Administrative Audit

KET's V. G. Vaze College of Arts, Science and Commerce (Autonomous)

Mulund (East), Mumbai – 400 081

For the Academic Year 2024-25

Under Quality Assurance Initiative

By

Dr. Paresh More

Associate Professor,
KET's V. G. Vaze College of Arts, Science and Commerce
(Autonomous)

And

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KET's V. G. Vaze College of Arts, Science and Commerce
(Autonomous)

24th April 2025

The Administrative Audit for AY 2024-25 was undertaken on 24th April 2025 with the objective of evaluating the institutional systems, governance structures, and operational efficiency of the college. The audit focused on reviewing documentation, procedures, compliance with regulatory frameworks, and resource management across academic, administrative, and support functions. The scope included verification of statutory records, adherence to University of Mumbai guidelines, infrastructure adequacy, staff appointments, examination systems, financial documentation, student services, and welfare mechanisms. Through this comprehensive review, the audit aimed to provide constructive feedback to ensure continuous quality improvement, enhance institutional transparency, and support strategic planning for sustainable development.

The panel of experts consisted of the following experts:

1] **Dr. Paresh More** Associate Professor, KET's V. G. Vaze College of Arts, Science and Commerce (Autonomous) , Mulund.

2] **Dr. Seema Pawar** Head & Assistant Professor, KET's V. G. Vaze College of Arts, Science and Commerce (Autonomous), Mulund.

Report:

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

1. College Information

- Fire safety auditing should be conducted by the Brihanmumbai Municipal Corporation (BMC) as per regulations, rather than by a private agency.
- Installation of a solar panel meter is essential to ensure appropriate reflection of solar energy usage in the electricity bill.
- A washroom accessible to students with disabilities should be constructed on the ground floor to promote inclusivity and accessibility.
- The TYBA Psychology and Zoology (Oceanography) programs should be explicitly listed as *self-financing courses* in official documentation.
- The college currently has only 6 permanent administrative staff members; however, a total of 15 staff members are required to meet operational demands. Immediate recruitment is strongly recommended.
- The teaching faculty strength must be increased to 24 with 12 posts currently filled up.
- Additional administrative and teaching staff should be appointed specifically for Self-Financed Courses (SFC) to support their expansion and efficient functioning.
- SFC programmes should be proposed for permanent affiliation after completion of five years since inception in line with university norms.

2.   Admission Procedures

- All administrative staff should be provided with comprehensive training on the National Education Policy (NEP) to ensure smooth implementation and uniform understanding.
- The fee payment mechanism for students from reserved categories needs to be reviewed and revised for better accessibility and compliance with guidelines.
- A systematic and documented admission procedure should be developed and made available for reference and transparency.

3. Government Scholarships and Free Ships

- A separate financial statement must be maintained for Self-Financed Courses (SFC) to manage and track funds received under the Rajashree Shahu Maharaj Scholarship.
- The Scholarship Department should maintain a dedicated file of scholarships received by students, and this data should be regularly updated on the college website.
- A clear list of required documents for availing scholarships should be published online, especially for students from reserved categories.
- A comprehensive list of all students who apply for scholarships should be prepared and maintained systematically.
- Administrative staff should be included in the induction program to provide students with information on available scholarships and application procedures.
- Copies of all scholarship-related notices and circulars should be shared with the Special Cell to ensure inclusive dissemination.
- A dedicated notice board should be installed on campus for displaying all scholarship-related communications.

4. Transcripts, Letters of Recommendation (LORs), and Bonafide Certificates

- The Examination Committee should provide digital academic data (Semesters 1–6) to avoid manual entry of marks in transcript processing.
- Appropriate software should be provided to this department to streamline transcript, LOR, and certificate generation.
- Fee parity must be maintained between Aided and Self-Financed Course students for transcript-related services.
- The LOR fee should be revised to ₹100 per university instead of the current ₹500 to ensure affordability.
- The issuance of Letters of Recommendation (LORs) is significantly low (only 169 LORs issued for over 8000+ students), this discrepancy should be reviewed and addressed.

5. Selection, Advertisement, and Interview Procedure

- The reservation roster (roster) must be regularly certified to ensure compliance with government regulations.

- Vacancies for Self-Financed Course (SFC) teaching positions should be formally advertised in accordance with university and government norms.

6. Teaching Staff Approval, Pay Fixation, and Appointment Procedures

- The process for obtaining University of Mumbai approval for SFC faculty appointments should be initiated promptly.
- Pay fixation details must be transparently communicated to newly appointed teachers, as per the resolutions of the College Development Committee (CDC).
- Approval for SFC teachers should be sought from the university once the affiliation letter is received to ensure legitimacy and compliance.

Examinations (FY, SY, TY)

- The Examination Committee should create a verified pool of writers for students with special needs. Writers' credentials must be authenticated by the Examination Committee, and ID cards issued accordingly for the supervisors to check the validity.
- A policy document for credit transfer (for SWAYAM or equivalent courses) should be created, and transferred credits must be reflected on the grade card.
- A list of ATKT students should be shared with the Remedial Coaching Team (SSWRC) to ensure timely academic support.
- Standard Operating Procedures (SOPs) must be developed for all exam-related processes to ensure transparency and consistency.
- Mark sheets should be prepared by subject teachers prior to moderation, facilitating a smoother evaluation process for moderators.
- A formal moderation policy must be established: out of 10% of papers selected, 50% should be random and 50% should be those with marks below passing.
- In the M.Sc. Oceanography and Animal Physiology programs, the student count should be recorded separately for each specialization.
- The duration of 60-mark exams should be standardized to 2 hours instead of the current 2.5 hours.
- Subject allocation data must be extracted from MasterSoft and clearly reflected in student mark sheets.
- The Exam Committee must share Semester 1 to 6 marks of students applying for transcripts with the transcript department in the college office.
- Ground floor classrooms should be reserved for the examination of specially abled students for ease of access.
- Dedicated peons should be assigned to each floor, instructed to unlock classrooms only 15 minutes before exams to discourage students from writing on desks/walls.
- Daily changes of exam venues, where feasible, should be considered to minimize opportunities for malpractice.

- Peons must remain present on each floor during exam hours to ensure smooth operations.
- Question papers should be sent to the library immediately after exam for record-keeping and archiving.
- A designated area for printing question papers is needed to maintain confidentiality and streamline printing logistics.
- Grade cards must be distributed to students within 8 days of result declaration, ensuring timely academic updates.

8. Non-Teaching Staff Appointment & Promotions

- A rotation of administrative duties every 5 years should be implemented to encourage professional growth and ensure smooth succession planning.
- Caste validity certificates must be submitted by all prospective candidates wherever applicable, in compliance with reservation policies.

9. Service Book and Leave Records (Teaching and Non-Teaching Staff)

- Service books for Self-Financed Course (SFC) teachers must be created and maintained.
- All SFC programs should apply for permanent affiliation to facilitate long-term academic planning and staff regularization.
- Service books must be maintained for all teachers who have completed two years of continuous service.

10. College Budget and Audited Balance Sheet

- The audited balance sheet should be shared with auditors at least two days prior to the administrative audit, allowing sufficient time for review and analysis.

11. Assessment / Audit Reports

- No suggestions recorded as all required documents were verified and found satisfactory.

12. Inward-Outward Registers

- No suggestions made, post-document verification.
- Appreciation noted: Mr. Akshay Chonkar has been commended for exemplary work in maintaining the registers.

13. Teaching Workload and Class Time Tables

- One dedicated MasterSoft staff member should be assigned to the Time Table Committee to streamline timetable management and data coordination.

14. Accounts & Finance Section

(Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.)

- It is recommended to recall a retired or experienced accountant to support the finance section following the retirement of the current registrar, ensuring continuity and accuracy.

15. Dead Stock Registers

- No suggestions provided, as the dead stock registers are being maintained satisfactorily.

16. Records of Computers, Printers, Laptops, Scanners, Projectors & Licensed Software

- A successor to Mr. B.M. Chaudhary should be identified to ensure continuity in IT asset management.
- Solid State Drives (SSDs) are required in the E-Learning Lab and Multimedia Department to enhance system performance.
- Standard Operating Procedures (SOPs) must be developed for effective E-Waste Management.
- Anti-virus software should be installed to safeguard institutional data and digital infrastructure.
- The Staff Common Room requires both a printer and a scanner to support administrative and academic needs.

17. Annual Maintenance Contracts (Pest Control, Air Conditioners, Water Coolers, CCTV, Fire Extinguishers, Computers & Printers)

- No suggestions noted, all relevant documents have been verified and found to be in order.

18. Statistical Information (University of Mumbai MIS, DHE Pune, AISHE, NIRF)

- NIRF ranking documentation is to be submitted by Ms. Vaishali to complete statistical reporting requirements.

19. Workshops Attended by Non-Teaching Staff

- No workshops were conducted during the academic year 2024–25. It is strongly recommended that workshops be organized regularly to enhance staff development.

20. Training Attended by Non-Teaching Staff

- During the academic year 2024–25 no training programs were attended by non-teaching staff. Staff members should be encouraged and supported to participate in training initiatives.

21. Records of Minutes

(Local Managing Committee, IQAC, Governing Body, School Committee, and PTA)

- All records have been verified and are up to date.

22.   Non-Teaching Staff Welfare

- A wheelchair facility should be made available to support accessibility and staff welfare.

23. Feedback Mechanism – Students/Parents

- Performance Appraisal of Teachers by Students (PATS) should be conducted mid-semester to gather student feedback and improve course delivery.

24. Enrolment, Eligibility & Migration

- No suggestions after verification of documents

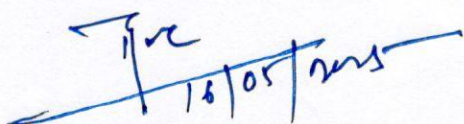### 25. Extension & Continuation of Affiliation

- No suggestions after verification of documents

Conclusion

The audit revealed that the college has made commendable efforts in maintaining essential administrative and academic records, implementing transparent procedures, and promoting inclusive student support mechanisms. Several areas, such as inward-outward documentation, committee meeting records, and maintenance contracts, are well-managed and up to date. However, the audit also highlighted the need for systematic enhancements, including recruitment of additional administrative and teaching staff, regular training for non-teaching personnel, formalization of SFC programs, digitization of transcript processes, and improved infrastructural support for specially abled students.

The institution is encouraged to implement the suggested improvements in a phased and structured manner. Overall, the audit recognizes the proactive attitude of the college administration and staff and affirms their commitment to institutional excellence and accountability.

Signatures of Administrative Audit Team

Dr. Paresh More
Associate Professor,
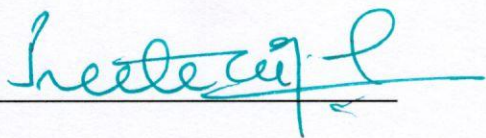KET's V. G. Vaze College of Arts, Science and Commerce (Autonomous) , Mulund.

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Prof. (Dr.) Preeta Nilesh
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KET's V. G. Vaze College (Autonomous), Mulund (East)

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