

**Mahatma Education Society's  
Pillai College of Arts, Commerce & Science (Autonomous)  
New Panvel  
Affiliated to University of Mumbai  
ISO Audit-30th September, 2019  
AUDIT OBSERVATIONS**

**Major Observations**

1. Document numbering system is over redundant. Some of the Committees and Associations have not followed the numbering mechanism.
2. As per University Guidelines, under Autonomous status, 5-10% change in the syllabus has been initiated by the Institute. It was not reflected in the teaching plan of any of the department. Notice has been issued by the Principal to make the changes in the teaching plan as Post facto effect.
3. Internal Audit should be done by a competent ISO Internal Auditor.

**Other Observations**

1. Approval of the budget should be intimated to the all the concerned In Charges , Heads of Departments, Committees and Associations by the Budget Committee.
2. Certificate Course Committee needs to maintain records of External Faculty( Profile of Faculty and teaching plan for the course)
3. Unfair Means Committee file for 2018-19 was not available on the date of Audit.
4. Many Committees and Associations had handwritten code numbers which needs to be standardized.
5. Following committees have not given proper code numbers :  
Placement Cell- Mrs, Padmaja G.  
Industrial Visit-Dr. Kumudini Das
6. Committees not reported during ISO Audit:  
Computer Lab In Charge- Mr. Kuldeep  
Fees Concession, Scholarship, Government Freeship - Dr. Smitha Jayaram
7. All administrative staff should be available during ISO audit.
8. Calibrated records of instruments used in Bio-Technology Labs need to be maintained.
9. Expiry dates of chemicals used in Bio Technology lab has to be mentioned in the records.

In Charge  
ISO Committee