



Seva Mandal Education Society's

Dr. Bhanuben Mahendra Nanavati College of Home Science (Autonomous)

NAAC Re-Accredited 'A+' Grade with CGPA 3.69 / 4

UGC Status: College with Potential for Excellence

'Best College Award 2016-17' adjudged by S.N.D.T. Women's University

Smt. Parmeshwari Devi Gordhandas Garodia Educational Complex

338, R.A. Kidwai Road, Matunga, Mumbai - 400019. Tel: 24095792

Administrative Audit 2021 - 2023

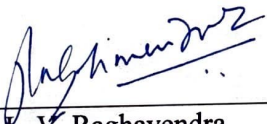
19th December 2023


Suggestions given by the External Auditors

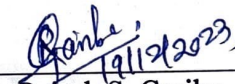
- 1) Fee receipt should be issued fee head wise to students.
- 2) To follow procedures laid down for aided section and also for the self-finance section.
- 3) In the office copy of the appointment letter a place for acknowledgement can be created in the bottom and signature of the recipient can be obtained with date.
- 4) a) Complete qualification of the employee should be reflected in the service book in the first page.
b) Important documents like NOC, Fixation papers etc should be the part of service book.
c) Medical Fitness certification should be entered in the service book first page.
- 5) a) Staff should be aware of the minimum eligibility required for admission at entry level for students from International board.
b) Original LC should be returned to the students after the completion of the year. Original Migration certificate should be retained.
- 6) a) Transcript should be considered through ERP and entry of the same should be separately maintained which will help in identifying student's progression.
b) Manual or handbook displaying various services given to students should be prepared and to be displayed on college notice board and website.
c) As per the management decision fees should be charged for the services provided to students like issue of bonafide, NOC, verification of documents etc.
- 7) Full fees from the students of unaided section can be collected and student seeking scholarship and freeship can apply for reimbursement of fees after completing required procedures. Official correspondence in this respect should be indicated to students by way of notice, email, etc. through ERP system.
- 8) Awareness regarding availability of various non-government freeships and scholarships by way of posters and banners for students.

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- 9) All the notices and minutes should be checked for Principal's signature and / or stamp and same to be incorporated wherever required.
- 10) Purchase order system can be considered and implemented.
- 11) a) Budget should be dated.
b) UGC grant in credit of the college should be checked. Grants for any project completed should be complied with the UGC and account should be closed. This will help in reducing the unwarranted liability in the books of accounts.
- 12) The workload for the last person in the some of the departments are exceeding the minimum requirement to be looked upon.
- 13) Medical cum accident policy can be considered for the all staff.
- 14) Periodical training program on software for non-teaching staff can be considered.


Shri L. V. Raghavendra
Registrar
SIES College of Arts, Science
and Commerce


Mrs. Kalika Kherdikar
Registrar
SVKM's Usha Pravin Gandhi
College of Arts, Science and
Commerce


Mr. Rajesh S. Garibe
Incharge Registrar
Mithibai College