

**ADMINISTRATIVE AUDIT REPORT FOR THE YEAR 2017 – 2018**

Sr.	Institutional Data	
1	Name of the College  Address  Telephone No.  Website	Vidya Prasark Mandal's K. G. Joshi College of Arts and N. G. Bedekar College of Commerce Chendani Bunder Road, Creek land, Near CIDCO Bus stop, Thane West – 400601  Tel.No.02225332412 / 25392072 / 25446555  Website: www.vpmthane.org
2	Name of the Principal	Dr. Mrs. Suchitra Ashish Naik
3	Name of the Registrar	Ms. Manali Mangesh Ambekar
4	Year of Establishment University of Mumbai  Letter No. and Date  Government of Maharashtra Letter No. and Date	1969  Gen/Affi/58:70-71 dated 10.8.1970  UPF 180(69) dated 23.7.1970
5	Date of Visit of the Committee  Name of the Auditor	19 <sup>th</sup> of December 2018  Mrs.Keyaa Mukherjee (Office Superintendent) MNWCollege, Parle – West
6	Number of full time Teachers ( Including Principal & Librarian)	Aided- 40 Unaided – 30
7	Number of CHB Teachers	71
8	Number of Non – Teaching staff	59
9	Name of the courses, Division and Enrolment	List Enclosed

## ADMINISTRATIVE OFFICE AUDIT REPORT

Sr.	Particular	Observation on Key Aspects
1.	General Administration	<ul style="list-style-type: none"> <li>• Manual Fees collection</li> <li>• Roll Call - Generated from College software</li> <li>• General Register - Generated from College software</li> <li>• L.C. – Manually</li> <li>• Transfer Certificate – Generated from MKCL</li> <li>• P.F. statement maintained in excel sheet. P.F. slips are issued by joint director every year.</li> <li>• Pension cases are prepared in excel sheet with calculation report</li> <li>• Income Tax is calculated by office in excel sheet and in College Payroll software</li> <li>• Records since 1969 are stored in mobile shelves with indexing in separate store room</li> </ul> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• Optimum usage of Student MIS through Software is not done</li> <li>• Fees Receipt are generated manually</li> <li>• L. C. is manually maintained</li> <li>• Multiple Duplicate work is done, which is time consuming</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p> <ul style="list-style-type: none"> <li>• Student MIS should be generated from the CORE system i.e. students related any information should be generated from one central system i.e. Fees Receipt, Fees Register, G.R, Bonafied, Certificate, L.C, etc.</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>• CORE System has to be implemented.</li> </ul> <p>Accurate and multiple information data as and when required should be computer generated from Student MIS once feed in recorded with all the particular of each student enrolled in the First year and the same information will be provided for Second and Third year.</p> <ul style="list-style-type: none"> <li>• Online fees collection should be initialed and implemented</li> </ul>

2.	Extension and Continuation of Affiliation	<ul style="list-style-type: none"> <li>• Aided B.A. &amp; B. Com Permanent affiliation</li> <li>• Unaided Courses UG &amp; PG</li> </ul> <p>For Extension and Continuation, College submits proposal every year online (University of Mumbai website).</p> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• Proper file index numbering was not mentioned.</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p> <ul style="list-style-type: none"> <li>• All the papers should be numbered and indexed</li> <li>• File Management System should be followed</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>• Since these documents are very important, need to be scanned and digitized for safety and instant records</li> </ul>
3.	Selection, Advertisements and Interview Procedures	<p><b>* Aided :</b></p> <ul style="list-style-type: none"> <li>• Government NOC</li> <li>• Advertisement draft is approved by the University.</li> <li>• Advertisement draft in two News Papers (Regional &amp; English )</li> <li>• Selection committee is appointed by the University.</li> <li>• Government Nominee is nominated by the Director of Education.</li> <li>• Interviews are conducted.</li> <li>• Interview chart is prepared.</li> <li>• Selection Committee Report.</li> </ul> <p><b>* Unaided Section : Local Selection as per the Management 's norms</b></p> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• The entire process is followed as per the government norms.</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p>

		<ul style="list-style-type: none"> <li>• All the staff personnel should be numbered and indexed.</li> <li>• File Management System should be followed thoroughly as per the quality standards</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>• Since these documents are very important need to be scanned and digitized for safety and instant records</li> <li>• The same should be documented in the respective staff personnel file as per the government assessment norms</li> <li>• Management resolution should be passed for their approval and should be recorded in the Minutes of the Meeting Log.</li> </ul>
4.	Teaching Staff Approvals	<p><b>* Aided:</b></p> <ul style="list-style-type: none"> <li>• Once the candidate is selected, the report is sent for approval to the University.</li> <li>• Appointment letter.</li> <li>• Job acceptance letter from employee</li> <li>• Approved draft of advertisement</li> <li>• Printed Copy of Advertisement published in news papers</li> <li>• NOC from Joint Director.</li> <li>• Copy of documents of Educational Qualification</li> <li>• Copy of Verification reports of NET/ SET/ PhD/ M. Phil from respective University.</li> <li>• 3 pages and 7 pages report prescribed by the University.</li> <li>• Joint Director Fixation.</li> <li>• Confirmation.</li> <li>• All CAS promotions of teachers are done as per University Norms.</li> </ul> <p>* Unaided: As per the Management norms. The college is in the process of preparing a Roster and Staffing Pattern for Unaided Section.</p> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• The process is followed properly as per the University norms</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p>

		<ul style="list-style-type: none"> <li>• NA</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>• From the perspective of the Quality Management System need to do Indexing and Coding of files.</li> </ul>
5.	Non - Teaching Staff Appointments and Promotions	<p><b>* Aided :</b></p> <ul style="list-style-type: none"> <li>• Government NOC</li> <li>• Advertisement in two News Papers (Regional &amp; English )</li> <li>• Interviews are conducted.</li> <li>• Interview chart is prepared.</li> <li>• Selection report is prepared</li> <li>• Management Resolution</li> <li>• Appointment letter.</li> <li>• Job acceptance letter from the employee Joint Director approval.</li> <li>• Joint Director Fixation.</li> <li>• Confirmation.</li> <li>• Time Bound Promotions after 12 years &amp; 24 Years.</li> <li>• Category &amp; Seniority wise promotions.</li> </ul> <p>* Unaided: As per the management norms. All Appointments and Promotions of Non- Teaching Staff are made as per the Management Guidelines. Appointments and Promotions of Non- Teaching Staff (of Unaided Section ) have done by the Management.</p> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• The process is followed properly as per the government norms</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>• From the perspective of Quality Management System need to do Indexing and Coding of files.</li> </ul>

		<ul style="list-style-type: none"> <li>The management resolution should be passed and recorded in the Minutes of Meeting Log</li> </ul>
6.	Statistical Information University of Mumbai MIS(DHE, Pune) AISHE(UGC)	<p><b>* Aided / Unaided :</b></p> <ul style="list-style-type: none"> <li>Statistical information is filled on the University web site student on roll in Sept/Oct (online data) every year</li> <li>MIS information uploaded to DHE Pune in September/ October (Online data).</li> <li>AISHE (online data).</li> </ul> <p>This information has been filled online on the respective web sites. Reports are submitted to the University of Mumbai every year.</p> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>It was observed that the process is followed properly as per the government norms.</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p> <ul style="list-style-type: none"> <li>NA</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>NA</li> </ul>
7.	Service Books and Leave Records (Teaching and Non – Teaching Staff)	<p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>Service Books are maintained as per the directives from Joint Director Office.</li> <li>Service records are completed manually</li> <li>Leave Records are maintained manually.</li> </ul> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>The appointed staff details were available in the Service Book but should be mentioned in the appropriate column.</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p> <ul style="list-style-type: none"> <li>The details should be filled in the columns of teaching / non teaching staff Service Book.</li> </ul>

		<p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>All the details need to be filled in the Service Book from the date of appointment of the staff with no any delay and to implement a process for updating Service Book annually</li> </ul>
8.	Admissions Procedures	<p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>Students fill the Admission form through College Web-Site <a href="http://www.vpmthane.org">www.vpmthane.org</a>. College displays the Merit List on college web-site.</li> <li>Online Admission forms are filled on digital portal.</li> <li>Both the forms are submitted with documents to College in person.</li> <li>Confirmation of admission on College student database software and fee collection is done manually.</li> <li>Submission of registration of the confirmed student.</li> <li>Generation of PRN Number from College software &amp; MKCL portal.</li> </ul> <p>College has adopted online procedure of admission since 2003.</p> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>NA</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p> <ul style="list-style-type: none"> <li>NA</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>NA</li> </ul>
9.	Enrolment, E- Savidha, Eligibility and Migration	<p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>Provisional Eligibility is applied by students from other state</li> <li>Generation of E-Savidha Ticket on applying on digital portal.</li> <li>Provisional admission is provided on producing Provisional eligibility certificate.</li> <li>Migration certificates are required for confirmed admission.</li> </ul>

		<ul style="list-style-type: none"> <li>• PRN numbers are generated after scrutinized eligibility of University.</li> </ul> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul>
10.	Examinations (F.Y., S.Y. & T.Y.)	<p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• Sem-I to IV are College level examination for UG Courses (Sem. V &amp; VI are conducted by the University).</li> <li>• Question papers for all semesters since 2016 are received from the university</li> <li>• All examinations are conducted by the University for PG Courses.</li> <li>• Generation of Exam forms for University Exam through MKCL portal.</li> <li>• Exam form inward process followed by generation of Hall Ticket, Attendance sheet, Supervisor Report, Printing of Blank Mark-Sheet, Uploading Internal Marks on portal.</li> <li>• Uploading of status of Result First Year &amp; Second Year students on digital portal for re-registration of Second &amp; Third year admission.</li> <li>• Mark sheets and Ledger are prepared by the college through Result Software.</li> </ul> <p>College has Result Generation Programme for FY/SY exam since 1991-92</p> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p>



		<ul style="list-style-type: none"> <li>• NA</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>• Since the above information is provided by the office staff that they have proper process and implementation is made, subsequently there is no major corrective action to be taken</li> </ul>
11.	Transcripts, Bonafide cert. Recommendations and etc.	<p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• College provides 5 copies of Transcript as per the University format with fees of Rs. 1000/- when demanded by students</li> <li>• Bonafide certificate is issued when demanded by the students with fees of Rs. 20/- .</li> <li>• College provides recommendation letter without any fees when demanded by students in the required format.</li> </ul> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• Transcripts, Recommendations and Bonafide certificates should be system generated rather than manual practice</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p> <ul style="list-style-type: none"> <li>• Transcripts, Recommendations and Bonafide certificates should be system generated</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>• The report should be generated from the Admission CORE system to save time and maintain accuracy.</li> </ul>
12.	Railway Concessions	<p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• Railway concession is issued on Monday/ Wednesday &amp; Friday of every week</li> <li>• Monthly statement is prepared on Excel sheet.</li> <li>• Submitting the same at Railway Office.</li> </ul>

		<p>College is in process of generating Software for the Railway Concession.</p> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul>
13.	Government Scholarships and Free Ships	<p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• Students are orientated with the processes and norms.</li> <li>• Notice is displayed on Notice board and is also circulated on what's app group by Vice-Principal and Co-ordinator.</li> <li>• Collection of forms filled by students on the Mahadbt site.</li> <li>• Verification of forms and documents on Tuesday &amp; Thursday of every week.</li> <li>• The forms are collected and approved by the authorities of Social Welfare and Tribe department &amp; Joint Director.</li> <li>• Generation of statement B and submitting the same at respective departments.</li> <li>• Order collected from the Govt. Departments.</li> <li>• Payment is disbursed in student's personal account.</li> <li>• Utilization Certificate is submitted to the Govt. Department.</li> </ul> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul>

		<p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul>
14.	Inward and Outward Registers	<p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• College maintains Inward and Outward Registers manually.</li> </ul> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• It is observed that Inward an Outward Registers are maintained manually</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p> <ul style="list-style-type: none"> <li>• Inward and Outward should be digitized an digital archive need to be initiated and implemented.</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>• For the inward and outward register the digitalization system should be introduced and implemented for quick reference, for acknowledgment and easy accessibility.</li> </ul>
15.	Dead Stock Registers	<p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• College prepares Dead Stock Register manually.</li> </ul> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• The Dead Stock Register is maintained manually.</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p> <ul style="list-style-type: none"> <li>• There should be a process for the Asset management and need to introduce the Dead Stock Register in a computerized format</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p>

		Proper format has to be designed and implemented of the same. The process should be digitalized for quick records
16.	Records of Minutes Local Managing Committee, Quality Assurance Cells, Governing Body, School Committee and TA	<p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• Record of minutes is maintained manually.</li> <li>• CDC – four times in a year.</li> <li>• IQAC - four times in a year.</li> <li>• College Committee – Twice a year</li> <li>• Office conducts meetings when required (General Accounts &amp; Budget Meeting)</li> </ul> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• Admin Office Meeting Minutes should be written in the Meetings Log Book</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p> <ul style="list-style-type: none"> <li>• Name of the new appointed staff, department, date of joining , designation, any new initiative and implementation, any important decisions, etc. should be clearly mentioned in the Meetings Log Book</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <p>To conduct the Administrative department quarterly meeting, which should be mandatory</p>
17.	Records of Computers, Printers, Lap Tops, Scanners, Projectors and Licensed Software's	<p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• Purchase of new equipments is recorded in the dead stock register.</li> <li>• New purchases are numbered.</li> <li>• List of all equipments are attached.</li> </ul> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p>

		<ul style="list-style-type: none"> <li>• NA</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul>
18.	Accounts and Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.	<p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• An account is maintained in FA software prepared by the Management.</li> <li>• Vouchers &amp; Reconciliation are made manually.</li> <li>• Salary Registers of Full-Time faculty and Non-teaching staff are computerized in Payroll Software &amp; Excel-Sheet</li> <li>• Sevarth Web-site for Degree College &amp; Shalarth Web-site for Junior college salary generation programme is prepared by the government.</li> <li>• Challan is issued to students for payment of fees in Bank.</li> <li>• Fee Register &amp; Daily Fee collection Registers are maintained in Excel format.</li> </ul> <p>College has FA and Payroll programme since 2003.</p> <p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• The Petty Cash Book is maintained manually.</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p> <ul style="list-style-type: none"> <li>• All the relevant reports should computer generated and should be signed by the authorities</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>• There should be a CORE system for the entire Accounts department with appropriate program</li> </ul>
19.	College Budgets and Audited Balance Sheet	<p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• Audited and balance sheet are computerised from FA programme.</li> <li>• College has prepared a (Programme wise ) budget for every year.</li> </ul>

		<p><b>Root cause analysis (what failed in the system to allow this NC to occur?)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul> <p><b>Correction (what is to be done to resolve the issue)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul> <p><b>Corrective Action (what should be done to prevent reoccurrence)</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul>
20.	Teachers Workload and Class Time Tables	<p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• As per the University norms and approved from the University / Joint Director Office.</li> </ul>
21.	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers and Printers	<p><b>* Aided/ Unaided :</b></p> <ul style="list-style-type: none"> <li>• Management takes care of all such types of maintenance contract.</li> </ul>
22.	Non- Teaching Staff Welfare	<p><b>* Aided/ Unaided :</b></p> <p>For the benefit of Teaching and Non-Teaching Staff, college has credit society. College gives festival advance for Diwali.</p>
23.	Workshops attended by non-teaching staff	<p><b>* Aided/ Unaided :</b></p> <p>The staff has attained workshops and seminars.</p>
24.	Training attended by non-teaching staff	<p>It was observed in the audit that the staff are sincere and dedicated towards their work, if more training and work exposure is given will enhance their productivity.</p>
25.	Knowledge of Typing / Computers – non teaching staff	<p><b>* Aided/ Unaided :</b></p> <p>All staff is well acquainted with computer knowledge and software in the office.</p>

**Areas for better improvement to avoid the Major Non Conformity:-**

- It was found that the physical files/documentations were well organized as per the standards; as a result the easy accessibility is available when the relevant document/s is required. To be more organized there should be naming / coding physically and electronically in a consistent, logical

and predictable way means that information may be located, identified and retrieved by the concerned person, as quickly and easily as possible.

All the documents and data should be reviewed and approved by the authorized personnel prior to use. Current revisions of appropriate documents should be available at locations where they are used. Obsolete documents should be removed from points of use. Obsolete documents that are retained for reference or legal obligations are marked OBSOLETE and are kept separate from active documents. Obsolete electronic documents are removed from the network and are stored in the system that is only accessible to the authorized personnel. Any obsolete documents that need to be reactivated must be reviewed, approved and released in the same manner as newly established documents. At least one copy of all obsolete documents must be archived. Electronic documents are writing protected and controlled by the concern person. By choosing a logical and consistent way to name and organise the files allows to easily locate and use them. This will help the concerned person to save the time and will help to find what is needed and when it needed.

- CORE System has to be implemented for the student MIS. The report should be generated from the Admission CORE system to save time and maintain accuracy.
- All the relevant details need to be filled in the Service Book from the date of appointment of the staff with no any delay and to implement a process for updating the Service Book, which should be duly signed by the Principal and concerned staff.
- The records which are very important, should be accurately documented and maintained digitally.
- For inward and outward register the digitization system should be introduced and implemented for quick reference, acknowledgment, cost control and easy accessibility.
- Maximum use of computerization for information and data should be done as per today's need and should be online accessible for prompt and accurate information at one click. The other benefits of computerized office are paperless office at a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers into digital form, which can save money, time, boost productivity, save space, make documentation and information sharing easier and keep personal information more secure.

- Standard Operating Procedures should be laid down and implemented for all the respective department/s for their significant procedures and process with step-by-step instructions that will act as a guideline for staff work processes. Whether written up in numbered steps or formatted as flow charts, effective SOPs should be complete, clearly written, and based on inputs given from the staffs who execute the work. When the staff follows the SOP for a particular job, they produce a work consistently, understandingly and also help them to plan their work schedules to meet their goals with efficiency. Standardized procedures will guide the staff and reduce the possibility of missed steps or other errors that impact the quality of the completed work. Well-written SOP's will make it easier for qualified staff to do their jobs continuously.
- It was observed that the staff are sincere and dedicated towards their work, if more training is given will enhance their productivity.

Report No: AOAR/04/2018

Name and Signature of External Auditor and Team Leader with Date:

i Keya Mukherjee  
(Keya A. Mukherjee - External Auditor)

Date: 19-12-2018

ii Manali Mangesh Ambekar  
(Manali Mangesh Ambekar- Registrar)

Date: 19-12-2018

Suchitra Ashish Naik  
Dr. Suchitra Ashish Naik - Head of the Institution