

# ADMINISTRATIVE AUDIT YEAR 2022-2023

## Part A - Institutional Data

Name of College with Address	Malad Kandivli Education Society's Nagindas Khandwala College of Commerce, Arts and Management Studies and Shantaben Nagindas Khandwala College of Science Bhavishya Bharat Campus, Bhadran Nagar Road No.1, Off. S.V. Road, Malad West.
Name of Principal	Prof. Dr. Moushumi Datta
Name of Registrar	Mr. Girish Rathod
Year of Establishment	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
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) NAAC 4 <sup>th</sup> Cycle: June 21, 2022 – A Grade (3.23)
Date of Visit	10 <sup>th</sup> October 2023
Name of Auditors	<b>Shri. C. Amin</b> MKES College of Law, Malad West.  <b>Dr. Vrushali Raut</b> Smt. Kamaladevi Gauridutt Mittal College of Arts and Commerce, Malad West.

Sr. No.	Particular		Male	Female	Total
1	Number of Full time teachers (Including Principal and Librarian)	Aided Permanent	8	9	17
		Aided Temporary	2	7	9
		Self-Finance Approved	0	7	7
		Self-Finance Temporary	6	14	20
		<b>TOTAL</b>	<b>16</b>	<b>37</b>	<b>53</b>
2	Number of CHB (Visiting) Teachers	Aided	2	6	8
		Unaided	11	9	20
		PG	6	15	21
		<b>TOTAL</b>	<b>19</b>	<b>30</b>	<b>49</b>
3	Number of Non-Teaching Staff	Aided	27	12	39
		Unaided	15	9	24
		<b>TOTAL</b>	<b>42</b>	<b>21</b>	<b>63</b>
4		1 BCOM AIDED	905	834	1858





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	Name of the Programme - Aided Division & Enrolment	2	BCOM UNAIDED	56	63	
		3	BA AIDED	32	254	
		4	BA UNAIDED	36	184	506
		<b>Total Students:</b>				<b>2364</b>
5	Name of the Programme – Self-Finance Division & Enrolment	UG	BMS	326	274	600
			BCOM (A&F)	153	225	378
			BCOM (B&I)	48	73	121
			B.COM. (F.M.)	122	53	175
			BAMMC	55	127	182
			B.Sc. IT	260	93	353
			B.Sc. CS	169	51	220
		<b>Total SF UG Students:</b>				<b>2029</b>
		PG and Ph.D.	MCOM (ACC)	12	27	39
			MCOM (MGMT)	11	29	40
			MA (ECO)	11	30	41
			M.A. (GEO.)	0	19	19
			M.Sc. (I.T.)	21	15	36
			Ph.D. (B kins & Finance)	1	4	5
			Ph.D. (Business Management)	4	5	9
			Ph.D. (Geography)	0	1	1
		<b>Total SF PG and PhD Students:</b>				<b>190</b>
		<b>Total SF Students:</b>				<b>2219</b>
6	Name of the Programme – Autonomous Division & Enrolment	UG	BA (Hons) Apparel Design and Construction	2	40	42
			B.Com. (Honors) in International Accounting	46	52	98
			B.Sc. (Honours) in Integrative Nutrition and Dietetics	13	63	76
6			B.Sc. (Honours) in Interior Design	49	83	132





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			B.B.A. (Honours) in Tourism and Travel Management	37	39	76
			Bachelor of Management Studies (E- Commerce Operations)	47	37	84
			B.B.A. (Honours) in Business Administration	156	98	254
			B.B.A. (Honours) in Marketing Management	82	64	146
			B.Sc. (Honours) Computer Science – (Specialization in Artificial Intelligence & Machine Learning)	60	14	74
			B.Sc. (Honours) Computer Science – (Specialization in Cloud Technology and Information Security (CTIS))	23	6	29
			B.B.A. (Honours) in Sports Management	152	23	175
			B.B.A. (Honours) in Professional Accountancy	31	36	67



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6			and Financial Management			
			B.B.A. (Honours) in Entrepreneurship	63	40	103
			B.B.A. (Honours) in Education Management	0	2	2
			B.Com (Honours) Actuarial Studies	4	4	8
		Total Autonomous UG Students:				1366
7		PG	MA Industrial Psychology	3	12	15
			MA Child Psychology	0	17	17
			M.Sc. Geoinformatics	7	10	17
			M.Sc.-CS	13	3	16
			M.Sc. CS - Cybersecurity	13	4	17
			M.Sc. CS - Artificial Intelligence	5	0	5
			M.Sc. in Interior Design (MID)	8	17	25
	Master of Tourism and Travel Management (MTTM)		3	1	4	
	M.Sc. in Integrative Nutrition & Dietetics		3	27	30	
	Master of Sports Management (MSM)		63	10	73	
	M.A. in Luxury and Fashion		0	5	5	





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		Brand Management			
		<b>Total Autonomous PG Students:</b>			<b>224</b>
		<b>Total Autonomous Students:</b>			<b>1590</b>
		<b>GRAND TOTAL</b>			<b>6173</b>
8	Non-Teaching Staff Aided (As per Staffing Pattern)	Registrar	---		
		Office Superintendent	2		
		Jr. Steno	1		
		Asst. Librarian	---		
		Head Clerk	1		
		Sr. Clerk	3		
		Jr. Clerk	10		
		Library Attendant	9		
		Sweeper Peon	13		
		<b>TOTAL</b>	<b>39</b>		
9	Non-Teaching Staff Self-Financing Cou6es	Jr. Clerk	11		
		Lab Attendant	4		
		Library Attendant	1		
		Lab Assistant	5		
		Peon	3		
		<b>TOTAL</b>	<b>24</b>		





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## Part B – Observations on Key Aspects

Sr. No.	Key Aspect	Observation
1	General Administration	<p>The overall administration of the college is good.</p> <p>There is a strong sense of teamwork among the staff.</p> <p>A friendly and motivating environment is upheld.</p> <p>Administrative records are well-organized and maintained.</p> <p>The relationship between the principal, management, and administrative staff is amicable and collaborative.</p>
2	Extension & Continuation of Affiliation	<ol style="list-style-type: none"> <li>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.</li> <li>2. B.M.S. Couse permanent Affiliation vide Letter No. Aff-II/ICD/2013-2014/2363 Dt. 23-01-2014.</li> <li>3. B.Com. (A. &amp; F.) Permanent Affiliation Vide Letter No. Aff-II/ICD/2016-2017/409 Dt . 04-06-2016.</li> <li>4. B.Com. (B. &amp; I.) No. Aff.-II/ICD/ 2016:2017/1409 DT. 04-06-2016.</li> <li>5. College has Autonomous Status, from the Academic Year 2016-2017 vide University of Mumbai Letter No. Aff./ICD/2016-17/624 Dt. 1<sup>st</sup> July, 2016.</li> </ol>
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	<p>All the appointments of teachers in College Aided Section has been approved by University of Mumbai.</p> <p>Qualified self-finance faculty members too are approved by University of Mumbai.</p> <p>Approval letters are scanned and maintained.</p>
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





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		Mumbai and Pay Fixation from the Joint Director of Higher Education, Mumbai.
6	Non-Teaching Staff Appointments & Promotions	All appointments of non-teaching staff are made according to the staffing pattern approved by the Joint Director of Higher Education, Mumbai. Internal promotions are granted periodically in accordance with government regulations. Additionally, separate non-teaching staff members have been appointed for the 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
8	Service Books & Leave Records (Teaching & Non-Teaching Staff)	The service books for all teaching and non-teaching staff are regularly maintained, with necessary updates made. The college provides duplicate copies of the service book to all staff members. Service books are also maintained for self-finance staff members approved by the University of Mumbai. Additionally, leave records are accurately kept in the service books.
9	Admission Procedures	The admission procedure is carried out in accordance with university circulars and guidelines. Admissions are granted based on the merit list. All records, including the list of applicants, merit list, admitted students, and statistical data, are maintained as per the regulations.
10	Enrolment, E-Suvidha, Eligibility & Migration	Confirmation of Enrolment and Eligibility of the First Year Admitted Students are obtained from the University of Mumbai every year. Eligibility & Enrolment Confirmation Status Report 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.





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12	Transcripts, Recommendations & Bonafide certificates	The counter administrative staff are performing exceptionally well, providing excellent service to the students.
13	Government Scholarships & Free Ships	Government Scholarship and Free Ships are provided to students. Scholarship and Free ship Register are maintained.
14	Inward & Outward Registers	Inward & Outward Register 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 properly.
17	Record of computers, Printers, Lap Tops, Scanners, projectors & Licensed Software	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.
19	College Budgets & Audited Balance Sheet	The college budget is prepared for the financial year, with a review conducted after six months. Separate budgets are prepared for the Degree and Junior Colleges. The audited balance sheet and income and expenditure statements are properly maintained.
20	Grant in Aid Records	Grant in Aid records are maintained properly.
21	Grant in Aid – RUSA	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. The management has established the 'Pariwar Fund', which provides education



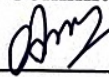


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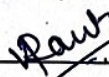
		<p>freeships to staff and their children for higher education.</p> <p>2. Loan facilities are available through the MKES Employees Co-Op Credit Society and the Junior College Credit Society.</p> <p>3. Medclaim coverage up to Rs. 3 lakhs is provided to all staff members.</p> <p>4. Various workshops, seminars, and training sessions are organized for non-teaching staff.</p> <p>5. As a good practice, the management pays salaries based on the 7th Pay Scale to teaching and non-teaching staff of self-finance courses.</p> <p>6. Provident Fund and gratuity benefits are also provided to teaching and non-teaching staff of self-finance courses.</p>
24	Documentation + Maintenance of Records.	<p>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.</p> <p>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.</p>

Name & Signature of Members of the Committee with Date:

1. Shri. C. Amin



2. Dr. Vrushali Raut



Dated: 10<sup>th</sup> October 2023





Signature of Head of Institution