



Seva Mandal Education Society's (Estd. 1984)

**Dr. Bhanuben Mahendra Nanavati College of Home Science**

(Autonomous under SNT Women's University)

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

As per the Administrative Audit conducted on 12<sup>th</sup> April, 2022,  
the recommendations given by the team are as follows :

- 1) Personal file papers should more methodically filed. Right from resume of the employee, appointment letter, confirmation letter, promotion letter if any, fixation papers etc.
- 2) Since new ERP is to be adopted, few suggestions were given regarding Admission process to be looked into. As such with the current documents made available it seems most of the procedure required are being followed.
- 3) Condemnation committee can be constituted headed by HOI, Registrar, HOD (if applicable) and VP.
- 4) Balance Sheet to be prepared in Tally Software. Consolidated Balance sheet to be prepared. Balance Sheet should carry signature of the Principal.
- 5) General Register – General Register/s should be numbered for easy access. Year-end Principal Signature should be taken.
- 6) Interview Teaching/Non-Teaching – 15 days' time to be given for receipt of application/s in any said advertisement, similarly minimum 15 days' time should be given for receipt of call letter by the applicant/s before the date of the Interview.
- 7) 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.
- 8) Regarding Scholarship – to write brief summary of scholarship amount for every year
- 9) Regarding fees receipt – suggested to give fee receipt with fee head wise break up to students.
- 10) Exam fee can be collected from scholarship students as the reimbursement from government goes directly to their account which includes exam fee.
- 11) Notices of scholarship should be preserved.
- 12) Dead stock register: separate dead stock committee should be formed. There should be policy for scrap. Quotation should be invited for scrap above Rs. 5000/- value. To be Printed and keep hard copy duly signed.
- 13) Principal's signature should be obtained in all account's statements.
- 14) RTI – RTI reply should be given in consultation with legal department of management.
- 15) Security deposit amount record should be maintained under RUSA.

Mr. Pradeep Abhyankar  
(Registrar, Wilson College)

**PRADEEP P. ABHYANKAR**  
Date :- 4<sup>th</sup> May, 2022  
Place :- Mumbai  
**Registrar**  
**Wilson College**  
**Mumbai - 400 007.**

Mr. Sahebrao Ghule  
(CEO, Ramnarain Ruia College  
Science & Arts)

Mr. Raghavendra L  
(Registrar, SIES College of  
Arts, Science & Commerce)

**Registrar**  
**SIES College of Arts, Science &**  
**Commerce (Autonomous)**  
Sion (West), Mumbai - 400 022.

**Smt. Parmeshwari Devi Gordhandas Garodia Educational Complex**

**338, R. A. Kidwai Road, Matunga, Mumbai - 400019.**

Tel No: 022-24095792 | Email: smesedu@gmail.com, principal@bmncollege.com | Website: www.bmncollege.com