

ADMINISTRATIVE AUDIT REPORT FOR THE YEAR 2018-19 & 2019-20

Sr. No.	Institutional Data	
1	Name of the College Address Mobile No.	Patuck-Gala College of Commerce & Management Patuck Campus, 100 Nehru Road Rustomba Patuck Marg, Vakola Bridge, Santacruz (E), Mumbai: 400 055 8828877021
2	Name of the Principal	Dr. (Mrs.) Meeta Pathade
3	Name of the Office Superintendent /Head Clerk	Mr. Ajit Chawan
4	Year of Establishment University of Mumbai Letter No. Date Government of Maharashtra Letter No Date	Year 2002 No. Aff. / Recog. / 3721 of 2002 Date 12th August, 2002 क.एनजीसी. 2002 नमवि (01 2002) माशि - 3 दिनांक :- 15 जुलै 2002
5	Date of Visit of the Committee Name of the Auditors	18 th February, 2021 Dr. Ancy Jose Dr. Rashmi Oza Mr. Raghavendra L.
6	Number of full time Teachers (Including Principal & Librarian)	2018-19: 20 2019-20: 19
7	Number of Non – teaching staff	2018-19: 08 2019-20: 08
8	Name of the Courses, and Strength	2018-19: Course - B.Com., Strength – 836 Course - BMS, Strength – 161 Course - B.Com. (B&I), Strength - 87 2019-20: Course - B.Com., Strength – 842 Course - BMS, Strength – 155 Course - B.Com. (B&I), Strength - 55

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ADMINISTRATIVE OFFICE AUDIT REPORT

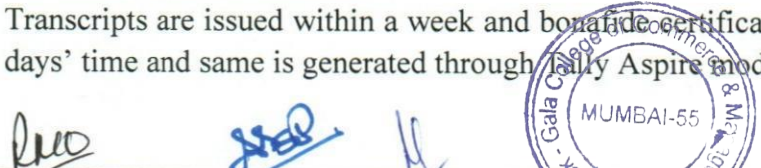
Sr. No.	Particulars	Observation on Key Aspects
1.	General Administration	<ul style="list-style-type: none"> - Fees Register is maintained manually - General Register is maintained in print format - Fees Receipt are generated from Tally ERP 9 - Student G.R., details information of the students is maintained in Tally ERP 9 - Student Master Data is available in Tally Aspire module
2.	Extension and Continuation of Affiliation	<ul style="list-style-type: none"> - Yearly extension and continuation file are sent to the University as per the deadline - Yearly affiliation fees and other University dues and shares are paid to the University - Online affiliation for the AYs: 2018-19 & 2019-20 has been completed on the University affiliation portal. - Since the documents are important, they are maintained both in digitized & hard copy format.
3.	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 by providing them with the letter of appointment
4.	Non- Teaching Staff Appointments and Promotions	<ul style="list-style-type: none"> - Management calls for an interview and appoints admin staff as per the requirement. - All the admin staff are either graduates or postgraduates - Letter of appointment is provided to the staff at the time of joining
5.	Statistical Information University of Mumbai MIS (DHE, Pune) AISHE(UGC)	<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 - Proper file in this regard has been maintained
6.	Service Books and Leave Records (Teaching and Non – Teaching Staff)	<ul style="list-style-type: none"> - Service book is maintained as per norms. All the entries are carried out in the Book. - Staff fill up Leave Application Form and take the approval from the Principal - Bio metric system for attendance is followed - Service Book was found complete.
7.	Admission 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 and circulars received from time to time. - Admission for SY/TY is done after declaration of results

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8.	Enrolment, E- Suvridha, Eligibility and Migration	<ul style="list-style-type: none"> - Enrolment process is as per the University norms and the College submits the enrolment statement to the University - E-suvridha 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 after an application received from the student - All the documents in this regard are properly maintained and filed.
9.	Examinations (F.Y., S.Y. & T.Y.)	<ul style="list-style-type: none"> - The University of Mumbai follows Choice Based Credit System for evaluation. - For the B.Com. Programme: <ol style="list-style-type: none"> 1. The performance of the learners will be evaluated by the Semester End Examination which will be conducted at the end of each semester for all the courses. 2. These exams will be conducted by the University of Mumbai. Each course will be assessed for 100 marks exceptin the Course of Foundation Course. The assessment of the learner for this Course will be carried in two components: Internal Assessment - 25 marks & Semester End Exam - 75 marks 3. 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. (B&I) Programmes: <ol style="list-style-type: none"> 1. 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 Semester End Examination carrying 75 marks. 2. The allocation of marks for the Internal Assessment will be – Class test/ Project work (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 percent marks in each of aggregate and/or Internal Assessment and Semester end examination. - Moderation of the courses are done as per the University norms - The Examination Committee considers revaluation cases as applied by the students - All the necessary documents in this regard has been maintained by the Examination Committee - All unfair means cases during the examination are handled by the Unfair Means Committee of the College.
10.	Transcripts, Recommendations and Bonafide certificates	<ul style="list-style-type: none"> - Applications are received from the students - Prescribed fees are collected - Transcripts are issued within a week and bonafide certificate in three days' time and same is generated through Jolly Aspire module <div style="text-align: right; margin-top: 10px;">  </div>

11.	Railway Concessions	<ul style="list-style-type: none"> - Railway concession is issued to the student after taking the application - Railway concession is issued on the next day - Records are maintained and sent to the concerned authority.
12.	Scholarships and Free Ships	<ul style="list-style-type: none"> - Notice is displayed to the students for applying free ships and scholarships by the Government - Students apply for the same along with necessary documents - The application is then forwarded to the Social Welfare office. - The College provides support to students by way of scholarship through private individuals and associations. - All the necessary documentation in this regard and been maintained properly by Scholarship and Freeship Committee
13.	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 in computerized format - Inward Register is maintained in computerized format as well as manually.
14.	Records of Minutes College Development Committee (CDC), IQAC and others	<ul style="list-style-type: none"> - CDC is constituted as per the norms - The College has IQAC which looks into various aspects - Administrative staff meeting is conducted twice in each Term - PTA meetings are conducted regularly - Minutes of all these meetings are maintained and recorded
15.	Records of Computers, Printers, Laptops, Scanners, Projectors and Licensed Softwares	<ul style="list-style-type: none"> - No. of Computer for Students & Staff = 75 - No. of Printer = 07 - No. of Laptops = 04 - No. of Scanners = 02 - No. of Projector = 03 - Licensed software (Server / Desktop Laptops) : Operating System – Windows, MS Office (Microsoft 365), Quick Heal, Microsoft SQL Antivirus, G-Suite, Tally ERP 9 & Aspire Module, E time tracker - Biometric, Digital Edu - Attendance Software, iSLIM - Library Software, Seqrite Firewall,
16.	Accounts and Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, etc.	<ul style="list-style-type: none"> - The College uses Tally ERP 9 for its accounting operations. - The College is able to generate the following records Cash book, Salary bills, Receipts, Pay slip - The College maintains a salary register, voucher file for cash and cheque payments, file of refundable deposits and admission cancellation, etc. - All the above records are proper maintained and filed
17.	College Audited Balance Sheet	<ul style="list-style-type: none"> - Every year the accounts of the College are audited and the accounts for the Financial Years 2018-19 & 2019-20 were approved and signed in the Board meeting.



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18.	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 data-bbox="588 120 711 192">Sr. No.</th> <th data-bbox="711 120 989 192">Particulars</th> <th data-bbox="989 120 1511 192">Vendor</th> </tr> </thead> <tbody> <tr> <td data-bbox="588 192 711 264">1</td> <td data-bbox="711 192 989 264">Pest control</td> <td data-bbox="989 192 1511 264">Pest Control of India</td> </tr> <tr> <td data-bbox="588 264 711 336">2</td> <td data-bbox="711 264 989 336">Water coolers</td> <td data-bbox="989 264 1511 336">ACE Technologies</td> </tr> <tr> <td data-bbox="588 336 711 407">3</td> <td data-bbox="711 336 989 407">CCTV</td> <td data-bbox="989 336 1511 407">Bright Systems</td> </tr> <tr> <td data-bbox="588 407 711 479">4</td> <td data-bbox="711 407 989 479">Computer</td> <td data-bbox="989 407 1511 479">Bright Systems</td> </tr> <tr> <td data-bbox="588 479 711 551">5</td> <td data-bbox="711 479 989 551">Printers</td> <td data-bbox="989 479 1511 551">Bright Systems</td> </tr> <tr> <td data-bbox="588 551 711 622">6</td> <td data-bbox="711 551 989 622">Exam Printer</td> <td data-bbox="989 551 1511 622">Ricoh India Ltd</td> </tr> <tr> <td data-bbox="588 622 711 694">7</td> <td data-bbox="711 622 989 694">Air conditioner</td> <td data-bbox="989 622 1511 694">Comfort Cool Zone</td> </tr> <tr> <td data-bbox="588 694 711 887">8</td> <td data-bbox="711 694 989 887">Water Tank Cleaning & Disinfecting Service</td> <td data-bbox="989 694 1511 887">Shraddha Electricals</td> </tr> <tr> <td data-bbox="588 887 711 958">9</td> <td data-bbox="711 887 989 958">SMS Bulk Service</td> <td data-bbox="989 887 1511 958">KAP Computer Solution Pvt. Ltd.</td> </tr> <tr> <td data-bbox="588 958 711 1030">10</td> <td data-bbox="711 958 989 1030">Tally</td> <td data-bbox="989 958 1511 1030">Apex Actsoft Technologies Pvt. Ltd.</td> </tr> <tr> <td data-bbox="588 1030 711 1102">11</td> <td data-bbox="711 1030 989 1102">Fire Extinguishers</td> <td data-bbox="989 1030 1511 1102">Bharati Protective Systems</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	Computer	Bright Systems	5	Printers	Bright Systems	6	Exam Printer	Ricoh India Ltd	7	Air conditioner	Comfort Cool Zone	8	Water Tank Cleaning & Disinfecting Service	Shraddha Electricals	9	SMS Bulk Service	KAP Computer Solution Pvt. Ltd.	10	Tally	Apex Actsoft Technologies Pvt. Ltd.	11	Fire Extinguishers	Bharati Protective Systems
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19.	Staff Welfare	<p>The College provides welfare facilities to staff members, such as Fee concession for wards of the staff, Provident fund, gratuity, Maternity leave, Paternity leave, Medical leave, Study 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, and research incentives for UGC-CARE listed</p>																																				

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20.	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 2018-19 & 2019-20 are:	
Sr. No.	Name of the Staff	Theme of the Workshop	Organizing Institute
1	Mr. Ajit Chawan	Workshop on AISHE, MIS, Statistical	University of Mumbai
		Paperless Office - The Need Of The Hour Document Control And Record Management	Patuck-Gala College
		Understanding Your Minds	Patuck-Gala College
2	Mr. Sagar Awalkar	Workshop on AISHE, MIS, Statistical	University of Mumbai
		Paperless Office - The Need Of The Hour Document Control And Record Management	Patuck-Gala College
		Understanding Your Minds	Patuck-Gala College
3	Ms. Yogita Ghatkar	Increasing Efficiency In Office Administration	Gurukul College Of Commerce
		Paperless Office - The Need Of The Hour Document Control And Record Management	Patuck-Gala College
4.	Ms. Aarohit Kumbhar	Office Automation, Document Control And Record Management	Valia C.L College Of Commerce & Arts
		Paperless Office - The Need Of The Hour Document Control And Record Management	Patuck-Gala College
		Understanding Your Minds	Patuck-Gala College
5.	Mrs. Riddhi Parab	Paperless Office - The Need Of The Hour Document Control And Record Management	Patuck-Gala College
		Understanding Your Minds	Patuck-Gala College
6.	Mr. Babu Varak	Paperless Office - The Need Of The Hour Document Control And Record Management	Patuck-Gala College
		Understanding Your Minds	Patuck-Gala College
7.	Mr. Rupesh Parab	Understanding Your Minds	Patuck-Gala College
8.	Mrs. Yogita Khaire	Understanding Your Minds	Patuck-Gala College

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21.	Computer Proficiency of Non-teaching Staff	<ul style="list-style-type: none"> - 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. - Regular training is provided to the staff to refresh and upgrade their computer skills.
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RECOMMENDATIONS

1. Any service achievement like "probation", "confirmation" etc. should be recorded in the service book as a best practice. Similarly teaching staff Refreshers Course or Orientation Programme can be recorded.
2. Dead stock register can be maintained item-wise.
3. Along with personal follow-ups with various agencies kindly make official correspondence and its acknowledgement be recorded. (eg. personal follow up with UOM/MKCL etc., for any pending issues, make official correspondence also and record it.)

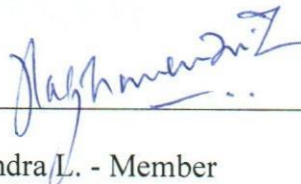
Signature of External Auditors :

i 

Dr. Ancy Jose - Convenor


ii 

Dr. Rashmi Oza - Member

iii 

Mr. Raghavendra L. - Member




I/c Principal
 Patuck - Gala College of
 Commerce & Management
 Santacruz (E), Mumbai-400 055