

**Seva Mandal Education Society**  
**Smt. Maniben M. P. Shah Women's College of Arts and Commerce (Autonomous)**

338, R.A. Kidwai Road, Matunga, Mumbai 40019

Internal Quality Assurance Cell (IQAC)

Administrative Audit 2020 - 2021

(Sourced form IQAC Cluster India Format)

(With Changes Incorporated in July 2021)

**Section: VII: OFFICE ASPECTS**

**(Restricted to 5 bullet points under each aspect) (office filing)**

- Each key-aspect carries 10 points

If a key aspect is allotted extra points, it is noted in bold types.

(Total Points: 320 after deducting the 'Not Applicable' key aspects)

Sr. No.	Key Aspects ( 10 marks each)	Responses		Points for Each Sub Aspect out of 02	Total	Remarks
		Yes	No			
1.	<p>General Administration</p> <ul style="list-style-type: none"> <li>• Fees Collection – Computerized:</li> <li>• Roll Call – Generated from Software:</li> <li>• General Register: Computerised:</li> <li>• L.C.: Computerized:</li> <li>• Transfer process computerized:</li> </ul> <p>Which processes need to become paperless? List them in the remarks section.</p>				10	
2.	<p>Extension and Continuation of Affiliation</p> <p><b>*Aided</b></p> <p>First Affiliation, Extension, Permanent Affiliation and Annual Affiliation</p>				10	

3.	<p>Selection, Advertisements and Interview Procedures followed as per the Government and University norms for only aided staff selection</p> <p><b>Aided:</b></p> <ul style="list-style-type: none"> <li>• Government NOC</li> <li>• Advertisement draft approved by University</li> <li>• Advertisement in 2 News Papers [Regional &amp; English]</li> <li>• Selection Committee is requested from the University -1) V C Nominee and Subject Experts and 2) Government -J D nominee</li> <li>• Selection / Screening Committee Report to be sent to university and J D Office after the interview</li> </ul> <p><b>*Unaided:</b></p> <ul style="list-style-type: none"> <li>• Advertisement in 2 News Papers [Regional &amp; English]</li> <li>• Selection Committee is requested from the University -V C Nominee and Subject Experts</li> <li>• Report to be sent to university</li> </ul> <p><b>Note: Check if the office has maintained a record of all the documents in copies. (Points 20)</b></p>		} not applicable.	} - " -				
4.	<p>Teaching Staff Approvals</p> <p><b>*Aided:</b></p> <ul style="list-style-type: none"> <li>• Selection is done and the report is sent for approval to university</li> <li>• Management Resolution required for Jr. College</li> <li>• Appointment and Confirmation letter to be kept in personal file</li> <li>• Acceptance letter from the employee</li> <li>• Approval copy from university</li> <li>• Preparing and sending the employee file to Joint Director's office</li> <li>• Pay Fixation from Joint Director's office</li> <li>• Process of CAS promotion of teachers is done as per the guideline given by Govt. of Maharashtra 7<sup>th</sup> Pay commission (resolution no. Misc-2018/C.R.56/18UNI-1 date: 8 March, 2019) and UGC regulations.</li> </ul> <p><b>Note: Check if the office has maintained a record of all the documents in copies. (Points: 20)</b></p>			10	20			30

5.	<p>Non- Teaching Staff Appointments &amp; Promotions</p> <p><b>*Aided:</b></p> <ul style="list-style-type: none"> <li>• Government NOC</li> <li>• Advertisement in 2 Newspapers [Regional &amp; English]</li> <li>• Interview – Interview Chart Report</li> <li>• Appointment Letter</li> <li>• Acceptance letter from the employee</li> <li>• Preparing and sending the employee file to Joint Director's office</li> <li>• Pay Fixation from Joint Director's office</li> <li>• Time bound Promotion</li> </ul>		Not Applicable	
6.	<p>Statistical Information University MIS(DHE, Pune) AISHE(UGC) NIRF</p> <p><b>*Aided/Unaided:</b></p> <ul style="list-style-type: none"> <li>• MIS information uploaded on site given by DHE Pune in September [online data] – Check the file</li> <li>• All India Survey Higher Education [online data] file ready – check the file/data</li> </ul> <p>Discussion with team members of AISHE, MIS and NIRF and take feedback about the procedure to know how it can be made more efficient.</p> <p>Note the dates of uploading; if it was uploaded late, note down the reasons.</p>		05 05	10

7.	<p><b>Service Books &amp; Leave Records (Teaching &amp; Non – Teaching Staff Aided:</b></p> <ul style="list-style-type: none"> <li>• Service Books maintained as per Joint Director Office</li> <li>• <b>Mention the percentage of employees whose service book is updated on the day of the audit. (20 points)</b></li> <li>• Computerized Leave Record is maintained as per service book</li> <li>• <b>Mention the percentage of employees whose leave record is updated on the day of the audit. (20 points)</b></li> </ul> <p><b>* Unaided dept.:</b> Leave Record Biometric</p> <ul style="list-style-type: none"> <li>• <b>Mention the percentage of employees whose leave record is updated. (20 points)</b></li> </ul> <p>Note the process of updating service books along with duplicate and leave records: whether it is done once in every semester or when the need arises .</p>			<p>05 20 Leave Record - not digitized. 10. <u>20</u> 55</p>
8.	<p><b>Admissions Procedures</b> <b>Across all the U G and P C programme offered by the college :</b></p> <ul style="list-style-type: none"> <li>• Admission policy declared on the college website</li> </ul>			



	<ul style="list-style-type: none"> <li>Steps taken to redress the problems of students unable to attempt exams due to technical difficulties?</li> </ul> <p><b>(20 points for the 'About Online College Exams' questions)</b></p> <p>Note down aspects where college can improve the entire online examination system. (Consult the IT dept that conducts the exams.)</p>			<p>05 } 20 }</p>	<p>10 20</p>
11.	<p><b>Issuing of College certificates:</b></p> <ul style="list-style-type: none"> <li>Transcript Certificates are issued as per the demand from students providing them 2 copies of transcript as per University Format</li> <li>Mention the amount collected towards fees for the same.</li> <li>Bona fide Certificate is issued as and when demanded by students</li> </ul>			<p>}</p>	<p>10</p>
12.	<p><b>Railway/ Bus Concessions</b></p> <ul style="list-style-type: none"> <li>Railway/ Bus Concession is issued from 1- to 10-date of every month/ Everyday</li> <li>Monthly statement is prepared on excel sheets</li> </ul> <p>Submitting the same at Railway/ Bus to the Office</p>			<p>Not applicable due to Pandemic.</p>	
13.A	<p>Government Scholarships &amp; Free Ships</p> <p><b>*Aided/Unaided:</b></p> <ul style="list-style-type: none"> <li>Students and Parents are orientated with procedure and norms.</li> <li>Display of Notice on Digital Signage and WhatsApp group</li> <li>Collection of forms filled by students on the scholarship site</li> <li>Verification of forms &amp; documents</li> <li>The form is collected and approved by the authorities of Social Welfare Department</li> <li>Generation of Statement B and submitting the same at social welfare department</li> <li>Received Scholarship amount from Department</li> <li>Order Collected from dept.</li> <li>Payment is disbursed in students personal A/c</li> </ul> <p>Utilization Certificate submitted to department</p>			<p>}</p>	<p>10</p>
13.B	<p>Non-Government scholarships, free ships, concessions.</p>				

	<b>Organizational effort to provide help to needy:</b> Concession in fees list Other supporting documents.			05 05	10	
14.	Inward & Outward Registers whether digitized			Not digitized	0	
15.	Dead Stock Registers: Register is maintained in excel format  The dead Stock Register completely updated on the day of the audit  <b>(Allot points out of 20 on the bases of the updated record.)</b>			10	10	
16.	Availability and accessibility of records of Minutes of CDC, Quality Assurance Cells, Governing Body,  Do various department of the office staff conduct meetings once a semester? If yes, check minutes and attendance record (10 points)  Is a meeting held with the principal/vice principal of the entire office staff once a semester? If yes, check minutes and attendance record (10 Points)			10	10	
17.	Records of Computers, Printers, Laptops, Scanners, Projectors & Licensed Software's <ul style="list-style-type: none"> <li>• Purchase of new equipment is recorded in the Dead Stock Register</li> <li>• New purchases are numbered</li> <li>• List Attached</li> <li>• Scrap is also donated and recorded</li> </ul>			10	10	
18.	<b>Accounts &amp; Finance Section:</b> Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc. are available and accessible whenever required <ul style="list-style-type: none"> <li>• Accounts are maintained in Tally ERP9</li> <li>• Vouchers are printed from the Tally Software, Reconciliation is maintained in Tally ERP9</li> </ul>					

	<ul style="list-style-type: none"> <li>• Salary Register of the Full Time Teaching &amp; Non-Teaching Staff are maintained</li> <li>• Fees Receipts are printed from the customized software</li> </ul> <p><b>Fees record is maintained in the Software</b></p>							07.5	
19.	<p>College Budgets &amp; Audited Balance Sheet</p> <p><b>*Aided/Unaided Course dept.:</b></p> <ul style="list-style-type: none"> <li>• Budget is prepared programme (Arts/Commerce) wise every year</li> <li>• Audited Balance Sheet is also prepared and submitted to the trust</li> </ul>							05	
20.	<p>Teachers Workload &amp; Class Time Tables</p> <p><b>*Aided/Unaided:</b></p> <ul style="list-style-type: none"> <li>• Workload is planned as per university norms &amp; approved form Joint Director Office</li> <li>• Class Time Table are prepared as per workload, space and staff availability</li> </ul>							10	
21.	<p><b>Annual Maintenance Contract</b> is available for the following:</p> <ul style="list-style-type: none"> <li>• Pest Control</li> <li>• Air Conditions</li> <li>• Water Coolers</li> <li>• CC TV</li> <li>• Fire Extinguishers</li> <li>• Computers &amp; Printers</li> </ul> <p>Note: Check each AMC document. Mention reasons in the Remarks if any AMC is not updated.</p>							10	
22.	<p><b>Non- Teaching Staff Welfare</b></p> <ul style="list-style-type: none"> <li>• Medical Assistance on request</li> <li>• Fees / Financial Assistance on request</li> <li>• College/ Family Picnic by college</li> <li>• Festival Celebration</li> <li>• Birthday Celebration</li> <li>• Retirement Programme</li> <li>• Indoor and Outdoor Activity</li> <li>• Participation in intercc 'legiate events</li> <li>• Library facility</li> </ul>							10	



	How many cultural festivals or gatherings are sponsored by the college? Mention this and check if this is properly budgeted and an account of the expenditure is maintained. (10 Points)				08	
23.	Workshops attended by non-teaching staff (provide documentation)  Check if one person is assigned to maintain a record of these activities and if the record is updated on the day of the audit. (10 Points)				10	
24.	<ul style="list-style-type: none"> <li>A suggestion box is available at the office (for feedback from all stake holders)</li> <li>Number of staff members who possess computer skills (MH-CIT, Ms-Office, Tally, E-mail operation, printing data etc.)</li> <li>Check if the process of tackling the suggestions/complaints found in the suggestion box are in place, and if an action taken report is formally maintained. (20 points)</li> </ul>			10 18	28	
25.	<ul style="list-style-type: none"> <li>Overall neatness, presentation &amp; non-teaching staff cooperation.</li> <li>If a code of conduct is drafted for the office and if employees are familiar with it. (10 Points)</li> </ul>			10 10	20	

Note: kindly provide all related documents for the audit to the committee.

333.5

420 79.407

A. S. Gosavi  
Prof. A. S. Gosavi

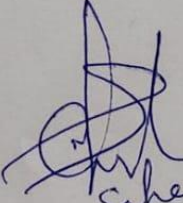
Prof. Beena Inamdar

Shri. Sahebrao Ghule

Shri. Raghavendra L. 29/10/21

## Important Suggestion

It is suggested that the Balance Sheet and Income & Expenditure Statement should carry Principal's Signature along with the Signature of the Accountant. This is required by all the Statutory agencies as a norm.

  
Mr. Sahetoo  
29/10/21  
Chuli