

**COLLEGE OF SOCIAL WORK (EMPOWERED AUTONOMOUS),**

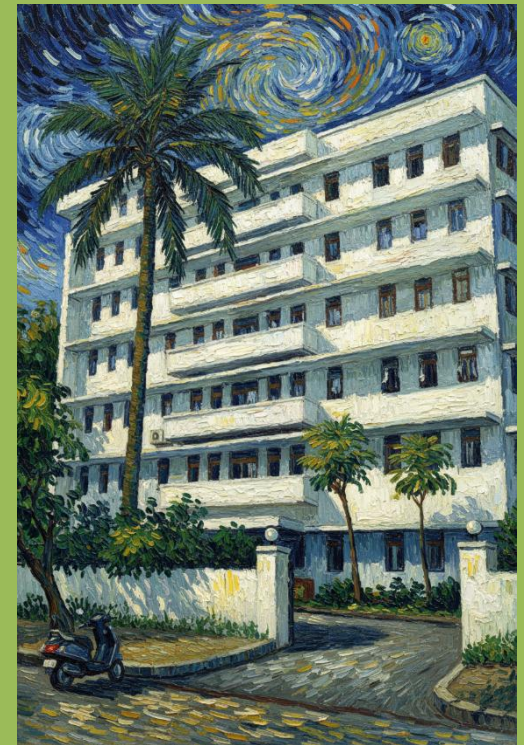
**NIRMALA NIKETAN, MUMBAI**

**COLLEGE OF SOCIAL WORK (EMPOWERED AUTONOMOUS),  
NIRMALA NIKETAN, MUMBAI**

**Academic and Administrative Audit Recommendation Report 2025-26 under  
the auspice of the IQAC Cell**

**Date of Audit: 25<sup>th</sup> April 2026**

**External Audit team Dr. Prof Vijay Dabholkar and Dr. Prof . Geeta Shetty**



# **COLLEGE OF SOCIAL WORK (EMPOWERED AUTONOMOUS), NIRMALA NIKETAN, MUMBAI**

## **Academic and Administrative Audit Report 2025-26**

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**Submitted by Email: Dr. Prof Vijay Dabholkar**

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### **OVERALL ANALYSIS**

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- The college has been maintaining good academic standards in Curriculum, Teaching- Learning-Evaluation and Research as per the UGC guidelines of Autonomous Colleges
- Effective implementation of NEP-2020 framework across the programs
- Academic Calendar and Academic Plan is in Place
- Encouragement to teachers for acquiring higher qualifications.
- Good participation of teachers in Orientation, refresher courses, FDP, conferences, seminars and workshops.
- Proceedings and functioning of all the statutory bodies are as per the UGC guidelines for Autonomous colleges and documentation is well maintained
- Financial assistance and scholarships are provided to academically deserved, socially and economically underprivileged students
- Well maintained infrastructure and learning resources
- Innovative and Active Teaching and Learning Process
- Review of teaching learning process by IQAC
- Effective Assessment of Students' Feedback
- Interactive lecture method is adopted for teaching by almost all the teachers which is supported by ICT approaches.
- Teachers have published papers in peer reviewed journals, Web of Science and Scopus Journal
- Good number of books and edited volumes.
- Evidence of students and faculty achievements in research, competitions and other related areas

- Efforts in soft-skills development and career guidance to the students
- Good number of students engagement and participation in extra-curricular activities
- Well qualified and enthusiastic faculty.
- Dynamic leadership, supportive and visionary management.
  
- **Institutional weakness:**
  - a. Collaboration with foreign Universities for academic activities
  - b. Funding from government and non-government agencies for research and innovation
  - c. Limited institution, industry and business linkages
  - d. Involvement of teachers in consultancy services.
  - e. Less number of ongoing minor and major research projects.
  - f. Limited multidisciplinary research.
  
- **Institutional Challenges–**
  - Strengthening collaborative activities for teaching and research.
  - Strengthening of industry-academia interactions.

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*The Recommendations of the Committee for the Enhancement of College Performance:*

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1. CSR collaborations from different companies
2. More funds required for library for purchasing books and international journals.
3. Funding from management for publications for unaided staff
4. More MOU and linkages
5. Entrepreneur cell should function based on skills of minority girl students
6. Start honours programs after following proper procedure.
7. Development/Strengthening of Incubation centre.

8. Recommendation of learning App for students.
9. Declaration of Results at earliest and paper showing.

**Prof Dr. Geeta Shetty** ; The college fulfills all the requisite criteria for securing a unique place in Academia . It is a trend setter and torch bearer for all other institutions

### **Academic Audit – Recommendation provided during the Audit Process**

**Documented by the Documentation Committee Ms. Pallavi Ms. Nirmiti and Mr. Anshit Baxi**

1. Have an open house where the evaluated answer sheets can be shared with the students, so they can see their answers and the assessment. This could be done after the results are declared. This could be mediated by the class teacher.
2. The college must ensure that while new members (staff) join the college, a POSH policy is shared and a copy is signed by them. The annexure to the POSH must be attached to their contracts, with their signature. This signature indicates they have read and understood the policy and will adhere to it.
3. The college must have a yearly question paper audit.
4. To encourage the students' active participation in the library, have a best reader award for the students.
5. While the plagiarism report is generated, the librarian must stamp and sign each report for validation and authentication.
6. The counsellor must annually submit a confidential analysis report to the Principal.
7. One can generate a Google form to be filled by students coming in for convocation, which aims to get the details related to their job contracts, salary package drawn, sector, etc, as required by the college. This process would help in preventing the loss of this crucial information.
8. Additional exams can be conducted instead of an ATKT exam only for those students who have been facing serious circumstances, such as sudden death in the family, hospitalisation, or other similar circumstances, especially during the examination.
9. The library must make all the past exam question papers for reference remotely accessible to the students. They must make it accessible online
10. Prepare a silver stamp seal at the bottom of the result document/paper to authenticate it
11. Replace the lights and fans with energy-saving lights and fans.
12. The college could have a water audit done

13. The college could also do a carbon footprint mapping
14. While one maintains the consolidated scholarship sheet, one must also take the signatures of the students, which shows their acknowledgement of receiving the scholarship.
15. The college must try to merge the alumni association account with the college account so that alumni interested in contributing to the welfare of the student and the college could receive tax benefits. This would also help in maintaining the records required by NAAC.
16. Anubhav could start an initiative focusing on the transgender youth.
17. The college must understand the USP of the department and work towards the distinctiveness across all the verticals, prepare and protect it.
18. Authenticate all the documents, such as Drill bit reports, to be signed and stamped.
19. Tap CSR funding for FAP and build financial self-sufficiency.
20. Have collaborative projects with interdisciplinary networks and colleges.
21. The documentaries made by students could be uploaded to the college's YouTube page.
22. The academic audit committee enquired about staff welfare policies and recommended that such policies be initiated, documented, and implemented in a systematic manner.
23. Fundraising initiatives may be undertaken by the management to support staff welfare activities and related institutional development measures.
24. The institution should make it mandatory to provide a duplicate copy of the service book to each staff member.
25. The management may consider introducing a basic Mediclaim policy with a nominal annual premium for all staff members as a staff welfare measure.

By

Recommendation Documentation Team

**COLLEGE OF SOCIAL WORK, NIRMALA NIKETAN (EMPOWERED AUTONOMOUS)**  
**Internal Quality Assurance Cell (IQAC) Strategic Institutional Recommendations Based on the External Academic Audit**

<b>Sr. No.</b>	<b>Academic Audit Recommendation</b>	<b>Proposed Recommendation</b>	<b>Department/ Committee In charge</b>
1	Open house for evaluated answer sheets after declaration of results	Develop and implement a structured Answer Script Viewing Policy [ Open House] to enhance transparency in assessment.	Examination Cell, Class Teachers
2	POSH policy acknowledgement by newly recruited staff	Integrate POSH Policy Declaration and Acknowledgement Form into the staff joining process.	Administration / ICC
3	Annual Question Paper Audit	Institutionalize an Annual Question Paper Audit as part of academic quality assurance.	Examination Cell, IQAC
4	Best Reader Award	Introduce a Best Reader Award to promote reading culture and optimum library utilization.	Library Committee
5	Authentication of plagiarism reports	Ensure all plagiarism reports are duly signed and stamped by the Librarian before submission.	Library
6	Annual confidential counselling report	Develop a confidential annual counselling report for submission to the principal, maintaining ethical standards.	Student Counsellor

7	Google Form for Convocation Placement Data	Develop a Graduate Exit & Placement Tracking System through online data collection during convocation registration.	Placement Cell, Alumni Association
8	Additional examination under exceptional circumstances	To Frame a policy for Special Additional Examinations under genuine emergency circumstances.	Examination Cell
9	Online access to previous question papers	Create a secure digital repository of previous examination question papers accessible through the library portal.	Library
10	Silver embossed seal on result documents	Introduce secure authentication measures (seal/embossing) on official result documents.	Examination Cell
11	Energy-saving lights and fans	Implement phased replacement with energy-efficient electrical fixtures to strengthen green campus initiatives.	Administration,
12	Water Audit	Conduct an annual Water Audit and implement conservation measures.	IQAC
13	Carbon Footprint Mapping	Undertake periodic carbon footprint assessment and prepare sustainability action plans.	Green Campus Committee, IQAC
14	Scholarship acknowledgement signatures	Maintain student acknowledgement records for scholarship disbursement to strengthen financial accountability.	Scholarship Cell
15	Alumni account integration for tax benefits	Strengthen alumni fundraising mechanisms by exploring statutory provisions for tax-benefit-enabled contributions and transparent financial management.	Alumni Association, Management, Finance Committee

16	Initiative for transgender youth	Expand community outreach programmes by introducing initiatives focusing on transgender youth and other marginalized communities.	Anubhav Extension Centre
17	Departmental USP and Distinctiveness	Identify, document, strengthen, and protect the distinctiveness (USP) of each department/ Committee aligned with institutional vision.	IQAC [Best Practices Criterion)
18	Authentication of all official reports	Standardize document authentication through authorized signatures and institutional stamps across all official reports.	All Departments & Administrative Units
19	CSR funding for FAP	Develop a structured CSR resource mobilization strategy to strengthen the Financial Assistance Programme (FAP).	Management, Finance Committee
20	Interdisciplinary collaborative projects	Promote collaborative interdisciplinary projects with national and international institutions and professional networks.	Research Development Cell in collaboration with the faculty
21	Upload student documentaries	Showcase student academic outputs by creating a dedicated digital repository on the college's official YouTube platform.	Media Cell
22	Staff Welfare Policy	Formulate, document, and implement a comprehensive Staff Welfare Policy with periodic review mechanisms.	Management, Administration unit
23	Fundraising for Staff Welfare	Develop fundraising strategies to support staff welfare initiatives.	Management, Finance Committee

24	Duplicate copy of Service Book	Provide every staff member with an authenticated duplicate copy of their Service Book for transparency and record management.	Administration
25	Mediclaime Policy for Staff	Explore the feasibility of introducing a group Mediclaime policy as part of institutional staff welfare measures.	Management, Finance Committee
26	Digital Learning	Identify and recommend institutionally approved digital learning applications and educational technology platforms to support blended learning, self-directed learning, and academic enrichment.	IT Cell, IQAC