

ADMINISTRATIVE AUDIT REPORT FOR THE YEAR 2017 – 2018

Sr. No.	Institutional Data	
1	Name of the College	Patuck-Gala College of Commerce & Management
	Address	Patuck Campus, 100 Nehru Road Rustomba Patuck Marg, Vakola Bridge, Santacruz (E), Mumbai: 400 055
	Telephone No.	022 - 26692477
2	Name of the Principal	Dr. (Mrs.) Meeta Pathade
3	Name of the Office Superintendent /Head Clerk	Mr. Ajit Anant Chawan
4	Year of Establishment University of Mumbai	Year 2002
	Letter No.	No. Aff. / Recog. / 3721 of 2002
	Date Government of Maharashtra	Date 12th August, 2002
	Letter No Date	क.एनजीसी. २००२/नमवि (०१/२००२) माशि - ३ दिनांक :- १५ जुलै २००२
5	Date of Visit of the Committee	11 th of May, 2018
	Name of the Auditors	Ms. Keyaa Mukherjee
6	Number of full time Teachers (Including Principal & Librarian)	23
7	Number of CHB Teachers	2
8	Number of Non – teaching staff	9+6
9	Name of the courses, Division and Enrolment	Course - B.Com, Div - 4 (FY/SY/TY Each), Enrolment – 980 Course - BMS Div - 1 (FY/SY/TY Each), Enrolment – 161 Course - B.Com (B&I), Div - 1 (FY/SY/TY Each), Enrolment - 92



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ADMINISTRATIVE OFFICE AUDIT REPORT

Sr.No.	Particular	Observation on Key Aspects
1.	General Administration	<ul style="list-style-type: none"> - Fees Register is maintained manually - General Register is maintained manually <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • Student MIS was not available • Fees Receipt are generated from Tally ERP 9 and Fees Register is manually maintained • Student G.R., details information of the students is maintained manually • Duplication of work is done, which is time consuming <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • Student MIS should be implemented • Students related detail information should be generated from CORE system for Fees Register, G.R. etc. <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • CORE System has to be implemented for student MIS • MIS of each student should be computer generated with all the particular from the first year of their admission and the same information should be followed for Second and Third year
2.	Extension and Continuation of Affiliation	<ul style="list-style-type: none"> - Yearly extension and continuation file is sent to the University as per the deadline - Yearly affiliation fees and other University dues and shares are paid to the University - Online affiliation w.e.f. 2016-17 has been completed on the website - LIC has been conducted in the 2015-16. The University has not provided the report <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • Proper file index numbering was not marked / organized properly <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • All the paper should be numbered and indexed



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		<p>properly</p> <ul style="list-style-type: none"> • File Management System should be followed <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • Since these documents are very important required to scanned and digitized for safety and instant records
3.	Selection, Advertisements and Interview Procedures	<ul style="list-style-type: none"> - Draft approval is sent to University - Advertisement is placed in heading newspapers - Selection Committee is appointed as per the norms - Interview is conducted as per University norms <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • Proper file index numbering was not marked / organized properly <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • All the paper should be numbered and indexed • File Management System should be followed <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • The Appointment Letter should be duly signed by the authorities / management and the copy of the same should be documented in the respective staff personnel file and recorded in the Minutes of Meeting Log. • Management resolution should be passed for their approval and records. • Since these documents are very important required to scanned and digitized for safety and instant records
4.	Teaching Staff Approvals	<ul style="list-style-type: none"> - After interview, candidate is selected - 7 page form along with necessary documents is sent for approval - Approval is received of 3 Teaching staff (1) Dr. (Mrs.) Meeta Pathade, (2) Mrs Netra Thakre (3) Mrs, Megha Nair - The same is informed to the staff



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		<p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • As per the process Joining Letter from the employee (acceptance letter) was not documented <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • The selection committee should invite for the appointment of the staff. • The appointment letter should be given from the date of appointment as per the selection report. <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • The appointment letter/s should be duly signed by the authorities, the management resolution should be passed in the Minutes of the Meeting Log along with the advertisement contents and selection committee report should be forwarded to the University for the Approval.
5.	Non-Teaching Staff Appointments and Promotions	<ul style="list-style-type: none"> - Management calls for interview and appoints admin staff as per the requirement. - All the admin staff are either graduates or post graduates <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • Joining Letter from the employee (acceptance letter) should be receive and documented • Proper file index numbering was not marked / organized <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • The Management Resolution need to prepare for the staff's appointed and their promotion • The same should be minute in the minutes of the meeting <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • The Management Resolution should be duly signed by the authorities / management and the copy of



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		<p>the same should be documented in the respective staff personnel file and recorded in the Minutes of Meeting Log.</p> <ul style="list-style-type: none"> • It should be passed by the Management for their approval and records. • Joining Letter should be taken from the date of appointment of staff.
6.	<p>Statistical Information University of Mumbai MIS(DHE, Pune) AISHE(UGC)</p>	<ul style="list-style-type: none"> - Information is provided as per the circular received for student on roll, MIS and AISHE - The college has all certificates as on date <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • It was observed that the filing system was not indexed <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • Proper file management should be done <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • Need to organize / streamline the filing system as per the standards.
7.	<p>Service Books and Leave Records (Teaching and Non- Teaching Staff)</p>	<ul style="list-style-type: none"> - Leave record is not computer generated - Staff fill up Leave Application Form and take the approval from the Principal - Bio metric system for attendance is followed - Service Book was found incomplete. <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • No proper system is followed for leave records and service records of the staff <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • Service books was incomplete. It is not mandatory for unaided institutes to maintain the service books • Leave records and Service record should be computerised



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		<p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> All the details need to be filled in Service Book, which should be computerized from the date of appointment, confirmation, promotions, leave record etc. Information of the staff with no any delay and to implement a process for updating staff service records should be computerized
8.	Admissions Procedures	<ul style="list-style-type: none"> Online admission system is adopted Admission for FY is as per the norms set by the University of Mumbai Admission for SY/TY is done after declaration of results <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> Admission form of SY/TY is not computerized Student Management Information System is not implemented <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> Need to redesign the form with reference and control number with CORE information Student Management Information System should be implemented <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> In-house admission form should have the full details of the students in one single page for the further binding and these need to be proper documented. The same should be online for internal accessible and linked with MKCL portal. There should be a CORE system properly design for admission procedure from the beginning of admission form, fees receipt, roll no: class wise, bonafide certificate, transfer certificate or any such information required by the University should be generated from the system
9.	Enrolment, E-Suvidha, Eligibility and Migration	<p>Enrolment process is as per the University norms and the college submits the enrolment statement to the University</p>



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		<ul style="list-style-type: none"> - E-savidha charges are paid to the University - Eligibility cases are processed with the necessary documents to the University and confirmation is received from the University - Migration formalities are processed by after an application received from the student <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • Need to arrange the documents. <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • Proper documentation need to be done for easy accessibility <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • To arrange the eligibility certificates, documented class wise and year wise • Proper File Management System needs to follow
10.	Examinations (F.Y., S.Y. & T.Y.)	<ul style="list-style-type: none"> - The University of Mumbai follows Credit Based Evaluation System. - For the B.Com Programme it is as follows : - The performance of the learners will be evaluated by Semester End Examination which will be conducted at the end of each semester for all the courses. - These exams will be conducted by University of Mumbai. Each course will be assessed for 100 Marks except in the Course of Foundation Course, the assessment of the learner will be carried out in two components: Internal Assessment - 25 marks & Semester End Exam - 75 marks (may be amended by University of Mumbai.). The duration of these Semester End Examinations shall be of 3 hours. - (In case of Foundation Course, it shall be of 2 ½ hours duration.) - For the BMS and B.Com. (Banking & Insurance): Programmes The performance of the learners will be evaluated in two components. One - component will be the Internal Assessment component carrying 25 marks and the - second component will be the



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		<ul style="list-style-type: none"> - Semesterwise End Examination component carrying 75 marks. The allocation of - marks for the Internal Assessment will be – Class test (20 marks) and - active participation in routine class instructional deliveries - (05 marks). The duration of these Semester End Examinations shall be of - 2 ½ hours. - Passing Standard: - The learners to pass a course shall have to obtain a minimum of 40 - percentmarks in each of aggregate and/or Internal Assessment and Semester - End Examination. <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • Need to arrange the documents. <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • Proper documentation need to be done for easy accessibility <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • Proper File Management System needs to be follow
11.	Transcripts, Recommendations and Bonafide certificates	<ul style="list-style-type: none"> - Applications are received from the students - Prescribed fees for Transcripts is collected - Transcripts are issued within a week - Students are given recommendation by seeking an application - Bonafide certificates are handwritten and issued within 3 working days <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • Transcripts, Recommendations and Bonafide certificates should be system generated rather than manual practice <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • Transcripts, Recommendations and Bonafide certificates should be system generated



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		<p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> The report should be generated from the Admission CORE system to save time and maintain accuracy.
12.	Railway Concessions	<ul style="list-style-type: none"> Railway concession is issued to the student after taking prescribed fees Railway concession is issued on the next day Records are maintained and sent to the concerned authority. <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> To prepare / fix a schedule to organize to save the time Duplication of work is done Students details is typed every month <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> Need to streamline the process by issuing the concession form from 1st to 10th day of every month Student information once feed should be continued for further next months from excel sheet by control F command <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> Sending the notification to all the students to follow the Railway Concessions process. Need to streamline the process for smooth functioning and time saving of students and staff
13.	Government Scholarships and Free Ships	<ul style="list-style-type: none"> Notice is displayed to the students for applying free ships and scholarships Students apply for the same along with necessary documents The application is then forwarded to the Welfare office. <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> No proper GOI Scholarship register is maintained, consequence the students are signing on the payment voucher.



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		<p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> Physical register need to create and maintain and should be duly signed by the student/s. <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> The register will be produce for the External Government Assessment.
14.	Inward and Outward Registers	<ul style="list-style-type: none"> Letters received are properly stamped and inward is checked by the Principal The letters are then forwarded to the concerned department Outward Register is maintained manually <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> It is was observed that Inward Outward Register are maintained manually Duplication of filling is made <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> Digitization has to be introduced as per the standards <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> For the inward and outward register the digitalization system should be introduce and implemented for quick reference, acknowledgment and easy access able.
15.	Dead Stock Registers	<p>The college is not maintaining Dead Stock Registers.</p> <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> The Dead Stock Registers is not maintained. <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> There should be a process for Asset Management



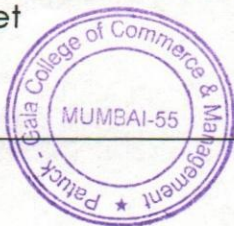
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		<p>and need to introduce the Dead Stock Registers</p> <ul style="list-style-type: none"> • Inventory Management System need to be introduced for accurate records and easy access <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • Proper format has to be designed and implement on the same. The process should be digitized for quick records
16.	<p>Records of Minutes Local Managing Committee, Quality Assurance Cells, Governing Body, School Committee and TA</p>	<ul style="list-style-type: none"> - LMC is constitute as per the norms - Minutes of meeting are properly maintained - The college has IQAC which looks into various aspects - PTA meetings are conducted twice a year - Minutes of all the meetings are maintained and recorded <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • Administrative department meeting is not contuded <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • Meeting of Administrative staff should be recorded in Minutes of Meetings Log Book <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • Meeting should be contuded and recorded for smooth functioning, updating the profile to be at par with new advancements
17.	<p>Records of Computers, Printers, Lap Tops, Scanners, Projectors and Licensed Software's</p>	<ul style="list-style-type: none"> - Licensed software: Operating System - Microsoft Windows-XP, Quick - Heal Antivirus, Cyberoam Proxy Server, Tally ERP 9. <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • IT Infrastructure details are maintained in excel sheet by College Office



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		<p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • Proper record management system of IT Infrastructure details need to be maintain. <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • Fire Wall need to be implement. • Up gradating the system as per the advancement. • Easy access of detail information about college related IT records at the time of external audit.
18.	Accounts and Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.	<ul style="list-style-type: none"> - The College uses Tally ERP 9 for its accounting operations. through Tally, - The College is able to generate the following records Cash book,Salary bills,Receipts,Pay slip - The College maintains salary register, voucher file for cash and cheque payments, fee register, file of refundable deposits and admission cancellation, etc. <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • The Books of Accounts is not dully signed by the authorities and placed loose in the files. <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • All the relevant reports Cash Book, Ledger, Petty Cash Book, Fees Register and Salary Register should be computerize generated, duly sign by the authorities and the same should be in binding formate <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • There should be a CORE system, appropriately design for the entirely Accounts department
19.	College Budgets and Audited Balance Sheet	<ul style="list-style-type: none"> - The College plans to prepare budgets Department-wise and Committee-wise from the next academic year. - Every year the accounts of the College are audited and the accounts for the Financial year 2017 were approved and signed in the Board meeting on 7th April, 2018.



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		<p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • N.A <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • N.A <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • N.A 																																	
20.	Teachers Workload and Class Time Tables	Since it is not maintained by the Administrative department it was not presented in the audit, the same is maintained by teaching staff																																	
21.	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers and Printers	<p>The AMC details are as follows:</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Particulars</th> <th>Vendor</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Pest control</td> <td>Pest Control of India</td> </tr> <tr> <td>2</td> <td>Water coolers</td> <td>ACE Technologies</td> </tr> <tr> <td>3</td> <td>CCTV</td> <td>Bright Systems</td> </tr> <tr> <td>4</td> <td>Fire extinguishers</td> <td>National Fire Safety</td> </tr> <tr> <td>5</td> <td>Computer</td> <td>Bright Systems</td> </tr> <tr> <td>6</td> <td>Printers</td> <td>Bright Systems</td> </tr> </tbody> </table> <p>Fire extinguishers are under warranty period.</p> <p>Other AMC details are:</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Particulars</th> <th>Vendor</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Exam printer</td> <td>Ricoh India Ltd</td> </tr> <tr> <td>2</td> <td>Air conditioner</td> <td>Comfort Cool Zone</td> </tr> <tr> <td>3</td> <td>Water Tank Cleaning & Disinfecting Service</td> <td>Shraddha Electricals</td> </tr> </tbody> </table>	Sr. No.	Particulars	Vendor	1	Pest control	Pest Control of India	2	Water coolers	ACE Technologies	3	CCTV	Bright Systems	4	Fire extinguishers	National Fire Safety	5	Computer	Bright Systems	6	Printers	Bright Systems	Sr. No.	Particulars	Vendor	1	Exam printer	Ricoh India Ltd	2	Air conditioner	Comfort Cool Zone	3	Water Tank Cleaning & Disinfecting Service	Shraddha Electricals
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4	Biometric machine	SKSM Foods International Ltd. A/c Tech Retail
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Biometric machine is under warranty period.

Root cause analy sis (what failed in the system to allow this NC to occur?)

- Purchase Committee is not formed
- AMC file is not maintained
- Minimum three quotations should be there to create Quotation Comparision Statement

Correction (what is to be done to resolve the issue)

- Purchase Committee need to be formed with three members i.e. Principal, Professor, Admin staff or from Accounts department
- Three Quatations should be invited
- Year wise AMC file should be maintained

Corrective Action (what should be done to prevent reoccurrence)

- Among invited three Quatations the final quotation should be approved by the purchase committee to finalised
- Proper Report of purchase committee should be documented in the file

22. Non- Teaching Staff Welfare

- The College provides welfare facilities to non-teaching staff members, such as Fee concession for wards of the staff,Provident fund,Maternity leave,Paternity leave,Medical leave, Duty leave, if deputed by College to attend workshops, seminars and conferences,Monthly travel allowance,Uniform to support staff,Washing allowance to support staff,Provision of sports jersey,Monetary incentive given during each term

Root cause analysis (what failed in the system to allow this NC to occur?)

- N.A

Correction (what is to be done to resolve the issue)

- N.A



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Corrective Action (what should be done to prevent reoccurrence)

- N.A

23. Workshops attended by non-teaching staff

Non-teaching staff members are encouraged to attend seminars and workshops.

The details of the same during the academic year 2017-18 are:

Sr. No.	Name of the Staff	Theme of the Workshop	Organizing Institute
1	Mr. Ajit Chawan	Team Building	Patuck-Gala College
		Administrative Skills	Shailendra Education Society's Arts Commerce & Science College
		Administration Issues & Challenges	Niranjan Majithia College Of Commerce
2	Mr. Sagar Awalkar	Team Building	Patuck-Gala College
		Administrative Skills	Shailendra Education Society's Arts Commerce & Science College
		Administration Issues & Challenges	Niranjan Majithia College Of Commerce
3	Ms. Yogita Ghatkar	Team Building	Patuck-Gala College



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Root cause analysis (what failed in the system to allow this NC to occur?)

- NA

Correction (what is to be done to resolve the issue)

- NA

Sr. No.	Name of the Staff	Name of the Course	Name of the Institute
1	Mr. Ajit Chawan	Tally	Unique Computer Education
		Swift India 2000	NIIT
2	Mr. Sagar Awalkar	Tally Operating	Raj Computer Academy
		MS – CIT	Maharashtra State Board of Technical Education, Mumbai
3	Ms. Yogita Ghatkar	MS – CIT	Maharashtra State Board of Technical Education, Mumbai
		Marathi Type Writing	Maharashtra State Board of Technical Education Mumbai
		English Type Writing	Maharashtra State Board of Technical Education, Mumbai
4	Mrs. Aarohi Kumbhar	Diploma in Computer Software Application	Info- Tech Computer Institute
5	Mr. Bapu Varak	Marathi Type Writing	Maharashtra State Council of Examination, Pune
		English Type Writing	Maharashtra State Council of Examination, Pune



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		<p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • NA
24.	Training attended by non-teaching staff	<p>All the non-teaching staff and support staff attended Disaster Management Training and Orientation on 17th April, 2018.</p> <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • NA <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • NA <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • NA
25.	Knowledge of Typing / Computers – non teaching staff	<p>All the non-teaching staff members are computer literate and are well versed with MS- Office. The non-teaching staff members also use Accounting software -Tally ERP 9.00.</p> <p>Root cause analysis (what failed in the system to allow this NC to occur?)</p> <ul style="list-style-type: none"> • NA <p>Correction (what is to be done to resolve the issue)</p> <ul style="list-style-type: none"> • NA <p>Corrective Action (what should be done to prevent reoccurrence)</p> <ul style="list-style-type: none"> • NA



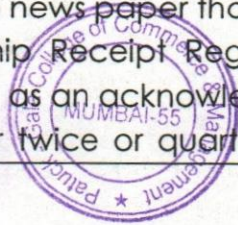
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Areas for better improvement to avoid the Major Non Conformity :-

- It was found that the physical files / documentations were not organized as per the standards, as a result the easy accessibility was not there and will not be easy available when the relevant document/s is required. This can be resolve by naming the folders and files physically and electronically in a consistent manner, logical and predictable way means that information may be located, identified and retrieved by the concerned person, as quickly and easily as possible.

All the documents and data should be reviewed and approved by the authorized personnel prior to use. Current revisions of appropriate documents should be available at locations where they are used. Obsolete documents should be removed from points of use. Obsolete documents that a retained for reference or legal obligations are marked OBSOLETE and are kept separate from active documents. Obsolete electronic documents are removed from the network and are stored in the system that is only accessible to authorized personnel. Any obsolete documents that need to be reactivated must be reviewed, approved and released in the same manner as newly established documents. At least one copy of all obsolete documents must be archived. Electronic documents are writing protected and controlled by the concern person. By choosing a logical and consistent way to name and organise the files allows to easily locate and use them. This will help the concern person to save the time and will help to find what is needed and when it needed.

- For inward and outward register the digitization system should be introduce and implemented for quick reference, acknowledgment and easy accessible.
- For Student Management Information CORE System has to be implemented
- Accurate and multiple information data as and when required should be computer generated from Student MIS once feed in recorded with all the particular of each student enrolled in First year and the same information will be provided for Second and Third year
- Fees Register should be Computer generated with columns containing fees challan no., date and head wise for day to day fees collection.
- All the students related reports should be generated from the Admission CORE system to save time and maintain accuracy.
- Need to organize / streamline the filing system as per the standards. All the documents should be numbered and indexed version and year wise digitised.
- Service Book is not mandatory for unaided institutes no need to maintain manual Service books instead Leave records and Service records should be computerized for accurate, easy access and quich reference
- The records which are very important it should be accurately documented and digitised
- Sending the reminder letter to the student/s through Register AD, email also can publish in news paper those who has not collected their scholarship
- Scholarship Receipt Register need to create and should be duly signed by the student/s as an acknowledgement.
- In a year twice or quarterly meeting of Administrative department should be held



Repeal

unavoidable and every meeting of the Administrative department should be minuted in the Meeting Log Book.

- Maximum use of computerisation for information and data should be done as per today's need and should be online accessible for prompt and accurate information at one click. The other benefits of computerized office are paperless office at a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers into digital form, which can save money, time, boost productivity, save space, make documentation and information sharing easier and keep personal information more secure. There should be a Standard Operating Procedures lay down and implement for all the respective department/s for their significant procedures and process with step-by-step instructions that will act as guidelines for staff work processes. Whether written up in numbered steps or formatted as flow charts, effective SOPs should be complete, clearly written, and based on inputs given from the staffs who execute the work. When the staff follows the SOP for a particular job, they produce a work in consistently, understandingly and also help them to plan their work schedules to meet their goals with efficiently. Standardized procedures will guide the staff and reduce the possibility of missed steps or other errors that impact the quality of the completed work. Well-written SOP's will make it easier for qualified staff to do their assignment /s continuously.

Report No: AOAR/03/2018

Signature of External Auditor and Team Leader with Date:

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Date: 22-5-2018

ii *A. Chawan*

Date: 22/05/2018

(Mr. Ajit Chawan - Head Clerk)



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Dr. (Mrs.) Meeta Pathade - Head of the Institution