

Pillai

Mahatma Education Society's
Pillai College of Arts, Commerce & Science
(Autonomous)



Affiliated to the University of Mumbai
Dr. K.M. Vasudevan Pillai Campus, Sector-16, New Panvel – 410206
Re-accredited 'A' Grade by NAAC (3 Cycles)
Best College Award by University of Mumbai
ISO 9001:2015 Certified
E-Mail : pcacs@mes.ac.in Tel : 022-2745 1700 / 6100 / 6030
Website : www.pcacs.ac.in

ADMINISTRATIVE AUDIT REPORT

2022-2023



1. Mahatma Education Society (MES)

The Mahatma Education Society embarked upon its mission of “Education for all” with the Chembur High School in the year 1970 by Mr.M.P Pillai and Dr.K.M.Vasudevan Pillai. The vision, dedication, global outlook ,tenacious struggle and undaunted spirit of the chairman and C.E.O.,Dr.K.M.Vasudevan Pillai and the forward looking, untiring energy of the Secretary,Dr.Daphne Pillai has now transformed the Mahatma Education Society in to a vast educational organization, spread over six elegant campuses at Chembur ,New Panvel (Sector-7),New Panvel (Sector-8),New Panvel (Sector-16),Borivali (Gorai) and Rasayani (Raigad District).

The Society now manages a total of 48 educational institutions providing quality education from Kindergarten to Post-graduation professional courses in the faculty of Engineering, Architecture, Management, Teachers Training Arts, Science and Commerce to more than 30,000 students with 2,000 Teachers and 1,500 members of Non-Teaching Staff. All institutions managed by Mahatma Education Society have excellent Professional Faculty, World Class Infrastructure, State-of-the art laboratories, well stocked libraries, computer centers with internet connectivity, separate hostels for boys and girls, cafeteria, gymkhana and playgrounds. Excellent results, 100% placement, interaction with the corporate world and global exposure are some of the special features of the institutions run by Mahatma Education Society. Popularly known as the Pillai Group of Institutions, this education major has its own teacher training institutes, which allow it to define its own standards and to achieve 100% results unflinchingly.

Institutions managed by Mahatma Education Society are affiliated to the University of Mumbai, approved by AICTE/COA/NCTE and recognised by the DTE, Government of Maharashtra and accredited/graded by NAAC/NBA/DTE.

2. Pillai College of Arts, Commerce and Science (Autonomous)

University Grants Commission, New Delhi has conferred Autonomous Status to **Pillai College of Arts, Commerce and Science (PCACS)** on 24th June, 2019. The institution has risen from a simple beginning in 1998 to be the most popular institution catering successfully to the needs of rural, urban and global students with eight under-graduate and four post graduate programmes to over 4000 students.

The institution is **permanently affiliated to the University of Mumbai** and **recognized by U.G.C. under 2(f) and 12(B)**. The college is ISO 9001:2015 certified and is accredited by NAAC with the prestigious **‘A’ Grade in all the three cycles of accreditation**.

Under an autonomous status, the institution aims at bridging the gap between academics and industry by introducing **industry relevant courses and diploma programmes**, which will

give wider educational choices to the students and add to their employability quotient. **Standardization of College Examinations** is sought to be achieved through strict adherence to the Examination Policy framed by the institution under an autonomous status. The Institution would be developed as a **hub for research and innovation**. There will be a lot of scope for industry oriented skill development built-in into the system which will give the students a **placement edge** in the market. The **infrastructure grants** available for autonomous colleges by the Government would be sought towards strengthening infrastructure facilities.

We will be trying sincerely to achieve excellence in **academic performance, capability of self-governance and enhancement in the quality of education** by improvising our innate qualities, adopting innovative ideas and acquiring new skills for the benefit of the stakeholders.

2.1 Vision

Our vision is "Education for All". To fulfill our vision, we welcome students from diverse backgrounds irrespective of region, religion, caste, economic strata and academic performance.

2.2 Mission

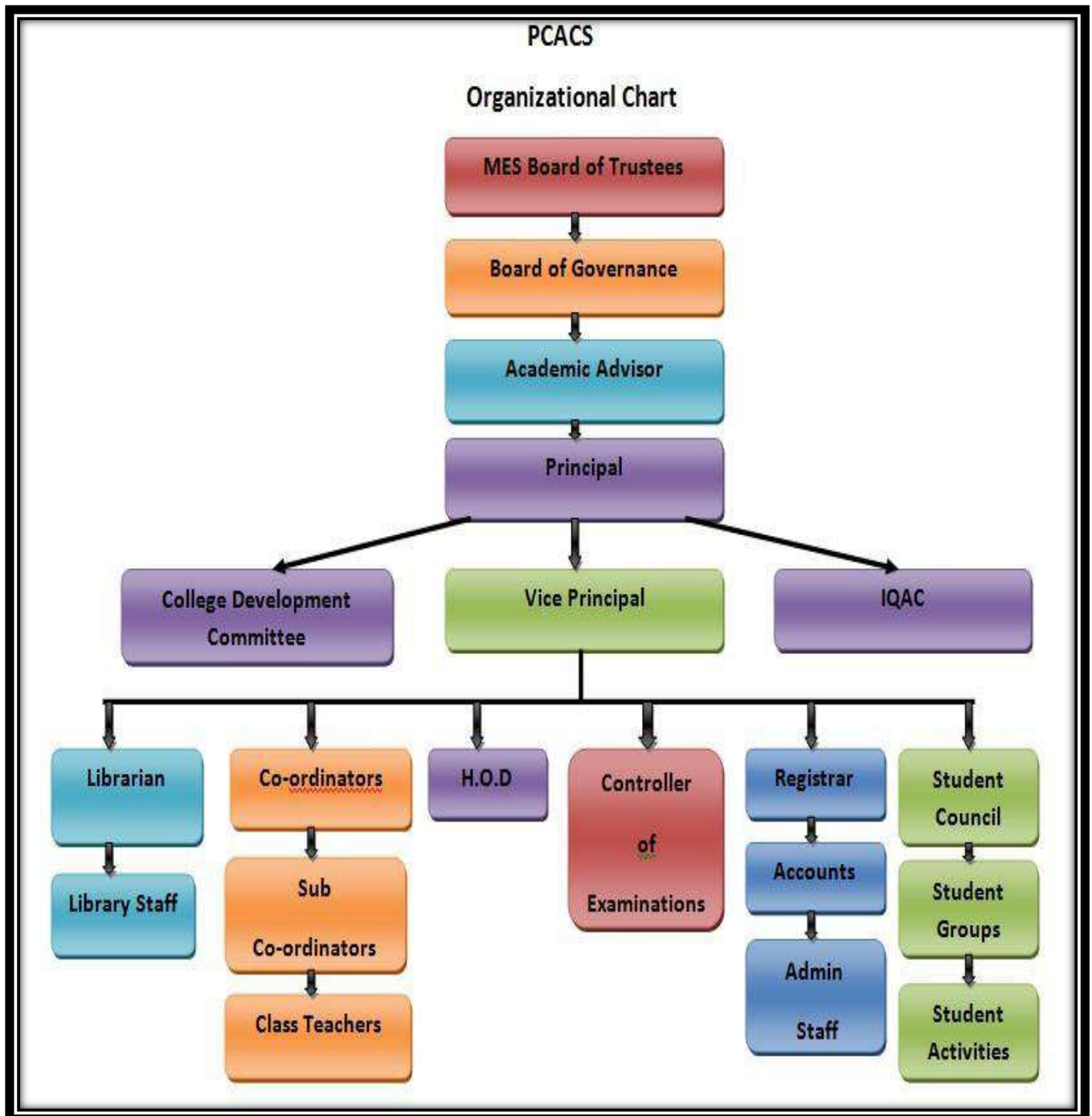
- Achieving excellence in education by maintaining high standards of teaching, shaping talents of students, moulding their character and imbibing in them a sense of civic responsibility.
- Empowering students to become able, responsible citizens by imparting quality education and inculcating sound values.
- Providing best infrastructure comparable to international standards.

3. Leadership



Dr. Gajanan Wader
Principal

4. Organizational Chart



5 Courses Offered

The college conducts the following Under Graduate, Post Graduate Degree course and Ph.D Programmes affiliated to the University of Mumbai

5.1 Undergraduate Courses

Faculty of Arts

- Bachelor of Arts in Mass Media and Communication (B.A.M.M.C.)

Faculty of Commerce

- Bachelor of Commerce (B.Com)
- Bachelor of Commerce in Accounting and Finance (B.Com.A&F)
- Bachelor of Commerce in Financial Markets (B.Com.F.M.)
- Bachelor of Management Studies (B.M.S.)
- Bachelor of Business Administration (B.B.A.)

Faculty of Science

- Bachelor of Science in Computer Science (B.Sc.C.S.)
- Bachelor of Science in Information Technology (B.Sc.I.T.)
- Bachelor of Science in Biotechnology (B.Sc.B.T.)
- Bachelor of Science in Economics (B.Sc.Economics)
- Bachelor of Science in Fashion Designing & Technology (B.Sc.(Hons.) FDT)

5.2 Postgraduate Courses

Faculty of Arts

- Master of Arts in Communication & Journalism (M.A.M.C.J.)

Faculty of Commerce

- Master of Commerce in Accountancy (M.Com.)

Faculty of Science

- Master of Science in Information Technology (M.Sc.I.T.)
- Master of Science in Biotechnology (M.Sc.B.T.)
- Master of Science in Data Analytics (M.Sc.D.A.)

5.3 Doctor of Philosophy (Ph.D)

- Accountancy
- Business Policy and Administration
- Business Economics

6. Administrative Audit (AA)

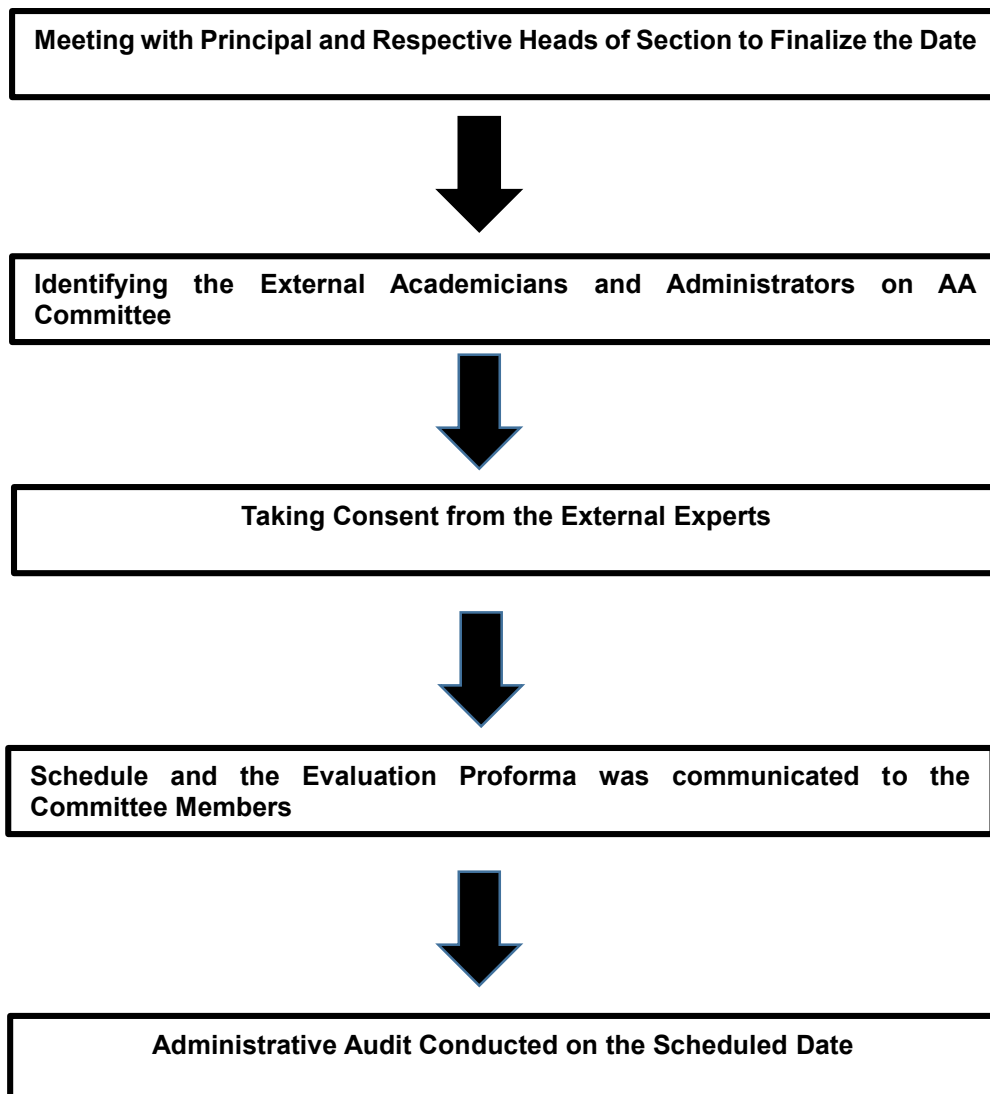
The main objective of the audit is to review, assess, and evaluate the performance in administrative aspects pertaining to departments of the institution.

The review process is usually carried out by internal committee members and the external academicians and administrators. As a part of the audit process, the IQAC has structured a proforma for the evaluation based on the Criteria specified by NAAC.

The list of documents and proforma for the administrative department level evaluation is given as Appendix-A.

Process Involved:

The process involved for the **AA** by the external members is given below.



As per the names suggested and their consent, Administrative Audit Committee for the year 2022-23 consisting of the following members was constituted by the Principal:

Sl.No	Name of Committee Member, Designation & Address	Role in AA Committee
1	Dr.Srividhya Murali Principal Tilak Education Society's S.K.College of Science and Commerce Seawoods,Nerul,Navi Mumbai-400 706	Chairman
2	Shri.Muralikrishnan Nambiar Registrar SIES (Nerul) College of Arts, Science and Commerce Nerul,Navi Mumbai-400 706	Member
3	Shri.Suresh Kumar Pillai Registrar Tilak Education Society's S.K.College of Science and Commerce Seawoods,Nerul,Navi Mumbai-400 706	Member

The meeting of AA committee was fixed on 13.03.2023. The AA committee was assisted by the IQAC members for conducting the audit. The Committee had a formal meeting with the Principal, and the respective heads of the administrative sections during which Principal presented the overview of the institute, developments and the achievements made. Members of the Committee were briefed about the objective of the audit and the procedure involved.

The members visited the departments, the infrastructural facilities in the department such as Administrative Office, Accounts Section, Library, Examination Section, Computer Labs and Biotech Lab and interacted with the administrative staff and the technical staff to know the

administrative performance. All the related documents were presented to the members. After completing all stages of inspection and interactions in the department/section, AA Report covering the observations was prepared for the respective departments by the member. Individual department evaluation sheets are enclosed with this report.

Also, the members visited the central facilities such as Auditorium, Conclave, Gymkhana, E-Studio and had interactions with the staff. Other general facilities were also verified. The Committee after completing all stages of inspection and interactions prepared the AA report for the college covering the summarized observations and recommendations.

Academic and Administrative Audit Process and schedule

Date: 13th March,2023

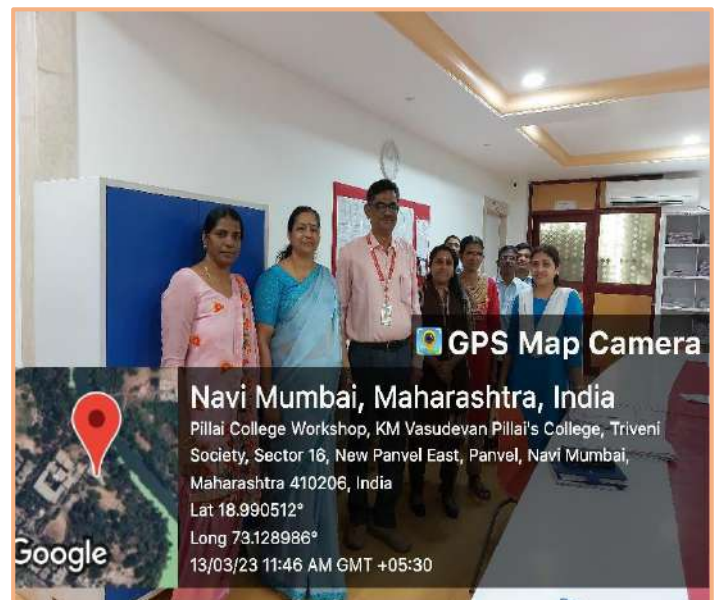
Time	Activity	
10:00 am - 10:45 am	Welcome and briefing by Principal	Welcome and briefing by the Principal regarding the objective of the administrative audit.
11:00 am - 01:00 pm	Visit to Central Facilities- Administrative Office, Library, Exam Section, Computer Labs, Biotech Lab, Accounts Section, Fee Collection Section	Interaction with respective heads Verification of documents
01:00 pm - 01:30 pm	Lunch	
Post Lunch	Report Preparation	Report Writing
	Exit Meeting	Exit Meeting with Principal and respective heads

Glimpses of Administrative Audit Committee Visit:

Meeting with Principal, Vice-Principal, I.Q.A.C.Co-ordinator and HoDs



At the Departments: Verification of Documents and Interaction with the Staff Members





GPS Map Camera

Navi Mumbai, Maharashtra, India

Dr. K. M. Vasudevan Pillai Campus Plot No. 10, Triveni Society,
Sector 16, New Panvel East, Panvel, Navi Mumbai, Maharashtra
410206, India
Lat 18.990624°
Long 73.127934°
13/03/23 12:31 PM GMT +05:30

Google



GPS Map Camera

Navi Mumbai, Maharashtra, India

Dr. K.M.Vasudevan Pillai Campus, Plot No.10, Triveni Society,
Sector 16, New Panvel East, Panvel, Navi Mumbai, Maharashtra 410206, India
Lat 18.990406°
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410206, India
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Long 73.127902°
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410206, India
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Report of Administrative Audit Committee

Assessment Based on Institutional Information

Category/Department	Description	Status of Availability Yes/No
Institution Approvals and Accreditation Documents	Government Permission	Yes
	University Permission	yes
	Permanent Affiliation By UOM	yes
	Linguistic Minority Status Certificate	yes
	2 (f) & 12 B Certificate	yes
	Autonomous Status By UGC	yes
	Autonomous Status By UOM	yes
	NAAC Accreditation Certificate	yes
	Best College Award Certificate 2014-2015	yes
	Fire Prevention and Life Safety Certificate	yes
Administrative Office	Appointment and Approval Documents of Staff	Yes
	Service Record of Staff	yes
	Biometric Attendance System	yes
	General Record of Students	yes

	Scholarship Documents	Yes
	Eduright Software Developed and Managed By Institute for Admission Process	Yes
	Record of Student Related Documents Admission/Enrollment/Eligibility/TC/LC /Migration/LOR/Transcription	Yes
Account and Fees Section	Standard Software for Information Management	Yes
Library	Library Automated Using Standard Software Koha ILMS	Yes
	Remote Access Facility Provided to Access Subscribed Learning Resources	Yes
	Accession Register Updated	Yes
	Library Documents Classified and Arranged	Yes
	Library Manual/FAQ	Yes
Examination Cell	CCTVs Installed	Yes
	Software Developed to Maintain Records	Yes
	Standard Photocopy and Printing Machines	Yes
Computer Labs Lab1/Lab2/Lab3/Lab4 Hardware & EDP Cell	Computer Systems Updated	Yes
	Scheduled Updating of Systems Required Software Available	Yes
Biotech Lab Lab1/Lab2 ATC/PTC	Stock Record Maintained	Yes
	Log Book Maintained	Yes

Other Facilities

Grievance Redressal Facility	Yes
CCTV Security System	Yes
Fire Extinguisher	Yes
First Aid/Medical Facility	Yes
Canteen Facility	Yes
Drinking Water Facility	Yes
Facilities for Differently Abled Persons	Yes
Electricity Backup Facility	Yes
Bank/ATM	Yes
Parking Facility	Yes
Gymkhana Facility	Yes
Auditorium	Yes
Conclave1	Yes
Conclave2	Yes
Assembly Hall	Yes
E-Lecture Studio	Yes
Xerox or Photocopy Facility	Yes
Reception Counter	Yes

We, the members of the Administrative Audit Committee have conducted the Administrative Audit for the Academic Year 2022-2023 of Pillai College of Arts, Commerce & Science (Autonomous), New Panvel-410206 on 13-03-2023.




Observations of the Auditors:

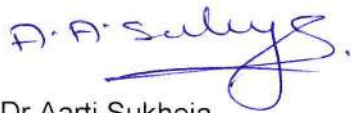
1. Various Audit of the institution has been conducted.
2. IQAC provides staff enrichment programmes.
3. Student support services are in place.
4. Staff welfare & development has been prioritised.

Suggestions:-

1. Multiple backups can be devised for data disaster management.
2. Dedicated schedule for hands on training for staff.

Signature of the Auditors:

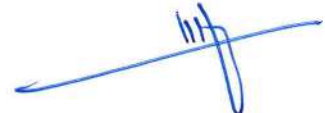
Sl.No	Name of the Member	Designation	Signature with Date
1	Dr.Srividhya Murali	Chairman	 13/3/23
2	Shri.Muralikrishnan Nambiar	Member	 13/02/23
3	Shri.Suresh Kumar Pillai	Member	 13/03/23



Dr.Aarti Sukheja

I.Q.A.C.Co-ordinator





Dr.Gajanan Wader

Principal
PRINCIPAL

Mahatma Education Society's
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