

INTERNAL QUALITY ASSURANCE CELL

REPORT OF EXTERNAL ADMINISTRATIVE AUDIT 2022-23

External Administrative Audit for the year 2022-23 of the St. Xavier Institute of Education, New Marine Lines, Mumbai 400 020 was successfully conducted on 16th May, 2023 with the help of the following External Experts:

1. Mr. Y.S. Jorapur – Ex-Registrar, S.I.W.S. N.R. Swamy College of Commerce & Economics, Wadala, Mumbai 400 031
2. Mr. A. B. Joshi, Ex-Head Clerk, Bombay Teachers' Training College, Colaba, Mumbai 400 005.

The recommendations of the committee conducting External/Administrative Audit are given below:

Particulars	Opinion of External Auditor/Remarks
Establishment Branch	
Duty Chart	Duty Chart Has been updated, Maintained the Staff Duty Attendance Register with staff signature
Unique Code of Employees	All employees have been allotted individual Unique Code
Service Books	All Teaching and Non-Teaching Staffs Service Books updated with Principal & Employee's Signature has been obtained on each page/year. It is also seen that the Government Official Stamp has been affixed as and when promotion is being given and got it approved.
Attendance	All employees Biometrics Attendance is being maintained. The same has been signed by the Principal every month.
Complaint Register	The Complaint Register has been maintained in the General Office and attended it to immediately.
Filing System	The General Office has maintained All Employees individual Personal File, Fixation Files and kept it in Lock and Keys. Besides these files, the General Office has maintained other important files with proper indexing.
Reference on Service Book	The college has taken care to mention noting on service books of each employees as and when they promoted/retired/resigned etc.
RECRUITMENT	
Recruitment of Teaching Staff	All teachers appointed/recruited on Regular or Contractual Basis, the record of recruitment has been maintained properly. Likewise, all Non-teaching employees

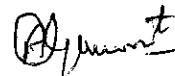
	recruitment files has been maintained by the General Office
Data Tabulation of Advertisement	The College has maintained the data of candidates who have applied for employment their applications with certificates, List of Candidates, Interview Letters, Appointment Letters, Acceptance Letter etc. in their personal file.
Feed Back of candidates	Feed Back form has been got filled from candidates from time to time and maintained in record files.
Rules and Regulations of the College	The College has always followed the Government, University and Management Rules and Regulations and the same has been uploaded in their college website.
HEALTH CARE CENTRE	
The College is having First Aid Facilities for Staff and Students for any Emergency during Working Hours.	
EXAMINATION SECTION:	
The College is maintaining Confidential Examination Materials & Records kept it in Lock and Keys	
REPAIRS AND MAINTENANCE OF THE PREMISES:	
The College Management is always give priority to maintaining the college premises with repairs of infrastructure to avoid any untoward incidents.	
The college management is paid their duty charges eg. Municipal Tax, Water Tax, Electricity Charges etc in time.	
FINANCE :	
The College is installed Tally Accounting System to generate Bills, Payment Vouchers, Journal Entries, Profit & Loss Accounts and Balance Sheet. The Same is being Audited by External Auditors every year and preparing the Balance Sheet.	
SPORTS:	
The college is organized Sports Activity in hired ground (University Sports Pavillion) or some other ground which is available on rental basis.	
SECURITY:	
The College Management is appointed Security Guards for Visitors and maintain the visitors book at the entrance of the main gate.	
PURCHASE COMMITTEE:	
The College is having a Separate Purchase Committee has been setup to purchases to be made for college equipments, stationeries, books, journals etc. For this college is inviting quotations from vendors. After scrutiny of vendors quotations the committee is placing purchase orders as per allotted budget.	
MEETINGS:	
The college is maintaining Minutes Book for Recording the discussion and decision of the	

Meeting conducted in the college from time to time. The decision taken by the Committee Members during the meeting will be informed the Management and implemented.

LIBRARY	
Books	The college is having a sufficient Number of Books for borrowing by students. However, it is suggested to add more books to facilitate to students community
Journals	The Library is having few Journals for reference for staff and students. It is suggested to add some more Journals related to Education including eJournals
Attendance Register	The Library is maintaining Attendance Register for Students and Staff
Accession Register	The Librarian is maintained updated Accession Register of New Books, Journals, Text Books etc. and recorded properly.
Periodicals	Library is having very few Periodicals. Suggested to add few more periodicals as per budget allocation.
Fine Register	The Librarian is maintained Fine Register for Fine Collected and accounted.
Book Bank Facility	The Library Department is having Books Bank Facilities for Students who are in need.
EQUIPMENTS:	
Computers	The College is having Computer Lab for training students with advance technology. Also the college Office is fully computerized with Internet connection.



Y.S. Jorapur



A .B .Joshi