

ADMINISTRATIVE AUDIT REPORT

YEAR 2021-2022

Sr. No	Institutional Data				
1	Name of the College Address & Tel. No.	NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS & MANAGEMENT STUDIES AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE (AUTONOMOUS) BHAVISHYA BHARAT CAMPUS, BHADRAN NAGAR, OFF. S.V.ROAD, MALAD (WEST), MUMBAI- 400 064. 2807 2262 / 2808 5424 / 2801 3433 / 2808 6427			
2	Name of the Principal	DR. (MRS.) ANCY JOSE (1st June, 2021 to 31st October, 2021)			
	Name of the I/c. Principal	PROF. DR. MOUSHUMI DATTA (1st November, 2021 to 31st May, 2022)			
3	Name of the Registrar	MR. SANTOSH JANU AKHADE			
4	Year of Establishment	1983			
	University of Mumbai Letter No. & Date Government of Maharashtra Letter No.& Date	U.O.M. 1983, Aff/Recog/12181 of 1985 dt. 15.10.1985. G.O.M. NGC-3982/7022/vishi-2 dt. 22.06.1983			
5	UGC Recognition Letter No. & Date	2(f) and 12(B), F-8-104/2001(cpp-2) Dated 21.12.2001.			
6	Accreditation/Re-Accreditation by NAAC	NAAC - 1 st cycle MAY 15, 2002 5 STAR, NAAC - 2 nd cycle MARCH 28, 2008 'A' GRADE (3.10) NAAC - 3 rd cycle OCTOBER 24, 2013 'A' GRADE (3.32) NAAC - 4th cycle JUNE 21, 2022 'A' GRADE (3.23)			
7	Date of Visit	Monday, 19th September 2022			
8	Name of the Auditors	1) Mrs. Vrushali Raut (Smt. Kamaladevi Gauridutt Mittal College of Arts and Commerce, Malad (West), Mumbai - 400 064.)			
		2) Mrs. Rupal Kore (L. S. Raheja College of Arts & Commerce, Santacruz (West), Mumbai- 400054.)			
		3) Shri. C. M. Amin (Retd. Registrar, Nagindas khandwala College of Commerce, Arts and Management Studies and Shantaben Nagindas Khandwala College of Science, Malad (West), Mumbai - 400 064.			
9	Number of full time teachers (Including Principal & Librarian)		MALE	FEMALE	TOTAL
		AIDED PERMANENT	8	9	17
		AIDED TEMPORARY	3	8	11
		AIDED TOTAL	11	17	28
		UN-AIDED	6	22	28
		TOTAL (AIDED+ UNAIDED)	17	39	56
10	Number of CHB teachers	AIDED	1	1	2
		UN-AIDED	13	8	21
		PG	8	10	18
		TOTAL	22	19	41
11	Number of non-teaching Staff	AIDED	30	13	43
		UN-AIDED	15	10	25
		TOTAL	45	23	68

(Contd...2/-)

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Sr. No.	Institutional Data				
12	Name of the Courses - Aided Division & Enrollment	AIDED	COURSE	No. of Students	
		1	B.COM. (Aided)	1809	1872
			B.COM. (Unaided)	63	
		2	B.A. (Aided)	243	511
			B.A (Unaided)	268	
			Total Aided		2383
13.	Name of the Courses - Self Finance Division & Enrollment	SELF FINANCE COURSES-UG	BMS	607	
			B.COM. (A.&F.)	394	
			B.COM. (B..&I.)	136	
			B.COM. (F.M.)	186	
			B.M.M.	196	
			B.Sc. (I.T.)	354	
			B.Sc. (C.S.)	227	
		SELF FINANCE COURSES-PG & Ph.D	M.COM (ACC)	28	
			M.COM. (MGMT.)	24	
			M.A. (ECO.)	25	
			M.A. (GEO.)	23	
			M.Sc. (I.T.)	42	
			Ph.D. (Banking & Finance)	3	
			Ph.D. (Business Management)	3	148
		TOTAL B/f			

(Contd...3/-)

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Sr. No.	Institutional Data				
13		Self Finance Courses	COURSE	No. of Students	
			TOTAL C/f	4631	
	Autonomous Courses: Self Finance Courses	U.G.	FY B. Com. (Hon.) Actuarial Studies	0	
			SY B. Com. (Hon.) Actuarial Studies	8	
			TY B. Com. (Hon.) Actuarial Studies	31	
			FY B.A.(Hons.) in Apparel Design and Construction	18	
			SY B.A.(Hons.) in Apparel Design and Construction	6	
			TY B.A.(Hons.) in Apparel Design and Construction	13	
			FY B.B.A. Tourism and Travel Management (B-TTM)	43	
			SY B.B.A. Tourism and Travel Management (B-TTM)	5	
			FY B.Com (Hons.) in International Accounting program [I. Bcom]	55	
			SY B.Com (Hons.) in International Accounting program [I. Bcom]	28	
			TY B.Com (Hons.) in International Accounting program [I. Bcom]	30	
			FY B.Sc. - Interior Designing (B-ID)- 21	75	
			SY B.Sc. - Interior Designing (B-ID)- 21	7	
			FY B.Sc. (Honours) in Integrative Nutrition & Dietetics-21	34	
			SY B.Sc. (Honours) in Integrative Nutrition & Dietetics-21	18	
			FY Bachelor of Management Studies - Sports Management	81	
			SY Bachelor of Management Studies - Sports Management	40	
TY Bachelor of Management Studies - Sports Management			132	5255	

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		Self Finance Courses	COURSE	No. of Students	
		TOTAL C/f	5255		
13	Autonomous Courses: Self Finance Courses	UG	FY BMS (E-Commerce Operations)	46	
			SY BMS (E-Commerce Operations)	29	
			BBA (Honours) in Business Administration	136	
			BBA (Honours) in Marketing Management	63	
			BSC (Honours)Computer Science (Specialization in Artificial Intelligence & Machine Learning	23	
			BSC (Honours)Computer Science (Specialization in Cloud Technology and Information Security (CTIS)	9	
			Total Autonomous UG		
		P.G.	M. Sc. Geoinformatics- I	8	
			M. Sc. Geoinformatics- II	5	
			M.A.-PSYCHOLOGY - I (INDUSTRIAL)	4	
			M.A.-PSYCHOLOGY - I (CHILD)	10	
			M.A.-PSYCHOLOGY - II	2	
			F.Y Masters Degree - Sports Management	42	
			S.Y Masters Degree - Sports Management	29	
			M.Sc. Computer Science (M.Sc. - CS)	6	
			M.Sc. Computer Science - Specialization in Cybersecurity	6	
			M.Sc. Computer Science - in Artificial Intelligence	6	
			M.Sc. In Interior Design (MID)	7	
			Master of Tourism and Travel Management	4	
			M.Sc. In Integrative Nutrition & Dietetics	21	
			TOTAL AUTONOMOUS PG		
		GRAND TOTAL			

(Contd...4/-)

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Sr. No.	Institutional Data		
14	Non-Teaching Staff Aided (As per Staffing Pattern)	REGISTRAR	1
		OFFICE SUPERINTENDENT	2
		JR. STENO	1
		ASST. LIBRARIAN	---
		HEAD CLERK	1
		SR. CLERK	3
		JR. CLERK	10
		LIB. ATTENDANT	10
		SWEEPER PEON	15
		TOTAL	43
15	Non-Teaching Staff Self-Financing Courses	JR. CLERK	12
		LAB. ATTENDANT	4
		LIB. ATTENDANT	1
		LAB. ASST.	5
		PEON	3
		TOTAL	25

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Type of Audit: Voluntary Audit arranged by Nagindas Khandwala College of Commerce, Arts & Management Studies and Shantaben Nagindas Khandwala College of Science, (Autonomous) for the further improvement of Administration of the College

Sr. No.	Observation on Key Aspects	
1	General Administration	General Office Administration of the College is excellent. Team Sprit amongst staff is maintained. Cordial and Inspiration atmosphere is maintained. Record of Administration are well maintained. Principal & Management relation with Admin Staff are cordial and Co-operative.
2	Extension & Continuation of Affiliation	1] College is permanently Affiliated for B.Com. and B.A. Degree Classes from 1997-1998 vide University of Mumbai Letter No. Aff./Recog./ 4835 of 1999 Dt. 17-09-1999. 2] B.M.S. Course permanent Affiliationvide Letter No. Aff-II / ICD/2013-2014/2363 dt. 23-01-2014. 3] B.Com. (A. & F.) Permanent Affiliation Vide Letter No. Aff.- II/ICD / 2016-2017/409 DT. 04-06-2016. 4] B.Com. (B. & I.) No. Aff.- II/ICD / 2016-2017/409 DT. 04-06-2016. College has Autonomous Status, from the Academic Year 2016-2017 vide University of Mumbai Letter No. Aff./ICD/2016-17/624 Dt. 1st July, 2016.
3	Selection, Advertisements & Interview Procedures	Selection, Advertisement and interview procedures are followed while recruitment of staff and the necessary records are maintained.
4	Teaching Staff Approvals	All the appointments of teachers in College Aided Section has been approved by University of Mumbai. Approval Letters are scanned and maintained properly. 07 Staffs from Self-finance courses who are qualified also taken approval from the University of Mumbai.
5	Teaching Staff CAS Promotions	CAS Promotions to Teaching Staff has been given from time to time as per the Selection Committee Reports from University of Mumbai and Pay Fixation from the Joint Director of Higher Education, Mumbai.
6	Non-Teaching Staff Appointments & Promotions	All the appointments of Non-teaching Staff are made as per the Staffing Pattern Approved by the Joint Director Higher Education, Mumbai. Internal Promotions are also given from time to time as per the Government rules. Separate Non-Teaching Staff has been appointed for Self Finance Section.
7	Statistical Information University of Mumbai MIS (DHE, Pune) AISHE (UGC)	Statistical information to University of Mumbai and Joint Director of Education (MIS) and U.G.C. (AISHE) are submitted to concern authority for the year Director of Education (MIS): 2021-2022 U.G.C. (AISHE) : 2021-2022 (PORTAL NOT OPEN)

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Sr. No.	Observation on Key Aspects	
8	Service Books & Leave Records (Teaching & Non-Teaching Staff)	Service Book of all the Teaching and Non-Teaching Staffs are maintained and the necessary entries are made in the Service Book up to date. College is also providing copy of Duplicate Service Book to all the Staff Members. Also they have maintained Service Books for Self Finance Staff Members who are approved by University of Mumbai. Leave record also maintained properly in the Service Book.
9	Admissions Procedures	Admission procedure has been done as per University Circulars and Guide lines. Admissions are given as per Merit List. All the records of applied list, merit list and admitted list and statistical data also maintained as per the rule.
10	Enrollment, E-Suvidha, Eligibility & Migration	Confirmation of Enrollment and Eligibility of the First Year Admitted Students are obtained from the University of Mumbai every year. Eligibility & Enrollment Confirmation Status Reports are maintained.
11	Examinations : All Programmes UG (F.Y., S.Y. & T.Y.) PG (F.Y., S.Y.)	In Examination Work, Administrative Staff help the Teaching Staff for all the Exam related work including supervision in class rooms. The Examination results and other records is also maintained properly.
12	Transcripts, Recommendations & Bonafide certificates	The Counter Admin Staff are doing excellent work. They are providing the excellent service to the students.
13	Government Scholarships & Free Ships	Government Scholarship and Free Ships are provided to the students. Scholarship and Freeships Register are maintained. The record of different Scholarships and Freeships are maintained year wise with hard copy of online application forms, sanction orders from Social Welfare Office and Disbursement Certificates.
14	Inward & Outward Registers	Inward & Outward Registers are maintained physically and online in process.
15	General Registers	General Registers for Degree College are maintained in Computer. Yearly backup is taken for General Register in PDF format and also is preserved for future reference.
16	Record of Minutes Governing Body, AC, FC, CDC, IQAC	The records of minutes of meetings of IQAC, Governing Body, AC, FC, CDC etc., are maintained in the register.
17	Record of Computers, Printers, Lap Tops, Scanners, projectors & Licensed Software's	The record of Computers, Printers, Laptops, Scanners, Projectors and Licensed software are maintained separately in excel format numbering has been done on every equipment. ICT Register is maintained.
18	Accounts & Finance Section : Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.	All the records pertaining to finance and accounts are maintained properly. Accounts are computerized in the Tally package. The Petty Cash is maintain in Imprest System.

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Sr. No.	Observation on Key Aspects
19	College Budgets & Audited Balance Sheet The College Budget are prepared for financial year and after six months budget is revised. Budget is separately prepared for Degree and Junior College. Statement of Audited Balance Sheet and Income & Expenditure are maintained properly.
20	Grant in Aid Records Joint Director and Senior Auditor's Audit is done up to 2010-2011. Grant in Aid records are maintained properly.
21	Grant in Aid RUSSA Grants received are properly utilized as per guidelines. Record of the same is maintained separately.
22	Annual Maintenance Contract: Pest Control, Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers Annual Maintenance Contracts are maintained for all the items and it is renewed every year.
23	Non-Teaching Staff Welfare 1] Management has created " Pariwar Fund " from which Education freeships are provided to Staff and their wards for higher Education. 2] Loan facility provided from the MKES Employees Co-Op. Credit Society and also from the Junior College Credit Society. 3] Medclaim Facilities upto Rs. 3 Lakhs are provided to all the Staff Members. 4] Various workshops and Seminar and Training are arranged for Non-teaching Staff. 5] Good practice, Management is paying 7th Pay Scale Salary to Teaching and Non-teaching Staff of Self Finance Courses. 6] Provident Fund and Gratuity facility is also given to Teaching and Non-teaching Staff of Self Finance Courses.
24	Documentation + Maintenance of Records. 1] The important record such as personal files, service book of staffs, University of Mumbai Approval Letters of Teaching Staff, Staffing Pattern, N.O.C. from Joint Director, etc., has been available with Registrar. 2] All Finance and Accounts related record such as Balance Sheet, Income and Expenditure i.e. Audited Statements, Salary Grant, Autonomous grant has been available with Office Superintendent Accounts.

Name & Signature of Members of the Committee with Date:

i. Mrs. Vrushali Raut _____

ii. Mrs. Rupal Kore _____

iii. Shri. C. M. Amin _____

Dated: 19th September, 2022



M. S. Attar

Signature of the Head of the Institution