

# ADMINISTRATIVE AUDIT REPORT

**YEAR 2021-2022**

Sr. No.	Institutional Data	
1	Name of the College Address & Tel. No.	Bunts Sangha's S.M.Shetty College of Science, Commerce & Management Studies Hiranandani Garden, Powai, Mumbai – 4000 076 022-61327363/56/52
2	Name of the Principal	Dr. Sridhara Shetty
3	Name of the Registrar	Mr. D. S. Khemani
4	<ul style="list-style-type: none"> <li>• Year of Establishment</li> <li>• University of Mumbai Letter No. &amp; Date</li> <li>• Government of Maharashtra Letter No. &amp; Date</li> <li>• Minority Status</li> </ul>	<ul style="list-style-type: none"> <li>• Year :2008</li> <li>• Aff/Recog./5427 dated 02.09.2008</li> <li>• Govt. NGC 2008/ (255/08/)</li> <li>• Mashi-3 dated: 15.07.2008</li> <li>• ASS-2009/768/P.K.39/2009/K-1 Dated. 12-05-2009</li> </ul>
5	Date of Visit of the Committee Name of the Auditors	<p style="text-align: center;">23.12.2021</p> <ul style="list-style-type: none"> <li>• Ms. Trupti Yogendra Mody, Dean Administration, KES Shroff College of Arts and Commerce, Kandivali – West, Mumbai - 400067</li> <li>• Mr. Joaquim Vincent Gomes, Registrar, Prahladrai Dalmia Lions College of Commerce &amp; Economics, Malad– West, Mumbai - 400064</li> </ul>
6	Number of full time Teachers ( Including Principal & Librarian)	36
7	Number of CHB Teachers	33
8	Number of Non – teaching staff	25 (INCLUDING LIBRARIAN)
9	Name of the courses – Un-aided Division and Enrolment	<p style="text-align: center;">UG - 6 courses (B.Com-764, BAF- 212, BBI- 199, BMM-209, BMS-428, B.Sc.(IT)-522) PG - 2 courses M.Com.-167 and M.Sc.(IT) -47, Ph.D – 8)</p>



## OFFICE AUDIT TEAM REPORT

Sr.No.	Observation on Key Aspects	
1.	General Administration	Systematic records are kept and administration is found to be good
2.	Extension & Continuation of Affiliation	A.Y. 2021-22 Ref.No. –SVJB9138270420 Dated 21.08.2020 Rs.84500/- 2022-23 Ref.no.MU/CONTI/2223/S89PLG Dated. 28-08-2021
3.	Permanent Affiliation	Aff/ICD/2021-22/777 dated. 20-08-2021.
4.	Selection, Advertisements & Interview Procedures	Advertisement is approved from University and recruitments are done following the Management Procedure.
5.	Teaching Staff Approvals	Out of 36, 13 teachers approvals have been received.
6.	Non- Teaching Staff Appointments & Promotions	Vertical Department of HR, Accounts are appointed and staff is appointed following the procedure.
7.	Statistical Information University of Mumbai MIS(DHE, Pune) AISHE(UGC)	MIS – 2020-21 – Certificate AISHE and Students on roll – for 2019-20 dated 31-01-2020 has been verified.
8.	Service Books & Leave Records ( Teaching & Non – Teaching Staff)	Service book of the staff are maintained and updated.
9.	Admissions Procedures	Admissions are done as per rules issued by Government of Maharashtra and University of Mumbai.



10.	Enrolment, E-Suvidha, Eligibility & Migration	Enrolment and University share towards other fees for the year 2021-22 has been deposited with the University.
11.	Examinations (F.Y., S.Y. & T.Y.)	Records are maintained as per rules.
12.	Transcripts, Recommendations & Bonafide certificates	Issued to the students in prescribed format and records are maintained thereof.
13.	Railway Concessions	Issued to the students in prescribed format and records are maintained thereof.
14.	Government Scholarships & Free Ships	Social Welfare and Sahu Maharaj Scholarship Schemes and Mahadbt-Schemes are notified time to time to the students and students are benefited under such schemes.
15.	Inward & Outward Registers	Maintained
16.	Dead Stock Register	Maintained on computer and physical verification is done yearly.
17.	Records of Minutes College Development Committee, Quality Assurance Cells and Governing Council	CDC, IQAC and GC meetings are conducted regularly and minutes of the meeting are conducted.
18.	Records of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's	Records are maintained and updated from time to time.
19.	Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.	Internal Auditors are appointed and queries if any are solved from time to time. Salary sheets are maintained and employees are able to login in the Software for salary slip on monthly basis.

20.	College Budgets & Audited Balance Sheet	College budget and balance sheets of last 3 years maintained.
21.	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers	AMC contracts verified for Pest Control Air Conditions, Water Coolers, Water purifier, CC TV, Fire Extinguishers, Computers & Printers Housekeeping and security services contracts verified
22.	Non- Teaching Staff Welfare	Yes Annexure 1 Enclosed.
23.	Workshops conducted and attended by non-teaching staff	Workshop on Enrollment conducted in coordination with University of Mumbai. Staffs have attended online workshops conducted by other colleges from time to time.
24.	Training attended by non-teaching staff	Training for Excel, Advanced Excel was conducted by our college, also training provided for the examination and admission software from time to time.
25.	Knowledge of Computers – non teaching staff	All staff members have been working on computer and have very good knowledge of the same.



## ROLES AND DUTIES

Sr. No.	Observation on Key Aspects	
1.	University	<p>*College has applied for additional course B.Sc.-Data Science from AY. 2022-23.</p> <p>*College has applied for affiliation for different courses with the University from time to time.</p> <p>*College has permission to start different courses pertaining to intake capacity and additional seats from time to time.</p> <p>*College has deposited with the University its share towards Examinations, Gymkhana, E charges etc.</p>
2.	College Management	<p>*Management and Principal have cordial relations with the non-teaching staff.</p> <p>*Management is supportive towards the non-teaching staff.</p>
3.	Teaching Staff	<p>*Cordial Relations are maintained between teaching and administrative staff.</p>
4.	Students	<p>*Non-teaching and students relations are very good.</p> <p>*Students feel free to contact the office for any of their issues.</p> <p>*During Pandemic time students were given online facilities like Admissions, payment of fees, Certificates and other testimonials</p>
5.	Other Stake holders	<p>*The house-keeping/security and other staff on contract basis work together for the betterment of the institution.</p> <p>*Contractors/vendors are ready to give best of their services as they are paid in time for their timely services.</p>

Areas of improvement :-

1. Qualified and eligible non-teaching staff may be considered for promotion as per the structure of non-teaching staff.
2. The college may display the hierarchy of Non-Teaching staff at the entrance of the office.
3. To display chart of services offered to the students exhaustively.

Name & Signature of Members of the Committee with Date:

*T. Y. Mody* 23/12/2021  
i. Ms. Trupti Yogendra Mody

**DEAN**  
**Administration**

KES Shroff College of Arts and Commerce  
Kandivali – West  
Mumbai - 400067

*[Signature]* 23/12/2021  
ii. Mr. Joaquim Vincent Gomes

**REGISTRAR**  
**PRAHLADRAI DALMIA LIONS COLLEGE OF**  
**COMMERCE AND ECONOMICS**  
**SUNDER NAGAR, MALAD (W),**  
**MUMBAI - 400 064**

Dated : 23-12-2021

Place : Powai, Mumbai



## **BUNTS SANGHA'S**

### **S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES**

#### **BENEFITS TO THE NON TEACHING STAFF**

- Salary in Pay scale – as at present salaries are paid as per sixth pay commission recommendations) and DA as per Govt rules.
- Salary on last day of the month – online of salary slips on the registered e-mail id's of staff members.
- Need Based Advance Salary to the Staff
- Promotion to staff.
- Employment on compassionate ground.
- Contribution towards PF with Commissioner of Provident Fund, matching contribution by the college – online of PF records by PF office.
- Eligible for Gratuity and Pension
- Maternity Leave to Female Staff Members.
- Day Care and Play Group facility for the staff in the premises.
- Bank in the premises with ATM facility, early disbursement of loans and concession in rate of interest for staff members by the bank
- Medical Centre, nurse in premises
- Yearly health checkup for the staff
- Canteen facility for staff members
- Workshops/training/yoga sessions for staff
- Uniform and shoes to support staff
- Admission to the staff member's wards
- Concession in fees to the staff member and their wards
- Concession in time to staff – studying in the college
- Leave to staff for preparation of examinations
- Get together every year on Teachers day –with token of appreciation by the management by way of gift , lunch with the management.
- Open door policy of Principal and the Management
- Encouragement to continue the studies