

To,.

The Principal,
Chandrabhan Sharma College of Arts, Science and Commerce

Subject: - Report of Academic & Administrative Audit.

We are glad to inform you for the initiative taken by the college for conducting Academic and Administrative Audit (AAA) for the Academic Year 2021-22. We are thankful to the management and College development Cell as well as principal for inviting us for conducting AAA.

The report is based on observations of committee members on three aspects. Institute Information, Administrative audit and Department academic audit.

We are thankful to Management, Principal, HODs, Teaching and Supporting Staff, Students and stakeholders for their valuable inputs and co-operation during the assessment of AAA.

We are hopeful that the observation /Suggestions of the AAA committee will be helpful in further planning and growth of the college.

Members of AAA Committee

- 1. Dr. MinuMadlani (Principal)**
K.P.B Hinduja College of Commerce
- 2. Dr. Jitendra K. Aherkar (Principal)**
B.L. Amlani College of Commerce & Economics
- 3. Dr. SatindarKaurGujral(Principal)**
Reena Mehta College of Arts, Science, Commerce & Management Studies

FRAMEWORK AND METHODOLOGY ADOPTED FOR AAA

- The external Academic and Administrative Audit (AAA) for the academic for the academic year 2021-22 of **Smt. Durgadevi Sharma Charitable Trust's Chandrabhan Sharma College of Arts, Science and Commerce** is carried out by the external members as per the request received from the College.
- The purpose of the audit is to ensure that the practices followed in the campus are in accordance with the Administrative Policies adopted by the institution and the departments.
- The observations of the committee are based on the data available and/or provided by the college authorities and subsequent interactions with respective personnel and authorities. Review of the relevant documents is carried out wherever required.
- The audit is conducted in an unbiased way.
- After the audit, the recommendations are suggested to the college unanimously by the external AAA audit members.

Members of the External AAA Audit

1. **Dr. Minu Madlani (Principal)**
K.P.B Hinduja College of Commerce
2. **Dr. Jitendra K. Aherkar (Principal)**
B.L. Amlani College of Commerce & Economics
3. **Dr. Satindar Kaur Gujral (Principal)**
Reena Mehta College of Arts, Science, Commerce & Management Studies

Minu Madlani
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J. K. Aherkar

S. K. Gujral

Part 1: INSTITUTE PROFILE

1.1 ESTABLISHMENT INFORMATION

1	Name and Address of College	Smt. Durgadevi Sharma Charitable Trust's Chandrabhan Sharma College of Arts, Science and Commerce
2	Telephone Number	022-25704526/30
3	E-mail Id.	cbscollege@gmail.com
	Website URL	http://www.ccollege.co.in/
4	Year of Establishment	2008
5	Status of College	Unaided
6	Name of the Principal	Dr. (Mrs.) Pratima Singh
7	Affiliation	University of Mumbai
8	Whether 2(f) and 12(B) status?	No
9	Name of the Trust	Smt. Durgadevi Sharma Charitable Trust's
10	College Development Committee	Yes
11	Registration number of the trust	249/2005 DT:28/11/2005
12	IQAC	Active
13	Type of College	Co-Education

1.2 COURSES, INTAKE AND STUDENT STRENGTH (2021-2022)

Sr No	Courses	Intake Capacity (First Year)	Strength of Student (First, Second and Third Year)
		2021-22	2021-22
01	BCOM	240	427
02	BMS	120	397
03	BAF	60	175
04	BBI	60	97
05	BFM	60	42
06	BMM	60	98
07	BSc.IT	60	170

PART 2: ADMINISTRATIVE AUDIT

The following criteria were used to review the infrastructural facilities of the college.

2.1 INFRASTRUCTURE

Sr. No	Particulars	Observations
01	Total area of the campus	6470.20 SQ. MTRS
02	Campus ownership	Own
03	Washroom facility for staff	Yes
04	Washroom facility for students	Yes
05	Ladies Common Room	Yes
06	Staff Room	Yes
07	Auditorium	Yes
08	Administrative office	Yes
09	Parking space	Two wheeler & Four Wheeler

2.2 HUMAN RESOURCE

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A) Details of Human Resource available

Sr. NO	Particulars	Observations
		2021-22
01	Total Teaching Staff (Including Principal , Librarian and Visiting Staff)	31
02	Total Technical Staff	01
03	Clerks and other Office Staff	08

B) Efforts for Human Resource Development

Sr.No	Particulars	Observations
01	Mode of Salary	Credited to Bank account
02	Feed Back and appraisal system	Yes
03	Employee Welfare scheme	Yes

C) Admission Process: -

As per the norms prescribed by University of Mumbai

2.3 COMPUTATIONAL FACILITIES

Sr. No	Particulars	Observation
01	Number of Computers	162
02	Internet Bandwidth	Yes
03	Campus Wi-Fi	Yes

2.4 LIBRARY

Sr.No	Particulars	Observations
01	Area of Library	187.45 SQ. MTRS
02	Book Bank Facility	Yes
03	Issue/Return Facility	Yes
04	Is the Librarian Approved	Yes
05	Library Hours	7:30 AM to 5:30PMon All Working Days During Exam 10:30 AM to 4:00PM (Sundays and Public Holidays)

2.5 TRAINING AND PLACEMENT CELL

Sr.No	Particulars	Observations
01	Placement	Yes
02	Placement Percentage	23.72 %
03	Percentage of Higher Studies	21.75%

2.6 STUDENTS SUPPORT SCHEME

Sr.No	Particulars	Observations
01	Parent Teacher Association	Yes
02	Counselor	Yes
03	Special scheme for students	Yes
04	Alumni Association	Yes (Not Registered)

2.7 GRIEVANCE REDRESSAL COMMITTEES3769015

Sr. No	Particulars	Observation
01	Anti-Ragging cell	Yes
02	Women Development Cell	Yes
03	Grievance Redressal Cell	Yes

2.8 OTHER ESSENTIAL FACILITY

Sr. No	Particulars	Observations
01	Fire Fighting System	Yes
02	Canteen	Yes
03	Drainage Facility	Yes
04	CCTV	Yes
05	Server Room	Yes
06	Overall Maintenance	Yes(Well Maintained)

PART 3: R & D, EXTENSION ACTIVITIES

Sr. No	Particulars	Observations
		2021-22
01	Research funds sanctioned and received from various agencies	Rs. 25,000
02	Workshops/ Seminars conducted on Intellectual Property Rights (IPR)	03
03	Faculty participation in seminars/conferences during the year	25
04	MOUs signed with industry and academia	21
05	Number of extension and outreach activities	47
06	Research publications in the journals notified on UGC website	08

OVERALL OBSERVATIONS AND RECOMMENDATIONS FOR THE COLLEGE INSTITUTE STRENGTH:

- One to one interaction of faculty members with students.
- Supportive Management
- All documents are updated properly.
- Basic amenities and infrastructure in the college campus is very good.
- More student centric events are conducted to enhance the development.
- Societal activities done by the college is excellent.
- Spacious and ventilated classrooms.
- The Principal ensure timely completion of syllabus in each semester.

WEAKNESS :

- Number of faculty members engaged in major/minor research may be increase.
- The placement Cell of the college may be strengthened further.
- Activities under MOU may be further enhanced.
- Number of ICT enables classroom may be increase.

SUGGESTIONS :

- Research papers should be published in Quality publication.
- Number of faculty members engaged in major/minor research may be increase.
- Students counseling can be improved.
- College should conduct Bridge Courses on communication since majority of enrolled students are from vernacular medium.
- Alumni Association needs to be registered and strengthen

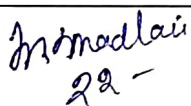
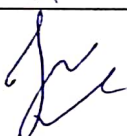


RECOMMENDATIONS

- Alumni should be strengthened and involved for the development of the college.
- Skill development programmes should be organized.
- Record of student's progression in higher education is to be maintained properly.
- The placement Cell of the college may be strengthened further.
- Expert need to be called to train students on competitive examination.
- More number of corporate should be invited for placement drive.

FUTURE PLANS FOR 2022-23:

- To conduct more Professional Development programmes and motivate faculties to participate.
- To complete NAAC re- accreditation of the college.
- To continue with Faculty exchange programme
- To focus on Internships/Placements/Jobs for the students
- To enhance Research ability
- To arrange certificate programmes and value based programmes

Members of AAA Committee

Sr.No	Name	Signature
1	Dr. MinuMadlani (Principal) K.P.B Hinduja College of Commerce	
2	Dr. Jitendra K. Aherkar (Principal) B.L. Amlani College of Commerce & Economics	
3	Dr. SatindarKaurGujral(Principal) Reena Mehta College of Arts, Science, Commerce & Management Studies	
4	Dr. Pratima Singh (Principal) Chandrabhan Sharma College of Arts, Science & Commerce	
5	Mr. Umesh Kabadi (IQAC Co-ordinator) Chandrabhan Sharma College of Arts, Science & Commerce	