



**IQAC CLUSTER**  
Academic & Administrative Audit

***Shri Sadguru Vamanbaba Maharaj Shikshan Prasarak Mandal***  
**Ekmath B Madhavi Senior College of Arts, Commerce & Science, Dombivili (East)**  
**Academic & Administrative Audit Report 2020 – 2021**

**10<sup>th</sup> April 2022.**

**Academic and Administrative Audit Report**

**(Date 10th April 2021)**

Name of the Organization:	Ekmath B Madhavi Senior College of Arts, Commerce & Science, Dombivili (East).
Name of the Society/ Mandal:	<i>Shri Sadguru Vamanbaba Maharaj Shikshan Prasarak Mandal.</i>
Name of Principal:	Dr. Omnankuttan Nair.
About Institution:	Founded in 2004, affiliated to the University of Mumbai, Undergraduate and postgraduate courses in Arts, Science, and Commerce.
About Auditing Agency:	IQAC Cluster is a registered trust working in higher education to promote quality education. It conducts faculty training & audits, for the institutions.
Auditors:	Prin. Dr. Padmaja Arvind, SIA College, Dombivili. Mr. Peeyush. M. Pahade, H.V. Desai College, Pune- 2.



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Observations and findings

**Governance, management & Administration of the institution**

**Governance:**

1. The top-level management of the organization is a financially sound, able, and decision-making body.
2. The parent body promotes the organization in every way. The Governance structure supports all needs and the academic and financial demands of the institute.

**Management:**

3. The Principal is qualified and on a regular full-time post. His work style has created and maintained a healthy working environment for the organization.
4. The college has a profound Vision, Mission, and Goals reflected in all its academic, managerial, and administrative activities.
5. A proper CDC committee according to Maharashtra University Act (2016) requirements. The CDC and IQAC have undertaken several important quality initiatives during the academic year 2020-21.
6. The AQAR has been submitted in time. The IQAC is an active institutionalized body

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in the organization.

7. The website is updated and well-maintained.
8. The allocation of responsibilities and work is evident from the decent work style exhibited by the organization.
9. The financial audits are conducted regularly every year. There are no discrepancies.
10. The college has a student Council as per Savitribai Phule Pune University rules and regulations student Council.
11. The college has a functional student grievance redressal cell major grievances have been reported.
12. The committees are in place and their reports suggest their good working.
13. The college has an active internal complaints committee. Its meetings take place regularly.
14. The college has a functional mandatory anti-ragging committee. The anti-ragging rules and regulations have been displayed at visible important places on the campus.
15. The college regularly submits statistical information for the All-India Survey of Higher Education (AISHE).
16. The college has some Policies.



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**Administration:**

17. The administrative processes are in place, well documented, and functional.
18. The documents are retrievable and working is technologically well supported.
19. The administration is stakeholder-friendly and prompt in its services. The systems are in place.
20. Sufficient technology and tools needed for administrative work are available with the most recent working technology.
21. A healthy work culture prevails in the administrative section.

**Academics:**

22. The institution caters to UG & PG programs.
23. The enrolment ratio is acceptable.
24. The admission process is centralized and ICT-supported.
25. The teacher-to-student ratio is excellent less than 1:32.
26. The student-to-computer ratio is 1: 12.
27. All classrooms are ICT-enabled.
28. The college caters well to student diversity including the category, non-category, and state students.
29. Academic calendar is prepared each year and executed effectively.
30. Teachers prepare teaching plans and work it out efficiently.
31. The timetable is well executed and the attendance is excellent.



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32. The assessments are done regularly and a good organizational effort is visible.
33. Additional courses are offered to students. Students have the freedom to choose additional courses.
34. The teaching staff is young, disciplined, and techno-friendly.
35. Teaching methods and technology-based teaching are practiced.
36. Students work on-hands and are given projects for experiential learning.
37. Internal assessment is fair and communicated to students through Academic calendars and notices.
38. The results are good and the attainment is more than 60%

#### **Co-curricular and Student Progression**

39. The college has a dynamic and active NSS unit.
40. Various cultural and cocurricular activities are conducted by the organization.
41. The placement cell is active and has a good placement record. The training activities go on for the entire year and a variety of experiences are given by the organization to the students.



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**Library**

42. The library is well equipped and regularly new books are introduced,
43. The process of induction of books is unique. Books are purchased online within the shortest period.
44. The purchased book is data entered, barcoded, and available to students within 24 to 36 hours.
45. The footfalls in the library are good
46. The library is student-centric.



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**Strengths, Weaknesses, Opportunities, and Challenges (SWOC)**

**Notable areas of mention**

**1. Strengths of the organization:**

- a) strong, supportive caretaking management.
- b) Strategic location concerning the courses they offer.
- c) A Well-crafted brand.
- d) Excellent admissions, state-of-the-art infrastructure, excellent Library and activity-promoting librarian, well-qualified and active staff, activity and learner-centric learning system.
- e) Dynamic Principal, with student-centric governance, student supportive practices.

**2. Weaknesses of the organization**

- a) The extracurriculars component needs to improve. Students must get opportunities to participate at the state and national level in sports and related activities.
- b) The organization should also encourage students to go for higher levels of studies (at least 10%)
- c) The science program has not started despite permission from the university.



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- d) Participative Gender audit is necessary.
- e) Research projects and research funding need to improve.
- f) Academic and administrative audits should be done each year.

### **3. Opportunities shortly:**

A dynamic and student-centric Principal with good leadership and strong positive management will create unlimited opportunities.

- An industry-academia tie-up for innovation and incubation cells on a much larger scale can make the institution a game changer in the educational field.
- A stronger Alumni interaction can pave the way for several new projects and newer areas of organizational dynamism.

### **4. Challenges:**

- For setting new targets and goals the organization needs more space.
- To better penetrate the management world, reaching students with an autonomous curriculum parallel with the best institutions must be thought. This means the organization needs to think itself on a wider horizon, that comes with newer courses and experiences.
- College should go through the process of NAAC.





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**Recommendations:**

1. institution should go for the process of NAAC accreditation
2. New short-term skill-based courses be added. (one course per year per student).
3. Extracurriculars and games need to be promoted.
4. Alumni interaction needs to be strengthened, and a registered Alumni is the need.
5. A participative gender audit needs to be conducted.
6. An industry-academia tie-up for innovation and incubation cell with research by teachers as a base.

(Peeyush Pahade)

  
(Principal Dr. Padmaja Arvind)