



Nagindas Khandwala College (Autonomous)

Administrative Audit Report – A.Y. 2016 – 17

ADMINISTRATIVE AUDIT REPORT YEAR 2016-2017	
Sr. No.	Institutional Data
1.	Name of the College Address & Tel. No. MALAD KANDIVLI EDUCATION SOCIETY'S NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS & MANAGEMENT STUDIES AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE 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
3.	Name of the Registrar MR. SANTOSH JANU AKHADE
4.	Year of Establishment University of Mumbai Letter No. & Date Government of Maharashtra Letter No. & Date 1983 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.	Permanent Affiliation : Permanently Affiliated from 1997-1998 vide University of Mumbai Letter No. Aff./Recog / 4835 of 1999 Dt. 17-09-1999.
6.	UGC Recognition Letter No. & Date 2(f) and 12(B), F-8-104/2001(cpp-2) Dated 21.12.2001.
7.	Accreditation/Re-Accreditation by NAAC NAAC - 1 <sup>st</sup> cycle MAY 15, 2002 5 STAR, NAAC - 2 <sup>nd</sup> cycle MARCH 28, 2008 'A' GRADE (3.10) NAAC - 3 <sup>rd</sup> cycle OCTOBER 24, 2013 'A' GRADE (3.32)
8.	Autonomous Status : Autonomous Status from the Academic Year 2016-2017 vide University of Mumbai Letter No. Aff./ICD/2016-17/624 Dt. 1st July, 2016.
9.	Minority Status : Granted Gujarati Linguistic Minority Status as per Letter No. CONCOL/5137 OF 1993 dated 26.07.1993 issued by University of Mumbai and No. अति-१००१/२०१ व. व. ११/१००१/अ-१ दिनांक ०१-०६-१९९३ issued by Government of Maharashtra.
10.	Date of Visit 16-02-2017
11.	Name of the Auditors 1) Shri M.J. Shinde : Retd Registrar, Patkar College, Goregaon (West) 2) Shri C. M. Amin : Office In-charge - MKES Law College
12.	Number of full time teachers (Including Principal & Librarian) 50
13.	Number of non-teaching Staff 73

(Contd...2/-)

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**PRINCIPAL**

NAGINDAS KHANDWALA COLLEGE OF COMMERCE  
ARTS & MANAGEMENT STUDIES AND SHANTABEN  
NAGINDAS KHANDWALA COLLEGE OF SCIENCE  
(AUTONOMOUS)  
MALAD (W), MUMBAI - 400 064



Nagindas Khandwala College (Autonomous)

(...2...)

**ADMINISTRATIVE AUDIT REPORT  
YEAR 2016-2017**

Sr. No.	Institutional Data		
	AIDED	COURSE :	No. of Students
14	Name of the Courses - Aided Division & Enrollment	1	B.COM. 1892
		2	B.A. 304
15	Name of the Courses - Self Finance Courses Division & Enrollment	SELF FINANCE COURSES	BMS 412
			B.COM. (A.&F.) 208
			B.COM. (B.&I) 188
			B.COM. (F.M.) 187
			B.M.M. 188
			B.Sc. (I.T.) 324
			B.Sc. (C.S.) 128 3831
			M.COM. (ACCOUNTANCY) 107
			M.COM. (MANAGEMENT) 56
			M.A. (ECONOMICS) 66
			M.A. (GEOGRAPHY) 22
M.A. (PSYCHOLOGY) -			
		M.Sc. (I.T.) 14 265	
		<b>TOTAL 4096</b>	
16	Non-Teaching Staff Aided (As per Staffing Pattern)	REGISTRAR 1	
		OFFICE SUPTD. 2	
		JR. STENO 1	
		ASST. LIBRARIAN 1	
		HEAD CLERK 1	
		SR. CLERK 3	
		JR. CLERK 11	
		LIB. ATTENDANT 11	
		SWEEPER PEON 16	
		<b>TOTAL 47</b>	
17	Self-Financing Courses	JR. CLERK 10	
		LAB. ATTENDANT 5	
		LIB. ATTENDANT 1	
		LAB. ASST. 5	
		PEON 5	
		<b>TOTAL 26</b>	

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## Nagindas Khandwala College (Autonomous)

### ACADEMIC YEAR 2016-2017

Audit: NAAC Reaccreditation: Preparatory Audit

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

Sr. No.	Observation on Key Aspects
1	<p>General Administration</p> <p>General Office Administration of the College is excellent. Team Spirit amongst staff is maintained. Cordial and Inspiration atmosphere is maintained. Record of Administration are well maintained. Principal &amp; Management relation with Admin Staff are cordial and Co-operative.</p>
2	<p>Extensioin &amp; Continuation of Affiliation</p> <p>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 Affiliation vide Letter No. Aff-II / ICD/2013-2014/2363 dt. 23-01-2014. 3] B.Com. (A. &amp; F.) Permanent Affiliation Vide Letter No. Aff.- II/ICD / 2016-2017/409 DT. 04-06-2016. 4] B.Com. (B. &amp; L) No. Aff.- II/ICD / 2016-2017/409 DT. 04-06-2016. 5] 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. 6] College has been granted Gujarati Linguistic Minority Status as per Letter No. CONCOL/5137 OF 1993 dated 26.07.1993 issued by University of Mumbai and No. ३३३३-१००१/१०१ १.३.११/१००१/३३-१, दिनांक ०१-०१-१००१, issued by Government of Maharashtra.</p>
3	<p>Selection, Advertisements &amp; Interview Procedures</p> <p>Selection, Advertisement and interview procedures are followed while recruitment of staff and the necessary records are maintained.</p>
4	<p>Teaching Staff Approvals</p> <p>All the appointments of teachers in College Aided Section has been approved by University of Mumbai. Approval Letters are scanned and maintained properly. 10 Staffs from Self-finance courses who are qualified also taken approval from the University of Mumbai.</p>
5	<p>Teaching Staff CAS Promotions</p> <p>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.</p>
6	<p>Non-Teaching Staff Appointments &amp; Promotions</p> <p>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 appolated for Self Finance Section.</p>
7	<p>Statistical Information University of Mumbai MIS (DHE, Pune) AISHE (UGC)</p> <p>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 2016-2017.</p>

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Sr. No.	Observation on Key Aspects
8	<p>Service Books &amp; Leave Records (Teaching &amp; Non-Teaching Staff)</p> <p>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.</p>
9	<p>Admissions Procedures</p> <p>College has been granted Gujarati Linguistic Minority Status as per Letter No. CONCOL/5137 OF 1993 dated 26.07.1993 issued by University of Mumbai and No. ३३०९/००९ ए. ७. ११/२००९/७-१, दिनांक ०२-०५-२००९, issued by Government of Maharashtra. Admission procedure has been done as per University Circulars and Guide lines.</p>
10	<p>Enrollment, E-Suvidha, Eligibility &amp; Migration</p> <p>Confirmation of Enrollment and Eligibility of the First Year Admitted Students are obtained from the University of Mumbai every year. Eligibility &amp; Enrollment Confirmation Status Reports are maintained.</p>
11	<p>Examinations</p> <p>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.</p>
12	<p>Transcripts, Recommendations &amp; Bonafide certificates</p> <p>The Counter Admin Staff are doing excellent work. They are providing the excellent service to the students.</p>
13	<p>Government Scholarships &amp; Freeships</p> <p>Government Scholarship and Free Ships are provided to the students. Scholarship and Freeship 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.</p>
14	<p>Inward &amp; Outward Registers</p> <p>Inward &amp; Outward Registers are maintained properly.</p>
15	<p>General Registers</p> <p>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.</p>
16	<p>Record of Minutes Governing Body, AC, FC, CDC, IQAC</p> <p>The records of minutes of meetings of IQAC, Governing Body, AC, FC, CDC etc., are maintained in the register.</p>
17	<p>Record of Computers, Printers, Lap Tops, Scanners, projectors &amp; Licensed Software's</p> <p>The record of Computers, Printers, Laptops, Scanners, Projectors and Licensed software are maintained separately in excel format numbering has been done on every equipment.</p>
18	<p>Accounts &amp; Finance Section : Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.</p> <p>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.</p>

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Sr. No.	Observation on Key Aspects
19	<p><b>College Budgets &amp; Audited Balance Sheet</b></p> <p>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 &amp; Expenditure are maintained properly.</p>
20	<p><b>Grant in Aid Records Jt. Director</b></p> <p>Grant in Aid record from Joint Director Office are maintained properly.</p>
21	<p><b>Grant in Aid UGC :</b></p> <p>All the UGC grants received are properly utilized according to UGC guidelines. Record of the same is maintained separately.</p>
22	<p><b>Annual Maintenance Contract: Pest Control, Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers &amp; Printers</b></p> <p>Annual Maintenance Contracts are maintained for all the items and it is renewed every year.</p>
23	<p><b>Non-Teaching Staff Welfare:</b></p> <p>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] Various workshops and Seminar and Training are arranged for Non-teaching Staff. 4] Good practice, Management is paying 6th Pay Scale Salary to Teaching and Non-teaching Staff of Self Finance Courses. 5] Provident Fund and Gratuity facility is also given to Teaching and Non-teaching Staff of Self Finance Courses. 6] <b>TEAM EVENT:-</b> College has given the platform to Non-teaching Staff Members by conducting "TEAM" (Together Everyone Achieves More) EVENT viz., Cricket, Kabbadi, Carrom, Singing, Rangoli, Mehendi, Poster Competition etc., for entire region of Mumbai Colleges. This is a unique event conducts by this College. Every year the College used to conduct TEAM EVENT but due to sudden and sad demise of Team Event Founder Member and Co-ordinator Shri. Manoj G. Nair the College did not conduct TEAM EVENT in the year 2016-2017.</p>

  
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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. Shri M.J. Shinde

ii. Shri. C. M. Amin

Dated: 16.02.2017



Signature of the Head of the Institution

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