

ADMINISTRATIVE AUDIT REPORT

YEAR 2022-2023

Sr. No.	Institutional Data	
1	Name of the College Address & Tel. No.	JOGESHWARI EDUCATION SOCIETY'S COLLEGE OF COMMERCE, SCIENCE AND INFORMATION TECHNOLOGY JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai – 400060 022-28245527 / 8356867783
2	Name of the Principal	Dr Prashant H Shelar (In Charge)
3	Name of Office Superintendent	Ms. Jasmine Jadhav
4	<ul style="list-style-type: none"> • Year of Establishment • University of Mumbai Letter No. & Date • Government of Maharashtra Letter No. & Date • Minority Status 	<ul style="list-style-type: none"> • Year :2009 B.Com, BMS, BSCIT • Aff/Recog/3791 of 2009 dated 20/08/2009 • Aff/Recog.II/D-110/3122 of 2011 dated 14/09/2011 • Aff/ICD/2016-2017/818 Date 20/07/2016 • Gov. NGC-2009/(152/09)/MSHI-04, Dated 11/07/2009 COMMERCE /SCIENCE • Govt. NGC-2009/(89/09)/MSHI-4, Dated 15/07/2009 BMS/BSCIT • Govt. NGC- 2016/(102/16)/MSHNI-4 Dated 04/07/2016 BAF
5	Date of visit of the Committee Name of the Auditors	13/09/2023 <ul style="list-style-type: none"> • D.S. Khemani, Registrar, Bunts Sangha's S.M. Shetty College of Science, Commerce & Management Studies, Hiranandani Garden, Powai, Mumbai 4000 076 • Mrs. Trupti Yogendra Mody Dean Administration KES Shroff College of Arts and Commerce, Kandivai West, Mumbai 400067
6	Number of full time Teachers (including Principal)	19
7	Number of Non-Teaching staff (Including Librarian)	.07

8	Name of the course – Un-aided Division and Enrolment Intact capacity / Actual Number A.Y. 2022-2023	UG – 4 Courses (F.Y. B. Com – (240) 239, F.Y.BAF (60) – 22, F.Y. BMS (60) 54, F.Y. B.SCIT (60) - 60
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OFFICE AUDIT TEAM REPORT		
Sr. No.	Observation on Key Aspects	
1.	General Administration	Office records are maintained properly and kept ready at the time of inspection
2.	Extension & Continuation of Affiliation	A.Y. 2024-2025 Ref. No.: YHMP2052684843 Date: 24/08/2023 Rs. 44500/- 2024-2025 Ref. No. MU/CONTI/2425/JQ38VC Dated: 24/08/2023
3.	Selection, Advertisements & Interview Procedures	Advertisement has been submitted to the University for approval (In Process)
4.	Teaching Staff Approvals	Advertisement has been submitted to the University for approval (In Process)
5.	Non-Teaching Staff Appointments & Promotions	Non-Teaching have been appointed in the office and for general purposes.
6.	Statistical Information University of Mumbai MIS (DHE, Pune), AISHE (UGC)	MIS - 2022-2023 – Certificate AISHE and Students on roll – for 2021-2022 dated 02-01-2023 has been verified.
7.	Service Books (Teaching & Non-Teaching Staff)	Service books to be maintained
8.	Admissions Procedure	Admissions are done as per rules of the Government of Maharashtra and University of Mumbai.
9.	Enrolment, E-Suvidha, Eligibility & Migration	Enrolment and University share towards other fees and fee for the year 2022-2023 has been deposited the University
10.	Examinations (F.Y., S.Y. & T.Y.)	Examination fees are collected and deposited with the University.

11.	Transcripts, Recommendations & Bonafide Certificate	Issued to the student in prescribed format and records are maintained thereof
12.	Railway Concessions	Issued to the student in prescribed format and records are maintained thereof
13.	Government Scholarship & Free Ships	Social Welfare and Sahu Maharaj Scholarship Schemes and Maha DBT Schemes are notified time to time the students and students are benefited under such schemes
14.	Outward Registers	Maintained
15.	Records of Minutes College Development Committee, Quality Assurance Cells and Governing Council	CDC, IQAC and GC meetings are conducted regularly and minutes of the meeting are conducted.
16.	Records of Computer, Printers, Lap Tops, Scanners, Projectors & Licensed Software's	Records are maintained and updated from time to time
17.	Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.	Maintained properly.
18.	Audited Balance Sheet	Balance sheets of last 5 years are maintained and kept ready at the time of inspection
19.	Annual Maintenance Contract: Pest Control, Air Conditions, Water Coolers, CCTV, Fire Extinguishers, Computer & Printers	AMC contracts for Pest Control, Air Conditioners, Water Coolers, CCTV, Fire Extinguishers, Computer & Printers Housekeeping and security services contracts checked.
20.	Non-Teaching Staff Welfare	P.F. (For Teaching / Non-Teaching & Supports Staff), Health Insurance (For Teaching / Non-Teaching & Supports Staff) and Etc.


21.	Workshops and Training conducted and attended by Non-teaching staff	Workshop on Enrolment conducted in co ordination with University of Mumbai. Staffs have attended online workshops conducted by University of Mumbai from time to time
22.	Knowledge of Computers-non teaching staff	All staff member have been working on computers and have good knowledge of the same.

Roles and Duties		
Sr. No.	Observation on Key Aspects	
1.	University	<ul style="list-style-type: none"> • College has applied for affiliation for different courses with the University from time to time. • College has deposited with the University its share towards Examinations, Gymkhana, E Charges etc.
2.	College Management	<ul style="list-style-type: none"> • Management and Principal have cordial relations with the non-teaching staff • Management is supportive towards the its staff
3.	Teaching Staff	<ul style="list-style-type: none"> • Cordial Relations are maintained between teaching and administrative staff
4.	Students	<ul style="list-style-type: none"> • Non-teaching and students relations are very good. • Students feel free to contact the office for any of their issues. • During Pandemic time students were given online facilities like Admissions, payment of fees, Certificates and other testimonials
5.	Other Stake holders	<ul style="list-style-type: none"> • The house-keeping /security and other staff on contract basis work together for the betterment of the institution • Contractors/vendors are ready to give best of their services as they are paid in time for their timely services

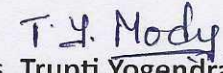
Areas of improvement:

1. To appoint non-teaching staff as per staffing pattern
2. To depute non-teaching staff to attend training / workshops conducted by different colleges from time to time.
3. To Prepare Service books of all the employees.

Name & Signature of Members of the Committee with Date:

 13/09/2023
1. **D. S. Khemani**
Registrar,

Bunts Sangha's S.M. Shetty College of Science,
Commerce & Management Studies, Hiranandani Garden,
Powai, Mumbai 4000 076


 13/09/2023
2. **Mrs. Trupti Yogendra Mody**
Dean Administration
KES Shroff College of Arts and Commerce
Kandivai West, Mumbai 400067

DEAN
Administration
Kandivli Education Society's
B. K. Shroff College of Arts &
M. H. Shroff College of Commerce
Bhulabhai Desai Road,
Kandivli (West), Mumbai - 67.

Date: 13/09/2023

Place: Jogeshwari, Mumbai




PRINCIPAL
JOGESHWARI EDUCATION SOCIETY'S
COLLEGE OF COMMERCE SCIENCE
& INFORMATION TECHNOLOGY
Caves Road, Jogeshwari (E), Mumbai-400 060.

ADMINISTRATIVE AUDIT – Held on 13th September 2023



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