Mumbai Pradesh Arya Vidya Sabha's

GURUKUL COLLEGE OF COMMERCE

Affiliated to the University of Mumbai

ISO Certified: 21001/14001/50001

Tilak Road, Ghatkopar East, Mumbai-400077

Academic Audit Report 2022-23

Criteria	Details	Verified		Comments	Suggestions
		Yes	**No**		
Curriculum	Steps followed in designing of syllabus and curriculum	√		Since it is a affliated college they are strictly following the syllabus given by the University	
	Contents of the curriculum				
	Teaching Plan and Monitoring Mechanism	√		Teaching Plan is in place & IQAC is monitoring	
	Teaching Methods				
	E-Learning Modules	√		Uploaded on College Website	
	Project Work	√		Monitered by IQAC	
	Internal Assessment Component	√		Where ever required by University of Mumbai Internal assessment is followed	
	Student Support-Remedial Coaching	√		Records are verified	Bridge Course for Maths & Stats is recommended
	Parents Meeting	√		Regularly conducted	
	Feedback from students and Implementation of feedback	√		Regularly conducted	
Faculty Profile	Projects on going/Completed	√		NIL (UGC and University of Mumbai has not issued notifications since 2020-21)	
	Seminars/Workshops/Conferences attended	√		32 seminar/conferences/workshops attended	

Initials

	Papers/articles/books published	√		14 papers presented	
	FDP/OC/RC/Training Programmes	√		College facilitates and motivates staff for participation. 30 teaching and 06 non teaching staff has completed	
	Acted as Resource person	√		2 teachers acted as resourceperson	
	M.Phil/Ph. D awarded	√		03 are pursuing Ph.D	
Audits	External Audits	√		ISO: 14001 / 21001 / 50001. Educatio/Environment/Energy Audit, Gender Audit	Library audit is recommended
Profile of students	Student involvement in extra-currcicular and co-curricular activities	√		Good number of students participate in all activities	
	Study Tour/Industrial Visits/Intrenships/Training	√		Study Tours are regularly organized	Nature Club, Diversity & Inclusion programs recommended. Can be in FC
	Achievements	√		Best NSS Volunteer awared from University of Mumbai, Prizes at University Youth Fest, Student Participation in State, National and International Level	
Infrastructure	No. of classrooms	√		Sufficient classrooms with staggerd timings	
	No. of Laboratories	√		5 Computer Labs	
	No. of Computers for students	√		165	
	No. of computers for teachers	√		15	
	Other instruments	√		Gym equipments available for students	

	Facilities	√		All facilities are made available for students	
Departmental Activities	Guest Lectures	√		Regularly organised	
	Interaction with Industry/Collaborations	√		Organised	
	Meetings	√		All Statutory and Non-Statutory committees are formed and regular meetings are conducted. Record of the same is maintained.	
	MoU's	√		14 MoU's with Local entities are done	
	Conference/Seminar/Workshop attended	√		47 seminar/conferences/workshops attended. 10 papers are presented/ published	
	Newsletters/Magazines	√		College magazine is in place	
	Placement	√		47 students are given intrenships and 176 students placed through on and off campus placements	

Date of Visit: 04th May 2023

Time of Visit: 10.30.a.m. to 5.30.p.m.

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Dr. Nina Roy Choudhry (Principal, SIES College)

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Dr. Tapati Mukherjee (Principal, S.K. Rai College)

ADMINISTRATIVE AUDIT REPORT

Sr. No.	Institutional Data	2022-23
1	Name of the College Address & Tel. No.	Gurukul College of Commerce Tilak Road, Ghatkopar(E), Mumbai -400077
2	Name of the Principal	Dr. Nandita Roy
3	Year of Establishment University of Mumbai Letter No. & Date Government of Maharashtra Letter No. & Date	No. Aff./Recog.1/(24) 2001-2002 of 2001 dt 21st July 2001 No. NGC-1001/NMV/(01/2001)MS-3dt 29th July 2001
4	Date of Visit of the Committee Name of the Committee Members	3rd May 2023 1. Dr. Tapati Mukherjee - Principal S.K.Rai College of Commerce, Chembur. 2. Dr. Nina Roy Choudhury - Principal SIES College of Commerce & Economics, Sion.
5	Number of full time Teachers (Including Principal, Sports Director & Librarian)	Full Time – 18 Temporary – 13 CHB - 06
	Non-teaching staff	12
6	Name of the courses, Division and Enrolment	1. B.Com. 2. B.Com (Accounting & Finance) 3. B.Com (Banking & Insurance) 4. B.M.S 5. M.Com (Advanced Accountancy) 6. M.Com (Business Management)

OFFICE AUDIT TEAM REPORT

Sr. No.	Observation on Key Aspects	2022-23
1.	General Administration	*Automated system for fee collection *Admission fees paid online through Credit Card / Net Banking/NEFT/DD. * Online Application Forms for exams/TC/Transcript/ Bonafide/LOR/ Duplicate Marksheets/Backlog Certificate etc.
2	Extension & Continuation of Affiliation	*Yearly extension and continuation file is sent to the University as per the deadline. * Yearly affiliation fees and other University dues and shares is paid Online to the University regularly
3	Interview Procedures	* Selection Committee is appointed as per the norms & Interview is conducted and staff is appointed as per norms.
4	Teaching Staff Approvals	Approved - Principal - 01 Asst. Prof – 10 Librarian – 01 Director of Sports & - 01 Physical Education
5	Non- Teaching Staff Appointments & Promotions	* Fresh appointments are done by the Management as per the requirement. *All the admin staff are either graduates or post graduates
6	Statistical Information University of Mumbai MIS (DHE, Pune) AISHE (UGC)	*Information is provided as per the circular received for student on roll, MIS and AISHE *The college has all certificates as on date
7	Service Books & Leave Records (Teaching & Non-Teaching Staff)	*Monthly leave records are maintained *Staff fills the leave application form and sanctioned by the Principal *Bio metric system of attendance is followed *Service books of staff is maintained
8	Admissions Procedures	* Notices are displayed on College Website (www.gurukulcollegeofcommerce.com) * Online Prospectus along with Login details for admission is issued to the students. * College follows fully automated Online Admission System

		*Admission for FY is as per the norms set by the University of Mumbai * Second and Third Year admissions are done in phases after declaration of results * Admission fees paid online through Credit Card / Net Banking / NEFT and Demand Draft. .
9	Enrolment, E- Suvidha, Eligibility & Migration	*Enrolment process is as per norms and is submitted to the University * University all dues paid through online. * Migration formalities are processed Online by the student itself and TC copy is given for uploading.
10	Examinations (F.Y., S.Y.,T.Y. & M.Com)	*Full proof centralized Online examination and assessment is in place. *The exam room is equipped with all necessary security system. * Offline Exams will be conducted as per University guidelines for all courses Sem II (First Year) and Sem II & IV (M.Com) * Results are declared within the prescribed dates.
11	Transcripts, Recommendations & Bonafide certificates	*Applications are received from students *Prescribed fee for Transcript is collected *Transcripts are issued within a week *Students are given recommendation by seeking an application *Bonafide certificates are issued handwritten / Online within 2 working days
12	Railway Concession	*Railway concession is issued to the student after taking prescribed fee *Railway concession is issued on the next day *Records are maintained and sent to the concerned authority.
13	Government Scholarships & Free Ship	*Notice is displayed to the students to apply for freeship and G.O.I. Post Matric Scholarship, Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulk Shishyavrutti Scheme, NSP, Post Matric Scholarship to OBC Students *Students apply for the same alongwith necessary documents * Then the application is forwarded to the Welfare office.

14	Scholarship from Management	* Gayan Saksham Yojana (Meritorious students) * Kanya Unnati Yojana (For Girl Students) * Chattravruti Yojana (For Economically Weak Student)
15	Scholarship from Ghatkopar Citizen Relief Committee	*Gyan Saksham Yojana (Meritorious students)
16	Inward & Outward Registers	* Received letters are properly stamped and inward is checked by the Principal *Then letters are forwarded to the concerned department *Outward Register is maintained
17	Dead Stock Registers	*The new system of bar coded stock maintenance is adopted by the trust in all its institutions phase wise.
18	Records of Minutes College Development Committee, Quality Assurance Cells, Governing Body, School Committee & PTA	*CDC is constituted as per the norms *The college has IQAC which looks into various aspects *Minutes of all the meetings are maintained and recorded systematically.
19	Records of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's	*The college has a centralized IT department. *The IT Department of the trust looks into all purchases and details of Laptops / Computers / Printers and other software.
20	Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.	* The accounts are internal audited by the Accounts officer regularly *After which external audit is conducted by a team of experts *Salary Register, Staff Muster, Cash vouchers, Ledgers, Records of Fee reconciliation are maintained properly.
21	College Budgets & Audited Balance Sheet	*College prepares the annual budget in the month of Jan/Feb. and the same is approved in the Trust board meeting and CDC *Balance sheets are audited annually by external auditors.
22	Teachers Workload & Class Time Tables	* HOD/Co-ordinators allot departmental workload * Time table committee prepares the class wise, division wise and departmental time table *Workload is distributed as per the designation, qualification and area of specialization. *Time table committee monitors and adjusts the time table when need arises.

23	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers	*The Centralized Management looks into AMC contracts. *All the AMC's are finalized and monitored by the trust office. *The institution has a full time Plumber and Electrician on roll.
24	Non- Teaching Staff Welfare	* Two times Tea/Coffee provided form college * Concession of fee for ward in Gurukul schools *Reimbursement of registration fees for workshops/seminars
25	Seminar & Workshop organized for non-teaching staff	* A One Day workshop on Data Management System organized by IQAC for Admin staff of Gurukul Educational Institutions held on 10th December, 2022. * Session on Building Emotional Wealth & Emotional Equity : Tools for the 21st Century held under the GCC Wellness Series Lectures on 23rd January, 2023 * Shri M D Shah Mahila College of Arts and Commerce (Affiliated to S.N.D.T. Women's University) and Gurukul College of Commerce (Affiliated to University of Mumbai) jointly organized National Level workshop on Cyber Crime, Security & Privacy for Teaching, Non-teaching and students on 25th March, 2023
26	Knowledge of Typing / Computers – non teaching staff	*MS-Word, Excel, Power Point *Tally Prime Gold * Online Payments of TDS, PF, PT done regularly *TDS Pro *Online Processes by Govt.of Maharashtra, University of Mumbai etc. and when required.

ROLES AND DUTIES

Sr. No.		Observation on Key Aspects
1.	University	University norms are followed
2.	College Management	Supportive
3.	Teaching Staff	Proactive
4.	Students	From diverse back ground and economically challenged. Enthusiastic
5.	Other Stake holders	Co-operative

Areas of improvement :-

1. Have to organise conference.
2. Digital Office.
3. Library audit recommended.
4. Focus on Diversity & Inclusion.

Name & Signature of Members of the Committee with Date:

1. Dr. Tapati Mukherjee – *Dr. Tapati Mukherjee* 4/5/2023

2. Dr. Nina Roy Choudhury – *nnchoudhury*

Dated:

Signature of the Head of the Institution

Principal
Gurukul College Commerce
Tilak Road, Ghatkopar (E),
Mumbai - 400 077