

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 : principalssmpune9@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

• Last date of providing feedback to the staff by the Head of the HED/Registrar/O.S.	:	N.A.
• No. of new computers	:	Nil
• New equipment's purchased in the year	:	<ul style="list-style-type: none"> • Computer equipments • C.C. T.V. – 1
• Amount spent	:	Rs. 13,225/-
• 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	:	
• 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	:	15/02/2021
	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 in decision making. : Various committees of college include Students Representatives selected from students who participates in decision making.
- vi) No. of decision taken based on the feedbacks : 1 (Displaying notices through Digital Notice Board).

17. Annual Reports :

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

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 :
- 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 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

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.



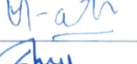

4. The suggestions/Recommendations of the team :

- 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