

# ADMINISTRATIVE AUDIT YEAR 2023-2024

## 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 Head Clerk	Mr. Kiran 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	7 <sup>th</sup> December 2024
Name of Auditors	Shri. C. Amin MKES College of Law, Malad West.  Dr. Vrushali Raut 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	7	8	15
		Aided Temporary	4	8	12
		Self-Finance Approved	0	6	6
		Self-Finance Temporary	7	17	24
		<b>TOTAL</b>	<b>18</b>	<b>39</b>	<b>57</b>
2	Number of CHB (Visiting) Teachers	Aided	4	2	6
		Unaided	9	7	16
		PG	2	6	8
		<b>TOTAL</b>	<b>15</b>	<b>15</b>	<b>30</b>
3	Number of Non-Teaching Staff	Aided	27	11	38
		Unaided	15	8	23
		<b>TOTAL</b>	<b>42</b>	<b>19</b>	<b>61</b>
4	Name of the Programme - Aided Division & Enrolment	1 BCOM AIDED	854	830	1684
		2 BCOM UNAIDED	-	-	
		3 BA AIDED	43	281	483
		4 BA UNAIDED	23	136	





**ADMINISTRATIVE AUDIT  
YEAR 2023-2024**

5	Name of the Programme – Self-Finance Division & Enrolment	UG	Total Students:			2167
			BMS	308	277	585
			BCOM (A&F)	162	195	357
			BCOM (B&I)	48	71	119
			B.COM. (F.M.)	112	61	173
			BAMMC	49	128	177
			B.Sc. IT	240	131	371
		B.Sc. CS	162	63	225	
		Total SF UG Students:			2007	
		PG and Ph.D.	MCOM (ACC)	11	34	45
			MCOM (MGMT)	7	25	32
			MA (ECO)	11	33	44
			M.A. (GEO.)	1	14	15
			M.Sc. (I.T.)	17	12	29
			Ph.D. (B kins & Finance)	2	4	6
			Ph.D. (Business Management)	4	7	11
		Ph.D. (Geography)	1	2	3	
		Total SF PG and PhD Students:			185	
Total SF Students:			2192			
6	Name of the Programme – Autonomous Division & Enrolment	UG	BA (Hons) Apparel Design and Construction	4	51	55
			B.Com. (Honors) in International Accounting	45	54	99
			B.Sc. (Honours) in Integrative Nutrition and Dietetics	14	86	100
			B.Sc. (Honours) in Interior Design	66	106	172
			B.B.A. (Honours) in Tourism and Travel Management	44	50	94
			Bachelor of Management Studies (E-Commerce Operations)	45	32	77

**ADMINISTRATIVE AUDIT  
YEAR 2023-2024**

6		B.B.A. (Honours) in Business Administration	240	155	395
		B.B.A. (Honours) in Marketing Management	152	85	237
		B.Sc. (Honours) Computer Science – (Specialization in Artificial Intelligence & Machine Learning)	101	25	126
		B.Sc. (Honours) Computer Science – (Specialization in Cloud Technology and Information Security (CTIS))	34	12	46
		B.B.A. (Honours) in Sports Management	149	30	179
		B.B.A. (Honours) in Professional Accountancy and Financial Management	71	78	149
		B.B.A. (Honours) in Entrepreneurship	106	46	152
		B.B.A. (Honours) in Education Management	0	2	2
		B.Sc. (Geoinformatics)	4	1	5
		B.Sc. (Psychology)	0	20	20
		Total Autonomous UG Students:			
7	PG	MA Industrial Psychology	17	21	





**ADMINISTRATIVE AUDIT  
YEAR 2023-2024**

			MA Child Psychology	0	17	17
			M.Sc. Geoinformatics	4	12	16
			M.Sc.-CS	12	3	15
			M.Sc. CS – Cybersecurity	15	6	21
			M.Sc. CS - Artificial Intelligence	---	---	---
			M.Sc. in Interior Design (MID)	9	12	21
			Master of Tourism and Travel Management (MTTM)	---	---	---
			M.Sc. in Integrative Nutrition & Dietetics	1	18	19
			Master of Sports Management (MSM)	52	7	59
			M.A. in Luxury and Fashion Brand Management	0	5	5
			Total Autonomous PG Students:			194
Total Autonomous Students:			2102			
GRAND TOTAL			6461			
8	Non-Teaching Staff Aided (As per Staffing Pattern)	Registrar	1			
		Office Superintendent	1			
		Jr. Steno	1			
		Asst. Librarian	---			
		Head Clerk	1			
		Sr. Clerk	3			
		Jr. Clerk	11			
		Library Attendant	9			
		Sweeper Peon	11			
		TOTAL	38			
9	Non-Teaching Staff Self-Financing Course	Jr. Clerk	10			
		Lab Attendant	4			
		Library Attendant	1			
		Lab Assistant	5			
		Peon	3			
		TOTAL	23			





**ADMINISTRATIVE AUDIT  
YEAR 2023-2024**

**Part B – Observations on Key Aspects**

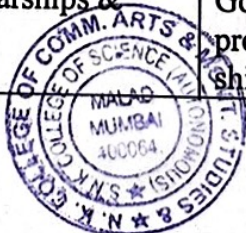
Sr. No.	Key Aspect	Observation
1	General Administration	Overall, the college's administration is good. The employees have a strong sense of teamwork. A welcoming and inspiring atmosphere is maintained. Administrative documents are kept up to date and organized. The administration, management, and principal have a cordial and cooperative relationship.
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> <li>6. Extension of Autonomous Status from AY 2023-24 till AY 2031-32 vide UGC Letter No. No. F. 2-10/2023(AC-Policy) dated 6<sup>th</sup> July 2023</li> <li>7. College received Empowered Autonomous Status from AY 2023-24 vide University of Mumbai Letter No. No. Aff./ICD/23-24/896 dated 30<sup>th</sup> June 2023.</li> </ol>
3	Selection. Advertisements & Interview Procedures	Procedures for selection, advertising, and interviews are followed when hiring employees, and all required documentation is kept up to date.
4	Teaching Staff Approvals	All the appointments of teachers in College Aided Section has been approved by University of Mumbai. Qualified self-finance faculty members too are approved by University of Mumbai. Approval letters are scanned and maintained.





**ADMINISTRATIVE AUDIT  
YEAR 2023-2024**

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 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)	Members of the teaching and non-teaching staff has their service books updated on a regular basis. All employees receive duplicate copies of the service book from the college. Additionally, service books are kept for University of Mumbai-approved self-finance employees. In the service books, leave records are also meticulously maintained.
9	Admission Procedures	The admissions process is conducted in compliance with the policies and procedures of the university. Merit lists are used to determine admissions. According to the rules, all documents are kept up to date, including the merit list, admissions data, applicant list, and statistics information.
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.
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.





# ADMINISTRATIVE AUDIT YEAR 2023-2024

14	Inward & Outward Registers	Inward & Outward Register are maintained physically.
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	<ol style="list-style-type: none"> <li>1. The management has established the 'Pariwar Fund', which provides education freeships to staff and their children for higher education.</li> <li>2. Mediclaim coverage up to Rs. 3 lakhs is provided to all staff members.</li> <li>3. Various workshops, seminars, and training sessions are organized for non-teaching staff.</li> <li>4. As a good practice, the management pays salaries based on the 7th Pay Scale to teaching and non-teaching staff of self-finance courses. Provident Fund and gratuity benefits are also provided to</li> </ol>



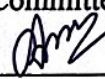


**ADMINISTRATIVE AUDIT  
YEAR 2023-2024**


		teaching and non-teaching staff of self-finance courses.
24	Documentation + Maintenance of Records.	<ol style="list-style-type: none"><li>1. The Registrar has access to all of the relevant records, including personal files, staff service books, University of Mumbai teaching staff approval letters, staffing patterns, joint director N.O.C.s, etc.</li><li>2. Office Superintendent Accounts holds all the records pertaining to finance and accounting, including the balance sheet, income and expenses (such as audited statements), salary grants, and autonomous grants.</li></ol>

Name & Signature of Members of the Committee with Date:

1. Shri. C. Amin




2. Dr. Vrushali Raut



Dated: 7<sup>th</sup> December 2024



  
Signature of Head of Institution