

Report
Academic Audit May, 2019
VESIM Business Schools

Academic audit was conducted on May, 15, 2019 from 10 a.m. to 1:30 p.m. at VESIM Business School, Sindhi Society, Chembur, Mumbai. The auditor were:

1. Prof. Kavita Laghate, JBIMS, University of Mumbai
2. Prof. Ashish Pandey, SJMSOM, IIT Bombay

The members present from VESIM Business School were:

1. Dr. Satish Modh
2. Dr. Sandeep Bhardwaj
3. Dr. Debjani Banerji
4. Dr. Sachin Deshmukh
5. Dr. Pradeep Mitra
6. Dr. Kavita Kanabar
7. Mr Vivek Prabhu
8. Mrs. Gita Iyer
9. Mr. Arun Saxena

The presentation of Teaching and Learning process was done by Dr. Sandeep Bhardwaj. The documents were presented regarding the criterion given below:

1. Teaching/Learning
2. Evaluation
3. Research
4. Extension
5. Consultancy
6. Infrastructure
7. Services

The committee visited Placement Office, Library, classrooms and other infrastructure facilities.

Observations of the committee are below:

- a. The general cleanliness is maintained in the building infrastructure.
- b. Teaching learning processes and activities are in tune with the Program Learning Objectives (PLO) and the Course Learning Objectives (CLO).
- c. Evaluation processes are adhering to the confidentiality norms.
- d. Research activities are promoted with financial incentives and recognition.
- e. Summer Training is managed as per the requirement of AICTE.
- f. Students are encouraged to participate in extension program to the significant extent with programs like Yuva For Seva with NGO and government.
- g. Consultancy activities are in the nascent stage.
- h. Infrastructure facilities are created and are being developed for the program requirements.
- i. Feedback is collected from the stakeholders.
- j. Counselling cell is operational.
- k. Placement activities are organized with experienced staff.

Suggestions:

1. The students can be encouraged to undertake/complete the MOOC courses during vacation time.
2. The focus of foreign language teaching should be the business communication.
3. As relative grading is used for evaluation in PGDM the percentile of the marks can be mentioned in the grade sheet of the students.
4. Ratio of Visiting faculty can be improved for industry academia exposure.
5. The institute may decide research focus area and encourage collaborative research.
6. Capacity building needs to be encouraged for the research and development.
7. Indicative scheme of marks for evaluation of the answer papers can be given to the evaluation. That will reduce the variability in assessment.
8. The guideline for dealing with unfair means during examination are given Ordinance 5050 Of University of Mumbai which can be used if required.
9. Online anonymous Students feedback system should be created to share teaching feedback more objective and useful.

K. Laghate
15th May 2019

Prof. Kavita Laghate, JBIMS, University of Mumbai

Ashish
15/5/2019

Prof. Ashish Pandey, SJMSOM, IIT Bombay



Vivekanand Education Society Institute of Management

Studies & Research

(*"A" Grade awarded by DTE Govt. of Maharashtra, Affiliated to University of Mumbai & Approved by AICTE*)

Ref No: VESIM/353/IQAC/2021

7th August 2021

Academic Audit Report (AY 2019-20)

VESIMSR, Academic Audit for A.Y 2019-20 was conducted on 7th August 2021 from 10am to 2pm,

Venue: Ground Floor MDP Room

The External Auditors Panellists were:

1. Dr. Chandrahauns. R. Chavan, Director, JBIMS
2. Dr. Abhay Kumar, Associate Professor & HOD Technology Management, NMIMS

The department process owners present from VESIMSR were:

1. Dr. Satish Modh
2. Dr. Sachin Deshmukh
3. Dr. Sandeep Bhardwaj
4. Dr. Debjani Banerjee
5. Dr. Pradip Mitra
6. Dr. Seema Sant
7. Dr. Jyoti Chandwani
8. Dr. Kavita Kanabar
9. Dr. Anupama Tiwari
10. Dr. Swati Singh
11. Mr Vivek Prabhu
12. Mrs. Gita Iyer
13. Mr. Arun Saxena
14. Mr. Hariom Singh

The presentation of Teaching and Learning process was done by Dr. Sandeep Bhardwaj. The documents were presented regarding the criterion given below:

SCOPE OF AUDIT

1. Teaching/Learning

Pedagogy of Teaching-Methodology

BOS MMS

BOS PGDM

Dean's Council Meeting

Departmental Activities MMS

Departmental Activities PGDM

C L O course learning outcome and course pack MMS / PGDM

Audio-Visual Aids

Academic Calendar MMS & PGDM

Feedback, Remedial Classes, Tutorial Classes, Mentoring

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Vesim Business School

2. Learning

Library Department
Flip classroom details
Projects done through field visits report
workshops conducted for students
SIP, MIP, Yuva for Seva Competition.

3. Evaluation

System of Evaluation Policy
Transparency/Confidentiality Policy
Sample of Question bank
Sample of project evaluation sheet and policy to be provided
Subj Quiz, Objectives Tests
Innovative Practices/Reforms
Malpractices Policy to be provided
Report of case if any and what was the action taken

4. Research

Facilities, Motivation, Resources
Incentives, Expenditure

5. Extension

Document of all activity conducted by participative teachers and students.
Various activities conducted useful to small and large people under CSR cell.
Any awards and recognitions for external activities, both by students and faculties.
Report on Partnership with local units/industries.
Report on Joint ventures-NGO/Govt

6. Consultancy

Different name of consultancy and people involved in that

7. Infrastructure

8. Services

Counselling Services
Report explaining entire placement process
Placement Brochure of 2019-20
Placement sheet with records and statistics
Sample of stakeholder's feedback and process

The department visited by Auditors were: Placement, Examination, Purchase, Library, Classrooms and other infrastructure facilities.

Observations of the committee are below:

- a. Student intake strength is strong.
- b. Ambient and good academic environment in the campus.
- c. Social engagement activities of the institute are good.
- d. Automated and digital library is in place, good number of books are available for reference.
- e. Projects, assignments, field work, seminars, workshops are a part of curriculum which is beneficial.

- f. The general cleanliness is maintained in the building infrastructure.
- g. Course files, lecture plans, Assignments, Tutorial sheets were reviewed and found aligned with the course outcome.
- h. Teaching learning processes and activities were found to be very scientific as per outcome based learning & were highly appreciated.
- i. Evaluation processes are adhering to the confidentiality norms.
- j. Research activities are promoted with financial incentives and recognition.
- k. Summer Training is managed as per the guidelines of AICTE.
- l. Students are encouraged to participate in extension program to the significant extent with programs like "Yuva For Seva" with NGO and government.
- m. Consultancy activities were also progressive from previous year.
- n. Infrastructure facilities are created and are being developed for the program requirements.
- o. Feedback is collected from all stakeholders.
- p. Counselling cell is operational.
- q. Placement activities are organized with experienced staff.

Suggestions:

1. More number of students should be encouraged to participate in intercollege competition/events.
2. The induction program should be more student driven and the tenure of induction program should be increased.
3. If any student remains absent on the day of induction a certain amount of fine must be charged to bring more discipline.
4. Senior Students should have interaction with freshers on the day of induction and take certain sessions and give overview about the institution.
5. At the end of induction day, a case study to work on must be given to students which is to be presented on the very next day as an individual or group activity.
6. The students can be encouraged to undertake more activities which are interactive similar to flip classroom sessions.
7. Both the librarians should have university approval.

Report Prepared and submitted by,

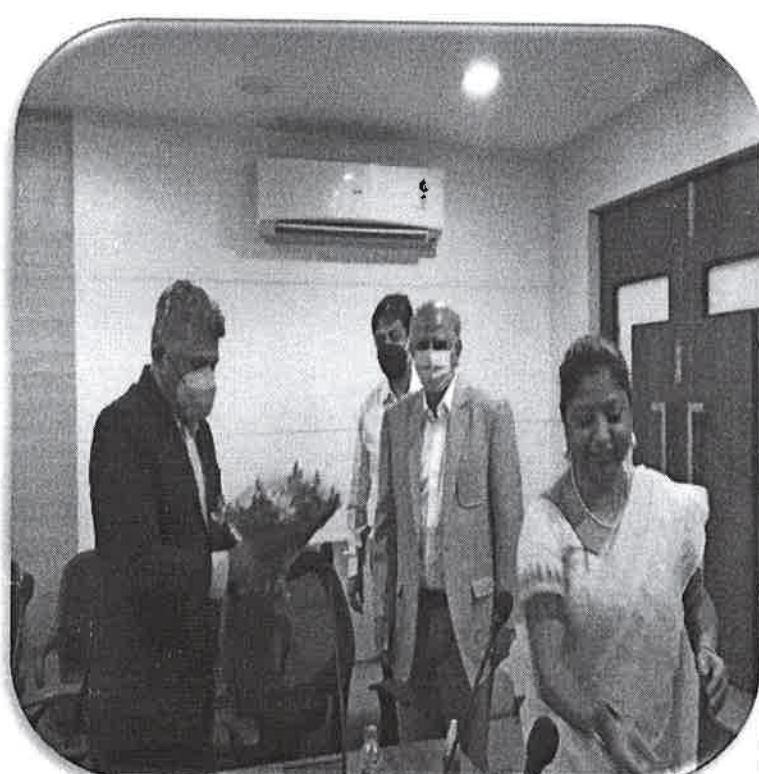
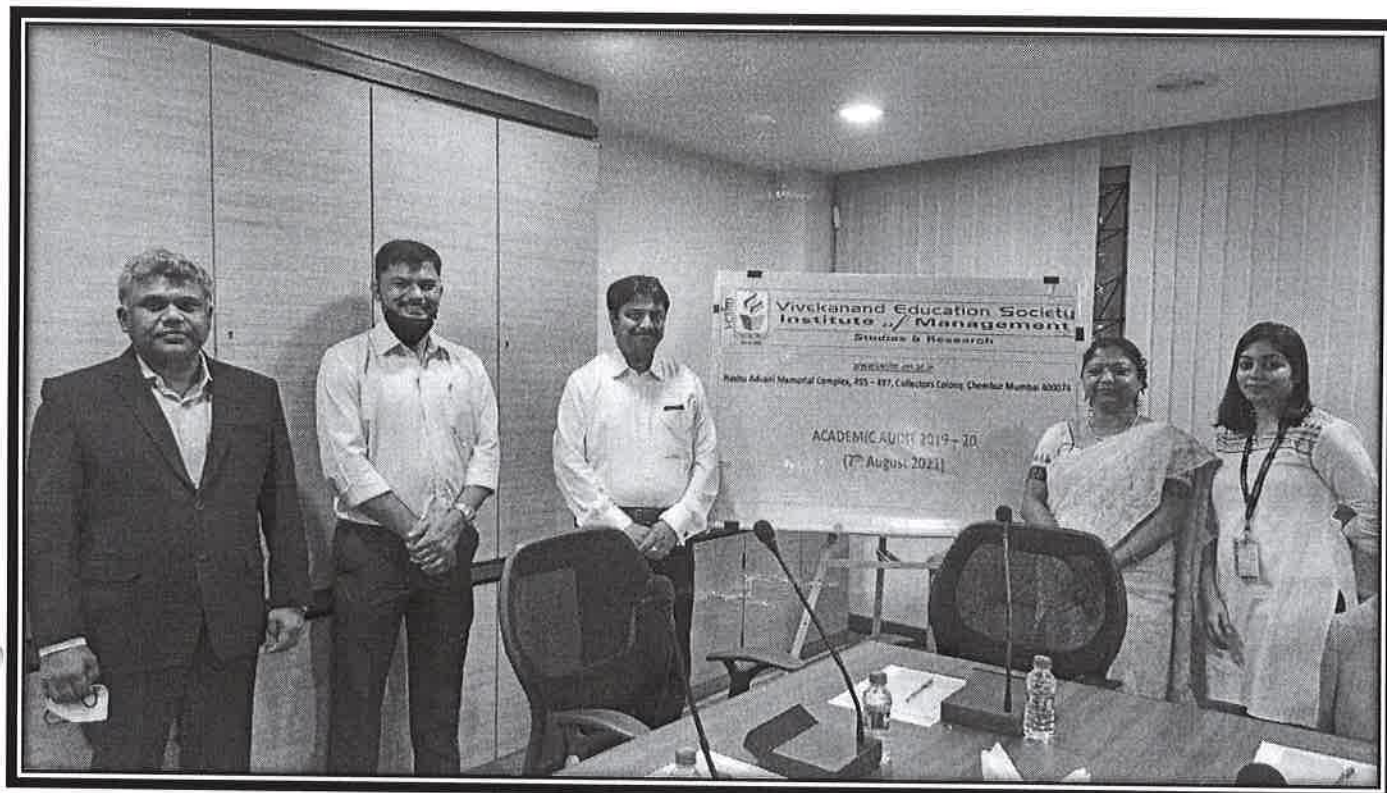


Date: 07th Aug 2021

1. **Dr. Chandrahauns. R. Chavan,**
(Director, JBIMS)

Date: 07th Aug 2021

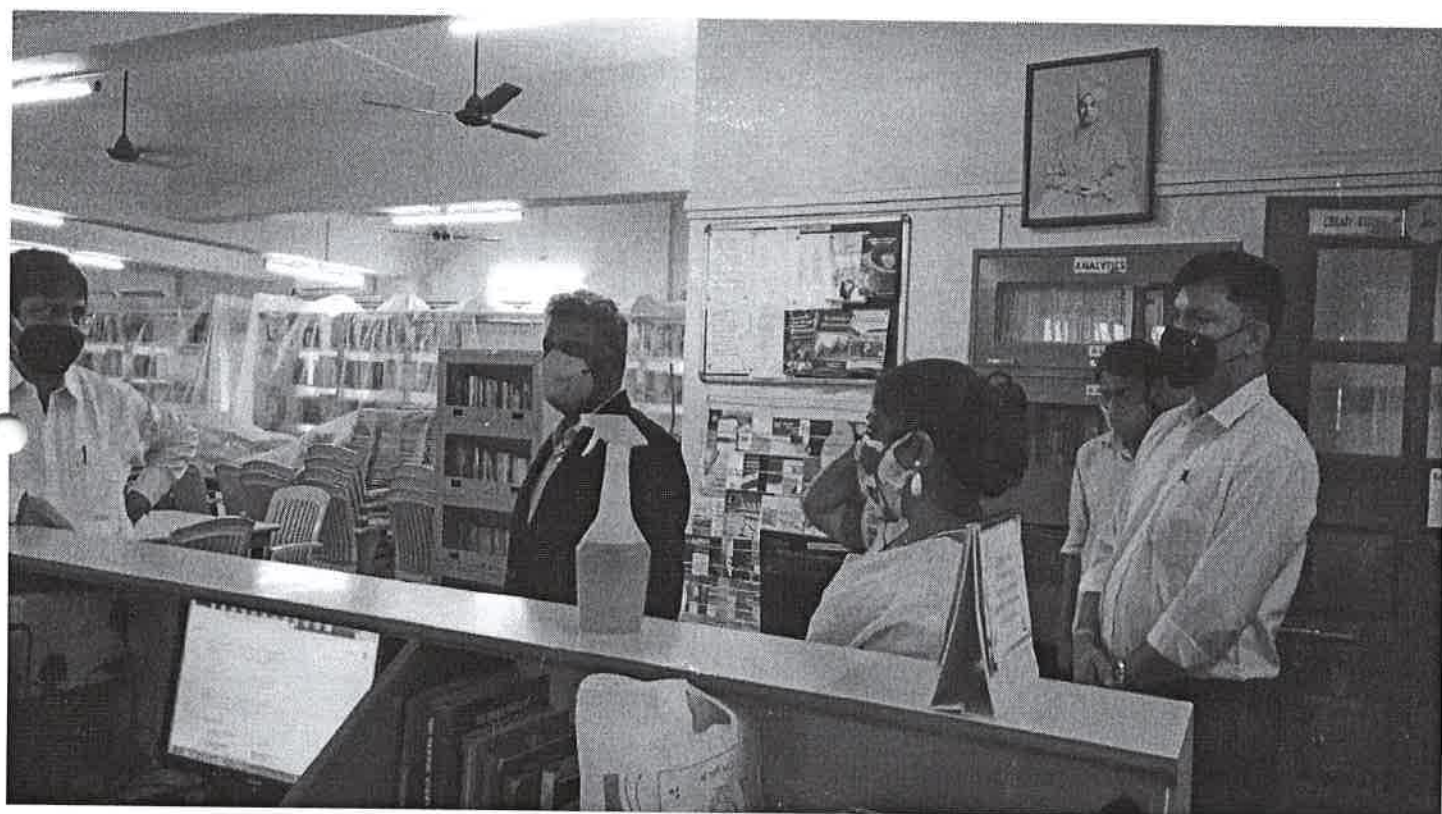
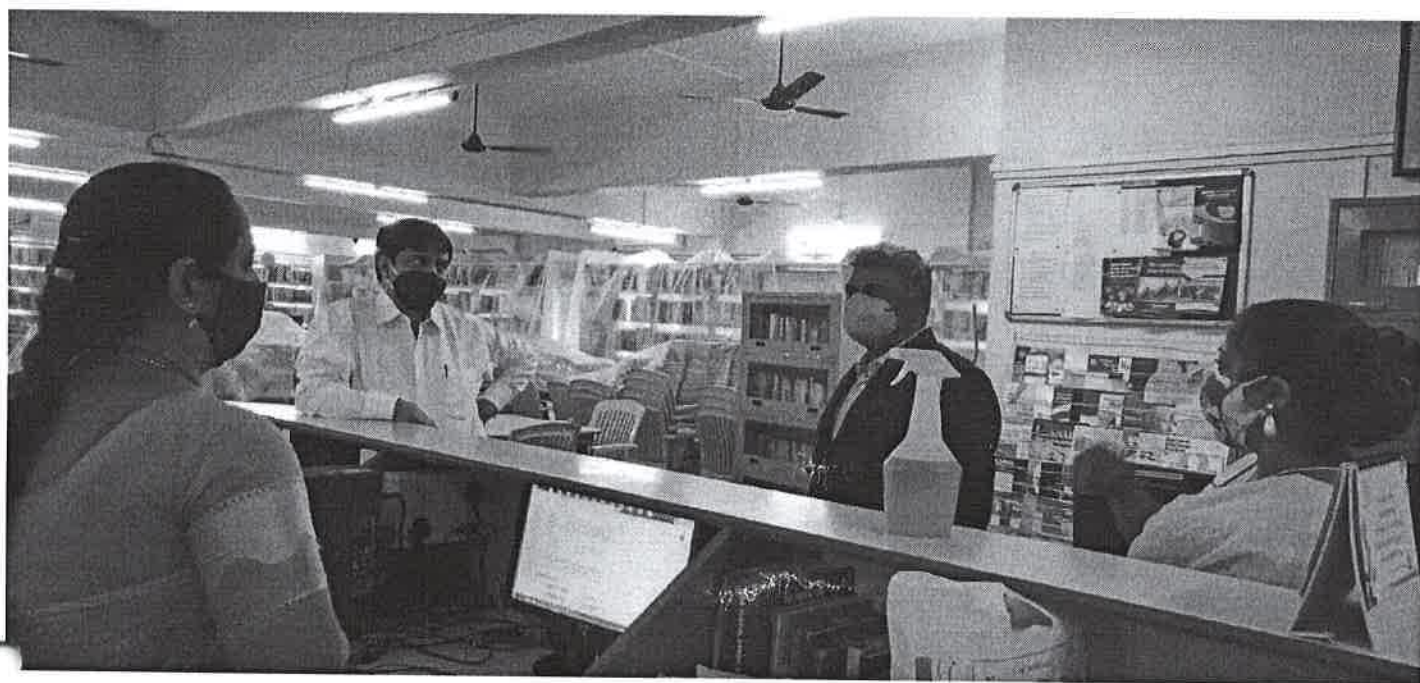
2. **Dr. Abhay Kumar,**
(Associate Professor & Area Chair for Finance, Technology Management, NMIMS)

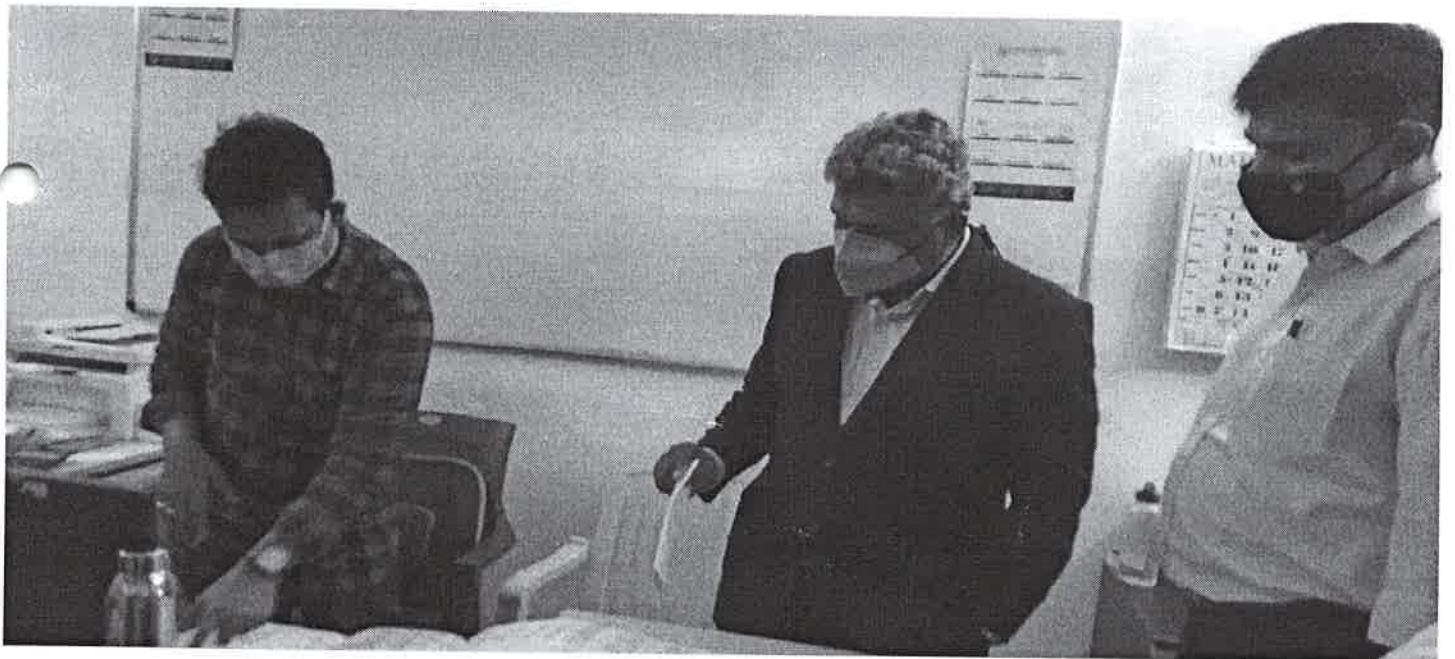
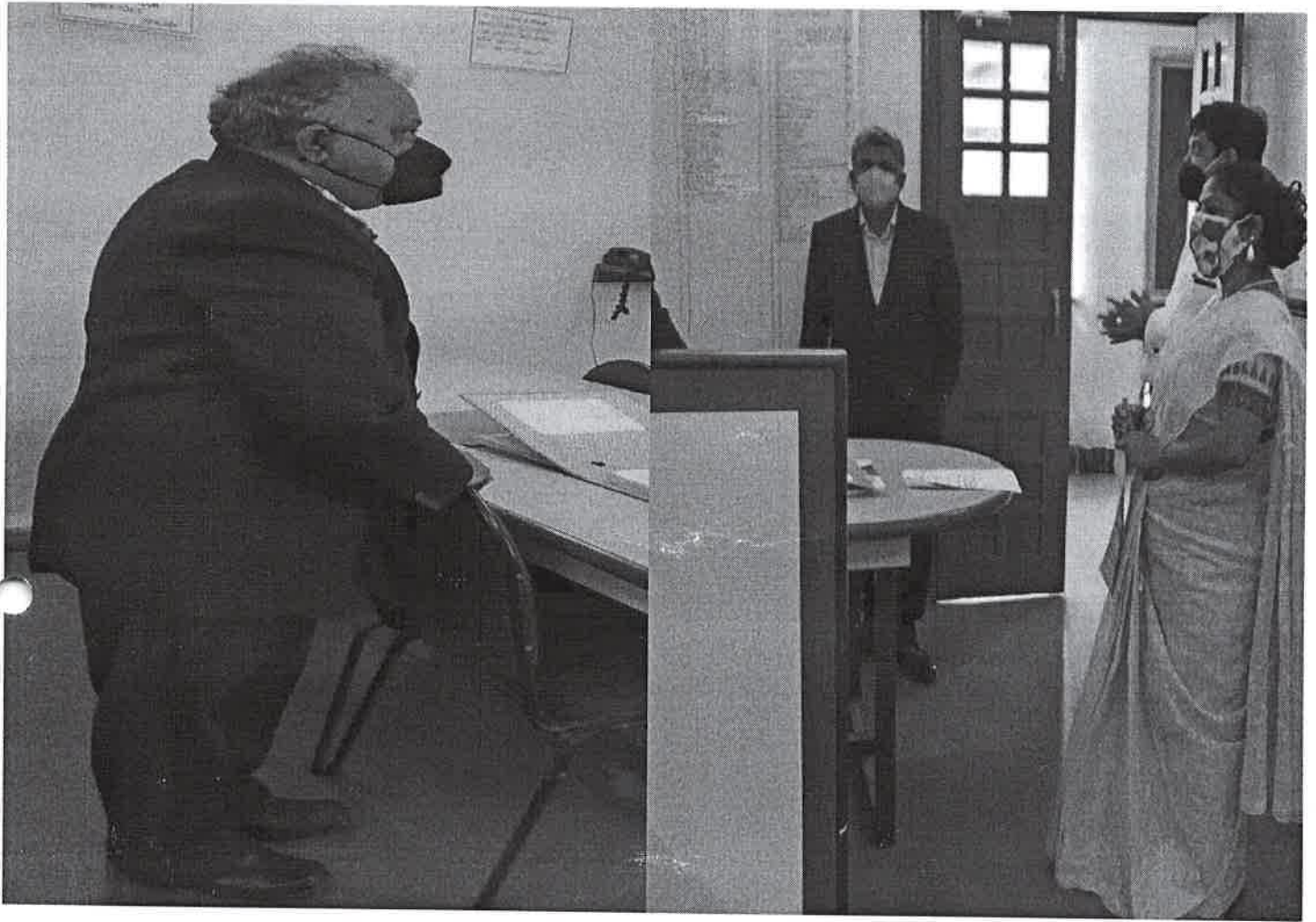




DEPARTMENT VISIT DURING AUDIT









*****END OF REPORT*****



Vivekanand Education Society Institute of Management

Studies & Research

("A" Grade awarded by DTE Govt. of Maharashtra, Affiliated to University of Mumbai & Approved by AICTE)

Ref No: VESIMSR/447/IQAC/2021

20th December 2021

Academic Audit Report A.Y. 2020-21

VESIMSR, Academic Audit for A.Y 2020-21 was conducted on 20th December 2021 from 10am to 2pm,

Venue: 1st Floor Board Room

The External Auditors Panellists were:

1. Dr. Chandrahauns. R. Chavan, Director, JBIMS
2. Dr. D Henry Babu, Director, St. Francis Institute of Management And Research

The department process owners present from VESIMSR were:

Sr.No	Name	Designation
1.	Dr. Satish Modh	Director
2.	Dr. Sandeep Bhardwaj	Dean Academics
3.	Dr. Pradipkumar Mitra	Associate Dean – Quality Assurance & Accreditation
4.	Dr. Jyoti Chandwani	Associate Dean – Finance
5.	Dr. Seema Sant	Associate Dean – Academics
6.	Dr. Swati Singh	Associate Dean – HRM
7.	Dr. Kavita Kanabar	Associate Dean – Marketing
8.	Dr. Prema Mahale	Associate Dean – General Management
9.	Dr. Bhavna Raina	Associate Dean – Operations
10.	Dr. Satish Billewar	Associate Dean – Research & Publications
		Associate Dean – IT



The presentation of Teaching and Learning process was done by Dr. Sandeep Bhardwaj. The documents were presented regarding the criterion given below:

SCOPE OF AUDIT

- 1. Teaching/Learning**
 - Pedagogy of Teaching-Methodology
 - Ice breaking activity- Outbound Program
 - BOS
 - Departmental Activities
 - C L O course learning outcome and course pack
 - Audio-Visual Aids
 - Academic Calendar
 - Feedback, Remedial Classes, Tutorial Classes, Mentoring
- 2. Guidance/Progress Review**
 - Flip classroom details
 - Projects done through field visits report
 - Workshops conducted for students
 - Testing students writing skills, oratory skills
 - SIP, MIP, Yuva for Seva Competition.
- 3. Evaluation**
 - System of Evaluation Policy
 - Transparency/Confidentiality Policy
 - Personality Assessment Test
 - MBTI Faculty mentors
 - Sample of Question bank
 - Sample of project evaluation sheet and policy to be provided
 - Sub Quiz, Objectives Tests
 - Innovative Practices/Reforms
 - Malpractices Policy to be provided
 - Report of case if any and what was the action taken
- 4. Research**
 - Facilities, Motivation, Resources
- 5. Extension**
 - Document of all activity conducted by participative teachers and students.
 - Various activities conducted useful to small and large people under CSR cell.
 - Any awards and recognitions for external activities, both by students and faculties.
 - Report on Partnership with local units/industries.
 - Report on Joint ventures-NGO/Govt
- 6. Consultancy**
- 7. Services**
 - Student Counselling Services

Observations of the committee are below:

- a. Institute pedagogy promote students opportunities to directly apply course content to theory, thus creating a deeper level of understanding.
- b. Presence of well qualified faculty in terms of count of professors and Ph.D.
- c. Participation in seminar / symposia by the faculty members is good.
- d. Success rate of the student is good
- e. Feedback analysis of the students has been well done
- f. Visit by eminent industry speakers are invited for guest lectures and interactive sessions with students
- g. Personality assessment test results of students are translated into report and categorised out of total 16 types identified for overall student development and career approach which help students to make selection of specialisation
- h. Availability of a system for student support and mentoring
- i. Every class has a course – coordinator who is in charge of the academic guidance of the students of that class
- j. Students Feedback Collection, its documentation and necessary corrective measures taken
- k. “Sell On Activity” is a very appreciable social initiative which help students become more ethical corporate leaders
- l. Projects, assignments, field work, seminars, workshops are a part of curriculum which is beneficial.
- m. Course files, lecture plans, Assignments, Tutorial sheets were reviewed and found aligned with the course outcome.
- n. Teaching learning processes and activities were found to be very scientific as per outcome based learning & were highly appreciated.
- o. Consultancy activities were also progressive from previous year.
- p. Infrastructure facilities are created and are being developed for the program requirements.

Suggestions:

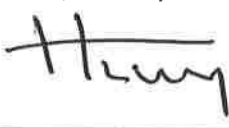
1. New Faculty joining shall be oriented through outbound program activities same as students
2. Board of Studies meeting we should invite more academicians on board, as conceptual clarity can only be given by academicians
3. To add entrepreneurship as a PO exclusively
4. Develop PSO on entrepreneurship
5. Village adoption include Computer literacy knowledge to mid age people

Report Prepared and submitted by,



1. **Dr. Chandrahauns. R. Chavan,**
(Director, JBIMS)

Date: th 20 DECEMBER 2021

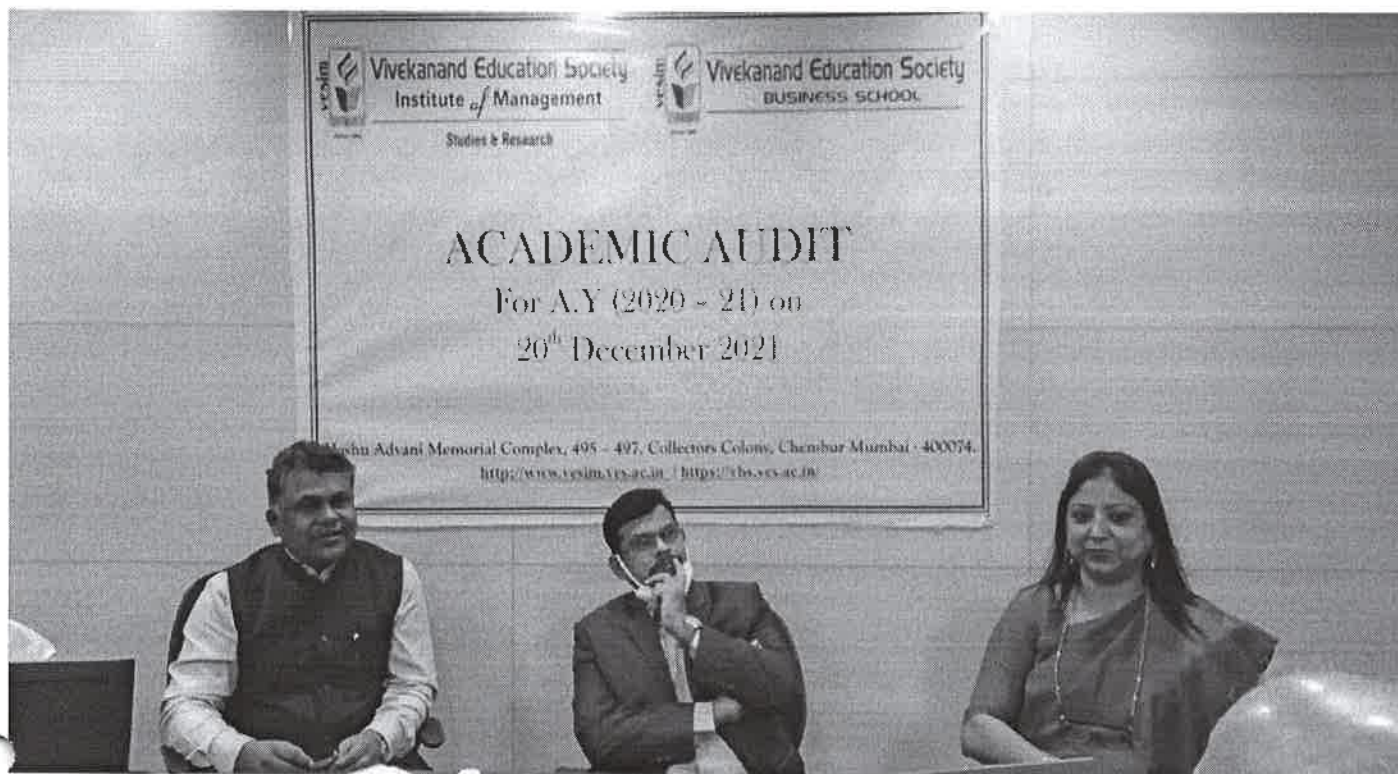


2. **Dr. D Henry Babu**
(Director, St. Francis Institute of Management and Research)

Date: th 20 DECEMBER 2021

DEPARTMENT VISIT DURING AUDIT







*****END OF REPORT*****

Academic Audit Report A.Y. 2021-22

Vivekanand Education Society's Institute of Management Studies & Research, Academic Audit for A.Y 2021-22 was conducted on 30th September 2022 from 9.30 am to 2pm.

Venue: 1st Floor Activity Room

The External Auditors Panellists were:

1. Dr Nandita Mishra, Director, Chetana's Institute of Management & Research – Offline Mode
2. Dr. Chandrahauns. R. Chavan, Professor & Ex-Director, JBIMS – Online Mode

The department process owners present from VESIM were:

Sr.No	Name	Designation
1.	Dr. Sandeep Bhardwaj	Dean Academics
2.	Dr. Pradip Kumar Mitra	Associate Dean - Quality Assurance & Accreditation
3.	Dr. Jyoti Chandwani	Associate Dean – Academics

The audit took place in the presence of Dr. Nandita Mishra – offline mode, & Dr. Chandrahauns Chavan- Online Mode

Both auditors observed every parameter thoroughly & the process as well as review remarks are as follows according to both the auditors.

The presentation of Teaching and Learning process was done by Dr. Sandeep Bhardwaj. The documents were presented regarding the criterion given below:

SCOPE OF AUDIT

1. Teaching

Pedagogy of Teaching-Methodology

BOS

Departmental Activities

C L O course learning outcome and course pack

Audio-Visual Aids

Academic Calendar

Feedback, Remedial Classes, Mentoring

All these above documents were already implemented in the year 2021-22 and were considered to be good by the auditors.

2. Learning

Library Report, details of books, journals, data base
Flip classroom details
Projects done through field visits report
Workshops conducted for students
Testing students writing skills, oratory skills
SIP, MIP, Yuva for Seva Competition.

Samples and actual data pertaining to the learning system were discussed. The auditor found them appropriate.

3. Evaluation

System of Evaluation Policy
Transparency/Confidentiality Policy
Sample of Question bank
Sample of project evaluation sheet and policy to be provided
Sub Quiz, Objectives Tests
Innovative Practices/Reforms
Malpractices Policy
Report of case if any and what was the action taken

All the policies in place were exhibited and the process owners explained the way it is implemented. Sample of project evaluation & innovative practices were also reviewed to observe their performance measures.

4. Research

Facilities, Motivation, Resources
Incentives / Expenditure

5. Extension

Document of all activity conducted by participative teachers and students.
Various activities conducted useful to small and large people under CSR cell.
Any awards and recognitions for external activities, both by students and faculties.
Report on Partnership with local units/industries.
Report on Joint ventures-NGO/Govt

Based on the current practice the auditor Dr. Nandita Mishra suggested that certain collaborative task can be conducted with other peer institution.

6. Consultancy

7. Services

Student Counselling Services
Placement Services / Report
Feedback Process / Sample with records
Stakeholder feedback and process

Physically all document pertaining to these services were reviewed.

Observations & suggestions of the committee are below:

All the parameters along with the documents were reviewed and the process in place were appreciated. Both the auditor suggested to strengthen these task with collaborative activities whenever possible with peer institutions.

Report Prepared and submitted by,



Date: 30th September 2022

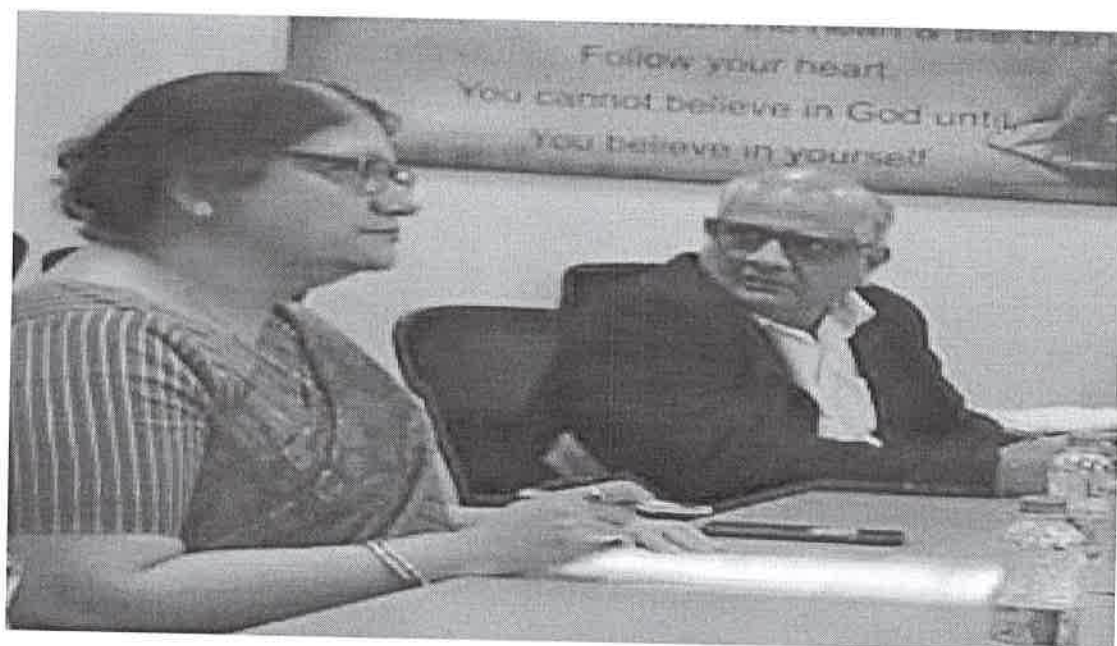
1. **Dr Nandita Mishra**, (Director, Chetana's Institute of Management & Research)

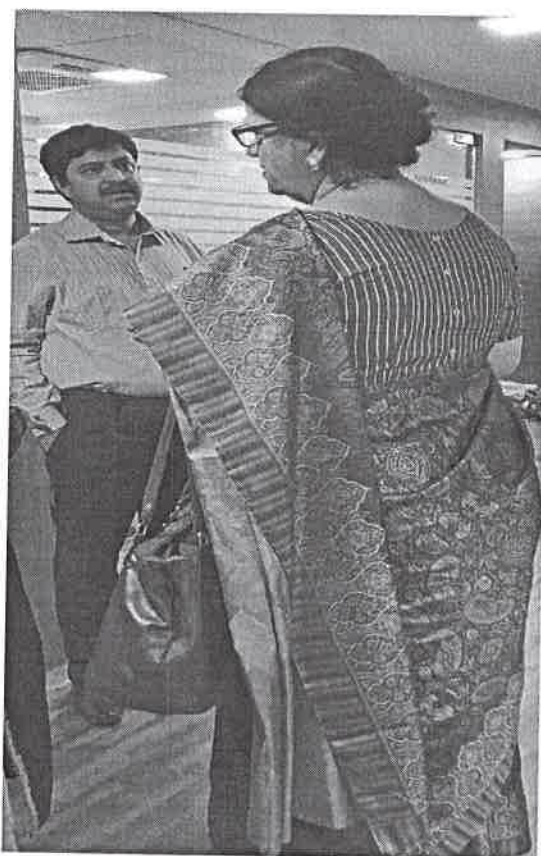


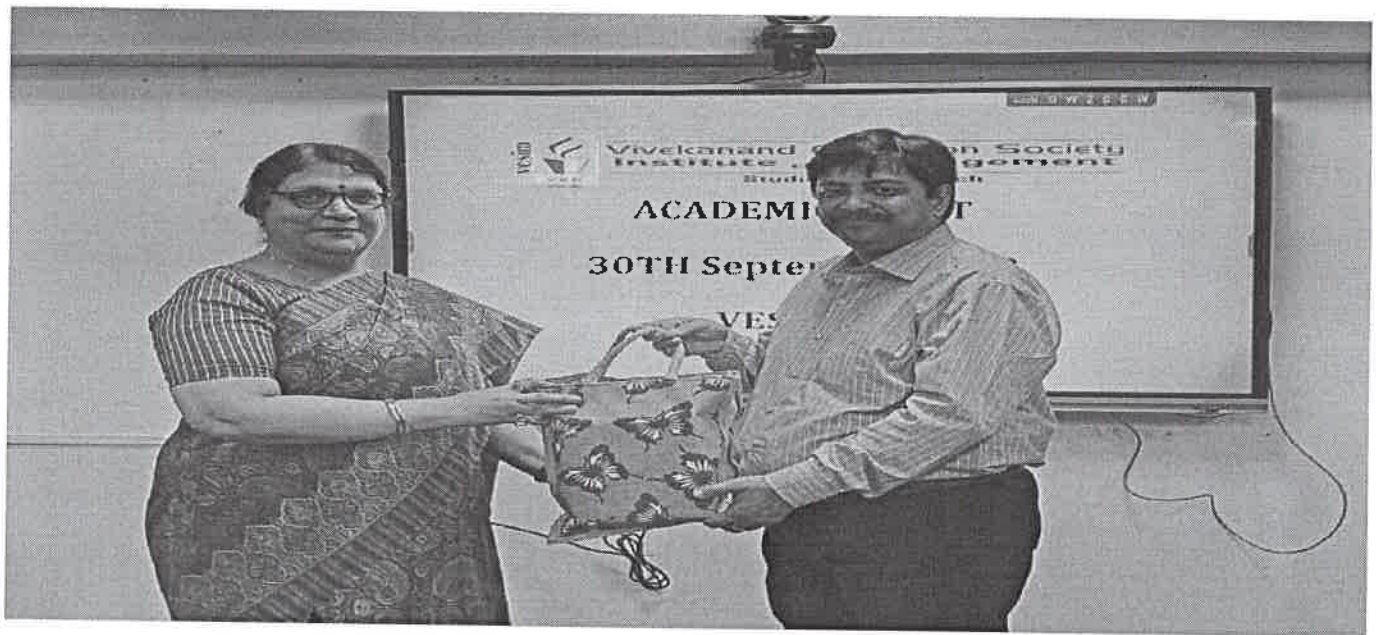
Date: 30th September 2022

2. **Dr. Chandrahauns. R. Chavan**, (Professor & Ex -Director, JBIMS)

DEPARTMENT VISIT DURING AUDIT







*****END OF REPORT****



Vivekanand Education Society Institute of Management

Studies & Research

(*"A" Grade awarded by DTE Govt. of Maharashtra, Affiliated to University of Mumbai & Approved by AICTE*)

Ref No : VESIM/ 371 /2021

Administrative Audit Report (A.Y 2019-20)

Date: 09th August, 2021

Time: 10:30 AM to 2:00 PM

Venue: Ground Floor, MDP Room

The External Auditors Panellists were:

- Dr Sandeep Suhag – Registrar, D.Y. Patil University
- Shri Dinesh Karia – Ex-Registrar – Chetana Management College

The department process owners present from VESIMSR were:

1. Dr. Satish Modh
2. Dr. Sandeep Bhardwaj
3. Dr. Sachin Deshmukh
4. Dr. Kavita Kanabar
5. Dr. Satish Billewar
6. Mr. Vivek Prabhu
7. Ms. Akshata Rane
8. Ms. Hetal Palan
9. Mrs. Geeta Iyer
10. Ms. Pratibha Waman
11. Ms. Sonali Choudhary
12. Mr. Hari Om Singh
13. Ms. Shweta Malap
14. Ms. Kirti Mhatre
15. Ms. Sapna Yadav

Following members were present from IQAC Department:

1. Dr. Debjani Banerjee
2. Dr. Pradip Mitra

The presentation of Administration and explanation of the entire process about the college were made by Mr. Vivek Prabhu, Registrar. The documents were presented regarding the criterion given below:

SCOPE OF AUDIT

1. Assessment of policies
2. Strategies and functions of the various administrative departments
3. Financial Management
4. Budget, Bills
5. Purchase & Infrastructure
6. Stock Verifications
7. Mobilization Of Resources- Revenue Generation
8. Committees
9. Library
10. IT
11. Examination



Vesim Business School

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Observations of the committee are below:

- a. Advertisement of the MMS Admissions for management quota is posted in two different newspapers.
- b. Non-Teaching staff career advancement scheme is present as per UGC Guidelines.
- c. Internal Audit is conducted by Accreditation Department every 6 months.
- d. It is found Academic year followed from July to June & Financial year from April-March.
- e. Internal Statutory audit is being conducted.
- f. Merit list for both PGDM/MMS is displayed on institute website.
- g. List of journals & magazines were cross- checked.
- h. Total books – 15,628 & E-books – 18,000.
- i. There is a slim software to track defaulter students to inform students via SMS.
- j. Khushi software is used to generate marksheets.

Suggestions:

Accounts Department

Head of the Department : Ms. Pratibha Waman

Files Presented : 1) Budget File
2) Internal & External Audit Report
3) Governing Council minutes file

- 1) As there is Women Development Cell, they should extend the function of Gender sensitisation as per AICTE Government Guidelines for HR.
- 2) There should be internal Finance Committee, who will operate the workflow of finance/account department and will suggest the overall budget for the same.
- 3) When spending gets close to budgeted amount the accounts department need to provide intimation to the Director after discussing with the Finance committee and maintain approval.
- 4) Financial Audit deviation should be monitored by the finance committee.

Admission Department

Head of the Department : Ms. Hetal Palan

Files Presented : 1) Admission & Selection process

- 1) If any candidate is disqualified from the interviews or does not get selected, there need to be rejection/disqualified remarks on assessment sheet along with signature for the same in the supporting documents.

Purchase Department

Head of the Department : Hari Om Singh
Files Presented : 1) Purchase Policy File
2) Stock Register

- 1) The purchase bills and invoice should be matched with the systems which are write-off, and show how many times they got scrapped.
- 2) Computer transfer entry should be maintained.
- 3) There should be purchase policy/ committee which will coordinate with IT department to suggest systems which have to be scrapped and also suggest to use better version of computers for students.
- 4) Keep the remark (reason) of all the scrap things against item in the stock register along with supporting documents.
- 5) Page number/p.t.o should be mentioned on record.
- 6) In the minutes register, management approval letter should be attached.
- 7) Policy implementation & strategy formulation process should be explained.

Exam Department

Head of the Department : Ms. Shweta Malap
Assistant Examination : Ms. Pooja Kharat
Files Presented : 1) Result File
2) Internal Gradesheet
3) Exam Timetable

- 1) As per University Guidelines in test exam date and result date gap should be within 30 days.
- 2) Faculty should provide initial on the page/consolidated sheet while submitting internal marks of the students.
- 3) If student left the institute, by any reason write with pen remark/reason of the same. (For 1st semesters).
- 4) For 2nd semester it should be typed student left the institute. If student drops out a remark should be put as "left" in the overall semesters.

Library

Head of the Department : Ms. Geeta Iyer
Files Presented : 1) Slim Software Upgradation file
2) Books Purchase Order File

- 1) Library committee should be formed, include teaching and non-teaching members.
- 2) Librarian should be university approved.
- 3) Library committee should monitor books to be purchased and it's approved.
- 4) Director approval should be there for purchase/ requisition of books.
- 5) Library budget, requisition should be approved by the authority.
- 6) Keep track of how many books are told by faculty, total count, book recommendation and get that signed from director for approval.

Report Prepared and submitted by:-


Dr Sandeep Suhag
(Registrar, D.Y. Patil University)

Date: 09-08-2021


Shri Dinesh Karia
(Ex-Registrar – Chetana Management College)

Date: 09-08-2021

END OF REPORT

Administrative Audit Report (A. Y. 2020 - 21)

Date : Monday, 27th December 2021

Time : 10.30 to 03.00

Venue : Ground Floor, MDP Room

The External Auditors Panelists were:

- Dr. Madhuri Pejaver
- Dr. Dinesh F. Kamble

The Department Process Owners Present from VESIMR were:

1. Dr. Satish Modh - Director VESIM
2. Dr. Sachin Deshmukh - Director VES Business School
3. Dr. Sandeep Bhardwaj - Dean Academics
4. Dr. Kavita Kanabar - Associate Professor
5. Dr. Satish Billewar - Associate Professor
6. Mr. Vivek Prabhu - Registrar
7. Ms. Akshata Rane - Deputy Registrar
8. Ms. Hetal Palan - Assistant Director - Branding, Marketing & Student Relations
9. Mrs. Geeta Iyer - Librarian
10. Ms. Pratibha Waman - Accountant
11. Ms. Sonali Choudhary - Manager - Human Resources and EA to Director
12. Mr. Hari Singh - Purchase Officer
13. Ms. Shweta Malap - Controller of Examinations
14. Ms. Kirti Mhatre - Program Coordinator- MMS
15. Ms. Sapna Yadav - Program Coordinator- PGDM

Following members were present from IQAC Department:

1. Dr. Debjani Banerjee - Associate Dean Quality Assurance and Accreditation
2. Dr. Pradip Mitra - Professor & Associate Dean- MMS Finance



The presentation of administration and explanation of the entire process about the college were made by Mr. Vivek Prabhu, Registrar. The documents were present regarding the criterion given below:

SCOPE OF AUDIT

1. Assessment of policies.
2. Strategies and function of the various administrative departments.
3. Financial Management.
4. Budget and Bills
5. Purchase & Infrastructure
6. Stock Verifications
7. Mobilization of Resources – Revenue Generation
8. Committees
9. Library
10. IT
11. Examination

Observation of the committee are below:

1. Advertisement of the MMS admission for management quota is posted in two different newspaper.
2. Non-Teaching staff career advancement scheme is present as per UGC Guidelines.
3. Internal Audit is conducted by Accreditation Department every 6 months.
4. It is found that Academic year followed from July to June and Financial year from April to March.
5. Internal Statutory Audit is being conducted.
6. Merit list for both MMS/PGDM is displayed on institute website.
7. List of journals and Magazine were crossed checked.
8. All the Committees minute books were checked.
9. Service books were cross checked.
10. Fees Structure for both MMS/PGDM were verified.
11. Stocks and Furniture were checked.

ACCOUNTS DEPARTMENT

Head of the Department:

1. Ms. Pratibha Waman

Files Presented:

1. Budget File
2. Internal & External Audit Reports
3. Governing Council Minutes File

Suggestions:

1. L.P Rawal college consultancy should be followed up and if there is no future progress then this matter has to be closed, subject to completion of all due effects relating to this consultancy.
2. All the matter related to the scholarship should be scrutinized properly by the committee, a proper follow up should be taken by committee members and all the report related to scholarship should be duly signed by all the committee members.
3. Fund related to CSR activities from Ajanta Pharma has to be spent as early as possible and the interest earned by this fund by trust has to be added in the specific head.
4. All the pending fees from the students has to be recovered via follow up with the student so that balanced amount receivable from the student can be received as soon as possible.
5. Supplementary budget has to be carried out for the current year under the guidance of finance committee.
6. Fee received under specific head has to be used for that purpose only. (e.g.: Fees received for Gymkhana should be used for the development and use of the Gymkhana).
7. Renewal of insurance for the student should be done before the date of expiry and all necessary follow up action should be taken so that the details are available with the institute for smooth renewal of the insurance
8. In the General Register for the student PRN No. has to be made compulsory along with the photo of the student at the appropriate places.

ADMIN DEPARTMENT

Head of the Department:

1. Vivek Prabhu

Files Presented:

1. Service Books
2. Committees Minutes Files
3. Staff Files

Suggestions:

1. OJT (On Job Training) should be provided for the non-teaching staff and newly appointed staff for better understanding and good utilization strength.
2. MIS board needs to be installed at the ground floor or at the entrance, mentioning the staffs/faculties name along with the department and work done by the staff/faculty for the students.
3. Service Books should be properly maintained
 - a. Book should be signed by the Director, wherever it needs to be signed.
 - b. Medical reports of the staffs/faculties should be properly maintained.
 - c. Every year increment of the staffs/faculties should be compulsory mention and if the staff/faculties working with the same salary or there is no revision in their salary then same has to be mentioned.
 - d. Leave record other than casual leave needs to be maintained in the service books.
 - e. Fire audit and Green audit need to be carried out every year and the fire safety installation serviceability should be checked every six months.
4. Workshop for the various committees should be carried out for better understanding and to create awareness among the students. (e. g: - Women Development Committee)

PURCHASE DEPARTMENT

Head of the Department:

1. Hari Om Singh

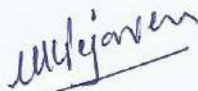
Files Presented:

1. Purchase Policy File
2. Stock Register

Suggestions:

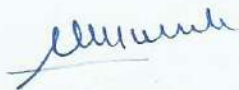
1. All Annual Maintenance Contract should have proper job describe after the servicing and the service report should be complied with the job description provided in Annual Maintained Contract.
2. Dead stock register should be maintained and updated at the specific intervals, subject to the use of the Assets.
3. For any purchase in the institute the guidelines mentioned in the purchase policy should be followed.

Report Prepared and Submitted by:



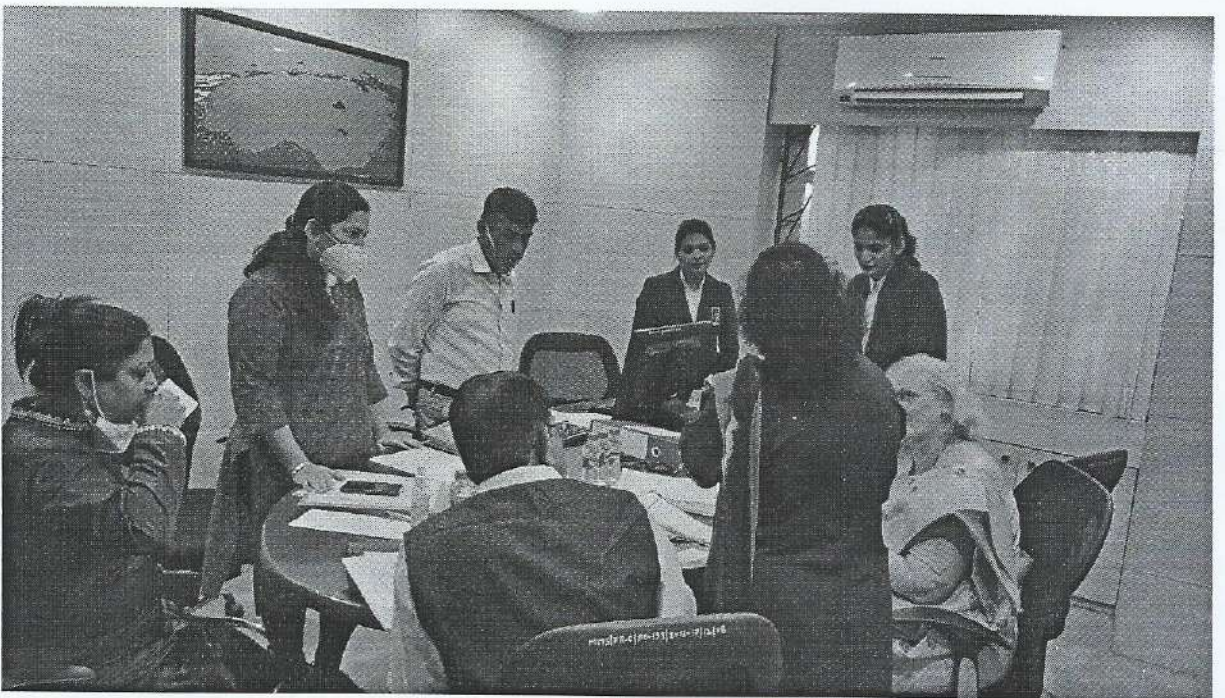
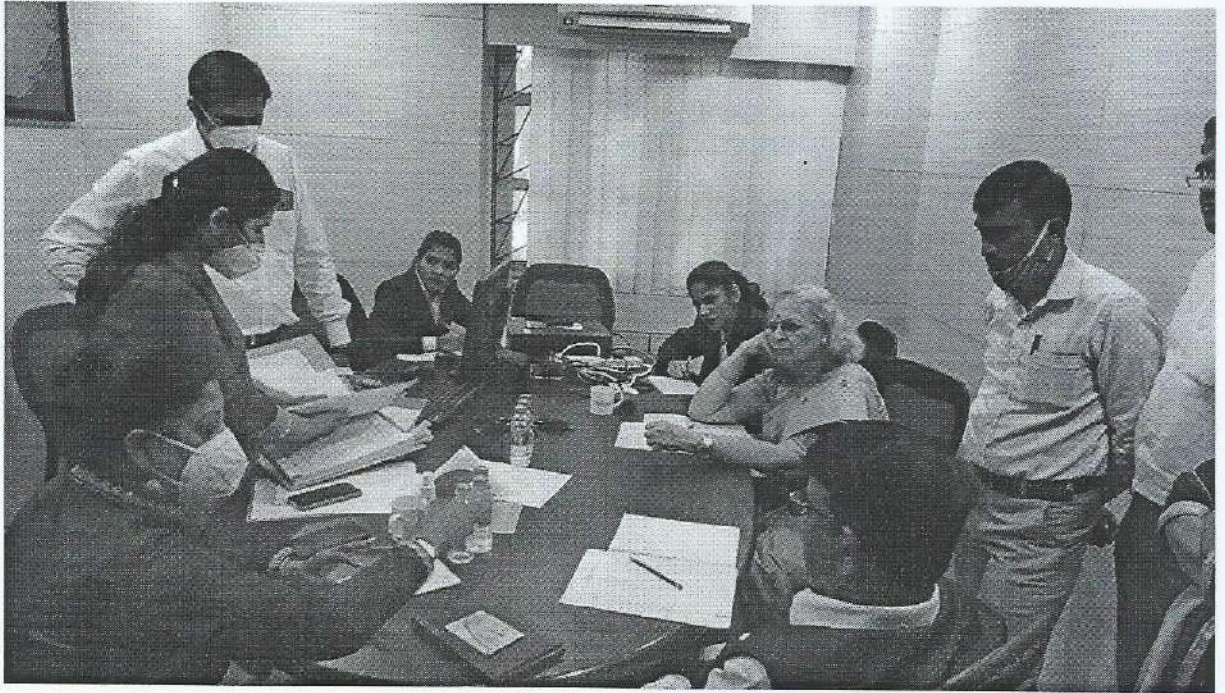
Dr. Madhuri Pejaver
Director - VPM's Advanced Study Centre,
Thane.

Date: 27.12.2021



Dr. Dinesh F. Kamble
Member (Es C) NCERT New Delhi
Former Registrar - University of Mumbai
Secretary General - Maharashtra University Officers Forum.

Date: 27.12.2021







****End of the Report****

Administrative Audit Report (A. Y. 2021 - 22)

Date : 12th October, 2022

Time : 10.30 to 03.00

Venue : Ground Floor, MDP Room

The External Auditors Panelists were:

- Shri. Sambhaji Kumbhar
- Shri. T.M. Hariram
- Ms. Neha Sawant

The Department Process Owners Present from VESIMR were:

1. Dr. Satish Modh - Director VESIM
2. Dr. Satish Billewar - Associate Professor
3. Mr. Vivek Prabhu - Registrar
4. Ms. Akshata Rane - Deputy Registrar
5. Ms. Hetal Palan - Assistant Director - Branding, Marketing & Student Relations
6. Ms. Geeta Iyer - Librarian
7. Ms. Pratibha Waman - Accountant
8. Ms. Sonali Choudhary - Manager - Human Resources and EA to Director
9. Mr. Hari Om Singh - Purchase Officer
10. Ms. Shweta Malap - Controller of Examinations
11. Ms. Kirti Mhatre - Program Coordinator- MMS

Following members were present from IQAC Department:

1. Dr. Pradip Mitra - Professor & Associate Dean - MMS Finance



The presentation of administration and explanation of the entire process about the college were made by Department in-charge of the College. The documents were present regarding the criterion given below:

SCOPE OF AUDIT

1. Assessment of policies.
2. Strategies and function of the various administrative departments.
3. Financial Management.
4. Budget and Bills
5. Purchase & Infrastructure
6. Stock Verifications
7. Mobilization of Resources – Revenue Generation
8. Committees
9. Library
10. IT
11. Examination

Observation of the committee are below:

1. Advertisement of the MMS admission for Against CAP and Against Cancellation Seats is posted in two different newspapers.
2. Non-Teaching staff career advancement scheme is present as per UGC Guidelines.
3. Internal Audit is conducted by Accreditation Department every 6 months.
4. It is found that Academic Year followed from July to June and Financial Year from April to March.
5. Internal Statutory Audit is being conducted.
6. Merit list for MMS is displayed on institute website.
7. Library and Wi-Fi facility were checked.
8. List of Journals and Magazine were crossed checked.
9. All the Committees Minute books were checked.
10. Service books were cross checked.
11. Validity and License No. of stocks were verified
12. Computer lab facility and total count along with brands were checked.
13. Fees Structure for MMS were verified.
14. Stocks and Furniture were checked.

ACCOUNTS DEPARTMENT

Head of the Department:

1. Ms. Pratibha Waman

Files Presented:

1. Budget File
2. Internal & External Finance Reports

Following Documents were Verified:

1. GST Collection and Distribution.
2. Process of Fees Collection.
3. Process of identification of Payment were verified.
4. Scholarship given and its Receipt of Payment from Government.
5. Reconciliation of fees were done.
6. Payment to the Vendor were crossed checked.
7. Vendor selection process were discussed.
8. Purchase Policy were verified.
9. Process of MahaDBT were reconcile.
10. Alumni Fee collection process.

Suggestions:

1. IDs should be issued to Alumni so that smooth transaction can take place.
2. It was advised by the team to take Undertaking from the Parents for the collection of the fees.

ADMIN DEPARTMENT

Head of the Department:

1. Mr. Vivek Prabhu

Files Presented:

1. Service Books
2. Committees Minutes Files
3. Staff Files

Following Documents were Verified:

1. Admission process was checked and verification of documents were done.
2. NBA renewal process documents were checked.
3. Process of issuance of transcripts was verified and suggestions was given for the improvement in the process.
4. Team also has asked the current status of Permanent Affiliation
5. Implementation of 6th Pay was verified for both Teaching & Non-Teaching and team recommended the implementation for 7th Pay.
6. Leave updating process were scrutinized.
7. The team inquire about CAS and inquire about its implementation process.
8. The team took the count of Ph.D. guide and their approval status.
9. The team also inquire the list of the committees and their functions and responsibilities.

Suggestions:

1. The team suggested to introduce the Digital Signature on the documents like Transfer Certificate, Bonafide, Duplicate Copy and Other Certificate.
2. Modification of the ERP was suggested for Grading System for Admission process.
3. Team suggested to arrange Orientation Program for MahaDBT Schemes.

IT DEPARTMENT

Head of the Department:

1. Mr. Vivek Prabhu

Files Presented:

1. IT Purchase Files.
2. Hardware & Software Maintenance File.

Following Documents were Verified:

1. The team inquires about the Infrastructure of the Class Rooms and the IT facilities available in the Class Rooms.
2. The team inspected Computer Lab infrastructure and also taken the count of the computers.
3. Software validity and the License no. were also verified.
4. The team inquire about infrastructure of all the work station.
5. Team visited Library facility and checked all the related documents like Access Register and Stock of the Books and also verified the invoices for purchase of the Books and Data Base.
6. Team also inquire about the Wi-Fi facility on each floors of the Building.

Suggestions:

1. Overall the visit to IT department were satisfactory and no suggestion were given.

PURCHASE DEPARTMENT

Head of the Department:

1. Mr. Hari Om Singh

Files Presented:

1. Purchase Policy File
2. Stock Register

Following Documents were Verified:

1. The team inquire the purchase department and verified the several documents regarding the placing the Purchase Order, Selection of the Vendor, Approval Process and Stock Taking Process.
2. The visit to the Purchase Department was found Satisfactory.

Suggestions:

1. The team suggested that for the Report Card of the Student Untearable Report Card should be used.

Report Prepared and Submitted by:



Shri. Sambhaji Kumbhar
Administrative Officer - Sasmira's Institute of Management Studies & Research



Shri. T.M. Hariram
Ex-Registrar – National Institute of Industrial Engineering (NITIE)



Ms. Neha Sawant
Ex-Registrar – IES's Management College and Research Centre,
Ex-Registrar – K. J. Somaiya Institute of Management Studies and Research,
Ex-Registrar – Mithibai Law college,
Ex-Registrar – Kohinoor Business School

