



Nagindas Khandwala College (Autonomous)

Administrative Audit Report – A.Y. 2018 – 19

ADMINISTRATIVE AUDIT REPORT YEAR 2018-2019	
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(i) and 12(B), F-8-104/2001(cpp-2) Dated 21.12.2001.
7	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)
8	Autonomous Status : Autonomous Status from the Academic Year 2016-2017 vide University of Mumbai Letter No. Aff/ACD/2016-17/624 Dt. 1st July, 2016.
9	Minority Status : Granted Gujarati Linguistic Minority Status as per Letter No. CONCOL5137 OF 1993 dated 26.07.1993 issued by University of Mumbai and No. ३३३-१००१/५०१ १. ११.१००१/३३-१ ११.०१.१००१ issued by Government of Maharashtra.
10	Date of Visit 11-03-2019
11	Name of the Auditors 1) Shri C. M. Amin : Office In-charge - MKES Law College 2) Mrs. Rinkal Trivedi : Head Clerk - MKES Law College
12	Number of full time teachers (Including Principal & Librarian) 52
13	Number of non-teaching Staff 67

(Contd...2/-)

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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 2018-2019**

Sr. No.	Institutional Data			
14	Name of the Courses - Aided Division & Enrollment	AIDED	No. of students	
		1	B.COM. 1789	
15	Name of the Courses - Self Finance Division & Enrollment	2	B.A. 345	
		SELF FINANCE COURSES	BMS	513
			B.COM. (A.&F.)	312
			B.COM. (B.&I.)	163
			B.COM. (F.M.)	188
			B.M.M.	201
			B.Sc. (I.T.)	323
			B.Sc. (C.S.)	240
			M.COM. (ACCOUNTANCY)	56
			M.COM. (MANAGEMENT)	24
			M.A. (ECONOMICS)	48
		M.A. (GEOGRAPHY)	28	
		M.A. (PSYCHOLOGY)	0	
		M.Sc. (I.T.)	20	
		Ph.D. (Banking & Finance)	0	
		Ph.D. (Business Management)	2	
		Autonomous Courses:	SELF FINANCE COURSES	F.Y Bachelor of Management Studies - Sports Management
		F.Y Masters Degree - Sports Management	57	
	TOTAL		4396	
16	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	11	
		SWEEPER PEON	15	
		TOTAL	44	
17	Self-Financing Courses	JR. CLERK	9	
		LAB. ATTENDANT	5	
		LIB. ATTENDANT	1	
		LAB. ASST.	5	
		PEON	3	
		TOTAL	23	

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MALAD (W), MUMBAI - 400 084



Nagindas Khandwala College (Autonomous)

ACADEMIC YEAR 2018-2019

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	General Administration	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 & 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 Affiliation vide 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. 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. ३३११-१००१/००१ व.३.११/१००१/००-१, दिनांक ०१-०१-१००१, issued by Government of Maharashtra.
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. 09 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 2018-2019.

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ACADEMIC YEAR 2018-2019

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	
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	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. अमौं -२००१/७०१ व.ड. ११/२००१/का-१, दिनांक ०२-०५-२००१, issued by Government of Maharashtra. Admission procedure has been done as per University Circulars and Guide lines.
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	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 & Freeships	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.
14	Inward & Outward Registers	Inward & Outward Registers are maintained properly.
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.
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 Jt. Director Grant in Aid record from Joint Director Office are maintained properly.
21	Grant inAid UGC: All the UGC grants received are properly utilized according to UGC 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] 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] TEAMEVENT :- The College conducted / organised the 14 th year i.e. from 26 th December, 2018 to 29 th December, 2018 TEAM (Together Everyone Achieves More) - Sports & Cultural Event for Non-Teaching Staff Members of various Colleges of Mumbai Region since, 2003-2004. Around 50-55 Colleges participated. Management has arranged a One Day Picnic to IMEGICA on 14-02-2019 to all teaching and non-teaching staff.


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Sr. No.	Observation on Key Aspects
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. C. M. Amin _____

ii. Mrs. Rinkal Trivedi _____

Dated: 11.03.2019



Signature of the Head of the Institution

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