



SHRI VILE PARLE KELAVANI MANDAL'S  
USHA PRAVIN GANDHI COLLEGE OF ARTS,  
SCIENCE AND COMMERCE



Bhakti Vedanta Swami Marg, Juhu Scheme, Vile Parle (West), Mumbai - 400 056.

NAAC Accredited "A" Grade

*(Affiliated to University of Mumbai)*

**ADMINISTRATIVE**

**AUDIT**

**FOR THE**

**ACADEMIC YEAR**

**2017 - 2018**

**&**

**2018 - 2019**



*Akash*

Administrative Audit of Usha Pravin Gandhi College of Arts, and Commerce  
Manual for Administrative Audit

COLLEGE AT A GLANCE

- Year of establishment of the college : June, 2003
- Name & Address of the College/Trust : SVKM's Usha Pravin Gandhi College of Arts, and Commerce, Vile Parle (W).  
Mumbai – 400 056
- Conducting society : Shri Vile Parle Kelavani Mandal
- Name of Principal : Dr(Mrs.) Anju Kapoor
- Name of Administrative Audit Coordinator : Mrs. Kalika. Kherdikar
- NAAC Accreditation/reaccreditation status with Grade points and year of Accreditation : Awarded "A", CGPA 3.04
- Campus Area and Constructed area (Where necessary, please use separate sheets) : 15958.80 Sq. mt.,  
7685.92 Sq. mt..

Faculty Strength

- Number of full time faculty : 27
- Confirmed : 16
- On Probation : 07
- Temporary : 04
- Part time :-
- CHB :--
- Vacant posts (Full Time) :--



- NSS units with strength : 50
- Extension Activities : DLLE
- Sports Activities : Table Tennis, Badminton, Chess, Carrom, Hockey, Football, Cricket, Swimming, etc
- Cultural Activities : Dance (Western & Folk), Music, Instruments, Drama, One act play, Mimicry
- Number of publications : information manuals- for students on website
- Office Innovations :
  - Digitization of documents
  - Centralized Filing System
  - Online admission for in house students for Second and Third Year.
  - Online fees receipt to in-house students.
  - Online application for new admission UG and PG Courses.
  - On-line Admission and payment of Fee.
  - Refund/Payment to students through RTGS.
  - In-house Examination and Result Processing in SAP.
  - Online Revaluation applications and Photo copies of Answer Books scanned & sent to students for college exam.
  - Online Hall Tickets issued to students.
  - On-line Application Formats for student services like application for bonafide certificate, transcript, transference certificate,
  - On-line Applications formats for Recruitments
  - Online Attendance record sent to Parents.



PART - A

ORGANISATION CHART AND ADMINISTRATIVE OFFICE

SVKM's Usha Pravin Gandhi College of Arts, Science and Commerce

Organization Hierarchy

Shri Vile Parle Kelavani Mandal

College Development Committee

Principal

Course Co-ordinator

Librarian

Registrar

Teaching Staff

Library Staff

Accountant

Lab. Assistant

Library Assistant

Head Clerk

Lab. Attendant

Sr. Clerk & Jr. Steno

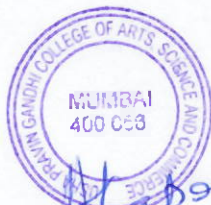
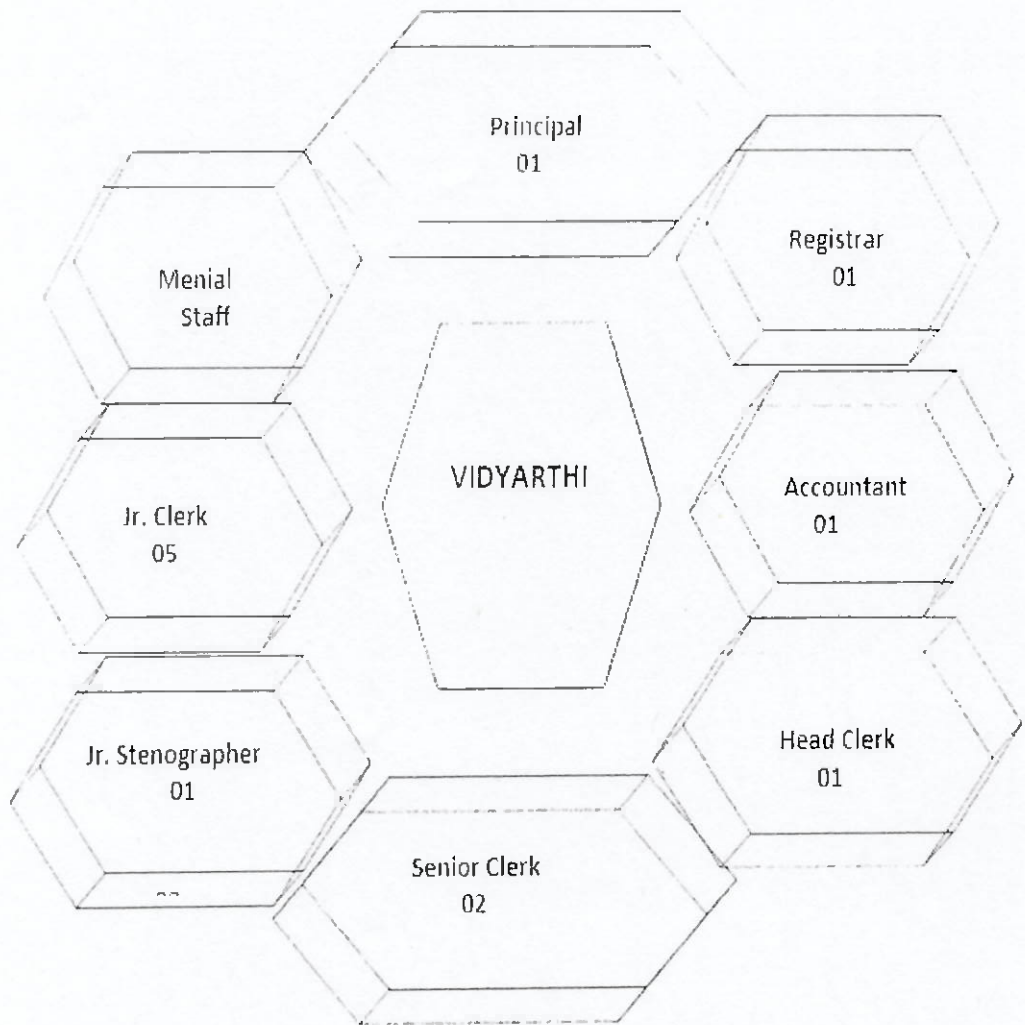
Jr. Clerk / Jr. Clerk cum Typist

Peons

Supporting Staff appointed through agency



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PART - B

EXECUTIVE & STATUTORY BODIES:

1. List of Executive committee members:

	Shri. Amrish R. Patel Hon. President & Trustee		
	Shri. Bhupesh R Patel Hon. Joint Vice President & Trustee		
Shri. Bharat M. Sanghvi Hon. Vice President & Trustee	Shri Sunandan R. Divatia Hon. Secretary		Shri Utpal H. Bhayani Hon. Treasurer
Shri. Chintan A. Patel Hon. Vice President & Trustee	Dr. Jayant P. Gandhi Hon. Jt. Secretary	Dr. Shalin S. Divatia Hon. Jt. Secretary	Shri Harshad H. Shah Hon. Jt. Treasurer
Shri Chintan A. Patel	Smt. Kruti B Patel		Shri Harit H. Chitalia Hon. Jt. Treasurer
Dr. Jayant P. Gandhi	Shri Maherdas J. Patel		Shri Tapan M. Patel
Shri Shalin S. Divatia	Smt. Manju D. Gupta		Shri Sunil N. Dalal
Shri Harit H. Chitalia	Shri Mukesh A. Shah		Shri TNV Ayyar
Amit B Sheth	Shri Mukesh H. Patel		Shri Tushar H. Mehta
Shri Amit Desai	Shri Mukul P Patel		Shri Vasantrai D. Gandhi
Shri. Ankit Parekh	Shri Naresh K. Sheth		Shri Vijay I. Patel
Shri Anand K. Pandit	Shri Nayan M. Patel		Shri Vinod K. Goenka
Shri Ashwin Dani	Shri Nimir K. Mehta		Shri Vinod M. Goradia
Shri Bhargav N. Patel	Shri Pravin H. Doshi		Shri Vinod M. Patel
Shri Bhupesh P. Bafna	Shri Pruthviraj C. Shah		Shri Vivek C. Vaidya
Shri Girish S. Mehta	Shri Rajendra K. Shah		Smt. Zainab R. Chauhan
Shri Harshad B. Kawa	Shri Rajgopal C. Bhandari		Shri Asoke Basak
Harish J Patel	Shri Ranjeet Dudeja		Shri Mohan Awate
Shri Jagat A. Killawala	Shri Rajiv M. Sanghvi		Shri Anil K. Bapat
Shri Jagdish B. Parikh	Shri Rajnikant S. Ajmera		Shri Nilesh M. Mohile
Shri Jairaj C. Thacker	Shri Sanjay A. Desai		<b>Special Invitees</b>
Shri Jayesh P. Choksi	Smt. Sarla H. Doshi		Shri Deepak Golwala
Smt. Jayshree A Patel	Smt. Saroj Rao		Shri Jai Chinai
Shri Jesus Lall	Shri Shailesh M. Patel		Shri Rajesh V. Shah
Shri Kirit P. Mehta	Smt. Sneha A. Parekh		



2. CDC Members:

Secretary of the Management/his nominee	Secretary's Nominee	Dr. M.N. Welling
One Head of Department		Mrs. Shubhangi Nargund
Three Teachers in the College		Dr. Navita Kulkarni Mr. Sriram Deshpande Mr. Bhupendra Kesaria
One Non-teaching Employee		Mr. Abhang Deshpande
Four Local Members Nominated by the Management		Shri Asoke Basak Shri Vinod Goradia Dr. Meena Chintamaneni Mr. Shezil Samnani
Co-ordinator, IQAC		Mrs. Smruti Nanavaty
President & Secretary of Students' Council		Ms. Arushi Mishra -President Mr. Rishabh Shetty - Secretary
Principal of the College.		Dr. A. Kapoor
Member - Secretary		
Special Invitees		Mr. Lokesh Tardalkar Mrs. Kalika Kherdikar

3. IQAC Members:

1. Dr. A. Kapoor – Head of Institution, Chairperson
2. Shri Harshadbhai Shah (Management Representative)
3. Smt. Smruti Nanavaty, IQAC Coordinator
4. Shri Lokesh Tardalkar, IQAC Co-coordinator
5. Dr. Navita Kulkarni, Senior Teacher
6. Smt. Swapnali Lotlikar, Senior Teacher
7. Smt. Madhuvanti Date, Senior Teacher
8. Shri Sriram Deshpande, PG Approved Teacher
9. Shri Abhijeet Mohite, Teacher Representative
10. Shri Bhupendra Kesaria, Teacher Representative
11. Smt. Kalika Kherdikar, Administration
12. Smt. Dipali Vichare, Administration
13. Shri Amit B. Sheth, Industry Expert
14. Shri Harish Shetty, Representation from Local Society
15. Shri R. Sridhar, Industry Expert
16. Shri K V Ramana Sastry, Industry Expert
17. Mr. Vishal Ranka, General Secretary, (Students' Council)
18. Shri Meet Patel, Post Graduate Student
19. Kum. Anjali Varindani, Student Alumni



4. **Internal Complaints Committee :**
1. Ms. Smruti Nanavaty
  2. Mr. Lokesh Tardalkar
  3. Dr. Navita Kulkarni
  4. Ms. Kalika Kherdikar
  5. Mr. Abhang Deshpande
  6. General Secretary of Student Council
  7. Mr. Vishal Ranka – Student Member - TYBMM
  8. Student Member - TYBMS
  9. ASHADEEP - NGO Representative
5. **Examination Committee**
1. Mrs. Shubhangi Nargund
  2. Dr. Navita Kulkarni
  3. Ms. Swapnali Lotlikar
6. **Unfair Means Committee**
1. Dr. Mayur Vyas
  2. Ms. Maduvanti Date
  3. Mr. Bhupendra Kesaria
7. **Admission Committee**
1. Mr. Naresh Sukhani
  2. Mr. Abhijeet Mohite- BMS
  3. Dr. Sharyn Bangera – BMS
  4. Ms. Sunita Gupta – BSc(IT)
  5. Mr. Subodh Deolekar - BSc(IT)
  6. Ms. Madhuvanti Date – BMM / BA (FTNMP)
  7. Mr. Mayur Sarfare - BMM
  8. Mr. Ashish Mehta – BA(FTNMP)
  9. Dr. Machunwangliu Kamei - BA(FTNMP)
  10. Ms. Smruti Nanavaty – MSc(IT)
  11. Mr. Naresh Sukhani – M.Com. (BM)
  12. Dr. Navita Kulkarni – MA (EMA)
8. **Attendance Committee:**
- Advisory Committee:**
- Dr. Navita Kulkarni – Advisor**
1. **Mr. Bhupendra Kesaria**
  2. Mr. Prashant Chaudhary
  3. Mr. Mayur Vyas
  4. Dr. Sharyn Bangera
  5. Dr. Machunwangliu Kamei
  6. Ms. Sareeta Mugde
  7. Ms. Divya Nambiar
  8. BMM Staff



**9. Anti – Ragging Cell & Griverance Redressal Cell**

1. Mr. Sriram Deshpande
2. Smruti Nanavaty
3. Mr. Lokesh Tardalkar
4. Ms. Rashmi Gahlowt

**10. Women Development Cell**

1. Mrs. Rashmi Gahlowt
2. Mr. Mayur Vyas
3. Ms. Sunita Gupta
4. Ms. Sareeta Mugde
5. Ms. Suruchi Bandodkar
6. Mr. Abhang Deshpande
7. Student Member
8. Student Member

**11. N.S.S :**

1. Mr. Prashant Chaudhary – Advisor
2. Mr. Rajesh Maurya- Program Officer
3. Dr. Sharyn Bangera
4. BMM Staff

**12. Student Council:**

1. Dr. (Mrs.) Anju. Kapoor
2. Ms. Sriram Deshpande
3. Mr. Rajesh Maurya and G.S. & Student represent

**13. DLLE :**

1. Mr. Mayur Sarfare
2. Ms. Neha Vora

**14. Placement Cell:**

1. Mr. Naresh Sukhani
2. Ms. Sunita Gupta
3. Ms. Divya Nambiar



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1. Total Enrolment UG and PG (year wise for the last 2 years)

2017-2018

M	F	T	M*	F*	T	M	F	T
536	643	1179	91	124	215	627	767	1394
9	12	21	7	9	16	16	21	37

\* Taking additional load to UG staff

2018-2019

M	F	T	M	F	T	M	F	T
566	693	1259	128	173	301	694	866	1560
11	16	27	9	10	19	20	26	46

\* Taking additional load to UG staff

Total Enrolment UG and PG

UG		PG	
Male	Female	Male	Female
527	634	91	124
1	3	---	---
---	---	---	---
---	---	---	---
8	6	---	---
536	643	91	124

UG		PG	
Male	Female	Male	Female
546	680	123	170
6	4	1	1
1	---	---	---
---	---	---	---
13	9	4	2
566	693	128	173



Ye ar	GRADING SYSTEM	Appea red Total	No of Students Passed									ATK T Total	RR Total	Total of Stude nts passe d	% Pass with ATKT
			O Total	A+ Total	A Total	B+ Total	B Total	C Total	D Total	E Total	F Total				
OCTOBR - 2017	T Y B M M V	120	4		88		24					4		116	95.76%
	T Y B M S V	122	28		76		10	1				7		115	100%
	T Y B Sc (IT) V	115	17		47		13	2				36		79	100%
	T Y B A (FTNMP) V	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	M Sc (IT) I	30		2	11	6						11		19	100%
	M Com(BM) I	58	1	9	18	20	8	1				1		57	100%
	M A (EMA) I	53		5	30	13	5							53	100%
	M Sc (IT) III	17			9		6					2		15	100%
	M Com(BM) III	31		19	10		1							31	100%
	M A (EMA) III	8		3	3	1						1		7	100%
APRIL - 2018	T Y B M M VI	120	16		92		11				1			119	99.20%
	T Y B M S VI	126	22	81			10	4			9			117	92.85%
	T Y B Sc (IT) VI	114	27		59		13	1			14			100	87.72%
	T Y B A (FTNMP) VI	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	M Sc (IT) II	35	15	8	2							10		25	71.42%
	M Com(BM) II	53		11	18	8	3	1				12		41	77.35
	M A (EMA) II	51		6	24	14	2					5		46	90.19%
	M Sc (IT) IV	25		1	6	10	3					5		20	80%
	M Com(BM) IV	31		6	12	9	1					2		29	93.33%
	M A (EMA) IV	5		3	1	1								5	100%
OCTOBR - 2018	T Y B M M V	121		17	78	17	5					4		117	96.70%
	T Y B M S V	117	12	74	22	6						3		114	100%
	T Y B Sc (IT) V	122		11	48	29	9	1				24		98	100%
	T Y B A (FTNMP) V	24	13	8	3									24	100%
	M Sc (IT) I	47		2	17	11	4					13		34	100%
	M Com(BM) I	55	2	19	17	12	2					3		52	100%
	M A (EMA) I	51		6	24	14	2					5		46	100%
	M Sc (IT) III	31		5	12	7	3					4		27	100%
	M Com(BM) III	43	5	26	8	3	1							43	100%
	M A (EMA) III	53		13	18	9	1					2		52	100%
APRIL - 2019	T Y B M M VI	117		25	68	12	3					5	4	112	96.52%
	T Y B M S VI	116	37	63	13	02					01			115	99.13%
	T Y B Sc (IT) VI	120		21	61	12	1				25			95	79.16%
	T Y B A (FTNMP) VI	24	21	3										24	100%
	M Sc (IT) II														
	M Com(BM) II														
	M A (EMA) II														
	M.Sc (IT) IV														
	M Com(BM) IV														

Result yet to be declare



INFORMATION ABOUT THE RESULTS OF THE COLLEGE FOR THE LAST 2 YEARS  
FIRST HALF AND SECOND HALF



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2. Number of Transcripts and Transfer Certificates issued:

2017-2018	146	69	330	101
2018-2019	154	63	422	94

3. Admission Cut off %

( 2017-18 , 2018-2019 )

CLASS	CATEGORY	A.Y 2017-2018	A.Y 2018-2019
F.Y.B.A (FTNMP)	OPEN	67.39%	42.46%
	GUJARATI MINORITY	64.00%	48.92%
	OTHER RESERVATIONS (SPORTS & ETC)	56.92%	60.00%
	PHY. HANDICAPPED	70.62%	-----
F.Y.BSC (IT)	OPEN	51	60
	GUJARATI MINORITY	53	60
	OTHER RESERVATIONS (SPORTS & ETC)	46	48
	PHY. HANDICAPPED	49	-----
	N.R.I	89	-----
	J & K		-----
	OPEN -ARTS	79.85%	84.62%
	OPEN -COMMERCE	91.40%	92.00%
	OPEN-SCIENE	80.60%	82.92%
	OPEN - DIPLOMA	86.17%	80.50%
FYBMS	GUJARATI - MINORITY	86.97%	86.46%
	OTHER RESERVATIONS (SPORTS & ETC)	84.20%	86.40%
	PHY. HANDICAPPED	84.00%	84.46%
	N.R.I	85%	-----
	J & K	76%	
FYBMM	OPEN -ARTS	82.62%	84.20%
	OPEN -COMMERCE	88.67%	88.40%
	OPEN-SCIENE	79.08%	78.20%
	GUJARATI - MINORITY	81.80%	80.46%



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	OTHER RESERVATIONS (SPORTS & ETC)	78.31%	83.54%
	PHY. HANDICAPPED	77.39%	-----
M.Sc (IT).	OPEN	53.48 %	59.76%
	GUJARATI MINORITY	68.45%	53.73 %
	OPEN	72.71 %	64.08%
M.Com. (Business Management)	GUJARATI MINORITY	72.14 %	64.98%
	OTHER RESERVATIONS (SPORTS & ETC)	-----	66.35%
	OPEN	56.15 %	50.80 %
M.A. (EMA)	GUJARATI MINORITY	61.33%	56.81%
	PHY. HANDICAPPED	54.92%	60.95%



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PART - D  
STAFF DATA

\* Strength of Teaching Staff (Subject-wise):

Post Sanctioned	Post Filled	Vacant Post	Post Sanctioned	Post Filled	Vacant Post
1	1	---	1	1	---
6	5	01	6	6	---
7	6	01	7	7	---
11	8	03	11	10	01
01	--	01	2	2	---
1	1	---	1	1	---
27	21	06	28	27	01

1. Strength of Non-Teaching Strength (Last two years)

2017-2018	2018-2019
01	01
01	01
01	01
02	02
01	01
---	01
05	04
02	02
01	01
01	01
03	03
18	18

2. Outsourced Staff:

SHIFT 1 07:00AM TO 03:00PM	SHIFT 2 03:00PM TO 11:00PM	SHIFT 3 11:00PM TO 07:00AM			Total
--	--	--	--	--	5
--	--	--	--	--	
2	2	1	--	--	
SHIFT 1 06:45AM TO 02:45PM	SHIFT 2 8:00 AM TO 05:00PM	GENERAL 09:00AM TO 05:00PM	SHIFT 3 10:00AM TO 06:00PM	SHIFT 4 12:00pm TO 08:00pm	Total
--	1	--	--	--	18
2	1	2	1	1	
4	1	2	2	1	
					23



3. Retirement Details:

TG	NT	TG	NT	TG	NT
--	01	--	--	--	01
--	--	--	--	--	--
--	--	--	--	--	--
--	--	--	--	--	--
--	01	--	--	--	01

Due for Retirement by Superannuation

01	0	01
---	---	---
01	0	01

4. Number of Workshops /Conferences/ Seminars attended by the Non-teaching staff year-wise

Workshop/Seminars/ Conferences	5	14	19
Inter-collegiate Sports	3	3	6
	8	17	25





PART - F  
INFRASTRUCTURE

1. Infrastructure:

	1 <sup>st</sup> Floor	
Seminar Hall		112.32
Theater Room		187.2
	Mezzanine Floor	
Library		317
Teachers Common Room		160
	3 <sup>rd</sup> Floor	
Office of College (Incl. Principal's Cabin, Conference Room / NAAC Room, Record and Store room)		85.10
Electronic Lab		63.59
Computer Lab No.01		63.59
Computer Lab No.02		63.59
Pre-Production Room		65.45
Post-Production Room		65.45
Room No.06		65.45
Room No. A		114.35
Room No. B		59.50
Room No. C		46.48
Room No. D		50.20
Room No. E		50.20
Room No. F		47.13
Corridor		148.75
Foir		48.77
Bathroom (Ladies)		27.61
Bathroom (Gents)		22.84
Drinking Water Space		12.01



4<sup>th</sup> Floor

Room No.07	63.59
Room No.08	63.59
Room No.09	63.59
Room No.10	65.45
Room No.11	65.45
Room No.12	65.45
Corridor	50.80
Foir	48.77
Bathroom (Ladies)	27.61
Bathroom (Gents)	22.84
Drinking Water Space	12.01

5<sup>th</sup> Floor

13	63.59
14	63.59
15	63.59
Common Room for Women	65.45
Common Room for Men	65.45
Gymkhana	65.45
Corridor	50.80
Foyer	48.77
Bathroom (Ladies)	27.61
Bathroom (Gents)	22.84
Drinking Water Space	12.01

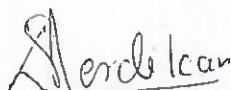


1. Details of Classroom and Laboratory:

Classroom No.	Floor	Area of Room in Sq. mtr.	Students Seating Capacity
Electronic Lab	Third Floor	63.59	40
Computer Lab No.01	Third Floor	63.59	40
Computer Lab No.02	Third Floor	63.59	40
Pre-Production Room	Third Floor	65.45	40
Post-Production Room	Third Floor	65.45	60
06	Third Floor	65.45	60
A	Third Floor	114.35	120
B	Third Floor	59.50	40
C	Third Floor	46.48	60
D	Third Floor	50.20	60
E	Third Floor	50.20	60
F	Third Floor	47.13	60
7	Fourth Floor	63.59	60
8	Fourth Floor	63.59	60
9	Fourth Floor	63.59	60
10	Fourth Floor	65.45	60
11	Fourth Floor	65.45	60
12	Fourth Floor	65.45	60
13	Fifth Floor	63.59	---
14	Fifth Floor	63.59	---
15	Fifth Floor	63.59	---
Common Room for Women	Fifth Floor	65.45	---
Common Room for Men	Fifth Floor	65.45	---
Gymkhana	Fifth Floor	65.45	---



- The Management has provided Gymnasium facilities for all the staff members.
- The Non-teaching staff is encouraged to pursue with their higher studies. They are also encouraged to participate in all the intercollegiate workshops etc.
- The Non-teaching staff is encouraged and sent for training to various colleges/university for Library Science work-shops, laboratory techniques course conducted by the University.
- Fire Officer has been appointed by the Management to ensure fire safety & training to all members and students.

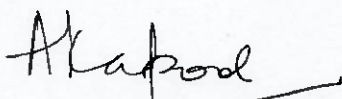
  
Mrs. Kalika Kherdikar

Administrative Audit Coordinator

Date: 31-07-2019

REGISTRAR  
SVKM'S  
USHA PRAVIN GANDHI COLLEGE OF ARTS,  
SCIENCE AND COMMERCE  
VILE PARLE (WEST), MUMBAI - 400 056.



  
Dr. (Mrs.) Anju Kapoor

Name & Signature of Principal

**PRINCIPAL**  
SVKM'S  
USHA PRAVIN GANDHI COLLEGE OF ARTS,  
SCIENCE AND COMMERCE  
VILE PARLE (WEST), MUMBAI - 400 056



**Report of the administrative audit conducted for the year 2017-2018 and  
2018-2019 in Usha Pravin Gandhi College of Arts, Science and Commerce.  
Vile Parle (W), Mumbai – 400 056.**

An administrative audit was conducted on 07<sup>th</sup> August, 2019 in Usha Pravin Gandhi College of Arts, Science and Commerce for the academic years 2017-2018 and 2018-2019 to look into the administration and smooth functioning of the college. A vibrant campus atmosphere supporting cultural and economic diversity was observed in the campus.

Usha Pravin Gandhi College of Arts, Science and Commerce was established in the year 2003 and is a Minority College under the auspices of Shri Vile Parle Kelavani Mandal. The college is affiliated to the University of Mumbai and is recognized by the State Government of Maharashtra.

All the aspects related to admission process, examinations, fiscal policies, Internal and Statutory audits, HR policies, Governance - Implementation of administrative decisions, management policies, accountability, transparency in procedures, Government policies, UGC and University Guidelines were covered under the audit.

I observed complete accountability to the stakeholders and transparency in the processes. The College website is a showcase of all the happenings in the college – be it cultural, academics, examinations, seminar, educational tours, excursions every aspect is carefully categorized under appropriate headings and displayed.

The Audit conducted under various sections is categorized below:

**PART - A: ORGANISATION CHART AND ADMINISTRATIVE OFFICE**

The organization structure described the hierarchy between Governing Body and Senior leaders in the college. A visionary with strong, stable and responsive leadership in the form of the Principal to ensure sustained academic growth for the institution as well as project the institution at the international arena. Co-operative and supportive management which enables smooth academic and administrative activities in the institution.

The Administrative office is segregated as per the nature of work each member is looking after the work allotted, dedicatedly whether related to students or staff. I had interaction with the office team w.r.t. their work, they were all integrated and committed. They are contended with the facilities provided by the management and the conducive atmosphere in their work place. The provision for techno savvy classrooms and training and orientation provided for its optimum use.

Most of them are well versed with the latest computer applications and are trained thoroughly in SAP modules related to Accounts, Admission, Attendance, Examinations, and HR. The office has digitized all the students and staff records and have been imparted training for retrieval of the records. For improving the performance and productivity of the non-teaching staff, workshops on HR software encompassing admissions, preparation of salary bills, computer literacy etc. are conducted periodically and also staff are deputed to other institutions for related workshops.

The Administrative Orders (AOs)/Internal Memos passed by the Management are available in



the print, bound form for ready referral. The Management personnel's act adhering strictly within the ambient of the policies and Administrative Orders thus framed/passed. In this manner, accountability of Management's actions is evidently seen in day-to-day governance

#### **PART – B: EXECUTIVE AND STATUTORY BODIES.**

The constitution of College Development Committee, Internal Quality Assurance Cell, Internal Complaints and Grievance Committee, Examination Committee and Unfair Means Committee etc. are constituted as per The Maharashtra Public University Act, 2016. The committees are functioning strictly adhering the norms prescribed.

#### **PART – C: STUDENTS' SERVICES AND RECORDS.**

The college is a hub of varied programs in Arts, Science and Commerce. The college is popular for various Post-graduate courses offered at the student's convenient timings.

There are six Add-on programs being conducted presently on account of space crunch.

The student's data shows more number of Girl students compared to Boys.

The reservation policies are being followed as per the University guidelines strictly.

As a part of student support service, the college office has provided an information manual for student services, which consist of all the documents required by the students from the college office pertaining to their scholarship/freeships, bonafide certificate, admission, examination, migration, transfer certificate, railway concession etc. It prescribes the time limit within which any specific service will be provided and other application formats for various documents required from the college.

The information manual has also been displayed on the college website giving hyperlinks to important University sites. Radio Frequency Identification and technology is deployed in their logistics operations in phases to identify students and soon GPS technology will be applicable to locate students both within and outside the campus. RFID and GPS solutions hold the promise to revolutionize their operations.

The student results comparatively are improving and are much higher than the University results. The SVKM management also has a practice of felicitating all the meritorious students every year.

#### **PART – D: STAFF DATA**

The staff pay roll and musters were verified and confirmed. The attrition rate is zero. The recruitment process is well defined and is followed strictly.

The service records (Salaries, Provident Fund, leave etc.) are maintained properly.

The faculty and staff members are actively involved into several committees. They participate in the Conferences, Seminars, Training Sessions and Intercollegiate Cultural Programmes. The management has always encouraged them for participating in the extracurricular activities and appreciates their achievements. The staff progression is excellent. There are class-III members, who have acquired higher qualifications while in service



PART – E: ACCOUNTS DATA

The accounts section maintains all their records in System Application Product (SAP) software (salary module) – There are internal checks done every quarter. The management have appointed Internal and Statutory Auditors who conduct regular audits and submit reports to the college and management. There are proper guidelines prescribed w.r.t. the expenditure to be incurred on recurring and non-recurring items.

The salaries of the staff are paid as per VII Pay from April, 2019 onwards Recommendations during the years under audit and are credited by the college in the employee's bank account every month.

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities. Any revision to accounting estimates and assumptions are recognized prospectively. The budgets are prepared and submitted in the CDC meeting for discussion with the members and after necessary rectifications and suggestions of the CDC members they are placed before the management.

The Registrar in the Office is totally committed towards work, she has focused efforts and is an integral part of facilitating change management and transformation initiatives. She possesses leadership qualities and teamwork which is an added value. Her sincere efforts have demonstrated the administrative abilities to accomplish the task with the Finest-scale capacities.

*Hemnani B C.*

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