

Administrative Audit

of

KET's V. G. Vaze College of Arts, Science and Commerce (Autonomous)
Mulund (East), Mumbai – 400 081

For the Academic Year 2021-22, 2022-23 and 2023-24

Under Quality Assurance Initiative

By

Ms. Keyaa Mukherjee

Office Superintendent,
Maniben Nanavati Women's College, Vile Parle

And

Mr. Mangesh Korde

Office Superintendent,
VPM's R. Z. Shah College of Arts, Science and Commerce, Mulund

28th May 2024

KET's V. G. Vaze College of Arts, Science and Commerce (Autonomous)
Mithagar Road, Mulund (East), Mumbai – 400081
Administrative Audit
AY 2021-22, 2022-23, 2023-24

Administrative audit for the years 2021-22, 2022-23 and 2023-24 was conducted on 28th May 2024.

The panel of experts consisted of the following experts:

- 1] **Ms. Keyaa Mukherjee**, Office Superintendent, Maniben Nanavati Women's College, Vile Parle.
- 2] **Mr. Mangesh Korde**, Office Superintendent, VPM's R. Z. Shah College of Arts, Science, and Commerce, Mulund.

Final Report:

The auditing team was welcomed by **Dr. Neeta Mehta**, IQAC Co-Ordinator and the administrative audit organizing committee.

❖ College Information:

The college information was presented by the In-Charge Registrar, **Mrs. Supriya Kambli**.

1] Years of Establishment, University of Mumbai Letter No., and date:

- **Year of Establishment:** 1984
- **Permanent and Continuation of Affiliation University of Mumbai:**
Letter No. Aff./Recog./892 of 1994
Date: 15/02/1994
- **Government of Maharashtra Letter No. & Date:**
NGC.2088/(1652)/VISHI-2(a)
Date: 4th January 1989

2] Number of Full time Teachers (Including Principal and Librarian):

Academic Year	Regular Teachers	Part Time Teachers
2021-22	29	01
2022-23	28	01
2023-24	24	01

3] Number of ADHOC/CHB Teachers:

Academic Year	ADHOC/ CHB Teachers	SFC Teachers
2021-22	32	30
2022-23	36	34
2023-24	39	34

4] Number of Non-Teaching Staff:

Academic Year	Aided Staff	Temporary Staff	SFC Staff
2021-22	81	09	11
2022-23	77	12	11
2023-24	74	11	14

5] Name of the Courses, Division and Enrolment:

Academic Year	Programmes	Courses
2021-22	39	891
2022-23	40	912
2023-24	41	-

▪ **STUDENTS ENROLLED FOR THE YEAR 2021 TO 2023:**

Sr. No.	Class	2021-2022	2022-2023	2023-2024	Total
1	FYBA	226	236	231	693
2	FYBCOM	448	488	499	1495
3	FYBSC	145	131	133	409
4	SYBA	232	179	212	623
5	SYBCOM	470	402	474	1364
6	SYBSC	92	89	68	249
7	TYBA	173	183	157	513
8	TYBCOM	445	470	405	1320
9	TYBSC	88	88	84	260
10	MSC-I	24	20	17	61
11	MSC-II	18	24	20	62

▪ **STUDENTS ENROLLED FOR PHD IN THE AY 2021-2023:**

Sr. No	CENTRE	2021-2022	2022-2023	2023-2024
1	ENGLISH	10	7	14
2	HISTORY	8	9	8
3	PHYSICS	2	4	4
4	CHEMISTRY	9	10	12
5	BOTANY	8	9	7
6	BIOTECHNOLOGY	2	2	4
7	ZOOLGY	2	7	7
	TOTAL	41	48	56

▪ **STUDENTS ENROLLED FOR THE YEAR 2021 TO 2023 (SFC):**

Course Name	2021-2022	2022-2023	2023-2024	Total
FYBSC IT	46	71	71	188
SYBSC IT	69	55	68	192
TYBSC IT	51	63	55	169

FYBSC BT	32	52	34	118
SYBSC BT	24	36	50	110
TYBSC BT	25	23	34	82

FYBCOM A & F	126	126	181	433
SYBCOM A & F	127	122	132	381
TYBCOM A & F	116	131	121	368

FYBCOM B & I	46	65	61	172
SYBCOM B & I	54	42	65	161
TYBCOM B & I	53	54	41	148

FYBAMMC	54	61	62	177
SYBAMMC	65	49	64	178
TYBAMMC	56	68	45	169

FYBMS	139	153	195	487
SYBMS	135	135	139	409
TYBMS	108	140	134	382

FYBVOC	33	32	42	107
SYBVOC	40	33	26	99
TYBVOC	43	37	25	105

FYBBA	0	0	61	61
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MCOM – I	70	72	102	244
MCOM- II	57	69	66	192

MSC IT – I	23	23	21	67
MSC IT- II	18	22	22	62

MSC BT – I	20	18	16	54
MSC BT- II	17	19	18	54

PGDPCM – I	23	23	22	68
PGDPCM – II	25	21	23	69

MSC Zoology Oceanography -I	2	0	0	02
MSC Zoology Oceanography – II	1	2	0	03

MSC Botany – I	0	4	4	08
MSC Botany – II	0	0	4	04

❖ **Particulars:**

1] Admission Procedures:

The information about admissions from FY to SY and SY to TY was provided by **Mrs. Alka Gambhire and Ms. Shraddha Bal**. Moreover, the FY and PG admissions procedure data were provided.

◆ **Information Shared:**

➤ **Regular and SFC:**

- 1] Post FY and SY result declaration, the pass student data is transferred from the exam committee to admission software.
- 2] Updating the admission fees in software.
- 3] Preparing the admission Notice for FY to SY and SY to TY (In-house).

4] Post uploading the notice to the college website, students start the form-filling and payment procedure (Online).

➤ **For Masters:**

The same process is followed.

➤ **For FY Classes:**

Post HSC result, the University of Mumbai uploads the declaration form and admission process circular on the university portal and we follow the same.

• **Use of PBR Technologies**

◆ **Queries:**

- 1] Does the exam committee's data get transferred online to the admission software?
- 2] What about the students who have dropped out?
- 3] Is the admission process entirely online?

◆ **Recommendations:**

- 1] Admissions process should be executed through Software.
- 2] Admission forms for in-house students should be generated by software in accordance with FY GR.

QR code link for Admissions form should be given to students to fill the form.

- 3] Refrain from admitting outsiders when the intake is full.
- 4] Employees should work in shifts in the office and receive enough training and succession planning.
- 5] Services offered by software ought to meet college requirements.
- 6] You must create a work flowchart and then send it to the software provider.

2] Enrolment, Eligibility and Migration:

The information regarding enrolment, eligibility and migration was provided by **Mrs. Shubhangi Gabhale and Mr. Akshay Chonkar.**

◆ **Information Shared:**

➤ **Enrolment:**

- 1] After FY admission is confirmed in the college. We have to submit and confirm the university pre-admission from MKCL (University portal).
- 2] Edit the student's data in the MKCL portal.
- 3] Fee entry in the MKCL portal.
- 4] Data checking with college admission position (Number of students course-wise).

- 5] After the above procedure compilation we do submit to registration.
- 6] Generate the invoice for payment of enrollment fees and university shares.
- 7] After the mandate is generated by the University the college has to make the payment through NEFT mode.
- 8] The UTR no. & payment proof has to be uploaded to the MKCL portal.
- 9] We have to request the MKCL portal to generate the enrollment form.
- 10] After the form is generated the staff have to print the form and the same has to be signed by the student, Principal, and clerk.
- 11] As per the university circular a copy of the attested documents has to be attached to the enrollment form of a particular student and the college has to submit the enrollment form to the university along with the required supporting college document.

➤ **Eligibility:**

FY/SY/TY/MSc Students:

(Other than Maharashtra Board/ Other than Mumbai University)

- 1] Notice for other than State Board students.
- 2] Issue the eligibility form and collect the original Migration / TC/ Statement of Marks.
- 3] Online data entry on the university portal and submission to the university.
- 4] Document verification process from the previously attended Board/ University.
- 5] Final confirmation process (Mumbai University)

➤ **Transfer/ Migration Certificate:**

Documents Needed:

- 1] Transfer Certificate Form / Fee Receipt.
- 2] All Marksheets of the Course. (FY/SY/TY).
- 3] Verification & Fees According to the Year of the Course).

❖ **Process:**

1] For Transfer Certificate:

Received Application → Verification of Documents → Fees → Download TC from University Website → Further Verification → Signature of Vice Principal → Informing students via Mail / SMS).

2] For Migration Certificate:

Providing Eligibility Status Report from University Website → True Copy Vice Principal Stamp → Explain the process to the students.

Duration: 7 Working days

Keeping a record of students who received Transfer Certificates in the register as well as in Excel sheet.

❖ Transfer Certificate Data:

Sr. No.	Academic Year	College to College T.C. Issued	College to IDOL T.C Issued
1	2021-2022	358	97
2	2022-2023	178	88
3	2023-2024	214	64

◆ Queries:

- 1] What is the process for enrolling students who are not on the state board?

◆ Recommendations:

- 1] Submit a query to the E-Smarath portal to receive solutions and monitor it every day.
- 2] Get the administrative staff's standard operating procedure (SOP) ready for usage during NAAC.
- 3] Acquire job descriptions and job profiles from employees, as these must be incorporated into Standard Operating Procedures (SOP).

3] Extension and Continuation of Affiliation:

The information regarding the extension and continuation of the affiliation was provided by **Mrs. Shubhangi Gabhale**.

◆ Information Shared:

- 1] Once the University Affiliation portal is open, the college staff has to fill in the academic year student's data and teaching data.
- 2] Once the information is filled out the payment procedure is done through NEFT banking.

◆ Queries:

- 1] How many permanent affiliated courses are there?

◆ **Recommendations:**

- 1] After 5 years, in accordance with UGC guidelines, apply for permanent affiliation for all SFC programs. Thus, will help to reduce LIC paperwork.
- 2] Permanent affiliation will be given greater significance in the NAAC.
- 3] Send a letter requesting permanent affiliation to the University.

4] Examination (F.Y, S.Y and T.Y):

Dr. Vaishali Dhammapathee presented comprehensive data gathered over three years. They gave an overview of the committee's members, the programmes offered and the number of students in each program for Aided and SFC. They also provided details about the exam evaluation pattern 60:40, passing standards, and exam calendar. In addition, they gave information about the number of exams conducted in all three years and explained the pre-exam preparation.

◆ **Information Shared:**

➤ **AY 2021-2022 and AY 2022-2023:**

1] Evaluation pattern (60:40):

External Evaluation (Semester End Exam): **60 Marks**

Internal Assessment: **40 Marks**

I] Class Test: **15 Marks**

II] A project/Assignment/Case Study/ Role Play: **15 marks**

III] Active Participation in Class Instructional Deliveries and Attendance: **10 marks**

2] Passing Criteria: 40% in Internal & External separately.

➤ **AY 2023-2024 NEP (First Year):**

1] Evaluation pattern (60:40).

2] Passing Criteria: 40% in Internal & External combined subject to a minimum of 20% both in Internal and External.

❖ **Number of Examinations (Sem End and Class Test) conducted each AY 2021-2022, 2022-2023, and 2023-2024.**

Programmes	FY (Sem I & II)	SY (Sem III & IV)	TY (Sem V & VI)	Total
BA	04	04	04	12
BSc	04	04	04	12
BCom	04	04	04	12
MSC (Chemistry)	02	02	-	04
MSC (Zoology)	02	02	-	04
BAF	04	04	04	12
BBI	04	04	04	12
BAMMC	02	02	02	06
BMS	04	04	04	12
IT	04	04	04	12
BT	04	04	04	12
BVOC	02	02	02	06
BBA (2023-24)	02	-	-	02
MSC (BT)	02	02	-	04
MSC (IT)	02	02	-	04
MSC (Botany) (2022-24)	02	02		04
MCOM	04	04	-	08

◆ **Queries:**

- 1] How online and offline exams are conducted?
- 2] Asked questions concerning the paper submission procedure.
- 3] Asked to use the ERP software in its entirety.

◆ **Recommendations:**

- 1] It is necessary to develop an examination policy.
- 2] Teacher's ought to provide their username and password.
- 3] Teachers will enter marks online.
- 4] The college uses complete ERP software, which should be examined to see if it is user- friendly.

- 5] Software needs to be updated on schedule by requirements and the same requires the creation of SOPs.
- 6] Backup of software needs to be taken every month.

5] Government Scholarship and Freeships:

Mr. Sunil Tambe gave an overview of the several scholarships and freeships that are offered by students.

◆ **Information Shared:**

➤ **Regular Scholarship/ Freeships:**

- 1] NSP Portal Scholarship (Period for NSP Portal 3 Months).
- 2] Reimbursement of Students.
- 3] NMMC and TMC Scholarship form.
- 4] Caste Verification at the time of Admission.
- 5] Form No.15 A and covering letter form students.

➤ **SFC:**

- 1] Once the portal is open the clerk has to update the course-wise fees in the MAHADBT portal.
- 2] The fees that the college has updated in the portal have to be approved by the JD office.
- 3] After the approval of the course fees, the clerk has to prepare the form-filling notice.
- 4] For the student who has filled out the online form on the MAHADBT portal the clerk will check the form and forward it to the Caste category Department.

◆ **Queries:**

- 1] How many students apply for scholarships offered by the Government?
- 2] What percentage of student applications are accepted?
- 3] What is the process for renewing the scholarship?
- 4] What possible explanation exists for the scholarship submission rejection?
- 5] Did you encounter any issues when completing the scholarship application using the caste certificate?
- 6] How do students find out about scholarship installments?

◆ **Recommendations:**

- 1] Keep records of students if they are not getting the scholarships due to administrative issues.
- 2] Follow up with the Government inquiring about the scholarship application's rejection.

6] Transcripts, Recommendations and Bonafide certificates:

Ms. Vaishali Patil and Ms. Vani were provided with the information about Transcripts, Bonafide certificates and Railway concessions.

◆ **Information Shared:**

1] Railway concession - Given immediately

2] Bus concession - 2 Working days

3] Student request certificates:

- Bonafide Certificate
- Character Certificate
- Attendance Certificate
- Backlog Certificate
- Medium of Instruction
- Internship Letter
- Other Letters as per Student Request like LOR

Documents Needed: Written application and all mark sheets for verification.

Duration: 7 Working days

4] Mark Sheet/ Passing Certificate/ Convocation Distribution

5] RLE Letters

6] General Register Entry

➤ **Letter of Recommendation:**

1] Approved draft from respective teachers along with recommendation form per University.

2] Recommendation forms are available at the office counter.

Duration: 2 Working days

➤ **Bonafide:**

Sr. No.	Academic Year	Bonafide Issued	
		Degree	Junior
1	2021-2022	139	387
2	2022-2023	155	328
3	2023-2024	141	418

➤ **Transcript:**

Sr. No.	Academic Year	Transcript Issued	
		Degree	Junior
1	2021-2022	199	33
2	2022-2023	159	15
3	2023-2024	112	17

◆ **Queries:**

- 1] What is the teacher's role in transcripts?
- 2] Is a railway concession granted immediately or not?
- 3] Are Bonafide certificates produced by the system or manually?

7] Selection, Advertisement and Interview Procedures:

Ms. Ankita Rane and Mrs. Smita Trivedi explained the procedure of the Selection, Advertisements and Interview process.

Ms. Ankita Rane was praised for her work.

◆ **Information Shared:**

➤ **Selection Process for Degree Aided Section:**

- 1] Confirm vacancies as per reserve
- 2] Roster verification policy
- 3] NOC from Joint Director
- 4] Approval of advertisement from the University
- 5] Publish advertisements in the newspaper
- 6] Invite interview candidates
- 7] Form a Selection Committee
- 8] Schedule for interviews / selection / appointments
- 9] Medical Examination
- 10] Appointment approval from the University
- 11] Certification of Pay by Joint Director's Office
- 12] Benefit under CAS confirming Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS)

➤ **Selection Process for SFC:**

- 1] The resumes received from the candidates. Collage makes the Inward, post inward the resumes are sorted and subsequently Head of Department (HOD) shortlists the candidates for interviews.
- 2] The date and venue for the interview are arranged and the office staff has to call the candidates to inform them about the interview.
- 3] The marking scheme and candidate list have to be prepared by the office staff.
- 4] On the interview day the Principal, Vice Principal and the HOD take the interview and give marks as per the interview and qualification of the candidate.
- 5] The candidate is selected from the interview committee and the office staff informs the candidate regarding the joining date.
- 6] The office staff prepare the appointment letter and hand it over to the candidate.

◆ **Queries:**

- 1] How do permanent and ADHOC/CHB staff members get approved?
- 2] In what way is the selection procedure approved by the committee?
- 3] Are ADHOC/ CHB applications taken from the University?
- 4] Has the University taken permanent post for any SFC Teacher?

◆ **Recommendations:**

- 1] One recommendation for Ankita is to train other staff members.

8] Teaching Staff Approvals, Pay Fixation and All Information related to Teachers appointed:

Ms. Ankita Rane and Mrs. Smita Trivedi explained teaching staff approvals and Pay Fixation.

◆ **Information Shared:**

Data and documents are maintained in files.

◆ **Queries:**

- 1] What is the procedure for the extension of the service process?
- 2] How does one go about continuing the service process after 62 years?

◆ **Recommendations:**

Process should be conducted as per UGC guidelines.

9] Non-Teaching Staff Appointments and Promotions:

The process for non-teaching staff appointments and promotions was described by **Mrs. Supriya Kambli**.

➤ **Information Shared:**

➤ **Selection Process for Degree Aided Section:**

- 1] Confirm vacancies as per reserve
- 2] Roster verification policy
- 3] NOC from Joint Director
- 4] Approval of advertisement from the University
- 5] Publish advertisements in the newspaper
- 6] Invite interview candidates
- 7] Form a Selection Committee
- 8] Schedule for interviews / selection / appointments
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- 5] The candidate is selected from the interview committee and the office staff informs the candidate regarding the joining date.
- 6] The office staff prepare the appointment letter and hand it over to the candidate.

◆ **Queries:**

- 1] Are the SFC and Aided selection procedures different from one another?

◆ **Recommendations:**

No recommendations.

10] Service Books and Leave Records (Teaching and Non-Teaching Staff):

Mr. Ashok Dayate described how service books and leave records are maintained.

◆ Information Shared:

Leave record is maintained in the registers.

◆ Queries:

- 1] How should a leave record and service book be completed?
- 2] In what way are the leave forms verified? (ML, DL, EL and CL)

◆ Recommendations

- 1] Create a staff-wise file with all the information related to that staff member.
- 2] Create annual form of every year with the following columns to record leaves taken, balanced leaves principal and application signatures as record of leave/
- 3] Create Excel sheet with all columns mention in service book of every staff from the date of appointment and can share to staff for their reference.

11] Teachers Workload and Class Timetables:

Dr. Neeta Mehta explained the process of maintaining the timetable and showed the sample timetable format.

◆ Information Shared:

Created and maintained by the Time-table Committee.

◆ Queries:

Is workload and time table is as per UGC norms.

◆ Recommendations:

Every years Master time table and workload for filing in Assessment File to be submitted in A.G Office.

12] Accounts and Finance Section: Cashbook, Ledger, Salary Register, Salary Bills, Vouchers, Receipt Books, Fee Register, etc.

Mr. Santosh Nikam and Ms. Shraddha Bal provided information about the Accounts and Finance section and described how the invoices, vouchers and salary registers are kept up to date.

◆ Information Shared:

➤ Cashbook:

- 1] Cash collected on a daily basis as per notice and students required documents (ATKT fees, Admissions fees, Convocation fees, Transcript, TC, etc) and Payment vouchers such as conveyance, Repair, car expenses, etc.
- 2] All this is manually recorded in the cash book and entered in Tally and the ledger is automatically prepared.
- 3] For admission and sundry receipts, we have PBR technology software, so we get receipts and fee register from the software.

➤ **Salary:**

❖ **Degree Aided:**

- 1] Degree college online salary is done through **htesevaarth.maharashtra.gov.in**
- 2] After the salary grant is credited to the salary accounts of every college from the Joint Director Office, they send the voucher number through WhatsApp.

Step 1:

- Prepare next month's salary for which voucher number and date are required.
- Once prepared, update the WhatsApp group to get the DCPS (Define Compensatory Pension Scheme) deduction approved.
- Only after DCPS approval, the bill for the next month can be generated.

Step 2:

- After updating Allowances, deductions, Income Tax etc., update the same in the portal before generating salary.
- Cross check with offline salary, which is prepared by us, through Monis Software (Salary Software for Vaze College)
- Salary Grant received from the Joint Director Office is based on Gross Salary after deducting PF, Ptax and DCPS which are directly deposited to the Govt/ PF account / DCPS account by JD as per the information provided through our salary bill.
- Once the grant is received, the college office credits the amount of Net salary to the salary account of each staff member after deducting their Loan Installment, LIC premium, etc. on the 1st of every month.

❖ **SFC:**

- 1] For SFC Staff Salaries structure made by management. We generate monthly salary in software, and we get monthly salary register from the software.

◆ **Queries:**

- 1] How are the petty cash and manual accounts recorded?

◆ **Recommendations:**

- 1] Reduce duplication efforts of manually entering financial and account information, which is already maintained in through Tally.
- 2] For all account and voucher information, use Tally.
- 3] Petty cash information will be kept up to date via Tally
- 4] Print daily records, then get an official signature on the documents.

13] College Budgets and Audited Balance Sheet:

The details regarding college Budgets and Audited Balance Sheet were provided by **Ms. Shraddha Bal.**

◆ **Information Shared:**

The annual budget and audited balance sheet of the college will be presented directly to the experts (External Auditors).

14] Records of Computers, Printers, Laptops, Scanners, Projectors and Licensed Software's:

Mr. Aniket Ture provided information about computers, printers, scanners and licensed software.

Observations:

- 1] Mini PCs = 31
- 2] Projectors = 31
- 3] Computers = 259
- 4] Server = 4
- 5] Scanners = 18
- 6] Printers = 55

◆ **Queries:**

- 1] Do the computer labs maintain up-to-date student data?
- 2] How many computers do the students have access to?
- 3] Does the computer lab have a smart board?

◆ **Recommendations:**

- 1] monitor student records in computer laboratories.

15] Dead Stock Registers:

The information regarding the dead stock register was provided by **Ms. Mangal Jagdale**.

◆ Information Shared:

Maintained in the registers.

◆ Queries:

1] In NAAC, how is the dead stock register presented?

◆ Recommendations:

- 1] Maintain the stock register.
- 2] keep track of the dead stock register.
- 3] To minimize manual work.
- 4] Use Tally software to keep dead stock.

16] Annual Maintenance Contract: Pest Control, Air Conditions, Water Coolers, CC TV, Fire, Extinguishers, Computers and Printers:

Mrs. Sushma Kambli gave an overview of the yearly maintenance agreements.

◆ Information Shared:

Sr. No.	Vendor	Service
1	Volcono Systems	Xerox Machines
2	Eros Elevators and Escalator Pvt Ltd	Lift Servicing
3	Kastoori Cool Services	Air Conditioning
4	Hicare Services Pvt Ltd	Pest Control
5	AB Facilities Services Solutions	Security (Professional Services)
6	Ivyglo Corporate Services (2023-24)	Sanitation (Professional Services)
7	Clean India Solutions (2022-23)	Sanitation (Professional Services)
8	Clean and Green Services (2021-22)	Sanitation (Professional Services)
9	Sanitary Pad Service for Female Washroom	Lockstock and Barrel Hygiene LLP
10	Computer Service	Mr. Aniket Ture (Professional Services)

◆ Recommendations:

- 1] Prepare all AMC documentation in accordance with NAAC specifications.

17] Records of minutes Local Managing Committee, Quality Assurance Cells, Governing Body, School Committee & PTA:

Dr. Neeta Mehta provided a thorough explanation of how the college maintains minutes of the meetings and records. **Dr. Neeta Mehta** was appreciated for maintaining all records properly.

◆ **Observations:**

➤ **CDC Meetings:**

- 1] AY 2021-2022: 17th July 2021, 16th October 2021, 15th January 2022, and 24th March 2022
- 2] AY 2022-2023: 8th June 2022, 16th July 2022, 17th December 2022, and 20th March 2023
- 3] AY 2023-2024: 9th December 2023, 11th January 2024, 9th March 2024, and 13th April 2024

➤ **IQAC Meetings:**

- 1] AY 2021-2022: 10
- 2] AY 2022-2023: 08
- 3] AY 2023-2024: 09

➤ **AC Meetings:**

Dates: 21st September 2020, 20th July 2021, 25th April 2022, and 24th July 2023

➤ **GB Meetings:**

Dates: 28th December 2020, 21st October 2021, 18th February 2023, 22nd January 2024, and 30th April 2024

➤ **School Committee Meetings:**

- 1] AY 2021-2022: 25th June 2021, 28th August 2021, 16th October 2021, 2nd December 2021, 6th January 2022, and 9th April 2022
- 2] AY 2022-2023: 29th July 2022, 1st October 2022, 10th January 2023, and 8th April 2023
- 3] AY 2023-2024: 28th July 2023, 4th November 2023, 2nd February 2024, and 4th May 2024

➤ **PTA:**

- 1] AY 2022-2023: 14th December 2022, and 8th March 2023
- 2] AY 2023-2024: 16th September 2023, and 20th January 2024

◆ **Queries:**

1] Are non-teaching staff members present at the CDC meeting?

◆ **Recommendations:**

No recommendations.

18] Assessment/ Audit Reports:

The information regarding the Assessment and Audit reports was provided by **Dr Neeta Mehta**

◆ **Information Shared:**

➤ **Academic Audit:**

- 1] AY 2021-2022: 10th December 2022
- 2] AY 2022-2023: 05th and 09th October 2023
- 3] AY 2023-2024: Will be conducted in AY 2024-25

➤ **Administration Audit:**

- 1] For AY 2018-2019, 2019-2020 and 2020-2021: 10th May 2022

➤ **Activity Audit:**

- 1] AY 2020-2021 and AY 2021-2022: 27th and 28th April 2022
- 2] AY 2022-2023 and 2023-2024: 15th and 16th April 2024

➤ **Gender Audit:**

- 1] AY 2023-24

19] Statistical Information University of Mumbai, MIS (DHE, Pune), AISHE (UGC), NIRF:

Ms. Vaishali Patil provided comprehensive details regarding statistical information University of Mumbai, MIS, and AISHE.

◆ **Information Shared:**

Received certificates of MIS, AISHE for AY 2021-22, 2022-23 and 2023-24.

➤ **Procedure for MIS, AISHE Statistics:**

- 1] Our institute gets a letter from the government mentioning the starting date and ending date of the statistical site for information.
- 2] We collect previous year data from the software for example total female, male, cast-wise, handicap, student enrolment, etc.

- 3] We start filling in the information on the given website by calculating the data.
- 4] After filling in the data we submit it to the respective supervisor of the government.
- 5] The supervisor checks the data and if it is correct we have to submit the data to the government site and get the approval certificate.

20] Inward and Outward Registers:

Details on Inward and Outward Registers were provided by **Mr. Akshay Chonkar**.

◆ **Information Shared:**

➤ **Inward:**

- 1] All the letters addressed to the Principal Degree College/ Vice Principal Degree College / Jr. College.
- 2] Billing Inward (All the Bills / Quotations / Subscriptions).
- 3] Resume Inward (Teaching Degree and Junior Staff/Non-Teaching Staff).

❖ **Process:**

Inward stamp → Entry into the Register → Assign the No. to the document → Keeping it for a Principal / Vice Principal Signature → Forward it to the concern authority according to the remark of Principal / Vice Principal).

➤ **Outward:**

- 1] All the letters addressed by the Principal / Vice Principals / Teaching Faculty / Committee Heads of the college sent to the concerned authority outside the college need to be registered under this section. (Degree college, Junior college, College administration).
- 2] Notice Outward (For Website).

❖ **Process:**

Letters/Notice prepared by the above-mentioned Authorities needs to be on the College Letterhead → Signature of the Principal / Vice Principal / Teaching Faculty / Committee Heads of College → Designation Stamp and College Seal → Reference No. & Date for Outward entry in Register.

❖ **Inward & Outward Registers:**

Sr. No.	Register	2021-22	2022-23	2023-24
1	Degree Inward	1205	1998	2366
2	Junior Inward	60	174	233
3	Billing Inward	414	697	697
4	Degree Outward	141 (FEB 2022-MAR 2022)	1371	1779

5	Junior Outward	988	220	247
6	Resume	-	-	41
7	Notice Outward	-	-	114

◆ **Queries:**

1] How can we find out if the letter reaches the appropriate authority?

◆ **Recommendations:**

- 1] Processes must be done online to reduce paperwork and duplication.
- 2] Use Excel or any other ERP software.
- 3] The ERP software needs to have both the Inward and Outward modules.
- 4] Create the NAAC Sustaining Committee to raise the NAAC rating.

21] Non-Teaching Staff Welfare:

Dr. Neeta Mehta gave the information about non-teaching staff welfare.

➤ **AY 2021-22, 2022-23 and 2023-24:**

- 1] Compassionate appointment of the closest kin in the event of the employee's demise on humanitarian grounds.
- 2] Reimbursement of tuition fees for the dependents of non-teaching staff.
- 3] Group Medical Insurance coverage.
- 4] Acknowledgment and felicitation of non-teaching staff for their achievements.
- 5] Access to canteen facilities at subsidized rates.
- 6] Loan facilities are available through the institutional PatPedhi (Co-operative Credit Society) and the College.
- 7] On-call medical services provided by Saidhan Hospital.
- 8] Advance salary disbursement for festivals, health emergencies, and family functions.
- 9] Reappointment of Admin staff after their retirement

❖ **Bharari Sarvangin Vikasakade since March 2023:**

- 1] Inauguration of Bharari Upakram was done by Yojana Thokale on 28th March 2023.
- 2] “Gheu Julvun Saglyanshi” was chaired by Naomi Bhatiya.
- 3] Ayurved Samaj Gairsamaj session was chaired by Dr. Sameer Mahajan.
- 4] Varli art workshop was conducted by Ananya Naik on 21st April 2023.
- 5] Jagar Mangalgauricha on 15th September 2023.
- 6] Yog Ase Jithe Aarogya Vase on 27th October 2023.

7] Manobal Wadhavayache Upay on 2nd February 2024.

8] Yogmudra Aani Jivanatil Tyanche Mahatva on 22nd March 2024.

22] Workshops attended by Non-Teaching Staff:

Information regarding workshops attended by non-teaching staff was provided by **Ms. Vaishali Patil**.

◆ Information Shared:

1] **Mrs. Alka Gambhire** attended the workshop for Scholarship/Freeship (MahaDBT Portal) and Enrollment /Eligibility workshop every year.

◆ Recommendations:

1] It is advised that other staff members take part in different workshops to enhance the work environment at the college.

23] Training attended by Non-Teaching Staff:

Information regarding Training attended by non-teaching staff was provided by **Ms. Vaishali Patil**.

◆ Observations:

1] **Ms. Vaishali Patil** participated in a completed a 3-day programme on “Pradnya Parisar Prkalpa” Phase 2 organized by Maharashtra State Faculty Development Academy in 2023.

◆ Recommendations:

1] Prepare the report of any activities such as counseling or meetings that are held for non-teaching staff.

24] Knowledge of Typing/ Computers- Non-Teaching Staff:

Mrs. Sushma Kambli provided information regarding the level of computer and typing proficiency possessed by non-teaching staff members.

◆ Information Shared:

All non- teaching staff know English Typing and have completed MS-CIT Course.

25] Feedback Mechanism- Students/Parents:

Dr. Neeta Mehta provided comprehensive details regarding the feedback collection process from various stakeholders, which is handled by IQAC. Additionally, **Dr. Neeta Mehta** highlighted the questions that have been raised in various reviews.

◆ **Information Shared:**

For the AY 2021-2022, 2022-23 and 2023-24 the following three types of feedback were collected and analyzed:

- 1] Students Satisfaction Survey.
- 2] Faculty feedback on Infrastructural and other facilities.
- 3] Performance Appraisal of Teachers by Students (PATs).
- 4] Curriculum feedback from Students, Alumni, Peer Teachers, and Industry Experts/Employer.

❖ For collecting feedback, google forms are used. Google form links are created by IQAC and then shared them with Heads of the Department who, in turn, shared them with students and departmental colleagues to seek feedback about various aspects of college functioning.

- 1] Students Satisfaction Survey is conducted using the survey questions given by NAAC.
- 2] Faculty feedback on Infrastructural and other facilities are collected using a set of areas and questions specially developed by IQAC.
- 3] For Performance Appraisal of Teachers by Students (PATs), the following areas are tapped:

- Attitude towards students.
- Core subject related, teaching, virtual classroom related skills.
- Additional peripheral skills.

❖ The reporting of feedback in the poor and average category by more than 40 percent of students on any parameter was a concern.

- 4] Curriculum feedback is collected from Students, Alumni, Peer Teachers, and Industry Experts/Employers using a specially designed set of questions.

- ❖ The collected feedback is shared with the Feedback Committee in the meeting specially arranged for this purpose. The suggestions given by the feedback committee are shared with faculty.

Curriculum Feedback is shared with respective Heads of the Departments who in turn share it with BOS members and bring about the required changes in their syllabi.

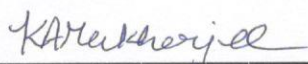
❖ The feedback regarding SSS and faculty feedback about infrastructural and other facilities is shared with the Stakeholders in the Stakeholders' Meeting and in CDC Meeting when IQAC matters are discussed.

❖ PATs reports are also shared with faculty. Those with poor and average feedback about various aspects of teaching are counseled by the Principal to bring about improvement in their functioning.

Overall Observation:

Incredible Proactive Administrative Team with through knowledge and positive attitude. Accurate information and documentation is maintained.

Signatures of Administrative Audit Team

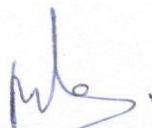


Ms. Keyaa Mukherjee

Office Superintendent,

Maniben Nanavati Women's College, Vile Parle

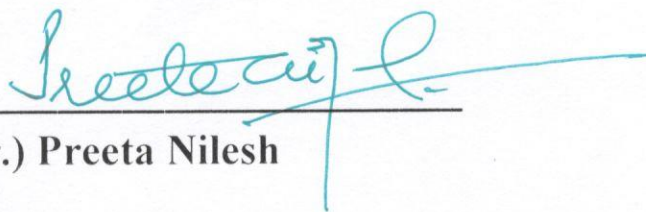
And



Mr. Mangesh Korde

Office Superintendent,

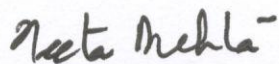
VPM's R. Z. Shah College of Arts, Science and Commerce, Mulund



Prof (Dr.) Preeta Nilesh

Principal

KET's V. G. Vaze College (Autonomous), Mulund (East)



Dr. Neeta Mehta

IQAC Coordinator

KET's V. G. Vaze College (Autonomous), Mulund (East)