

**Deccan Education Society's**  
**Brihan Maharashtra College of Commerce, Pune-411004 (Autonomous)**  
**Report of Administration System and Practices**

**Department : General Administration Department**

Sr.No.	Practices	AY 2017-18	AY 2018-19	AY 2019-20	AY 2020-21	AY 2021-22	Effectivity
1	Maintenance of Registers	YES maintained prop	YES maintain	YES maintain	YES maintai	YES maintaine	YES
2	Punctuality of staff	YES	YES	YES	YES	YES	YES
3	Discipline related rules	Yes	Yes	Yes	Yes	Yes	YES
4	SOP	Needs to be establish	Needs to be	Needs to be	Needs to be	Needs to be e	YES
5	Innovation of new system	Nil	Nil	Nil	Nil	Nil	YES
6	Innovative / creative practices	Nil	Nil	Nil	Nil	Nil	YES
7	Maintenance of statutory records	Yes	Yes	Yes	Yes	Yes	YES
8	Meetings	Yes	Yes	Yes	Yes	Yes	YES
9	Organizational charts	Yes	Yes	Yes	Yes	Yes	YES
10	Workflow chart	Yes	Yes	Yes	Yes	Yes	YES
11	Job profile	Yes	Yes	Yes	Yes	Yes	YES
12	Assignments of duties	Yes	Yes	Yes	Yes	Yes	YES

(Dr.Sanjay Kaptan)

(Dr.Anil Adsule)

.Girish Pathade)

**Deccan Education Society's**  
**Brihan Maharashtra College of Commerce, Pune-411004 (Autonomous)**  
**Report of Administration System and Practices**

**Department : Exam Department**

Sr.No.	Practices	AY 2017-18	AY 2018-19	AY 2019-20	AY 2020-21	AY 2021-22	Effectivity
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1	Maintenance of necessary records and documents	YES maintained properly	YES maintain	YES maintain	YES maintain	YES maintain	YES
2	Maintenance of request register	YES	YES	YES	YES	YES	YES
3	Activities and their followers	Yes	Yes	Yes	Yes	Yes	YES
4	Level of digitalization	Needs to be extended	Needs to be	Needs to be	Needs to be	Needs to be e	YES
5	Meetings	Yes	Yes	Yes	Yes	Yes	YES
6	Organizational charts	Yes	Yes	Yes	Yes	Yes	YES
7	Workflow chart	Yes	Yes	Yes	Yes	Yes	YES
8	Job profile	Yes	Yes	Yes	Yes	Yes	YES
9	Assignments of duties	Yes	Yes	Yes	Yes	Yes	YES

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Report of Administration System and Practices**

**Department : Finance Department**

Sr.No.	Practices	AY 2017-18	AY 2018-19	AY 2019-20	AY 2020-21	AY 2021-22	Effectivity
1	Maintenance of register	Yes	Yes	Yes	Yes	Yes	YES
2	Audited statements	Properly Maintain	Properly	Properly	Properly	Properly M	YES
3	Budget	Yes	Yes	Yes	Yes	Yes	YES
4	Financial Planning System	Needs to be formally	Needs to be	Needs to be	Needs to be	Needs to be fo	YES
5	Evaluation of financial activities	Needs to be undertak	Needs to be	Needs to be	Needs to be	Needs to be u	YES
6	Compliance	Yes	Yes	Yes	Yes	Yes	YES
7	Audited report	Yes	Yes	Yes	Yes	Yes	YES

8	Audited objection and their rectifications	Done systematically	Done system	Done system	Done system	Done system	YES
9	Positions of receipts and payments	Mainained Properly	Mainained P	Mainained P	Mainained P	Mainained Pro	YES
10	Utilization of surplus and rules	Yes as per rules	Yes as per ru	Yes as per ru	Yes as per ru	Yes as per rule	YES
11	Audited certificate	Yes obtained	Yes obtained	Yes obtained	Yes obtaine	Yes obtained	YES
12	Meetings	Yes regularly conduct	Yes regularly	Yes regularly	Yes regularly	Yes regularly c	YES
13	Organizational charts	Yes	Yes	Yes	Yes	Yes	YES
14	Workflow chart	Yes	Yes	Yes	Yes	Yes	YES
15	Job profile	Yes	Yes	Yes	Yes	Yes	YES
16	Assignments of duties	Yes	Yes	Yes	Yes	Yes	YES

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**Deaprtment : Sports Department**

Sr.No.	Practices	AY 2017-18	AY 2018-19	AY 2019-20	AY 2020-21	AY 2021-22	Effectivity
1	Activities and events						YES
2	Organization of tournaments						YES
3	Awards and credits won						YES
4	Participation in State, National and International events						YES
5	Participation in University level tournaments and events						YES

6	Maintenance of upkeeping of equipment						YES
7	Maintenance of Sports ground						YES
8	Level of participation of students						YES
9	Meetings						YES
10	Organizational charts						YES
11	Workflow chart						YES
12	Job profile						YES
13	Assignments of duties						YES

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**Department :Hostel Department**

Sr.No.	Practices	AY 2017-18	AY 2018-19	AY 2019-20	AY 2020-21	AY 2021-22	Effectivity
1	Rules regarding admission	Yes properly followed					YES
2	Intake student ratio	Very satisfactory					YES
3	Upkeeping and maintenance	Yes very satisfactory					YES
4	Anti-ragging & healthy practices	Yes properly followed					YES
5	Complaints	Nil					YES
6	Facilities and amenities to students	Satisfactory					YES
7	Innovative practices						YES
8	Staff to student ratio	Needs tyo be enhanced					YES

9	Meetings	Yes regularly organaized					YES
10	Organizational charts	Yes					YES
11	Workflow chart						YES
12	Job profile	Properly defined					YES
13	Assignments of duties	Properly defined					YES

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**Other General observations**

**Audit**

Sr.No.	Nature of Audit	AY 2017-18	AY 2018-19	AY 2019-20	AY 2020-21	AY 2021-22
1	Energy Audit	A formal energy audit by professional agency be conducted				
2	Health and safety Audit	A formal health and safety audit by PMC be conducted				
3	Green Audit	A formal green audit by professional agency be conducted				
4	System Audit	A formal system audit by professional agency be conducted. ISO 21000 certification be obtained				
5	Maintenance and disposal of e-wastage Audit	Formal audit be conducted				
6	Disposal of bio waste Audit	Formal audit be conducted				
7	Gender Audit	Formal audit be conducted				

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#### Notes

- 1) There is need to establish standars opererating Procdures for all administrative Departments
- 2) Each department should have work flow statement and oragational chart
- 3) Each department should Display Names of staff with job profile
- 4) It is advisable to undertake ISO 21000 Certification
- 5) there is derth of qulified and skilled staff
- 6) gender audit needs to be conducted
- 7) More training programme be organised for be Administrative staff