat	9.	Dr. Rani Shitole
4.	Dr. V.V. Patil	10.	Dr. D. S. Boarkar
5.	Dr. V.P. Pawar	11.	Dr. D.B. Gaikwad
6.	Dr. K.G. Nawale	12.	Dr. R. D. Suram

College faculty members who completed their Ph. D during last 5 years

Sr. No.	Name of Teacher	Subject	Date of Ph. D Awarded
1.	Dr. D.B. Gaikwad	Marathi	09.08.2017
2.	Dr. Ganesh Madhe	Geography	30.06.2017
3.	Dr. J. R. Babar	English	30.01.2020
4.	Dr. P. P. Jadhav	Commerce	03.05.2019
5.	Dr. R.S. Desai	Economics	24.06.2016
6.	Dr. Yasmin Shaikh	Commerce	29.06.2016
7.	Dr. D.S. Borkar	Commerce	28.09.2014
8.	Dr. Zeenat Khan	English	30.09.2016
9.	Dr. R. D. Suram	Commerce	16.01.2017

Faculty members working towards their doctoral degree (ongoing).

Sr. No.	Name of Teacher	Subject and Title	Date of Registration
1	Mrs. Sunanda Helkar	Psychology	1.6.2018
2	Mr. S. P. Shende	Economics	12.5.2014
3	Mr. M. R. Bhosale	Math's and Stats	22.2.2020
4	Mrs. Gauri Kulkarni	Psychology	01.06.2018
5	Mr. B. B. Jadhav	Economics	06.03.2021

Minor & Major Research Projects.

Teachers undertake Minor & Major Research Projects. Professional growth of the teachers through research and participation in academic events is fully supported and encouraged by our management.

Details of Research Project Completed by faculty members

Major Research Project

Sr. No.	Name of the faculty (PI)	Subject	Title of the Project	Funding Agency	Year & Status (Completed / Ongoing)
1.	Dr. Shobha Ingawale	Marathi	Akhil Bhartiya Maratha Shikshan Parishdeche Vangmayin Va Sanskritik Kshetratil Yogdan	UGC	2009-12 Completed (Amount-Rs. 3,60,700/-)
2	Dr. V. P. Pawar	Political Science & Public administration	Non Brahmin Movement and R. N. Chavan	UGC	2015-18 Ongoing (Amount- Rs. 1067400/-)

Minor Research Project

Sr. No	Name of the faculty (PI)	Subject	Funding Agency	Year & Status (Completed / Ongoing)
1.	Dr. Zeenat Khan	English	U.G.C. Rs. 1,20,000/-	2010-2012 Completed
2.	Dr. M.D.Kharat	Marathi	B.C.U.D. Rs. 1,00,000/-	2009-2011 Completed
3.	Dr. S.R Shelke	Physical Education	U.G.C. Rs. 1,50,000/-	2008-2011 Completed
4.	Dr. G.M.Kulkarni	Psychology	B.C.U.D. Rs. 50,000/-	2009-2011 Completed
5.	Dr. N.D.Nalawade	Commerce	B.C.U.D. Rs.45,000/-	2009-2011 Completed
6.	Dr. Yasmin Shaikh	Commerce	B.C.U.D. Rs. 30,000/-	2009-2011 Completed
7.	Dr. Yasmin Shaikh	Commerce	U.G.C. Rs. 95,000/-.	2009-2011 Completed
8.	Dr. R.S. Desai	Economics	B.C.U.D. Rs. 70,000/-	2010-2011 Completed
9.	Dr. K.P. Bairagi	Commerce	B.C.U.D. Rs. 70,000/-	2010-2011 Completed
10.	Dr. V.V. Patil	Geography	U.G.C. 1,30,000/-	2010-2011 Completed
11.	Dr. M.M. Thakur	Hindi	U.G.C. 75,000/-	2010-2011 Completed
12.	Dr. Yasmin Shaikh	Commerce	U.G.C. Rs. 100000/-	2011-12 Completed
13.	Prin. Dr. Shobha Ingawale.	Marathi	B.C.U.D. 100000	2013-2015 Completed
14.	Dr. Madavi Kharat	Marathi	U.G.C. 85,000	2013-15 Completed
15.	Mrs. S.R. Helkar	Psychology	U.G.C 1,50.000	2013-2015 Completed
16.	Dr. Yasmin Shiakh	Commerce	U.G.C 1,00.000	2013-2015 Completed
17.	Dr. Rani Shitole	Commerce	B.C.U.D. 170000	2016-2018 Completed
18.	Dr. Yasmin Shaikh	Commerce	B.C.U.D. 60000	2016-2018 Completed
19.	Mrs. P.V. Naikwadi	Library Science	B.C.U.D. 55000	2016-2018 Completed

Awards / Prizes Won:

Total number of awards received

Sr. No.	Name of Faculty	Number of Awards
1.	Dr. Zeenat Khan	01
2.	Dr. Deepak Gaikwad Best Magazine Awards (Rajarshi)	01
3.	Dr. Pravin Jadhav	01
4.	Mrs. Priyanka Naikwadi	01

Awards and recognition received by College faculties

Name	Numbers
Best teacher award received by College faculties	13
Appointed as Member/Chairman of Board of Studies	06
Appointed as Member of Selection Committee	10
Appointed as Subject Expert member of Selection Committee	05
Appointed as Chairman/ Member of LMC	03
Appointed as Chairman/ Member of Local Inquiry Committee	05
Appointed as Chairman/Member of Affiliation Committee	03
Appointed as Subject Expert of CAS committee	01
Appointed as Resource Person	05
Appointed as Chief Guest	09
Appointed as Referee of M.Phil/ Ph.D Viva	07
Appointed as Member, Secretary, of Editorial Board	05
Appointed as Editor, Co-Editor	02
Appointed as Chairman/paper setter of paper setting committee of SPPU	30
Appointed as Chairman/Member of Subject syllabus restructuring committee	05
Worked as Squad member	03
Appointed as Coordinator of programmes, events, seminars, conference	16
Life memberships	07
Any other recognitions (PG Recognitions from Affiliating University)	17

3. Details of P.G. recognized faculty Members

Sr. No.	Department	No. of Faculties
1.	Commerce	09
2.	Marathi	03
3.	Economics	02
4.	English	02
5.	Political Science and Public Administration	01
6.	Geography	02
7.	Psychology	01
8.	Hindi	01
	Total	21

4. No. of Guest Lectures organized:

Year	Number of Guest Lectures organized
2016-17	133
2017-18	135
2018-19	120
2019-20	15
2020-21	25

5. Scholarship received by the Students:

Various State and Central Government scholarships/free ships are offered to the students. These are Various State and Central Government scholarships/free ships are offered to the students. These are

- B.C. Scholarship (Fresh) for SC, ST, NT, VJNT, OBC, SBC.
- B.C. Scholarship Renewal
- B.C. Freeship for SC and ST
- Scholarship for Primary Teachers' Children and Secondary School Teachers' Children
- Ex-servicemen's Children Scholarship
- Scholarship for Physically Handicapped Students
- Fee Concession for Economically Backward Classes (EBC)
- Scholarship for wards of Freedom Fighters
- Eklavya Financial Assistance
- Krantijyoti Savitri Mata Phule Scholarship for Girls, Savitribai Phule Pune University
- Scholarship for Economically backward meritorious students, Savitribai Phule Pune University
- Rajarshri Shahu Maharaj Scholarship, Savitribai Phule Pune University
- Savitribai Phule Pune University Gunavant Vidyarthi Scholarship
- Sahara India Scholarship
- Government Open Merit Scholarship
- National Merit Scholarship
- National Scholarship for wards of "Bidi" Workers
- Scholarship from Deccan Maratha Education Association, Pune
- Scholarship from Samaj Bhushan Uttamrao alias Annasaheb Pratisthan
- Scholarship from King Edward Education Fund
- Student aid fund

Recipient of various scholarships /freeships

Year	Details	Recipient No. of Students	Amount Disbursed (Rs.)
2016-17	Freeship	36	1,40,384
	Scholarship	346	34,39,313
2017-18	Freeship	17	10,8,329
	Scholarship	393	18,38,982
2018-19	Freeship	23	87,520
	Scholarship	367	41,04,340
	Other Scholarship	107	2,13,960
2019-20	Freeship	17	66,477
	Scholarship	336	31,01,770
	Other Scholarship	97	2,21,130
2020-21	Freeship	18	75,090
	Scholarship	375	30,89,030
	Other Scholarship	58	1,40,325

6. Academic Prizes (college level):

The Management, the college, the staff and alumni sponsor the prizes for academics and co-curricular/extra-curricular/sports activities. This is based on academic merit, performance in sports and co-curricular/extra-curricular activities. Various types of financial aids are provided to the students. The list of Prizes is published in the College annual Magazine “Rajarshi” (2020-2021).

7. Information of students:

a) Total no. of students (in the year):

UG: 1790

PG: 169

b) Total no. of actual Teaching/working Days in the year: 239 days

8. Vision and mission statements of the Institution:

The Vision statement of the college is-

- To serve the needs of society in general and the downtrodden in particular by imparting knowledge and developing skills and attitudes.
- To inculcate in students values of life so that they emerge as useful citizens and fully-developed individuals.

Mission Statement of the college is ‘to empower the socio - economically and academically backward students through quality and value based education’.

9. New programmes introduced by the college

The College has started following programmes

Sr. No.	Year	Course
1.	2012-13	Certificate Course on 'Women and Development'
2.	2015-16	Equal Opportunity Center
3.	2015-16	Ph.D Research Center in Commerce

10. Dates of publishing.

	Document	Dates
a.	Prospectus	25 th May 2020
b.	Academic Calendar	25 th July 2020
c.	Commencement of lectures	15 nd June 2020
d.	Submission of teaching plans by the teachers to HoD/Principal	15 th June 2020

11. Examination pattern with the system of marking program wise such as :

Course/Programme	Examination Pattern	System of Marking Programme
B.Com	Annual & Semester with credit based	Term End Exam, Practical Exam and Semester Exam & Annual Exam
B.A.	Annual & Semester with credit based	Term end and Semester Exam & Annual Exam
BBA	Semester	Mid-Semester and Annual Semester Exam
BBA (CA)	Semester	Mid-Semester, Practical Exam and Final Semester Exam
M.Com	Semester with credit based	Mid semester exam, Credit based courses, Final Semester examination
M.A. (Marathi)	Semester with credit based	Mid semester exam, Credit based courses, Final Semester examination
M.A. (English)	Semester with credit based	Mid semester exam, Credit based courses, Final Semester examination
M.A. (Economics)	Semester with credit based	Mid semester exam, Credit based courses, Final Semester examination

**12. Whether the program wise 'Learning out-comes' are communicated to the students?
If yes, When? How?**

Every course and subject have a set of objectives which is kept as academic learning outcomes/objectives and approved by the Board of studies and Academic Council. Accordingly, the achievement of the intended learning outcomes is made through focused teaching plans, student-centric teaching methodologies, assignments, home-works, workshops, power point presentations, use of library resources. Remedial classes are conducted to improve students understanding and performance. Centralized examination system like term end and mid-semester examinations make students attend with due seriousness. Equal attention is paid for the development of soft skills and extra-curricular activities. Guest lectures, field visits, various in-house competitions, cultural activities, encouragement to appear for competitive examinations etc. are planned and scheduled to add value to the learning process. The college takes various initiatives to make the courses and programmes more and more socially and economically relevant to students. They are Students Placement Cell, coaching classes for competitive examinations, short term value added courses, seven days events such as VISION, COMM-DHOOM, etc. These events help to enhance their knowledge and skills.

13. Details of the final year annual examination results (A.Y. 2020-21)

Sr. No.	Name of the Program/faculty	Subject at Special/Major	Percentage of					
			Passing	Pass Class	2 nd Class	High er 2 nd Class	1 st Class	Distn
U.G.	B.Com	Commerce	92.72	18.01	23.60	15.83	21.73	12.42
	B.A.	Arts	87.50	3.5	5.6	9.61	28.84	38.46
	BBA	BBA	100.00	--	--	23.08	64.10	12.82
	BBA (CA)	BBA (CA)	88.88	--	--	18.52	44.44	25.93
P.G.	M.Com	M.Com	97.06	--	--	60.50	10.5	26.06
	M.A. (Marathi)	Marathi	100.00	--	--	---	71.43	28.57
	M.A. (English)	English	100.00	---	--	--	63.63	36.36
	M.A. (Economics)	Economics	92.85	--	---		71.42	21.42

14. Evaluation of Teacher's Performance:

I.	Whether feedback is taken from stakeholder and analysis is taken into account?	Yes
II.	Whether self-appraisal forms are considered properly?	Yes
III	Whether feedback is given to the teachers on their performance	Yes

15. Whether students' / parents' feedback on the Academic Matters is analyzed? If yes, what are the major issues?

Students feedback is acquired at the end of the academic year to ensure the successful completion of the curriculum. Newly appointed teachers' performance is evaluated by means of the feedback given by their students. College collects feedback from students relating to the course/curriculum, teaching and campus infrastructure/ facilities. Curriculum includes content, aptness, knowledge etc. on four point scale. These forms are filled by students and submitted to feedback committee which analyzes and communicates to the concerned teacher through the head of the department. If any teacher receives below average feedback, the concerned HoD and Principal asks for the revision of action plan for further improvement.

There is also a student's council which is another source of feedback for the college authorities. The members of council note areas of concern, if any, from the students' point of view and place them before the Principal for necessary action and improvements.

Suggestion Box is kept in the College Corridor and Library entrance and at regular intervals, the committee evaluates the same. Women's Grievance Redressal Cell of the college meet regularly to address problems of students and staff.

Feedback from the community is recorded in the visitors' book as and when they visit the college to attend various programs. Feedback of outreach activities is also collected in the form of visitor's book.

Members of the local managing committee put across to the management issues, if any, pertaining to teaching and non-teaching staff. All these platforms are used to discuss all kinds of issues in enriching the curriculum.

16. Infrastructure Improvements (if any i.e. extension, new equipments, amount spent etc)

Optimum utilization of available infrastructure is the policy of the college. The college runs variety of programs and activities which need space at different timings. There is a well-established system including various committees and departments to identify, evaluate and monitor the proper use of available infrastructure. The Heads or Coordinators of various departments and committees inform/proposes about their infrastructural requirements to the Principal to plan ahead. Accordingly, college has made necessary infrastructural growth in pace with the academic growth.

The following are the facilities added/developed during the last six years for students and staff:

- Library has also developed its digital library section along with separate reference section during the academic year 2015-16.
- IQAC room is developed with all necessary furniture items in the academic year 2016-17.
- New space was created in the year 2015-16 for record room with steel racks to store college documents safely. It is adjacent to the admin office.
- Computerized library: Library automation has been done from the academic year 2014-15.
- Commerce laboratory was developed with 40 computers and internet connection. This laboratory is open from 9 a.m. to 2.30 p.m. and free access is provided to students.
- English Language Laboratory was developed with all necessary equipment's.
- Spacious Parking shed is constructed during the academic year 2015-16

The amount spent on facilities development is as follows

Sr. No.	Items and details	Capital Expenditure Incurred (Rs.)				
		2016-17	2017-18	2018-19	2019-20	2020-21
1.	Library Books	109789	105202	91730	87969	40140
2.	Computers	536883	332235	187023	83666	9012
3.	Equipments	79313	-	-	-	-
4.	Podium Furniture	720186	78500	--	--	--
5.	Sports Equipments	136988	--	132160	--	--
6.	Printer, Computer etc	140000	--	--	--	--
7.	CCTV Camera	25986	--	29479	10709	4213
8.	Solar System	--	--	657750	--	--
9.	Office equipment	154432	110000	37052	--	--
10.	Water Purifire	1960	39200	1200	--	--
11.	Other equipment	--	--	96716	--	--
12.	I-Card Printer	--	--	55460	--	--
13.	Collapsable Gate	--	28500	--	82436	--
14.	Camera	--	--	15360	--	--

15.	Vending Machin	--	100720	--	--	--
16.	Furniture IQAC Hall	60000	484654	--	--	--
17.	Flag Stage	20290	--	--	--	--

17. Library improvements

Expansion and amount spent

College has a separate Library building which is extended during 2014-15 by adding second floor. Library has added separate PG section, Reference Section and fully equipped digital library in 2015-16.

Use of ICT

Details of the ICT and tools deployed to provide maximum access to the library collection are as follows:

Sr. No.	Items	Availability
1.	OPAC + User Attendance System	Available
2.	E-resource management package for e-journals	E-journals and e-books are available through following sources NLIST, British library, Ghokhale Institute of Politics and Economics, Jaykar Library Savitribai Phule Pune University (Huge subscription of databases at university level).
3.	Library website	Information of library is available on the college website with separate library portal. It provides link to various databases, journals, New arrivals, library events, Question papers, Library Rules, activities and other useful information. Library bulletin is published through this portal every year.
4.	In-house/remote access to e-publications	The college has subscribed for institutional membership e.g. INFLIBNET, British Council Library (BCL), Pune, Gokhale Institute of Politics and Economics, Pune, Jaykar Library, Savitribai Phule Pune University, Mehata Publishing House, Pune through which users of the library access E-Publications.

5.	Library automation	Library software “Vridhhi” is used to computerize all transactions in the library. Accessioning, cataloguing, circulation, budgeting, member entries, etc. are carried out through the software. Stock verification and circulation of books is done with help of barcode scanner. Various reports are generated through this software. All computers in the library are provided power backup and connected through LAN.
6.	Total number of computers for public access	Library has 10 computers along with internet connection for public access. E-resources subscribed by the library and digitized material is provided on 08 computers. Two computers are kept for OPAC and 02 for circulation.
7.	Total numbers of printers for public access	It has two printers and one reprographic machine having the multi-facility of print/scan/ photocopy for staff and students.
8.	Internet band width/speed	02 Mbps
9.	Institutional repository	Library has rich in-house collection since the date of establishment of the college i.e. from the year 1960. Library has scanned all the records of “Rajarshi” Magazine, Newspaper clippings. Institutional repository is developed in the library and records of it are available on the library portal. It includes Previous Question Papers, Project Reports, CD’s Collection, Links to events, Photo Gallery etc.
10	Content management system for e-learning	It has been developed through moodle. With the help of Online admission process of Vridhhi Software, student interactive login is easily possible by which e-learning material is shared among students.
11.	Participation in resource sharing network/consortia (like INFLIBNET)	Library has taken memberships of Information and Library Network (INFLIBNET) by which users get access to online resources as well as print resources. In addition, library has taken membership of E- Pathshala programme by INFLIBNET which is a gateway of e-resources for all Postgraduate courses. Library has downloaded several lectures of our Post graduate subjects.

No. of Books in the Departmental Library

Sr. No.	Department	No of books
1.	Marathi	784
2.	English	170
3.	Economics	416
4.	Geography	312
5.	Political and Public Administration	1398
6.	Psychology	177
7.	Commerce	835
8.	BBA & BBA(CA)	408

No. of books, journals and other documents in the college library

Sr. No.	Particulars	Total (Existing)		Newly added in A.Y. 15-16	
		Nos.	Value (Rs.)	Nos.	Value (Rs.)
1.	Text Books	22710	2392569	611	76695
2.	Reference Books	26163	3021767	114	34550
3.	Journals	61	59573	61	59576
4.	E-Books	N-list database subscribed of Rs. 5900 every year		Subscription Renewed	
5.	e-Journals				
6.	Digital Database				

18. No of academic grievances received and redressed.

No. of Grievances received	02
No. of Grievances redressed	02

20. SWOC analysis of the college**STRENGTHS**

1. Spacious campus with greenery
2. Adequate infrastructure for conducting teaching activities
3. Education is available at affordable fees
4. Qualified teachers, of whom, some are research guides, have authored books, published research papers and reviewed articles in periodicals and journals, a few of them are recipients of Awards.
5. It has a recognized Research Center affiliated to SPPU for Ph.D. in Commerce.
6. Spacious educational campus with well-equipped library, departmental libraries, full-fledged sports ground with gymnasium facility, students' hostels, seminar halls with all audio visual facilities, two computer laboratories, Commerce Computer Laboratory, Language Laboratory, internet and Wi-Fi facility to all computers, departments and other support facilities.
7. Inculcation of values among students through our well-run extension activity units. The college provides ample opportunities and support to students who are good at sports, cultural activities, elocution, debate, essay, NSS, NCC and other social services. The

college has produced a very large number of students who have excelled in these fields at the national and international level.

8. Library with-books, e-journals, book bank scheme
9. Various types of scholarships for socially and economically deprived students.
10. Earn and Learn Scheme

WEAKNESSES

1. Few industry collaborations
2. Financial constraints for non-grant courses
3. Limited industry-institution interface

OPPORTUNITIES

1. Linkages with Industry and other Institutions.
2. To impart an all-round education beyond classrooms, curricula and certificates and develop them in strong empowered citizens.
3. Use of modern teaching aids like smart boards, digital lectures, LCDs etc.

CHALLENGES

1. Student teacher Ratio is high as per government admission policy
2. Build infrastructure with modern amenities and learning resources.
3. To provide employment opportunities for students and empower them for self-employment.

PART II:

ACADEMIC AUDIT TEAM AND ITS SUGGESTION/RECOMMENDATIONS

1. Constitution of the Academic Audit Team

Sr. No.	Name	Designation
1.	Dr. Ravindra Jaybhay	Chairman, (An External Sr. Expert)
2.	Dr. Sachin Devre	Member, (An External Sr. Expert)
3.	Dr. Subhash Patil	Member, (An External Expert)
4.	Dr. Zeenat Khan	Principal of the college
5.	Dr. Vilas Patil	Member
6.	Shri. Sudam Kamble	Registrar of the College
7.	Dr. P. P. Jadhav	Coordinator, IQAC

2. Date of the Audit: 23.05.2021

3. Findings or observations of the audit team

(Preferably according to the sequence of the items given in Part-I)

- 1. Number of students registered for Ph.D.**
- 2. Most of the faculty engaged in research activity.**
- 3. Provided multiple options for students at UG & PG level.**
- 4. Separate scholarship sections for students.**
- 5. Annual result percentage is above 80% for all courses.**
- 6. Well equipped library with digital resource.**

4. Recommendations of the Academic Audit Team

(Preferably according to the sequence of the items given in Part-I)

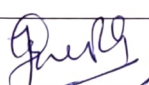
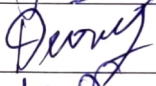
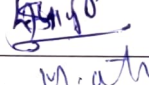
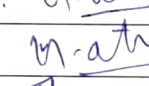



- 1. Vacant post should be filled as early as possible.**
- 2. High student -teacher ratio.**
- 3. Admission for post graduate courses should be improved.**


5. Accreditation by the Academic Audit Team:


We, the members of the Academic Audit Team have conducted the Academic Audit of the HE institution named **SHRI SHAHU MANDIR MAHAVIDYALAYA, PARVATI, PUNE-09** on We recommendgrade to the institution for the said year. The marks obtained are ... out of 100 (....%).

Place: Parvati, Pune


Date: 23/05/2021

Sr. No.	Name	Designation	Signatures
1.	Dr. Ravindra Jaybhay	Chairman, (An External Sr. Expert)	
2.	Dr. Sachin Devre	Member, (An External Sr. Expert)	
3.	Dr. Subhash Patil	Member, (An External Expert)	
4.	Dr. Zeenat Khan	Principal of the college	for. 
5.	Dr. Vilas Patil	Member	
6.	Shri. Sudam Kamble	Registrar of the College	
7.	Dr. P. P. Jadhav	Coordinator, IQAC	


Dr. Ravindra G. Jaybhay
Professor
Department of Geography
Savitribai Phule Pune University
Pune - 411 007


Professor
Department of Geography
S.N.D.T. Women's University
Pune Campus, Pune-411 038.




Professor and Head
Department of Economics
SNDT Women's University
Pune Campus, Pune-411038


Principal
Shri Shahu Mandir Mahavidyalaya
Pune - 411 009

The Calculation of Score and the Grades:

Items 1 to 20 should be considered for assessment. The score should be calculated with the help of the following procedure:

Each item can be given marks on the six point scale such as 5-4-3-2-1-0. The team members should use separate sheets, one for each member and then the total of the four should be divided by 4. The allotted marks are 100 (20 items \times 5 = 100). The following can be the combination of score and the grade:

- i) 75 to 100 = A grade: Very Good
- ii) 60 to 74 = B grade: Good
- iii) 45 to 59 = C grade: Satisfactory
- iv) Below 45 = Not found suitable for accreditation.

The individual score sheet can be as follows:

1. 5- 4 - 3 - 2 - 1 - 0

2. 5- 4 - 3 - 2 - 1 - 0

3. 5- 4 - 3 - 2 - 1 - 0

Up to

20 5- 4 - 3 - 2 - 1 - 0

Individual member's Total =

Each member should put a tick mark '✓' on the figure he finds just; and calculate the total. When the total of all the four members is divided by 4, we get the Average Percentage

For example : If 4 members have given total marks as 80, 70, 77 and 82 the total is 309; and it is divided by 4 = 77.25% = A grade.

ADMINISTRATIVE AUDIT REPORT

2020-2021



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

Phone No. 020-24221424

E-mail ID : principalssmmpune9@gmail.com

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

ADMINISTRATIVE AUDIT REPORT (PROFORMA) FOR THE YEAR 2020-2021

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	1	0
Office Superintendent	1	0	1
Head Clerk	1	1	0
Senior Clerk	1	1	0
Junior Clerk	5	4	1
Stenographer	1	1	0
Asstt. Librarian	1	1	0
Library Clerk	2	2	0
Library Attendant	5	5	0
Peon	9	9	0
Total	27	25	2

2. **Date of the preparation of Administrative Calendar** : 15/5/2020
- i) Date of the evaluation of the Administrative Calendar : 23/5/2020
- 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 2020 examination results.
 2. Annual Increment to Teaching & Non-Teaching Staff is sanctioned from July 2020 and Jan. 2021.
 3. Sanctioned purchase of 1 new CCTV Camera as per requirement.
 4. Spent Rs. 9012/- for the purchase of the Computer equipment.
 5. 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 : 25/5/2020
- 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 : Nil (Online Link)
- No. of admission given :
- | Class | I Yr. | II Yr. | III Yr. |
|-------|-------|--------|---------|
| B.A. | 168 | 153 | 101 |

B.Com.	570	383	314
B.B.A.	22	40	39
B.B.A. (C.A.)	6	18	27
M.A.(Mar.)	5	8	0
M.A.(Eng.)	7	11	0
M.A.(Eco.)	18	22	0
M.Com.	60	38	0
Total	856	673	481

iv) Last date of admission : 31/12/2020

v) Dates of the examinations

Internal	Annual	Semester
17/03/2021	25/04/2021	27/03/2021

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: 01/5/2020
Written: 1/5/2020
- 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 : 11/01/2022

	<ul style="list-style-type: none"> • Last date of providing feedback to the staff by the Head of the HED/Registrar/O.S. 	:	N.A.
	<ul style="list-style-type: none"> • No. of new computers 	:	Nil
	<ul style="list-style-type: none"> • New equipment's purchased in the year 	:	<ul style="list-style-type: none"> • Computer equipments • C.C. T.V. – 1
	<ul style="list-style-type: none"> • Amount spent 	:	Rs. 13,225/-
	<ul style="list-style-type: none"> • No. of services provided online 	:	<ul style="list-style-type: none"> • 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	:	
	<ul style="list-style-type: none"> • Up-to-date 	:	✓
	<ul style="list-style-type: none"> • Partially completed 	:	
	<ul style="list-style-type: none"> • Pending No. 	:	
	<ul style="list-style-type: none"> • 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	:	15/02/2021
iii)	Dates of checking of the dead-stock of-		
	• Library	:	31/3/2021
	• Gymkhana	:	31/3/2021
iv)	Maintenance of computers and other equipments in the HEI	:	
	• Set mechanism in practice	:	Yes
v)	Last date of various reports to be received	:	31/3/2021
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.

11. Compliance	:		
	:	In time	Pending
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	
12. Staff Training- No. of persons receiving the training	:		
i) Conducted by the Institution	:	-	
ii) Conducted by the Other Institution	:	-	
iii) Conducted by the University	:	-	
iv) Conducted by the Govt.	:	-	
13. Court Cases/Grievances-	:	Nil	
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)			
14. Functions/Celebrations/Extension Programme	:		
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 : 3

- Yoga day celebration
- N.S.S. Program
- N.C.C. Program

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 : Various committees of college include Students in decision making. Representatives selected from students who participates in decision making.
- 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 : 01
 - iii) IQAC : 04
 - iv) Non-teaching staff of the HEI : 02
 - v) Alumni Association : 01
 - vi) Parents : 01
 - vii) Students Council : 00
 - 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
	1	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 Vriddhi 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

Sr. No.	Name	Designation
1.	Mr. K. N. Bhujbal	Chairman (An External Senior Expert)
2.	Mr. Pramod Phadtare	Member (An External Senior Expert)
3.	Mr. Avinash Chandrakant Gore	Member (An External Senior Expert)
4.	Dr. Zeenat Khan	Principal
5.	Dr. P. P. Jadhav	Co-ordinator, I.Q.A.C.
6.	Dr. V. V. Patil	Member
7.	Mr. Sudam Kamble	Registrar

2. The Date of the Audit : 23/5/2021

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 Vriddhi 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 23/5/2021. We recommend “**Excellent**” Grade to the Institution for the said year. The marks obtained are 361 out of 375 (96%).

Sr. No.	Name	Designation	Signature
1.	Mr. K. N. Bhujbal	Chairman (An External Senior Expert)	
2.	Mr. Pramod Phadtare	Member (An External Senior Expert)	
3.	Mr. Avinash Chandrakant Gore	Member (An External Senior Expert)	
4.	Dr. Zeenat Khan	Principal	
5.	Dr. P. P. Jadhav	Co-ordinator, I.Q.A.C.	
6.	Dr. V. V. Patil	Member	
7.	Mr. Sudam Kamble	Registrar	



Principal

Place: Pune

Shri Shahu Mandir Mahavidyalaya,

Date : 23/5/2021

Pune-411 009