

ADMINISTRATIVE AUDIT REPORT

YEAR 2020-2021

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 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./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. अशौसं-२००९/७०६ प्र.क.३९/२००९/का-१ दिनांक ०२-०५-२००९ issued by Government of Maharashtra.
10.	Date of Visit	22-03-2021
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	66

(...2...)

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Sr. No.	Institutional Data			
14.	Name of the Courses - Aided Division & Enrollment	AIDED	COURSE	No. of Students
		1	B.COM.	1840
		2	B.A.	494
15.	Name of the Courses - Self Finance Division & Enrollment	SELF FINANCE COURSES	BMS	583
			B.COM. (A.&F.)	395
			B.COM. (B..&I.)	134
			B.COM. (F.M.)	184
			B.M.M.	196
			B.Sc. (I.T.)	363
			B.Sc. (C.S.)	276
				4465
			M.COM (ACC)	31
			M.COM. (MGMT.)	14
			M.A. (ECO.)	41
			M.A. (GEO.)	20
			M.A. (PSY.)	--
			M.Sc. (I.T.)	45
			Ph.D. (Banking & Finance)	0
			Ph.D. (Business Management)	0
				151
			TOTAL B/f	4616

(Contd...3/-)

ADMINISTRATIVE AUDIT REPORT YEAR 2020-2021

Sr. No.	Institutional Data			
		Self Finance Courses	COURSE	No. of Students
			TOTAL C/f	4616
	Autonomous Courses: Self Finance Courses		FY B. Com. (Hon.) Actuarial Studies	10
			SY B. Com. (Hon.) Actuarial Studies	31
			FY B.A.(Hons.) in Apparel Design and Construction	7
			SY B.A.(Hons.) in Apparel Design and Construction	14
			FY B.B.A. Tourism and Travel Management (B-TTM)	6
			FY B.Com (Hons.) in International Accounting program [I. Bcom]	29
			SY B.Com (Hons.) in International Accounting program [I. Bcom]	31
			FY B.Sc. - Interior Designing (B-ID)- 21	8
			FY B.Sc. (Honours) in Integrative Nutrition & Dietetics-21	19
			FY Bachelor of Management Studies - Sports Management	43
			SY Bachelor of Management Studies - Sports Management	136
			TY Bachelor of Management Studies - Sports Management	81
			FY BMS (E-Commerce Operations)	29
				444
			M. Sc. Geoinformatics	5
			M.A.-PSYCHOLOGY - I	2
			M.A.-PSYCHOLOGY - II	6
			F.Y Masters Degree - Sports Management	30
			S.Y Masters Degree - Sports Management	74
				117
			TOTAL	5177

(Contd...4/-)

ADMINISTRATIVE AUDIT REPORT

Sr. No.	Institutional Data		
13	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
14	Non-Teaching Staff Self-Financing Courses	JR. CLERK	9
		LAB. ATTENDANT	4
		LIB. ATTENDANT	1
		LAB. ASST.	5
		PEON	3
		TOTAL	22

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 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	Extenssion & 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. 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. अशैसं -२००९/७०६ प्र.क्र.३९/२००९/का-१, दिनांक ०२-०५-२००९, 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. 08 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 2020-2021.

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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	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. अशैसं -२००९/७०६ प्र.क. ३९/२००९/का-१, दिनांक ०२-०५-२००९, 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 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 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 (Five Years Plan)	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. It is suggested that all the maintenance contract to be maintained in one file to show the NAAC Team.
23	Non-Teaching Staff Welfare	1] Management has created "Pariwar Fund" from which Education freships 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] Mediclaim 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.

ACADEMIC YEAR 2020-2021**Audit: NAAC Reaccreditation: Preparatory Audit**

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Sr. No.	Observation on Key Aspects
25.	<p>Achievements and Awards:</p> <p>The college has been ranked All India FIRST in the category of New-age Study Programme Leader in the Education World Grand Jury India Higher Education Ranking 2021-2022 and TWELFTH at the All India level by the Education World Magazine for 2020-21. The College was ranked, FIRST again among India's Top 10 private higher education institutions for 'BEST MANAGEMENT PRACTICES & SYSTEMS' and won the Education World India Higher Education Grand Jury Award 2020-2021.</p>

Name & Signature of Members of the Committee with Date:

i. Shri M.J. Shinde

ii. Shri. C. M. Amin

Dated: 22.03.2021



Signature of the Head of the Institution