



**Shree Shankar Narayan Education Trust's**  
**SHANKAR NARAYAN COLLEGE OF ARTS & COMMERCE**  
**B.M.S., B.Sc.I.T., B.Com(Banking & Insurance) & B.Com.(Accounting & Finance)**  
**Mahavidyalaya Marg, Navghar, Bhayander-East, Thane-401105**

**ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

**For the Academic year**  
**2022-2023**



**Mahavidyalay Marg, Navghar, Bhayandar (E), Thane-401105**  
**Phones: 022-28046564, 022-28048235, Fax: 022-28040966**  
**Website: [www.sncollege.com](http://www.sncollege.com), [e-maikinfo@sncollege.com](mailto:e-maikinfo@sncollege.com)**



## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

Academic Year 2022-2023

### College at Glance

- Establishment of the college: 19<sup>th</sup> September 1994
- Address of the college: Shankar Narayan College of Arts and Commerce, Mahavidyalay Marg, Navghar, Bhayander(E) Thane – 401105
- Trust Name: Shree Shankar Narayan Education Trust
- Chairman of the College: Shri. Rohidasji Patil
- Members of CDC
  1. Dr. V. N. Yadav (Principal, Exofficio)
  2. Dr. M. Satya Sri (IQAC Co-ordinator)
  3. Dr. Manisha R Gharat (Teacher Representatives)
  4. Dr. Shital K Khadakkar (Teachers Representatives)
  5. Dr. Sandeep V Burken (Teachers Representatives)
  6. Dr. Dhiraj K. Chouhan (Head of the Department Representative)
  7. Mr. Bhushan P. Patil (Non-Teachers Staff Representative)
  8. Ms Manali V. Patil (Almuni Representative)
  9. Mr. Kuldeep Kailash Vaishnaw (Student Representative)
- Principal: Dr. Vishnu N. Yadav — Ex-Officio
- Academic Audit Co-Ordinator: Dr. Anupama V. Gawde
- NAAC reaccreditation status: A grade
- Year of Accreditation: 2017 — Cycle 2.



The members of the CDC meet twice in a year. The CDC has a term of five years. CDC represents decentralization of activities in context of growth, development and prosperity, in accordance to vision and mission of the management.

### **REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE**

**Name of college:** Shankar Narayan College of Arts and Commerce, Bhayander, East, Thane- 401105.

**Visit Date:** Tuesday 25th April 2023.

The academic and Administrative Audit Committee conducted a detailed review of the following aspects during its visit to the college:

- Infrastructure
- Teaching —learning process adopted by the college.
- Opportunities provided by the college for the development of both the faculty and the students at academic and administrative level.
- Involvement of the students in various curricular, co-curricular and extra-curricular activities
- Adherence by the college to the university norms and guidelines.
- Special efforts made by the college in providing a holistic education to the students of all courses at various levels.
- Reviewed the administrative procedure and work flow.

### **OBSERVATIONS OF THE COMMITTEE**

Based on its reports of information and interaction with the various stakeholders and the general scrutiny of the system and processes in operation, the committee has arrived at the following conclusions:

1. The college has developed its infrastructure in the last five years significantly, thereby making the campus clean and specious. This will result in a healthy environment for the students to help them focus on their objective of learning and personal development.



2. The faculty is well qualified and experienced in the relevant subject of teaching.
3. The library facilities and procedures are conducive to the promotion of knowledge.
4. The use of Information and Computer Technology in the teaching learning as well as in administrative process has been adequately taken care of.
5. The academic performance of the students in comparison with the University average has been good.
6. The involvement of the students in community-oriented initiatives, cultural activities and sports events is appreciable. The necessary platform has been provided by the college to promote the talents of students in various spheres.
7. The Internal Quality Assurance cell (IQAC) of the college reviews periodically the teaching-learning process and other student-centric activities by collecting feedback. It also reviews the functioning of the various departments and takes proactive steps to fill the gap between the overall goals of the institution and the actual achievements.

### **Observations on key aspects**

#### **1. Curricular Aspects:**

- Under the supervision of Principal, IQAC is coordinating properly with the departments and administrative office.
- There is proper control over timely completion of syllabus
- Students and Parents Feedback is properly conveyed to teachers. This has led to better teaching Learning.
- Teachers are appraised by H.O. D's and Principal and results are conveyed to concerned individuals.
- Examinations are conducted properly and Results are declared in time.
- The microplanning of all the academic activities is done at departmental level.
  - Each department has head and teaching staff as members.

#### **2. Teaching, Learning and Evaluation:**

- Most of the teachers use appropriate teaching methods. College has IT enabled classroom in Bsc.IT, B. Com, M. Sc.IT and M. Com course.



- Teachers make appropriate teaching plan which is periodically monitored by department Heads.
- The intra-departmental activities include holding meetings for planning various activities such as preparing timetable for syllabus, exam related work, organizing guest lectures, seminars, workshops, conferences, etc. for achieving academic enhancement of both teachers and students.
- All the decisions taken unanimously are implemented through carrying out all the activities successfully.
- The coordination is also achieved at intra- departmental level related to collaborative activities.
- Remedial lectures are provided to needy students.

### **3. Research, Innovation and Extensions:**

- College has a system of helping teachers in preparing proposals of their Research Projects through Research and Development Cell.
- Teachers are encouraged to pursue research, attend and organize seminars, conferences and workshops.
- The activities of college are conducted through active participation of all stakeholders, which includes teaching staff, students, parents, employers, community. These activities are supervised and guided by the Principal, coordinators with the support of management.
- The participation is seen through NSS, NCC activities, involvement of employer in placement, cell, parent teacher association, involvement of NGOs and local authorities at community level.

### **4. Infrastructure and Learning Resources**

- Good Infrastructural facilities like Separate Library for Self-Finance Course, auditorium, Billiards room, etc.
- Library and computer center facilities are good. Teaching and non-teaching staff of the college has free access to the college library. All teachers are provided facility for e-library through membership in inflibnet.  
Laboratories are spacious and adequately equipped.



## 5. Students Support and Progression

- Several Departments conduct Capacity Building and Skills Enhancement activities for the students.
- Placements of the students and progression to higher education are encouraging.
- Students participation in extra curricular activities and research at University, State and National Level Outstanding.
- Blood Donation camp, Organ Donation Awareness, Mega Monsoon Marathon, Tree Plantation, etc. is organized every year by NSS unit.
- Inner Will Club organizes visit to Old Age Home and Orphanage every year.
- NCC unit Participated in Swachh Bharat Abhiyan, Save Environment Rally.
- Health Care Unit organized eye checkup camp and Hemoglobin check-up camp for citizens of Bhayander.
- Gandhian Study center participates in Peace Rally and conducts Gandhi Vichar Prasar exam.

## 6. Governance Leadership and Management

- The governance and leadership are in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance.
- College Management has established several good academic management practices.
- In order to involve all the teaching and non-teaching staff in planning and implementation of various programmes and activities, College Development Committee (CDC) was established as per section 97 of Maharashtra act No VI of 2017.
- CDC of the college is empowered to take decisions on academic and supporting administration matters. Non-teaching staff is happy about work conditions and is well supportive for administrative management
- Library is computerized. Internet facility is provided in each department and Laboratories are well equipped.



- College has planned to apply for NAAC Re-accreditation process for 3<sup>rd</sup> Cycle in 2023-24.
  - College is a Lead college of the area for University Examinations.

### **7. Functioning of IQAC**

- IQAC is functioning as per NAAC guidelines.
- IQAC monitors teaching learning activity, by co-ordinating with departmental heads.
- IQAC conducts realistic analysis and follow up of student's feedback forms.
- IQAC analyses the examination results subject wise and conveys its finding to H.O. D's.
- IQAC framed 10 years perspective plan of various activities for the period A. Y. 2018-19 to 2027-28.
- A Review is taken every academic year to ensure adherence of activities as per the plan of action.
- It conducts workshops, seminars, conferences for improving quality of the activities of the institution.

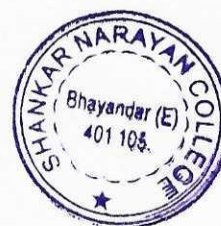
### **8. Observation Regarding Administrative Sections**

- All the Administrative staff is having positive internal environment within the college to accomplish goals.
- The information and instructions for task performance are very good.
- The administrative planning process ensures that organizational resources such as computer, laptop, reprography, and other office equipment are used efficiently and with the highest performance.



**REPORT OF ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE**

Sr. No.	Observation on key Aspects:	
1)	<b>Curricular Aspects</b>	<ul style="list-style-type: none"><li>➤ Academic Calendar is in place</li><li>➤ Teachers are encouraged for acquiring higher qualifications.</li><li>➤ Emphasis on participation in conferences/ seminars/ workshops.</li><li>➤ Teachers involved in research activities are More.</li><li>➤ Students are actively participating in Avishkar</li></ul>
2)	<b>Teaching, Learning and Evaluation</b>	<ul style="list-style-type: none"><li>➤ Program Outcome, Program specific outcomes and course outcomes are described in the syllabus</li><li>➤ All the departments conduct internal examination as per requirement of the affiliating University</li><li>➤ Interactive lecture method using Chalk and Board is adopted for teaching by all the teachers which is supported by ICT approaches.</li></ul>
3)	<b>Research, Innovation and Extensions</b>	<ul style="list-style-type: none"><li>➤ The teachers have published Research Papers in peer reviewed journals and conference proceedings.</li><li>➤ Involvement of students in Research Activities is commendable</li></ul>
4)	<b>Infrastructure and Learning Resources</b>	<ul style="list-style-type: none"><li>➤ The college has good facilities for sports and cultural activities.</li><li>➤ The college has well equipped laboratories including computer laboratory with internet facility.</li><li>➤ Well stocked library with e-books and E-Journals under N-List Program.</li></ul>



5)	<b>Students Support and Progression</b>	<ul style="list-style-type: none"> <li>➤ Large number of students have participated in sports and cultural activities at inter collegiate, University, state and national levels and won awards and prizes.</li> <li>➤ Adequate facilities for career counseling and placement in place.</li> <li>➤ Several Departments conduct capacity building and skills enhancement activities for the students</li> </ul>
6)	<b>Governance Leadership and Management</b>	<ul style="list-style-type: none"> <li>➤ Pro-active Management.</li> <li>➤ Effective administration system is in place.</li> <li>➤ Sufficient provision is made for purchase of equipment and for maintenance of infrastructure.</li> </ul>
7)	<b>Functioning of IQAC</b>	<ul style="list-style-type: none"> <li>➤ IQAC is functional and active.</li> <li>➤ Several academic activities are routed through IQAC.</li> <li>➤ Feedbacks from students are obtained.</li> <li>➤ Subject wise Teaching plans are prepared by teachers.</li> </ul>

## OVERALL ANALYSIS

### Institutional Strengths

1. Strengths of the institution are Multidisciplinary ambiance with 8 UG and 2PG courses. Adequate infrastructure with well aerated and spacious classrooms with well-maintained Whiteboards, Benches and Desks for effective learning.
2. Number of Certificate Courses raised to 24 with varied fields
3. Structured Feedback system is followed to monitor the implementation of the processes
4. Fair and transparent admission procedure ensures the equal opportunities for all
5. Success Rate of the students in academic performance is more than 85%
6. Analysis of Programme Outcomes, Programme Specific Outcomes and Course Outcomes with respect to changing scenario



7. Strong in participation in Community services
8. Adequate latest IT facilities with Four well equipped computer laboratories
9. Central Library with Online Public Access Catalogue (OPAC), 3 reading rooms and an additional library, E-learning resources through N-LIST and INFLIBNET.
10. A spacious ground covering an area of 30,352 sq.mts for conducting outdoor sports and Gymkhana and Sports room for indoor events. Safe and secure academic ambiance by CCTV surveillance.
11. Divyangas friendly environment with ramp, lift, wheelchair etc.
12. Adequate Placement opportunities and Career Guidance activities
13. Achievements at National and University and Intercollegiate sports and cultural Competitions
14. Transparency in regular administration, financial management and mobilization of resource with e-governance policy
15. Policy for quality enhancement with planned quality initiatives by IQAC and Green Campus with Green Policy

#### **Institutional Weakness**

1. Teacher- Student Ratio for Commerce programme is above deserved level
2. Research Grants are below the satisfactory level
3. Less number of Minor and Major research projects
4. Less participation of students in competitive examinations

#### **Institutional Opportunity**

1. Encouraging a greater number of students for different skill development courses
2. Policy for more Research funds.
3. Establish a research center.
4. Institute a languag



### **Institutional Challenge**

1. Administrative obstacles for affiliated colleges
2. Time management of all stake holders
3. To change the mindset of parents and students
4. Limited financial resources
5. Create sustained interest among students for further studies in abroad for successful employment.
6. Making more efforts to attract finances from UGC, Central State Government Funding Agencies.
7. First generation students and uneducated parents.

### **RECOMMENDATIONS OF THE COMMITTEE**

1. The college may establish a language lab.
2. The college can establish Research Centre for Ph.D. for developing the research interests among the students of UG and PG.
3. Majority of self-financing courses staff members do not possess NET/SET. Concerned teacher should acquire necessary qualifications at the earliest.
4. More collaborations need to be established for faculty exchange and students exchange.

Chairperson, Audit Committee



Date and Signature:

Dr. Somnath Vibhute  
Principal, St. Gonsalo Garcia College of Arts and  
Commerce, Vasai (West), Maharashtra – 401201

Member, Audit Committee



Date and Signature:

Dr. V. S. Adigal  
Principal, VIVA College Virar (West)  
Maharashtra – 401105

Member, Audit Committee



Date and Signature:

Dr. Alwin Menezes  
Principal, Abhinav College of Arts, Commerce and Science  
Bhayandhar (East) Thane – 401105

