



## SONOPANT DANDEKAR ARTS, V.S. APTE COMMERCE AND M.H. MEHTA SCIENCE COLLEGE, PALGHAR



# Academic & Administrative Audit

**Academic Year 2022-2023**



## REPORT ON

## ACADEMIC & ADMINISTRATIVE AUDIT 2022-2023

Place – Palghar

Pin – 401404

State - Maharashtra

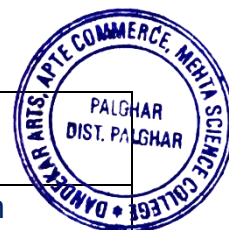
### Section I: GENERAL INFORMATION

|                                                           |                                                                                                                                                            |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Name & Address of the Institution                      | SONOPANT DANDEKAR ARTS, V.S. APTE COMMERCE AND M.H. MEHTA SCIENCE COLLEGE, PALGHAR, DIST PALGHAR, MAHARASHTRA                                              |
| 2. Year of Establishment                                  | 1970                                                                                                                                                       |
| 3. Current Academic Activities at the College (Numbers) : | Under Graduate - 22<br>Post Graduate - 14                                                                                                                  |
| • Departments                                             | Arts, Commerce and Science                                                                                                                                 |
| • Programmes / Courses offered:                           | 886                                                                                                                                                        |
| • Faculty Members:                                        | 126                                                                                                                                                        |
| • Support Staff                                           | 132                                                                                                                                                        |
| • Students                                                | 5423                                                                                                                                                       |
| 4. Three major features in the institutional context      | <ul style="list-style-type: none"> <li>• Modern ICT techniques</li> <li>• Impactful extension activities</li> <li>• Active Mentor-mentee system</li> </ul> |
| 5. Date of Visit of the AAA External Team                 |                                                                                                                                                            |
| 6. Composition of the AAA Peer Team                       |                                                                                                                                                            |
| Chairperson:                                              | Dr. Sunil Patil                                                                                                                                            |
| Member:                                                   | Dr. Bhushan Langi                                                                                                                                          |
| Member:                                                   | CS Dr. Lalita Mutreja                                                                                                                                      |
| Principal of the College                                  | Dr. Kiran Save                                                                                                                                             |
| IQAC Co-ordinator                                         | Mr. Mahesh Deshmukh                                                                                                                                        |



## Section II: Observations

| Name of the Criteria                    | Remark                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Curricular Aspects</b>               | <ul style="list-style-type: none"> <li>• 22 UG and 14 PG Programmes along with 27 Certificate Courses are offered</li> <li>• The flexibility is offered by the college as per the university prescribed syllabus</li> <li>• Academic calendar is prepared and strictly followed including for CIE</li> <li>• CBCS has been implemented for all the prescribed programmes</li> <li>• A good number of teachers represent on various academic bodies</li> <li>• Some of the courses run by the college include experiential learning</li> <li>• Feedback is well analysed and proper action is being taken for the development of the College</li> </ul> |
| <b>Teaching Learning and Evaluation</b> | <ul style="list-style-type: none"> <li>• Remedial coaching classes are being conducted for the slow learners</li> <li>• Experiential learning and Students centric activities for students participations are being conducted</li> <li>• The student- teacher ratio is 43:1</li> <li>• 29 teachers are with Ph D</li> <li>• Along with the traditional method ICT enabled teaching method has been adopted</li> <li>• POS and COs have been well defined and floated on the college website</li> <li>• The examinations are conducted as per the rules and regulations laid down by affiliating university</li> </ul>                                  |



| Name of the Criteria                         | Remark                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Research Innovation and Extension</b>     | <ul style="list-style-type: none"> <li>• More than 70 % of the faculty is engaged in research activities</li> <li>• 05 Research Projects are sanctioned by University of Mumbai and 02 Research projects are sponsored by Rajiv Gandhi Science and Technology Commission, Government Of Maharashtra</li> <li>• 07 teachers have been recognised as research guides</li> <li>• 07 scholars have been registered themselves for their research work</li> <li>• 46 research papers and 100 books and edited chapters have been published by the faculty members</li> <li>• Establishment of Entrepreneurship Cell</li> <li>• Conducted Various activities related to IPR</li> <li>• The College has functional 9 MoUs with various industries and institutes</li> </ul> |
| <b>Infrastructure and Learning Resources</b> | <ul style="list-style-type: none"> <li>• The College has suffrcient infrastructural facilities for teaching and learning</li> <li>• 04 Interactive Boards and 05 LCD projectors are used for ICT based teaching</li> <li>• The college has subscribed to Google Workspace Educational edition to enhance the modem ICT techniques</li> <li>• RO water plant has been installed on the campus</li> <li>• The college has Wi-Fi enabled campus</li> <li>• The intenal and external Financial Audits are conducted periodically</li> <li>• The Central Library is fully automated</li> <li>• The library subscribes to N-List (INFLIBNET) facility and has network resource facility, OPAC (Online PublicAccess Catalogue)</li> </ul>                                   |



| Name of the Criteria                        | Remark                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Student Support and Progression</b>      | <ul style="list-style-type: none"> <li>• More than 70 % students are benefitted by various scholarships</li> <li>• Along with the Government Scholarship, College also provides JSW Scholarship and Tata Wiron Scholarship to the students.</li> <li>• A quality contribution is made by the Alumni Association</li> <li>• Students participation is given on various decision making policies</li> <li>• Career counselling is done at departmental as well as college level</li> <li>• Good number of students progression towards higher education</li> <li>• Significant performance is done by the students in Cultural and Sports events</li> </ul>                                                                                                                                                                                                                                                    |
| <b>Governance Leadership and Management</b> | <ul style="list-style-type: none"> <li>• Decentralised and participative management</li> <li>• The IQAC prepares and monitors the perspective plan</li> <li>• The CDC of the college meets twice in the year and plays pivotal role in the college development</li> <li>• E-governance is being followed for all, academic and administrative activities</li> <li>• Teachers are motivated to attend Faculty Development Programmes</li> <li>• The college encourages the teachers to participate in various Seminars and Conferences by providing economical Support</li> <li>• ARC of the college takes initiatives to inculcate research aptitude among teachers and students</li> <li>• Training programmes are organised for teaching and non-teaching staff</li> <li>• Many welfare schemes such as Pathpedhi facility, medical reimbursement, etc are provided to the staff of the college</li> </ul> |



| Name of the Criteria                           | Remark                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Institutional Values and Best Practices</b> | <ul style="list-style-type: none"><li>• Good initiatives have been taken for Gender Equity along with the Gender Audit</li><li>• Green and Environmental Audits have been conducted periodically</li><li>• Energy Audit has been conducted and with the installation of solar panel the electricity bill has been decreased up to a great extent</li><li>• Attempts have been made for Rain water harvesting</li><li>• Vermi culture and Compost Pit have been maintained on the Campus</li><li>• All facilities for Divyangajan (disabled) students have been made available</li><li>• The Best Practices run by the college has quality impact</li><li>• All safety measures have been observed on the college campus</li></ul> |

# Administrative Audit Report for the Period 2020-21 To 2022-23



| Sr. No. | Institutional Data                                                            |                                                                                                                                                                                                                                               |
|---------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p>Name of the College</p> <p>Address</p> <p>Telephone No.</p> <p>Website</p> | <p>Sonopant Dandekar Shikshan Mandali's Sonopant Dandekar Arts, V. S. Apte Commerce &amp; M. H. Mehta Science College</p> <p>Kharekuran Road, Palghar, Tal. Dist. Palghar. Pin – 401404.</p> <p>Tel No. 02525-252163</p> <p>sdscollege.in</p> |
| 2       | Name of the Principal                                                         | Dr. Kiran Jaydeo Save                                                                                                                                                                                                                         |
| 4       | Year of Establishment                                                         | 1970                                                                                                                                                                                                                                          |
| 5       | <p>Date of Visit of the Committee</p> <p>Name of the Auditor</p>              | <p>7<sup>th</sup> July 2023</p> <p>Dr Sunil Patil<br/>Dept of Student Development<br/>University of Mumbai</p>                                                                                                                                |
| 6       | Number of full time Teachers (Including Principal & Librarian)                | Total: 123                                                                                                                                                                                                                                    |
| 7       | Number of CHB Teachers                                                        | 2                                                                                                                                                                                                                                             |
| 8       | Number of non-teaching staff                                                  | 133                                                                                                                                                                                                                                           |
| 9       | Name of the courses, Division and Enrolment                                   | List Enclosed                                                                                                                                                                                                                                 |

# Administrative Office Audit Report



| Sr. No. | Particulars                                        | Observation on Key Aspects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | General Administration                             | <ul style="list-style-type: none"> <li>• Online Fees collection</li> <li>• Roll Call - Generated from College software</li> <li>• General Register - Generated from College software</li> <li>• L.C- Digitally</li> <li>• Transfer Certificate - Generated from MKCL</li> <li>• P.F. statement maintained in excel sheet. P.F. slips are issued by joint director every year.</li> <li>• Pension cases are prepared in excel sheet with calculation report</li> <li>• Income Tax is calculated by office in excel sheet and in College Payroll software</li> </ul>     |
| 2       | Extension and Continuation of Affiliation          | <ul style="list-style-type: none"> <li>• Aided B.A. &amp; B. Com Permanent affiliation</li> <li>• Unaided Courses UG &amp; PG</li> </ul> <p>For Extension and Continuation, College submits proposal every year online (University of Mumbai website).</p> <ul style="list-style-type: none"> <li>• Digital Records are maintained.</li> </ul>                                                                                                                                                                                                                         |
| 3       | Selection, Advertisements and Interview Procedures | <p><b>*Aided:</b></p> <ul style="list-style-type: none"> <li>• Government NOC</li> <li>• Advertisement draft is approved by the University.</li> <li>• Advertisement draft in two News Papers (Regional &amp; English).</li> <li>• Selection committee is appointed by the University.</li> <li>• Government Nominee is nominated by the Director of Education.</li> <li>• Interviews are conducted.</li> <li>• Interview chart is prepared.</li> <li>• Selection Committee Report.</li> </ul> <p>* Unaided Section: Local Selection as per the Management's norms</p> |





| Sr. No. | Particulars                                      | Observation on Key Aspects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4       | Teaching Staff Approvals                         | <p><b>* Aided:</b></p> <ul style="list-style-type: none"> <li>• Once the candidate is selected, the report is sent for approval to the University.</li> <li>• Appointment letter.</li> <li>• Job acceptance letter from employee</li> <li>• Approved draft of advertisement</li> <li>• Printed Copy of Advertisement published in news papers</li> <li>• NOC from Joint Director.</li> <li>• Copy of documents of Educational Qualification</li> <li>• Copy of Verification reports of NET/ SET/ PhD/ M. Phil from respective University.</li> <li>• 3 pages and 7 pages report prescribed by the University.</li> <li>• Joint Director Fixation.</li> <li>• Confirmation.</li> <li>• All CAS promotions of teachers are done as per University Norms.</li> </ul> <p><b>* Unaided:</b> As per the Management norms. The college is in the process of preparing a Roster and Staffing Pattern for Unaided Section.</p> |
| 5       | Non - Teaching Staff Appointments and Promotions | <p><b>* Aided:</b></p> <ul style="list-style-type: none"> <li>• Government NOC</li> <li>• Advertisement in two News Papers (Regional &amp; English)</li> <li>• Interviews are conducted.</li> <li>• Interview chart is prepared.</li> <li>• Selection report is prepared</li> <li>• Management Resolution</li> <li>• Appointment letter</li> <li>• Job acceptance letter from the employee Joint Director approval.</li> <li>• Joint Director Fixation</li> <li>• Confirmation</li> <li>• Time Bound Promotions after 12 years &amp; 24 Years.</li> <li>• Category &amp; Seniority wise promotions.</li> </ul> <p><b>* Unaided:</b> As per the management norms. All Appointments and Promotions of Non- Teaching Staff are made as per the Management Guidelines. Appointments and Promotions of Non-Teaching Staff (of Unaided Section) have done by the Management.</p>                                            |



| Sr. No. | Particulars                                                            | Observation on Key Aspects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6       | Statistical Information University of Mumbai MIS(DHE, Pune) AISHE(UGC) | <p><b>* Aided / Unaided:</b></p> <ul style="list-style-type: none"> <li>Statistical information is filled on the University web site student on roll in Sept/Oct (online data)</li> <li>every year</li> <li>MIS information uploaded to DHE Pune in September/ October (Online data).</li> <li>AISHE (online data).</li> </ul> <p>This information has been filled online on the respective web sites. Reports are submitted to the University of Mumbai every year.</p>                                                                                                                                            |
| 7       | Service Books and Leave Records (Teaching and Non-Teaching Staff)      | <p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>Service Books are maintained as per the directives from Joint Director Office.</li> <li>Leave Records are maintained Digitally</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                   |
| 8       | Admissions Procedures                                                  | <p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>Students fill the Admission form through College the web-site sdscollege.com. College displays the Merit List on College Website.</li> <li>Online Admission forms are filled on digital portal.</li> <li>Both the forms are submitted with documents to College in person.</li> <li>Confirmation of admission on College student database software and fee collection is done manually.</li> <li>Submission of registration of the confirmed student.</li> <li>Generation of PRN Number from College software &amp; MKCL portal.</li> </ul> |
| 9       | Enrolment, E- Suvidha, Eligibility and Migration                       | <p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>Provisional Eligibility is applied by students from other state</li> <li>Generation of E-Suvidha Ticket on applying on digital portal.</li> <li>Provisional admission is provided on producing Provisional eligibility certificate.</li> <li>Migration certificates are required for confirmed admission.</li> <li>PRN numbers are generated after scrutinized eligibility of University.</li> </ul>                                                                                                                                        |



| Sr. No. | Particulars                                          | Observation on Key Aspects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10      | Examinations (F.Y., S.Y. & T.Y.)                     | <p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>Sem-I to IV are College level examination for UG Courses (Sem. V &amp; VI are conducted by the University).</li> <li>Question papers for all semesters since 2016 are received from the university</li> <li>All examinations are conducted by the University for PG Courses.</li> <li>Generation of Exam forms for University Exam through MKCL portal.</li> <li>Exam form inward process followed by generation of Hall Ticket, Attendance sheet, Supervisor Report, Printing of Blank Mark-Sheet, Uploading Internal Marks on portal.</li> <li>Uploading of status of Result First Year &amp; Second Year students on digital portal for re-registration of Second &amp; Third year admission.</li> <li>Mark sheets and Ledger are prepared by the college through Result Software.</li> <li>College has Result Generation Programme for FY/SY exam</li> </ul> |
| 11      | Transcripts, Bonafide cert. Recommendations and etc. | <p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>College provides 5 copies of Transcript as per the University format with fees of Rs. 1000/-when demanded by students</li> <li>Bonafide certificate is issued when demanded by the students with fees of Rs. 20/-.</li> <li>College provides recommendation letter without any fees when demanded by students in the required format.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 12      | Railway Concessions                                  | <p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>Railway concession is issued on Monday/ Wednesday &amp; Friday of every week</li> <li>Monthly statement is prepared on Excel sheet.</li> <li>Submitting the same at Railway Office.</li> </ul> <p>College is in process of generating Software for the Railway Concession.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



| Sr. No. | Particulars                                                                                                   | Observation on Key Aspects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13      | Government Scholarships and Free Ships                                                                        | <p>* <b>Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• Students are orientated with the processes and norms.</li> <li>• Notice is displayed on Notice board and is also circulated on what's app group by vice-Principal and Co-ordinator.</li> <li>• Collection of forms filled by students on the Mahadbt site.</li> <li>• Verification of forms and documents on Tuesday &amp; Thursday of every week.</li> <li>• The forms are collected and approved by the authorities of Social Welfare and Tribe department &amp; Joint Director.</li> <li>• Generation of statement B and submitting the same at respective departments.</li> <li>• Order collected from the Govt. Departments.</li> <li>• Payment is disbursed in student's personal account.</li> <li>• Utilization Certificate is submitted to the Govt. Department.</li> </ul> |
| 14      | Inward and Outward Registers                                                                                  | <p>* <b>Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• College maintains Inward and Outward Registers manually.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 15      | Dead Stock Registers                                                                                          | <p>* <b>Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• College prepares Dead Stock Register manually.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 16      | Records of Minutes Local Managing Committee, Quality Assurance Cells, Governing Body, School Committee and TA | <p>* <b>Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• Record of minutes is maintained manually.</li> <li>• CDC - four times in a year.</li> <li>• IQAC - four times in a year.</li> <li>• College Committee - Twice a year</li> <li>• Office conducts meetings when required (General Accounts &amp; Budget Meeting)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 17      | Records of Computers, Printers, Lap Tops, Scanners, Projectors and Licensed Software's                        | <p>* <b>Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• Purchase of new equipments is recorded in the dead stock register.</li> <li>• New purchases are numbered.</li> <li>• List of all equipments are attached.</li> <li>• SOP are available.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



| Sr. No. | Particulars                                                                                                                  | Observation on Key Aspects                                                                                                                                                                                                                                                                                                                          |
|---------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18      | Accounts and Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc. | <p>* <b>Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• An account is maintained in FA software prepared by the Management.</li> <li>• Vouchers &amp; Reconciliation are made manually.</li> <li>• Salary Registers of Full-Time faculty and Non-teaching staff are computerized in Payroll Software &amp; Excel-Sheet</li> </ul> |
| 19      | College Budgets and Audited Balance Sheet                                                                                    | <p>* <b>Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• Audited and balance sheet are computerized from FA programme.</li> <li>• College has prepared a (Programme wise) budget for every year.</li> </ul>                                                                                                                        |
| 20      | Teachers Workload and Class Time Tables                                                                                      | <p>* <b>Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• As per the University norms and approved from the University / Joint Director Office.</li> </ul>                                                                                                                                                                          |
| 21      | Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers and Printers   | <p>* <b>Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• Management takes care of all such types of maintenance contract.</li> </ul>                                                                                                                                                                                               |
| 22      | Non- Teaching Staff Welfare                                                                                                  | <p>* <b>Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• For the benefit of Teaching and Non-Teaching Staff, college has credit society. College gives festival advance for Diwali.</li> </ul>                                                                                                                                     |
| 23      | Workshops attended by non-teaching staff                                                                                     | <p>* <b>Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• The staff has attained workshops and seminars.</li> </ul>                                                                                                                                                                                                                 |
| 24      | Training attended by non-teaching staff                                                                                      | It was observed in the audit that the staff are sincere and dedicated towards their work, if more training and work exposure is given will enhance their productivity.                                                                                                                                                                              |
| 25      | Knowledge of Typing / Computers - non teaching staff                                                                         | <p>* <b>Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• All staff is well acquainted with computer knowledge and software in the office.</li> </ul>                                                                                                                                                                               |

## Key Strengths

Maximum use of computerization for information and data is done as per today's need and is online accessible for prompt and accurate information at one click. The other benefits of computerized office are paperless office at a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers into digital form, which can save money, time, boost productivity, save space, make documentation and information sharing easier and keep personal information more secure.

Standard Operating Procedures are well laid down and implemented for all the respective department/s for their significant procedures and process with step-by-step instructions that will act as a guideline for staff work processes. Whether written up in numbered steps or formatted as flow charts, effective SOPs should be complete, clearly written, and based on inputs given from the staffs who execute the work.

It was observed that the staff are sincere and dedicated towards their work, if more training is given will enhance their productivity.

## Areas for better improvement to avoid the Major Non Conformity: –

It was found that the physical files/documentations were well organized as per the standards; as a result the easy accessibility is available when the relevant document/s is required. To be more organized there should be naming / coding physically and electronically in a consistent, logical and predictable way means that information may be located, identified and retrieved by the concerned person, as quickly and easily as possible.





For inward and outward register the digitization system should be introduced and implemented for quick reference, acknowledgment, cost control and accessibility.

### Report No. **Visit to Institution**

Name and Signature of External Auditor and Team Leader with Date:

**Dr. Sunil Patil**  
Team Leader  
External Auditor

**Dr. Bhushan Langi**  
Member  
External Auditor

**CS Dr. Lalita Mutreja**  
Member  
External Auditor